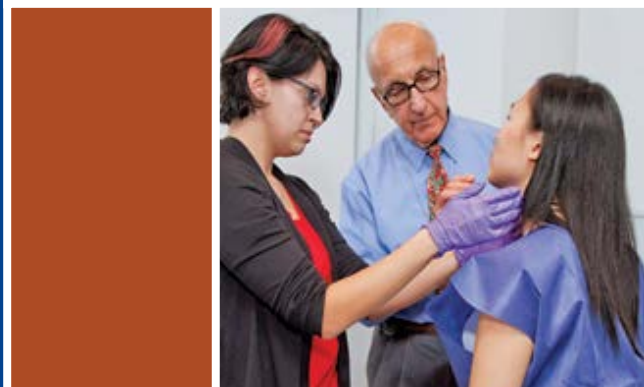
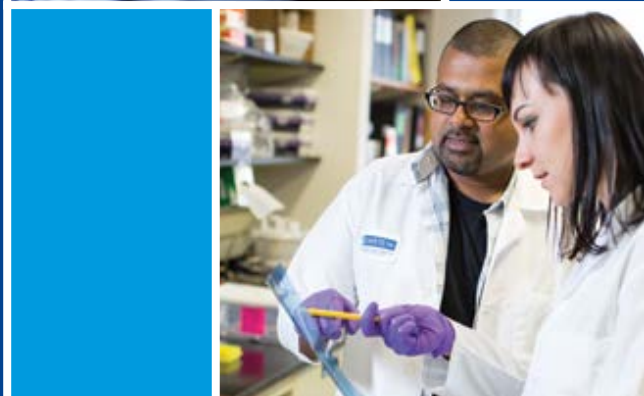


ALBERT EINSTEIN
COLLEGE OF MEDICINE

EMPLOYEE HANDBOOK

ISSUED OCTOBER 2016
REVISED JUNE 2019

WWW.EINSTEIN.YU.EDU/HR



ABOUT EINSTEIN EINSTEIN IS HOME TO:



1,800+
faculty



711
medical students



160
Ph.D. students



103
students in the combined
M.D./Ph.D. program



9,000+
Einstein alumni, among the
nation's foremost clinicians,
biomedical scientists and
medical educators



265
postdoctoral research
fellows at our Belfer
Institute for Advanced
Biomedical Studies



Einstein receives more than \$212 million annually in grants and contracts of which over \$174 million comes from National Institutes of Health (NIH). This funds major research centers at Einstein in cancer, diabetes, clinical and translational sciences, liver diseases, aging, developmental disorders, HIV/AIDS and the brain. These centers reflect the innovative, multidisciplinary research that has always been a hallmark of the College of Medicine's collaborative approach to biomedical science developments and disorders. In addition, Einstein offers robust research and clinical training programs for its students, postdoctoral fellows and junior faculty members supported by numerous NIH-supported projects in a diverse area of cutting-edge research in biomedical sciences and healthcare delivery (as of January 2018).

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(HR-MAN-2018-001)



MISSION

Albert Einstein College of Medicine, a part of Montefiore Medical Academic Health System, is a premier, research-intensive medical school dedicated to innovative biomedical investigation and to the development of ethical and compassionate physicians and scientists. At the core of the Einstein-Montefiore mission is the pursuit of justice in meeting the healthcare needs of all individuals, including those from underserved communities.



WELCOME



Welcome to Albert Einstein College of Medicine. Whether you're a new employee or have been with us for a while, we're delighted to have you as a member of our team. You are a valued member of our family, encompassing thousands of students and employees, as well as more than 9,000 alumni. We're pleased you chose to join Einstein and welcome your talent as we work together to provide an

exceptional educational opportunity to our students and our extended community. We wish you a successful and rewarding career with us.

When Einstein opened its doors to its first class of students in 1955, the New York Times was already noting that "the new medical schools' distinguished and talented faculty assured the institution of a place in the ranks of the great medical schools in the world." This prophecy has been more than fulfilled in ensuing years.

Einstein was established by Yeshiva University, with its first class entering in 1955, at a time when other institutions of higher learning had quotas limiting the number of Jews, Blacks, certain other ethnicities, and women, that could be accepted to their student bodies. Dr. Samuel Belkin—Yeshiva's president at that time—envisioned a medical school that would accept students of all races, creeds, religions, and genders based on their merit. This was a founding principle that our namesake Dr. Einstein embraced as well. From its inception the College of Medicine has welcomed students, faculty, and staff from diverse backgrounds who strive to enhance human health in the community and beyond.

In September 2015, Einstein became a division of Montefiore, through an agreement between Yeshiva and Montefiore. The shared values concerning social justice continue to bond us with Yeshiva, just as they have bolstered our longstanding partnership with Montefiore, begun in 1963. Our commitment to this shared pursuit is at the heart of our collaborative efforts to meet the healthcare needs of all individuals, regardless of their ability to pay.

As a premier, research-intensive medical school dedicated to innovative biomedical investigation and to the development of ethical and humane physicians and scientists, we currently offer one of the nation's largest programs for medical education. As we enter what will surely be a golden age of medicine, the College of Medicine remains steadfast in its core missions: educating students to become caring, curing physicians and world-class scientists, and fostering pioneering programs in biomedical and translational research that will lead to superb, compassionate patient care to all who may need it.

Long a national leader in biomedical research support from the Federal government, Einstein receives more than \$172 million dollars annually in funding from the National Institutes of Health. This includes funding for major research centers at the medical school in aging, intellectual development disorders, diabetes, cancer, clinical and translational research, liver disease and AIDS. Other areas of focus include developmental brain research, neuroscience, cardiac disease, and initiatives to reduce and eliminate ethnic and racial health disparities.

Our success is built by our employees. Your job, every job, is essential to fulfilling our mission every day to our students and the community we serve. It is the desire of Einstein to have every employee succeed in their job, and be part of achieving our goals.

As an employee at Einstein, you are expected to become familiar with the contents of this employee handbook. It is designed to serve as a valuable reference guide to help you understand our policies and procedures. Feel free to ask your supervisor any questions you may have about these policies. If you need further clarification, Human Resources can help with additional information and guidance.

Gordon F. Tomaselli, M.D.

*The Marilyn and Stanley M. Katz Dean
Albert Einstein College of Medicine*

*Executive Vice President and Chief Academic Officer
Montefiore Medicine*

INTRODUCTION

We take great pride in making Einstein a dynamic and rewarding place to work and grow. We expect that you will take advantage of the many opportunities you find here while helping us fulfill Einstein's mission of the pursuit of social justice in meeting the healthcare needs of all individuals.

We have prepared this handbook to ensure that your association with Einstein is as productive as possible. You are our most valuable resource and we will do all we can to help you enjoy a successful and rewarding career. Nothing in this handbook is intended to interfere with the rights of any employees to engage in protected concerted activity, either with co-workers, or any other rights provided under the National Labor Relations Act (NLRA). To the extent that conduct is protected under the NLRA, this handbook does not prohibit it.

As you read through this handbook, it will be helpful to keep a few things in mind. It offers general information of importance to you, along with certain guidelines you need to know. This handbook supersedes any prior handbook. Due to our changing operational needs, this handbook should not be considered all-inclusive. Additional details are contained in official documents available from Human Resources. Keep in mind that Einstein may revise or discontinue the policies, procedures and practices contained in this handbook at any time. If any changes are made, we will make every effort to provide you with reasonable notice. If you have any questions about this handbook, ask your department head or administrator. If you need further clarification, contact Human Resources.

Finally, nothing in this handbook confers any contractual right, either expressed or implied, to at-will employees of Einstein. Nor does it guarantee any fixed terms or conditions of employment. At-will employees may be terminated with or without cause and without notice for any lawful reason. You may also leave on your own for any reason at any time. In addition, no supervisor or any other Einstein representative (except the Office of the Dean with regard to Faculty, and Human Resources for all other staff employees) has the authority to enter into an employment agreement (verbal or written) that specifies a specific period of employment or to make any agreement contrary to the above.

The Einstein workplace is comprised of Faculty, Staff and Union Represented employees as defined below. Each section of the handbook will identify which employee group it applies to (i.e. Faculty, Staff, Union Represented employees).



FACULTY

Faculty members are exempt employees who promote research and academic excellence, serving as professors and mentors to M.D., Ph.D., M.D.-Ph.D. students and Research Fellows.

If a provision contained within this handbook conflicts with a faculty employment contract, the employment contract will prevail.

Specific policies relating to faculty are available on the [Office of the Dean's website](#).



STAFF

Staff are made up of exempt and non-exempt at-will employees who fulfill a variety of roles, including administrative support, management, human resources, information technology, communications and more.

Additional policies relating to staff are available on the [Einstein Human Resources website](#).



UNION REPRESENTED EMPLOYEES

Employees represented by a union (i.e. 1199 SEIU, NYSNA) are non-exempt and include service, technical and clerical positions as detailed in the relevant collective bargaining agreement.

If a provision contained in this handbook conflicts with an applicable collective bargaining agreement, the collective bargaining agreement will prevail.

EINSTEIN EMPLOYEE HANDBOOK

IN THE WORKPLACE



EQUAL OPPORTUNITY STATEMENT

(Faculty, Staff & Union Represented Employees)

Equal opportunity has and will continue to be a fundamental principle at Einstein. This applies to student admissions as well as all terms and conditions of employment, including recruitment.

At Einstein, all decisions are based on demonstrated capabilities, skills and qualifications. We do not discriminate on the basis of race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, veteran or disabled veteran status, military status, pregnancy status, domestic violence victim status, criminal conviction, genetic predisposition/carrier status, sexual orientation, gender identity and expression, citizenship status, familial status or any other personal characteristic protected under applicable federal, state or local law.

Einstein will endeavor to provide reasonable accommodations to qualified individuals with disabilities who have made Einstein aware of their condition. The accommodation must not impose an undue hardship on Einstein. If you are disabled and believe you need an accommodation to perform the essential functions of your job, please contact the Vice President for Human Resources.

In addition, Einstein will make every effort to provide reasonable accommodations for the religious beliefs or practices of students, applicants or employees. Any individual who believes they may require such accommodation should contact the Vice President for Human Resources.

Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. If you have any questions, they will be glad to help you.



EMPLOYMENT AT-WILL

(Staff)

Einstein employees are “employees-at-will” unless represented by a collective bargaining agreement or employment contract. This means that at-will employees do not have a contractual right, express or implied, to remain in Einstein’s employ. Einstein may terminate an employee’s employment, with or without cause, and with or without notice, at any time for any lawful reason.

As an Einstein employee, you agree that your employment relationship with Einstein is governed by, and interpreted in accordance with, applicable federal, New York State and New York City law, and such applicable law will apply to any disputes between you and Einstein in any court of

competent jurisdiction located exclusively in New York State, except as otherwise provided in a duly executed employment contract.



CODE OF CONDUCT

(Faculty, Staff & Union Represented Employees)

The Code of Conduct is central to how we must conduct ourselves. The Code of Conduct covers a broad range of issues, including conflicts of interest, political contributions, safeguarding assets, environmental safety, professionalism and other human resources related matters and applies to all Einstein employees, volunteers and contractors. You should review the Code of Conduct regularly. If you are in a position with supervisory responsibility, you have an obligation to ensure that employees reporting to you understand and adhere to the Code of Conduct. [Click here for a comprehensive copy of the Code of Conduct.](#)



TITLE IX: NON-DISCRIMINATION AND GENDER-BASED MISCONDUCT POLICY

(Faculty, Staff & Union Represented Employees)

Einstein is committed to maintaining an academic, work and living environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a safe environment that promotes equal opportunities for all. This policy prohibits discriminatory practices, harassment and sexual misconduct of any kind. Where prohibited conduct has occurred, Einstein will act promptly to stop it, prevent its recurrence, discipline and/or take other appropriate action against those responsible.

Einstein prohibits discrimination and harassment of any employee by a supervisor, employee, student, contractor, vendor or visitor. Einstein expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment.

Policies Against Discrimination and Harassment

Einstein prohibits discrimination on the basis of race, religion,

color, creed, age, national origin or ancestry, sex, marital status, sexual orientation, gender identity and expression, physical or mental disability, veteran or disabled veteran status, military status, pregnancy status, genetic predisposition/carrier status, sexual and reproductive health decisions, citizenship status, familial status, domestic violence victim status, or any other personal characteristic protected under applicable federal, state or local law.

Definition of Unlawful Discrimination and Harassment

Prohibited conduct includes discrimination or harassment based on race, religion, color, creed, age, national origin or ancestry, sex, marital status, sexual orientation, gender identity or expression, physical or mental disability, veteran or disabled veteran status, military status, pregnancy status, genetic predisposition/carrier status, sexual and reproductive health decisions, citizenship status, familial status, Domestic Violence victim status, or any other characteristic protected by any applicable law, ordinance, or regulation. Applicable laws that prohibit such Discrimination and Harassment include, but are not limited to, the following: Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits Discrimination on the basis of sex, pregnancy status, race, color, national origin, or religion; Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits Discrimination on the basis of sex; Violence Against Women Act of 1994 ("VAWA"); Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"); Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which prohibit Discrimination on the basis of disability; N.Y. Executive Law, art. 15, §290 et seq. (Human Rights Law); and Title 8 of the Administrative Code of the City of New York (Human Rights Law).

This policy prohibits discrimination against or harassment of any individual based on that individual's membership in a protected class, whether or not it rises to the level of unlawful discrimination or harassment. In addition, this policy protects all others, even if they are not members of a protected class, for example, if someone is discriminated against or harassed based on an inaccurate assumption that the person is a member of a protected class.

Examples of conduct that may violate this policy include the use of epithets, slurs, jokes, stereotyping, or intimidating or hostile acts directed at any individual because of his/her protected class status, as well as the failure to provide equal consideration, acknowledgment or access to employment or educational opportunities to equally qualified individuals. Harassment does not have to include intent to harm or be directed at a specific target. Prohibited harassment may involve a single episode or ongoing behavior depending on the severity of the issue. In addition, this policy forbids not only verbal and physical harassment but also harassment in any medium, including email and electronic social media. Discrimination and harassment can take

many forms, including, but not limited to, sexual harassment, sexual abuse/assault, stalking, and domestic violence and dating violence.

Anyone found responsible for such conduct will face serious disciplinary sanctions, up to and including termination of employment.

Definition of Sexual Harassment

Sexual harassment refers to any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, physical, demonstrative, or electronic conduct or communication of a sexual nature, or which is directed at an individual because of the individual's sex. Sexual harassment may occur in a single incident or consist of a series of incidents. It can occur between any two people covered by this policy, including, but not limited to, two faculty or staff members, a faculty or staff member and a student, people of the same or different gender, or people of the same or unequal status or power. A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including independent contractor, vendor, client, customer or visitor.

Sexual harassment is considered a form of misconduct and disciplinary action will be taken against individuals engaging in sexual harassment and individuals, including supervisors and managers, who knowingly allow such behavior to continue.

Examples of conduct which may constitute sexual harassment include, but are not limited to: verbal comments of an overtly sexual nature, whether in the form of jokes, innuendoes, slurs, or other statements; the use of sexual teaching materials or comments of a sexual nature not relevant to the material being taught or any other academic purpose; remarks of a sexual nature about an individual's clothing or body; remarks speculating about an individual's sexual orientation, activity or previous sexual experiences; verbal harassment or abuse of a sexual nature; making offensive gender-based remarks; the display or transmission of sexually offensive objects, photographs, drawings, graffiti, email, electronic social media communications, computer graphics or programs when sexual content is not relevant to any academic purpose; non-verbal behaviors of a sexually degrading or offensive nature, such as gesturing, or leering; unwanted touching, hugging, or brushing against an individual's body; requests, demands or persistent pressure for sexual favors, particularly when accompanied by an offer of rewards or threats of retaliation concerning work, grades, promotions, tenure or any other academic or related decision; and sexual abuse/assault.

Individuals and Conduct Covered

This policy governs the conduct of all Einstein faculty, administration (whether supervisors, administrators, and managers), and other staff, whether full-time or part-time, employees of contracted service providers, interns, volunteers, visitors, and other third parties conducting business with Einstein and covers their treatment of each other and of students, as well as others with whom they come into contact at or near Einstein and/or at Einstein-sponsored and affiliated activities and events.

Retaliation is Prohibited

Einstein prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim is a serious violation of this policy and will be subject to disciplinary action, up to and including termination of employment.

Complaint Procedure

Any employee serving in a managerial or supervisory capacity with any knowledge, whether from firsthand observation, having been confided in or having heard about it in some other fashion, of a known or suspected instance of Prohibited Conduct must report the incident to the Vice President for Human Resources/Title IX Coordinator, Senior Counsel, Director of Security, or Director of Employee Relations even if the alleged victim of such discrimination or harassment is not interested in filing a formal complaint. All other employees are encouraged to make such reports.

Managers and supervisors who knowingly allow prohibited conduct to continue without reporting it will be disciplined.

Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. Confidentiality will be maintained throughout the investigatory process to the extent possible and as is consistent with investigative needs and applicable laws.

Responsive Action

Where prohibited conduct has occurred, Einstein will act promptly to stop it, prevent its recurrence, discipline and/or take other appropriate action against those responsible.

For additional information, including processes and resources, refer to [Non-Discrimination and Gender-Based Misconduct Policy and Complaint Procedures for Employees and Non-Students](#).



DISABILITY ACCOMMODATIONS

(Faculty, Staff & Union Represented Employees)

Einstein is committed to prohibiting discrimination against employees and job applicants with disabilities. Einstein's policy is to endeavor to provide reasonable accommodation to employees and job applicants so that anyone with a disability may perform the essential job duties of the position and enjoy equal access to all employment opportunities. In addition, Einstein will attempt to provide reasonable accommodation to address the needs of an employee for her pregnancy, childbirth or related medical condition without requiring that the employee's limitations qualify as a disability.

If an accommodation is determined to be unreasonable, result in an undue hardship to Einstein or pose a direct threat of substantial harm to the health or safety of the applicant, employee or others, it will not be provided.

Establishing Eligibility

Employees and applicants for employment must be qualified to perform the essential functions of the job with or without reasonable accommodation. An individual who has requested a reasonable accommodation must provide documentation from a certified health care provider that confirms the existence of the qualifying disability and the need for accommodation. The documentation must describe the nature, severity, and duration of the impairment; the activity or activities the impairment limits and the extent of the limitation in performing the activity or activities; and substantiate the need for the reasonable accommodation. The employee or job applicant must pay any costs to obtain and provide this information to Einstein.

Einstein may require an employee or job applicant to have further testing or be evaluated by a certified health care provider to verify or further establish the disability or the need for accommodation. Einstein will pay any costs for obtaining this evaluation.

Because the need for a reasonable accommodation may change, an individual who receives a reasonable accommodation may be asked to periodically confirm their eligibility.

Requesting Eligibility

1. To request a reasonable accommodation, an Einstein employee should complete the following three forms and submit them to the Vice President for Human Resources:
 - [Disability Accommodations Request Form](#)
 - [Disability Accommodations Health Care Provider Release Form](#)
 - [Disability Accommodations Health Care Provider Statement Form \(to be completed by a certified health care provider\)](#)
2. A job applicant who seeks a reasonable accommodation for the job application process should contact the Vice President for Human Resources.
3. The Vice President for Human Resources or their designee will review all accommodations requests, along with supporting documentation. To the extent permitted by law, the Vice President for Human Resources or their designee may consult with the individual's health care provider, Einstein's own medical professionals and other Einstein personnel, including Senior Counsel, to fully evaluate the accommodations request.
4. The Vice President for Human Resources will process accommodation requests and, where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner. The designated department will implement the accommodation and any costs resulting from the accommodation will be handled in the same way as any other departmental expenditure. If Einstein determines that an accommodation other than the one requested is reasonable, Einstein will consider the employee's or job applicant's preference. Einstein will make the final determination as to the reasonable accommodation to be implemented. If Einstein determines that an accommodation will not be offered, the individual will receive a written explanation.

Confidentiality

All information and documentation submitted as part of the request for reasonable accommodations will be kept confidential to the extent required and permitted by law. Confidential information will only be made available to others on a need to know basis.

Complaint Procedure

If you believe that you have been discriminated against on the basis of a disability or pregnancy, you should refer to the internal complaint process included in the [Title IX: Non-Discrimination and Anti-Harassment Policy](#). If you have any additional questions about this policy, you should contact Human Resources.



WHISTLEBLOWER

(Faculty, Staff & Union Represented Employees)

Ethics and integrity are among our core values at Einstein. We expect all Einstein employees and volunteers to fulfill their duties with integrity and in full compliance with existing law, regulations and Einstein's own operating policies and procedures. To that end, Einstein provides a compliance hotline which can be used to raise good faith concerns about behavior by and within Einstein that is, or appears to be, illegal, fraudulent or in violation of policy. The hotline should not be used to report complaints about workplace issues, disputes or grievances. These issues are addressed according to Einstein's personnel policies and procedures.

Reports of acts of discrimination and harassment should be made in accordance with Einstein's reporting procedures described in the [Title IX: Non-Discrimination and Anti-Harassment Policy](#).

Any questions about the scope, interpretation or operation of this Whistleblower Policy should be directed to Senior Counsel for Einstein (the "Compliance Officer").

Reporting Responsibility

All employees and volunteers have an ethical responsibility to report violations or suspected violations and compliance concerns.

No Retaliation

No employee (including, faculty, staff member, fellow or trainee) or volunteer who, in good faith, reports a policy violation, improper conduct or compliance concerns will be subject to harassment, retaliation or adverse employment consequence as a result of having made a report. An employee who retaliates against someone because that person has reported a violation in good faith is subject to discipline, up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise legitimate concerns.

Federal Contacts or Grants

All employees (including, faculty, staff member, fellow or trainee) working for contractors, grantees, subcontractors and sub-grantees of federal contractors and grants are legally protected from disclosing information that they reasonably believe is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, specific danger to public health or safety, or a violation of law, rule or regulations related to a federal contract or grant. The law

provides that employees who make such disclosures may not be discharged, demoted or otherwise discriminated against if disclosure is made to: a member of Congress or a representative of a committee of Congress; an Inspector General; The Government Accountability Office; a federal employee responsible for contract or grant oversight or management at the relevant agency; an authorized official of the Department of Justice or other law enforcement agency; a court or grand jury; or, Einstein's Compliance Officer or Chief Financial Officer.

Reporting Violations

This policy recommends that individuals share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to submit a report by calling the Compliance Hotline at **1(800) 662-8595** or reporting the matter online at www.montefiore.alertline.com.

The Compliance Officer is responsible for investigating, or supervising the investigation of all reported suspected violations. Once the investigation is complete, the results will be forwarded to Einstein's Audit Committee, and any corrective action will be taken if warranted by the investigation findings.

The Compliance Officer reports compliance activity to the Audit Committee at each regularly scheduled Committee meeting. The Audit Committee may, in its sole discretion, engage outside auditors, counsel or other experts to assist in an investigation and in the analysis of results.

The Compliance Officer will notify the Chief Financial Officer immediately of any reported suspected violations regarding corporate accounting practices, internal controls or auditing ("Accounting Concerns"). Upon receipt, the Chief Financial Officer will promptly evaluate whether a suspected violation is an Accounting Concern and, if so, will promptly determine what professional assistance, if any, is needed to conduct an investigation. The Audit Committee will monitor and review all reported Accounting Concerns.

The Compliance Officer may delegate the investigation of a reported suspected violation, whether an Accounting Concern or otherwise, to one or more Einstein employees, or to any other individual not employed by Einstein. However, the Compliance Officer may not delegate such responsibility to any employee or other individual who is the subject of the suspected violation or if it would compromise the identity of an employee who reported the suspected violation anonymously or the confidentiality of the complaint or resulting investigation. The scope, manner and parameters of any investigation of a

reported suspected violation will be determined by the Audit Committee in its sole discretion and Einstein and its employees and volunteers will cooperate as necessary in connection with any investigation.

Hotline Committee

The Hotline will be managed by an independent third party and reports will be forwarded to Montefiore's Compliance Department. Montefiore's Vice President and Counsel for Compliance will refer all complaints to Einstein's Hotline Committee. The Hotline Committee is responsible for coordinating investigations into all reported complaints and allegations with the Compliance Officer. When an investigation is completed, the results will be forwarded to Einstein's Audit Committee.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of policy, improper conduct or compliance must be acting in good faith and have reasonable grounds for believing the information disclosed indicates that a violation exists. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense leading to disciplinary action, up to and including termination of employment.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Individuals may submit reports anonymously.

Handling of Reported Violations

The Compliance Officer will acknowledge receipt of each reported suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.



ATTENDANCE

(Staff & Union Represented Employees)

Punctual attendance on scheduled workdays is an essential responsibility of each Einstein employee. You are expected to report to work as scheduled, on time and prepared to start work at the beginning of your schedule. Late arrival, early departure or other deviation from scheduled hours are disruptive to business operations and can negatively impact coworkers. You must notify your supervisor as far

in advance as possible of any unscheduled absence, tardiness, or unscheduled early departure. Notice requirements and methods are established by your supervisor and may vary depending on job responsibilities and departmental functions.

For additional information, refer to the [Attendance Policy](#) and your supervisor for department specific procedures regarding attendance and notification procedures.



CONFIDENTIALITY AND PRIVACY

(Faculty, Staff & Union Represented Employees)

As an employee of Einstein, you may have access to confidential matters regarding other employees, faculty, staff, students, clients, donors and research. It is your responsibility to maintain the highest level of privacy and protection of confidential information. Einstein files and documents should not be moved and/or removed from the workplace without permission from your supervisor.

Nothing in this policy limits an individual's right under the law including, without limitation, an individual's right to discuss the terms and conditions of their employment with colleagues or management or to provide information to any government agency in accordance with the law.

Personnel Records

Human Resources and/or your department maintain a personnel record for all employees. This record contains all documentation related to your association with us – i.e., your employment application, resume, payroll information, performance evaluations, disciplinary actions, if applicable, etc.

These records are the property of Einstein. They are confidential and can be viewed only by members of Human Resources or other authorized management staff and appropriate outside agencies. You may view your record by submitting a written request to Human Resources. Documentation cannot be removed from the file however you may request a copy be made for you.

Health Information

Einstein is a covered entity within the meaning of the [Health Insurance Portability and Accountability Act](#) of 1996 (HIPAA) [45 CFR Parts 160 and 164].

This means that no employee is permitted to disclose any individually identifiable protected health information

concerning any patient, research participant, student or staff member without that individual's prior authorization.

Access to protected health information is restricted to those who need access as part of their employment, and, in that case, will be the minimum necessary to perform legitimate Einstein functions.

Educational Records

Einstein is committed to maintaining student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The definition of educational records under the law is quite broad and not limited to academic records.

FERPA gives students the right to access their educational records, while limiting the disclosure of those records. In general, personally identifiable information obtained from educational records may be disclosed only with the students' consent, unless it is directory information (e.g., name, Einstein e-mail address, dates of attendance at Einstein and school, department or division attended, degrees and awards received, etc.), or unless the law provides an exception that permits disclosure without consent.

One exception allows campus personnel to share information from educational records with other school officials who have a legitimate educational interest. Another exception covers information that is necessary to protect the health or safety of the student or others.

Please note that FERPA's restrictions apply only to information from student educational records that are maintained by the school. They do not apply to personal knowledge derived from direct, personal experience with a student.

Any questions regarding the maintenance of student records or their disclosure should be directed to Senior Counsel.

Personally Identifying Information

In the ordinary course of operating its business, Einstein obtains tax identification numbers (including Social Security numbers in the U.S.), passport information, driver's license data, residential addresses, personal birth dates, health status information, bank/brokerage account details, tax returns, photos and other personal information about its employees, clients and others who provide goods and services to Einstein and its clients. This is usually private and sensitive information that requires confidential treatment and is referred to as "Personally Identifying Information."

It is Einstein's policy to comply with all laws and regulations governing the use and disclosure of Personally Identifying Information and to protect its confidentiality. Einstein will protect all Personally Identifying Information about any

individual gathered and stored by Einstein from improper disclosure.

This policy applies to everyone at Einstein: employees, temporary employees, interns, independent contractors, and those employed by our contractors.

While Einstein may share Personally Identifying Information internally for administrative purposes and disclose it as required by law, such information:

- Should not be disclosed to third parties;
- Should be kept within Einstein's secured Technology Resources or its secured office premises, or its authorized off-site storage facilities, except during travel when off-site possession is necessary;
- Should not be accessed in the absence of a legitimate business need or objective;
- Should be protected by device passwords, encryption, locked carrying cases and the like during travel or when a legitimate business need or objective requires transfer of such information outside of Einstein's secured Technology Resources or office premises;
- Should not be discarded while still in a readable form; and
- Should be protected by confidentiality and non-disclosure agreements when third party disclosure is required to serve a client or further another college objective.

Social Security Numbers

Social Security numbers are Personally Identifying Information. There are specific laws and regulations restricting the use and disclosure of Social Security numbers, protecting their confidentiality, and limiting their access. Therefore, as general rules:

- Do not ask any individual for their Social Security number (except to comply with lawful requirements of government agencies or as permitted by law, for example, for credit checks);
- Do not use any individual's Social Security number as an ID number, password, account number or other purpose; and
- If you obtain an individual's Social Security number, do not disclose it to any third party (except as required or permitted by law) or store or transmit it in a manner which is not secure and confidential.

Notice of Breaches

In the event of a breach of the data security imposed by this policy or any law, regulation or directive, you should notify the Vice President for Human Resources at (718) 430-2541 immediately.



DRESS CODE

(Staff & Union Represented Employees)

While performing your duties you are representing Einstein and therefore, your appearance should reflect Einstein's professionalism. Ensure you are appropriately attired, well-groomed and observe good habits of personal hygiene. Refrain from wearing clothing and accessories that detract from a professional image.

Use good judgment in selecting clothing that is neat and appropriate for the workplace. Additionally, clothing should cover tattoos, if possible, and there should be no visible body piercings.

Please consult with your supervisor, who has the ultimate responsibility for defining the appropriate attire for your particular work environment. Some Einstein personnel may be required to wear a uniform and/or protective/safety clothing on the job in accordance with OSHA standards.

Examples of unacceptable attire include: T-shirts, cutoffs, leggings or jeggings, tube tops, midriff length tops, flip-flop footwear, spandex/lycra pants or shorts, spaghetti strap camisoles, tank tops, athletic wear, beach wear, halter, open back or off-the-shoulder dresses or tops, revealing or ill-fitting clothing.

Supervisors are responsible for monitoring, enforcing and ensuring that all employees understand and adhere to this policy.



EMPLOYEES WHO WORK FROM OUTSIDE OF NEW YORK STATE

(Faculty and Staff)

Einstein is obligated to follow state- or country-specific laws for its employees who are physically located and working from another state or country. Due to the complexity and cost of complying with varying laws and legal requirements, an employee working from a location outside of New York State requires prior written approval from the Vice

President for Human Resources.

For additional information, including the process for requesting such arrangement, refer to the [Employees Who Work from Outside of New York State Policy](#).



FLEXIBLE WORK ARRANGEMENTS

(Staff)

Einstein requires that all departments observe and maintain adequate staffing during regular business hours. Regular working hours for staff are defined as Monday through Friday, 9:00 a.m. to 5:30 p.m., consisting of 37.5 hours per workweek. Some departments providing student or faculty support services must also maintain extended workweeks and hours.

Einstein recognizes that our employees may, from time to time, require an adjustment to their normal work schedules so they can meet personal responsibilities that may conflict with their work schedule. Supervisors may permit reasonable adjustment (flextime) to the established normal arrival and departure times of the workplace, to accommodate individual employee needs, for example, education, child care commitments or, family or personal illness, subject to departmental needs and operations. Any scheduling adjustments should be considered on a short-term basis only and are not intended to permanently change an employee's terms of employment or work obligations. We also recognize that flexible scheduling is not possible for all work areas because of the specific requirements of that workplace and that supervisors will not be able to approve a flexible schedule in response to an employee's request. This policy covers changes to work schedules that are regular and recurring and not sporadic or temporary which can be managed within the scope of a supervisor's discretion.

Supervisors considering flextime should examine staffing needs for their areas to determine if the workplace needs to be fully staffed for the entire period of the regularly scheduled workday. Where possible, arrival and departure times for individual employees can be staggered to meet both the needs of the employee and the department. Supervisors must assure that there is adequate staffing during normal business hours. Any variation from the employee's normal work schedule, e.g., working a 10-hour, four-day week, must be approved in advance by the employee's supervisor and the Vice President for Human Resources.

Flexible work schedules must be discussed in advance by the staff member and the supervisor. To receive approval for a flexible work arrangement, the supervisor must certify that the altered schedule is manageable within the operation and staffing of the department and will not adversely affect operations or services to clients. Both parties should have written copies of the agreed-to schedule. Supervisors should review the flextime needs, continuation of those arrangements, and applications on a regular basis. An employee's flexible schedule may be revoked after the supervisor provides the employee with reasonable notice.

There are occasions when it may be possible and practical for employees to accomplish some of their work while remaining at home. Supervisors who are considering permitting a staff member to do a portion of their work at home on a regular basis must discuss the proposed arrangement first with Vice President for Human Resources.

Procedure

Employee:

- Complete a [Flexible Work Arrangement Form](#) to request alternate schedule to accommodate your special needs.
- If the request is approved, you will receive a written copy of schedule change.
- Notify your supervisor of any change in circumstances that may require a change or termination of the flexible work arrangement.

Supervisor:

- Upon receiving a Flexible Work Arrangement request, review the workplace needs and possibilities for flexible scheduling.
- Consult with your Department head, Dean, and the Vice President for Human Resources when a change in the employee's schedule is proposed.
- After reviewing and consulting on the matter, approve/deny the request.
- Provide the employee with written copy of the outcome.
- If approved, ensure you review the Flexible Work Arrangement and workplace needs on a regular basis.

Flextime

Flextime arrangements allow employees to start and end work during some range of hours outside of the regularly scheduled workday. Flextime arrangements do not reduce the normal workload obligation.

Compressed Workweek

Compressed work schedules allow employees to work all their hours in fewer than five (5) days per week. Common examples of this are schedules allowing employees to work 37.5 hours in four (4) days per week for an extra day off per week, or 75 hours in nine (9) days every two weeks for an extra day off every two weeks.

Voluntary Reduced Time

Voluntary reduced time allows an employee to reduce the number of hours she or he works in a week in order to have extra time to take care of personal or family needs – but only with the prior approval of the department head. Employees may voluntarily reduce their work time and still maintain the same benefits available to full-time employees. Salary and time off benefits are pro-rated accordingly. Einstein will reduce its share of contributions to benefits for employees who voluntarily reduce their workload. If you reduce your workload, contact Einstein's Benefits Office to determine your new costs.

Telecommuting

Telecommuting is working from a site other than the normal worksite, usually at home. If approved, the employee is usually responsible for any expenses required to maintain compatible office equipment and connections in their home, in accordance with Einstein's IT network security standards and/or applicable OSHA guidelines.



IDENTIFICATION CARDS

(Faculty, Staff & Union Represented Employees)

To maintain safety and security, you are required to carry a valid Einstein photo identification card (ID). You can obtain an ID card through the campus [Security Office](#) when you are hired after authorization by Human Resources.

You may be asked to display your ID card at any time when entering an Einstein Facility. Einstein ID cards provide access to Einstein buildings, events, library services and resources.

Keep your ID card secure! If you lose or damage your ID card, you are required to pay a replacement fee for a new card. Your ID card must be returned to your supervisor or Human Resources when you leave Einstein's employment.



OPEN COMMUNICATION

(Faculty, Staff & Union Represented Employees)

We want communication to be open and easy between you and Einstein's Administration, including department heads, managers, supervisors and Human Resources. Feel free to speak with your supervisor about any workplace issues or problems. That is often the best way to resolve any difficulty. All your concerns will receive appropriate attention. If, for any reason, you cannot reach your supervisor or are not comfortable speaking with your supervisor, you can contact your department head or [Human Resources](#).

We want to ensure that every member of our community receives fair and equitable treatment from supervisors, peers and fellow employees. We are committed to working with all employees to resolve problems, differences or disputes that may arise in relation to the workplace. We want our employees to feel confident that complaints will be handled in a fair and equitable manner.



STAFF GRIEVANCE & REVIEW POLICY

(Staff)

Einstein is committed to creating a workplace where everyone receives fair and equitable treatment and communication is respectful, open and easy. We encourage all members of the community to speak to their supervisor or department head about any workplace issue or problem. Your concerns will receive appropriate attention. Nevertheless, there may be instances where disputes arise requiring independent review. In an effort to facilitate resolution of workplace concerns, Einstein has created a Staff Grievance & Review Policy. This policy provides a structured process for the good-faith review and resolution of concerns raised by staff members.

This policy is intended to supplement, rather than to discourage or replace, informal discussions between supervisors and employees. If these discussions do not resolve the matter to an employee's satisfaction, they may grieve the issue, following the process defined in the policy.

For additional information, refer to the [Staff Grievance & Review Policy](#).



SOCIAL MEDIA

(Faculty, Staff & Union Represented Employees)

Social media refers to those websites, applications and other web-based programs that allow individuals to post messages, pictures and videos, and to communicate with other users. Such popular social media sites include Facebook, Twitter, LinkedIn, YouTube and Instagram.

Employees are encouraged to be responsible when posting online and should observe proper copyright and reference laws. Employees may associate themselves with Einstein when posting, but must provide a clear disclaimer that their online posts are personal and purely their own. Employees are prohibited from speaking or posting on Einstein's behalf without prior written authorization from the Associate Dean for Communications and Public Affairs. If any ambiguity exists as to whether an employee is speaking on behalf of Einstein or on his or her own behalf, the employee should clarify that the views expressed are not necessarily those of Einstein.

Employees are prohibited from making social media posts that are unlawful, libelous, obscene, amount to harassment or bullying, reveal proprietary company information, or violate Einstein's [Title IX: Non-Discrimination and Anti-Harassment Policy](#) or Violence in the Workplace Policy. Violations of this policy will not be tolerated and may result in disciplinary action, up to and including termination of employment.

For further information, refer to Department of Communications and Public Affairs' [social media guidelines](#).



SOLICITATIONS

(Faculty, Staff & Union Represented Employees)

You may not solicit another employee during working hours or distribute literature at any time in work areas. In addition, you may not disturb the work of others. Einstein prohibits solicitation or distribution by non-employees at all times on Einstein premises.

Bulletin boards are physically located on campus and are for posting or distributing the following:

- Notices containing matters directly concerning Einstein business;
- Business announcements that also apply and are of interest to you;
- Notices concerning union matters.

You should check the bulletin boards periodically for new and/or updated information. You should also follow the rules set forth in posted materials and never remove anything from the board itself.



USE OF COMPUTER SYSTEMS/ NETWORKS, PHONE AND INTERNET

(Faculty, Staff & Union Represented Employees)

Computer Systems/Network

Einstein provides computer systems intended primarily for Einstein business. Excessive personal use of Einstein's computer systems during working time is prohibited, as is other use that may interfere with the system's productivity. All communications and information transmitted by, received from, or stored in these systems are Einstein records and the property of Einstein.

No Expectation of Privacy

Subject to applicable law, or in accordance with the safety, security or other Einstein-related business purpose, authorized Einstein personnel (or engaged consultant) may monitor or review any and all files, documents or other information contained or accessible through the computer

systems for any reason without employee permission. In general, any review and monitoring will be conducted to further Einstein's academic and business pursuits and, to the extent deemed appropriate by a senior ITS administrator, in consultation with Senior Counsel and the Vice President for Human Resources. This includes possible monitoring of websites visited by employees, chat and news groups, e-mail, and blogs, plus review of all electronic/deleted files, metadata and other electronic information stored on Einstein's central backup system or otherwise available as part of its data management. Therefore, employees have no reasonable expectation of personal privacy with respect to anything stored in, created, received or sent over Einstein's computer systems. Using passwords or other security measures does not give an employee a right to privacy. Except as provided in this policy, no one may access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization.

The following is a non-exhaustive list of prohibited and inappropriate use of Einstein's computer systems and network:

- Viewing or sending indecent, pornographic or sexually-oriented materials;
- Visiting gambling sites;
- Copying, distributing, downloading or uploading copyrighted material that violates the owner's copyright protections;
- Using the computer system in violation of any Einstein policy;
- Using the computer system to commit illegal acts or harass an individual or organization.

Professional Use of Computer Systems Required

All of Einstein's policies with respect to workplace conduct apply equally to its computer systems. This includes, but is by no means limited to, Einstein's policies against discrimination and harassment, sexual or otherwise, its non-solicitation policy, and its policies against disclosure of trade secrets or other confidential business or proprietary information. Employees may not use Einstein's Computer Systems to download or copy copyrighted materials or another company's trade secrets or confidential, proprietary information.

Creation, solicitation, posting or distribution of offensive e-mail messages, computer "wallpaper" and the like, violate Einstein's policies against harassment and discrimination. Although Einstein may employ filters or other screening devices to block offensive, sexually explicit or inappropriate material, it generally is not possible to block out all such offensive content. If you encounter or receive this kind of material, you should report the incident to your supervisor immediately. Your supervisor should report the incident to Human Resources promptly.

Be Courteous and Considerate of Others

You are reminded to be courteous to other users of the system and always conduct yourself in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment and responsibility than you use for letters or internal memoranda written on Einstein letterhead. You are not authorized to retrieve or read any e-mail messages that are not sent to you, unless you obtain prior approval from Einstein management.

Limitations on Internet, Telephone and Cellphone Use

Although Einstein recognizes that the Internet may have useful applications to Einstein's business, you may not engage in excessive Internet use ("surfing the Net," playing games, shopping, blogging or accessing or downloading entertainment software) during work time.

Additionally, while personal use of cellphones during work time is not prohibited, the frequency, duration and volume must not interfere with work duties or distract fellow employees. This includes both incoming and outgoing telephone calls, text messages and social media activity. For non-emergency situations, employees should use their personal cellphones during meal or break times.

Online Representations

You need Einstein's prior approval to act as an official representative and/or spokesperson for Einstein. All media requests should be forwarded to the Associate Dean for Communications and Public Affairs. If you make reference, on the Internet (including on a blog) to Einstein, its employees or customers, you must include a disclaimer indicating that the opinions expressed are yours and not necessarily those of Einstein.

You may not disclose Einstein's trade secrets, confidential business information (e.g., business plans, strategies, research information, etc.) or other proprietary information on blogs or other Internet postings. In addition, you must not disclose certain Einstein financial information in violation of securities laws or regulations.

Violation of any of these provisions (even if posted by the employee outside of work hours and through non-Einstein computer systems) is grounds for disciplinary action, up to and including termination of employment.

Maintaining and Securing the Systems

While being mindful of mandatory record retention requirements, users should routinely delete outdated or otherwise unnecessary e-mails, voice mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses,

accessing the Internet through a computer attached to Einstein's network must be done through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited, unless the computer you are using is not connected to Einstein's network.

In addition, files obtained from sources outside of Einstein, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage Einstein's computer network. You may not download or use these disks or files on our computer systems without first scanning the material with Einstein-approved virus-checking software.

If you suspect that a virus has been introduced into Einstein's network, notify the MIT Service Desk immediately at (718) 920-4554 and open a service incident with IT Security.

Use of Copyrighted Material

Every Einstein employee must fully comply with all restrictions on the use of copyrighted material in any activity related to their employment, or while using Einstein owned or furnished computer equipment and/or computer network. This requirement applies to every type of usage of copyrighted material, including publishing and reproduction by any means, including use of the internet. Penalties for unauthorized use of copyrighted material can be substantial and may result in personal liability to the unauthorized user and disciplinary action, up to and including termination of employment.

Violations

Any employee who discovers misuse of any of our computer systems should contact Information Security at (718) 920-4554 immediately to report the incident. Violations of this policy may result in disciplinary action, up to and including termination of employment.


VERIFICATION OF EMPLOYMENT
 (Faculty, Staff & Union Represented Employees)

If you are seeking a verification of your Einstein employment, you may contact The Work Number at 1-800-367-2884 or online at www.theworknumber.com. The Work Number is an automated employment verification service that allows you to have your employment and income

verified within a manner of minutes. This fast, secure service can be used for reference checks.

Einstein employees hired after 9/09/15 will need institution code 17765; if hired prior to 9/09/15, you will also need institution code 13598 (i.e. Yeshiva University).



WORK PERFORMANCE STANDARDS (Staff)

Employees are expected to meet Einstein's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with Einstein's policies and procedures.

If you fail to meet these standards, Einstein may, in its discretion and under appropriate circumstances, take corrective action. The intent of this process is to document performance issues while providing a reasonable time within which to improve performance. However, this does not limit Einstein's right to terminate at-will employment.



WORKPLACE ROMANCE AND FRATERNIZATION (Faculty, Staff & Union Represented Employees)

Einstein is committed to creating and maintaining an environment in which learning and working can take place in an atmosphere of professionalism and mutual respect. Einstein recognizes that certain relationships and conduct in the educational setting have the potential to compromise, or appear to compromise, the fairness and objectivity of educational decisions and the discharge of other professional duties. As a result, Einstein has adopted a Romance and Fraternization Policy to ensure that such relationships and conduct do not hinder the fulfillment of Einstein's mission.

All Educators (i.e. faculty, staff, administrators and any other members of the Einstein community who educate,

supervise, evaluate or mentor students) are prohibited from pursuing or engaging in a romantic relationship and/or sexual conduct with any student over whom the educator currently has, or may reasonably expect to have, educational, supervisory, academic or mentoring responsibilities.

Romantic relationships and/or sexual conduct between supervisors and their employees is also prohibited.

Exceptions to this policy (such as in the case of a marital relationship) will be considered on a case-by-case basis by the Executive Dean or Vice President for Human Resources. A request for an exception must be made in writing by both parties. In any case involving a student, Yeshiva University's Title IX Coordinator will be consulted.

Appropriate disciplinary action may be taken against any employee who violates this policy.

For further information, refer to the [Workplace Romance and Fraternization Policy](#).

QUICK REFERENCES

Office of the Dean's website
www.einstein.yu.edu/administration/policies.asp

Einstein Human Resources website
www.einstein.yu.edu/hr/

Code of Conduct
www.einstein.yu.edu/uploadedFiles/HR/CodeofConductFinal.pdf

Title IX: Non-Discrimination and Anti-Harassment Policy
www.einstein.yu.edu/administration/human-resources/docs/non-discrimination-anti-harassment-policy.pdf

Disability Accommodations Request Form
www.einstein.yu.edu/uploadedFiles/HR/EinsteinMontefioreDisabilityAccommRequestForm.pdf

Disability Accommodations Health Care Provider Release Form
www.einstein.yu.edu/uploadedFiles/HR/EinsteinMontefioreDisabilityAccommRequestForm.pdf

Disability Accommodations Health Care Provider Statement Form (to be completed by a certified health care provider)
www.einstein.yu.edu/uploadedFiles/HR/HealthCareProviderStatementForm.pdf

Attendance Policy
www.einstein.yu.edu/uploadedFiles/HR/AttendancePolicy05162016.pdf

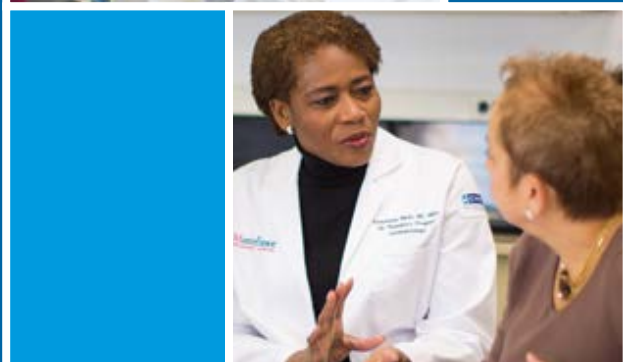
Health Insurance Portability and Accountability Act
www.dol.gov/ebsa/newsroom/fshipaa.html

Flexible Work Arrangement Form
www.einstein.yu.edu/uploadedFiles/HR/EinsteinMontefioreFlexibleWorkForm1.pdf

Social media guidelines
www.einstein.yu.edu/social-media/

Workplace Romance and Fraternization Policy
www.einstein.yu.edu/uploadedFiles/HR/WorkplaceRomanceFraternizationPolicy05262016.pdf

BENEFITS



BENEFIT PLANS

(Faculty, Staff & Union Represented Employees)

As an employee of Einstein, you are provided with a comprehensive offering of benefits that help protect the health, finances and future of you and your family. You have the opportunity to select the coverage that best helps you achieve your personal goals for the coming year and the future. We offer a benefits package that:

- Promotes the health and wellness of your family
- Protects your income while you are working
- Provides financial security in the event of your disability or death
- Helps you save for retirement
- Helps balance your personal responsibilities and work life

Benefits are described in more detail in the contracts, insurance certificates or plan documents, which are the legal documents that govern the administration and benefit provisions of each program. Further benefits information is available on the [Benefits Office webpage](#).

EMPLOYEE ASSISTANCE PROGRAM

(Faculty, Staff & Union Represented Employees)

Our confidential Employee Assistance Program (EAP) is offered through Carebridge and is designed to help employees address issues faced both on and off the job. From time to time, life can present challenges that can seem overwhelming. Our EAP program provides referrals for confidential counselling sessions at no expense to the user. Employees also have unlimited access to Work-Life Specialists to assist with identifying the most appropriate and affordable resources to help with issues such as child care, elder care, finances and more.

The EAP is available to you and your family and can be accessed by calling 844.300.6072 or visit www.myliferesource.com, using access code C4NKN.

If you are an 1199SEIU member, the 1199SEIU Member Assistance Program is available to you and can be accessed via telephone 646-473-6900, email Wellness@1199Funds.org or [online](#).



EMPLOYEE DISCOUNT PROGRAM

(Faculty, Staff & Union Represented Employees)

Einstein is pleased to offer you an [employee discount program](#) which provides a variety of goods and services at a discounted rate. You can find discounts on Appliances/ Audio Visual, Computer Software/Peripherals, Cell Phones, Hardware/Tools, Carpeting and Window Treatment, Hotels, Car Rentals, Bottled Water, Fitness and Wellness. Additional employee discount programs may be available through www.MyMonteBenefits.com.

REHIRE & PRIOR SERVICE

(Faculty & Staff)

Faculty and staff may be eligible for rehire if their prior employment with Einstein ended due to a voluntary resignation or severance agreement. Employees who were involuntarily terminated by Einstein due to misconduct, work performance or other policy violation, are not eligible for rehire.

For rehired employees to receive credit for prior service, the following conditions must be met:

1. The period of time between voluntary resignation/severance agreement and rehire is 12 months or less;
2. Prior employment with Einstein was for at least 12 consecutive months (exclusive of any leave of absence taken); and,
3. The employee has not already received credit for prior service.

Receiving Credit for Prior Service

Credit for prior service includes the following:

- Service credit for employment and service anniversary award purposes;
- Re-establishment of the employee's leave accrual rate at the time of the most recent termination date; and,
- Waiver of any group health and welfare plan waiting and/or non-premium subsidy periods except for employees who were part-time and not benefits eligible at the time of the recent termination date. Service credit for vesting and restoration of any forfeited account balances under Einstein's Retirement Plan(s) are governed by the plan(s) provisions and are not affected by this policy.

If you believe you may be eligible for credit for prior service, you should notify, Human Resources' Talent Acquisition within a reasonable time after your re-hire date.

QUICK REFERENCES

Einstein's Benefit Plans and Spending Accounts
www.einstein.yu.edu/hr/benefits/

Benefits Office webpage
www.einstein.yu.edu/hr/benefits/

Employee discount program
www.einstein.yu.edu/administration/procurement/staff-discounts/

COMPENSATION



OVERTIME PAY: NON-EXEMPT EMPLOYEES

(Staff & Union Represented Employees)

At times the workload in your department may require your supervisor to request that you work longer hours than your regular schedule. If you are an employee who holds an exempt position, you are expected to work the hours necessary to complete your assigned tasks and projects. Employees in exempt positions do not receive overtime pay. Non-exempt employees are eligible to receive overtime pay for hours worked in excess of their regular work-week. However, a supervisor's prior approval is required before non-exempt employees can work overtime. Failure to receive your supervisor's approval before beginning the overtime work may result in disciplinary action. If you are unsure as to your status of exempt/non-exempt, speak with your supervisor or contact [Human Resources](#).

Each day, you must record the exact time you start and finish work on a time record. Your supervisor must approve your hours worked at the end of each pay period. All additional overtime worked must be approved by a supervisor in advance each day.

Employees represented for collective bargaining purposes should refer to the collective bargaining agreement for details outlining overtime pay. All other overtime-eligible employees should consult Human Resources for specifics concerning overtime pay.

OVERPAYMENT RECOVERY

(Faculty, Staff & Union Represented Employees)

If you are paid more than is owed to you, Einstein has guidelines and procedures to correct the error and ensure recovery of any salary overpayment in an equitable and timely manner. All employees are expected to review their paystubs each pay period for accuracy and promptly report any discrepancies to their supervisor and Payroll Manager. For further information, refer to the [Payroll Overpayment Policy](#).

PAYMENT OF WAGES

(Staff & Union Represented Employees)

Einstein's pay schedule can differ depending on position. Employees are paid on a bi-weekly or semi-monthly schedule. For specific pay dates, refer to the Payroll Calendars found on the [Payroll Office webpage](#).

If the normal payday falls on an [Einstein-recognized holiday](#), compensation will be distributed one workday before the normal schedule. Under no circumstances will Einstein release any paychecks prior to the announced schedule.

You will receive a statement of earnings each pay period indicating gross pay and applicable deductions. If you believe there is an error in your pay, immediately speak with your supervisor, Department head or Human Resources.

If your marital status changes or the number of exemptions you previously claimed increases or decreases, you must submit a new Form W-4 to the Payroll Department.

SAFE HARBOR

(Faculty, Staff & Union Represented Employees)

It is our policy and practice to accurately compensate all employees and to do so in compliance with applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paystubs promptly to identify and report any errors. You also must not engage in off-the-clock or unrecorded work.

Review Your Paystub

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any necessary corrections. Please review your paystub when you receive it to make sure it is correct. If you believe a mistake has been made or if you have any questions, please use the reporting procedure outlined below.

Non-exempt Employees

If you are eligible for overtime or extra pay (including pay due under a collective bargaining agreement), you must maintain an accurate record of the total hours you work each day. Each employee must verify that the reported hours worked are complete and accurate (and that there is no unrecorded or "off-the-clock" work). Your time card must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. When you receive each paystub, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

Exempt Employees

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity of the work you perform.



You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full day absences for personal reasons, including vacation.
- Full day absences for sickness or disability, since we have a sick day pay plan and short-term disability insurance plan
- Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
- The first or last week of employment in the event you work less than a full week.

Your salary also may be reduced for certain types of deductions, for example, your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a retirement or pension plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence because the facility is closed on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave.
- Any other deductions prohibited by state or federal law.

Please note: You will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, your salary will not be reduced for partial day absences if you do not have accrued paid time off.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of Einstein's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Einstein policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to Human Resources.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination of employment.

If you have questions about deductions from your pay, please contact Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to your supervisor immediately. If a supervisor is unavailable, or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three (3) business days), you should immediately contact the Vice President for Human Resources. If you have not received a satisfactory response within five (5) business days after reporting your concern to Human Resources and you are unsure who to contact to correct the problem, please immediately contact the Compliance Hotline at 1-800-662-8595.

Every report will be fully investigated and corrective action will be taken, up to and including termination of employment of any employee(s) who violates this policy.

In addition, Einstein will not allow any form of retaliation against individuals who report alleged violations of this

policy or who cooperate in Einstein's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination of employment.

TIME RECORDS

(Staff & Union Represented Employees)

Attendance is recorded daily by each department and is submitted to the Payroll Department. Our attendance records are Einstein records, and you must exercise care in recording hours worked, overtime hours, and absences. You are not to clock or sign in or out for other employees. If you do so, you may be subject to disciplinary action. Please refer to your department's administrator or your immediate supervisor for specifics on time-recording procedures.

QUICK REFERENCES

Human Resources

www.einstein.yu.edu/hr/contact-us/

Payroll Overpayment Policy

www.einstein.yu.edu/uploadedFiles/HR/PayrollOverpaymentPolicy07292016.pdf

Payroll Office webpage

www.einstein.yu.edu/hr/payroll/

Einstein-recognized holiday

www.einstein.yu.edu/hr/working-at-einstein/



HEALTH AND SAFETY



ANIMALS IN THE WORKPLACE

(Faculty, Staff & Union Represented Employees)

Einstein recognizes that Service Animals and Assistance Animals provide individuals with disabilities enhanced autonomy and independence. Our Service and Assistance Animals Policy establishes the requirements, guidelines and conditions under which Service Animals or Assistance Animals may or must be permitted access to College of Medicine grounds and facilities. Pets and non-research animals are otherwise prohibited.

Please contact Human Resources or refer to our Service and Assistance Animals Policy for further information regarding requesting a [Service Animal](#) or [Assistance Animal](#).

BACKGROUND CHECKS

(Faculty, Staff & Union Represented Employees)

If you are transferred to a different position or promoted, you may be subject to a background check. You will receive a copy of the background check.

DRUGS AND ALCOHOL

(Faculty, Staff & Union Represented Employees)

Einstein prohibits the unlawful possession, use, distribution, or manufacture of illicit drugs or controlled substances and unauthorized use of alcohol at any Einstein facilities or in connection with any Einstein activities. Any student, faculty member, staff or other union represented employee of Einstein found to be in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. For further information, refer to the [Drug and Alcohol Policy](#).

EMERGENCY CLOSURES AND EMPLOYEE ALERT SYSTEM (‘EVERBRIDGE’)

(Faculty, Staff & Union Represented Employees)

Einstein will make every effort to remain open for business on scheduled workdays. However, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. In all cases, employee safety will be the primary consideration. To find out the status of campus operations in the event of natural and civil emergencies, please refer to Einstein’s website. You can also call the Einstein Hotline (718) 430-2400, for updates and other emergency information.

In the event of a threat to campus safety or situations arise

that require time-sensitive distribution of information, we will post the relevant information on Einstein's text and voice-messaging emergency alert system. To receive these alerts, you must register in advance through the [Security Office](#).

The [Emergency Procedures Manual](#) is intended to give structure to our commitment with respect to emergency situations. Every employee is responsible for becoming familiar with the contents of this manual, location of fire alarms, fire protection equipment, and exits. Further information is available on the [Environmental Health & Safety](#) webpage.

OSHA/SAFETY AND WORKERS' COMPENSATION

(Faculty, Staff & Union Represented Employees)

Einstein is committed to providing and maintaining a safe work environment for all employees and complies with OSHA/governmental regulations. All employees are responsible for working safely and for reporting unsafe conditions or potential safety issues to their supervisor, Einstein's [Department of Environmental Health and Safety](#) at (718) 430-4150 or thinksafety@einstein.yu.edu, or to [Human Resources](#). Depending on the nature of your work and assigned duties, you may be required to attend various safety training programs and to comply with the safety procedures.

Employees must report all workplace accidents and injuries to their supervisor or to Einstein's third party administrator, CorVel at **1-800-683-6778** as soon as an accident or injury has occurred or as soon as a supervisor is notified of such. CorVel's 24/7 NurseLine will direct employees to the most appropriate care and provide a claim number for any medical care needed.

RIGHT TO SEARCH PROPERTY

(Faculty, Staff & Union Represented Employees)

Einstein strives to provide a safe, pleasant, and secure environment for all members of the Einstein community. As part of our effort to provide this environment, it may occasionally be necessary to search Einstein property, for example, lockers, desks, offices, computers and information stored in computers, data storage devices and file cabinets. Additionally, in cases involving risk of harm or suspected illegal activity, Einstein reserves the right to search an employee's personal belongings that are on Einstein property, including purses, briefcases, bags and vehicles. Einstein reserves the right to conduct reasonable searches as appropriate, subject to authorization by the Vice President for Human Resources and Senior Counsel. Refusal to cooperate with an investigation may result in

disciplinary action, up to and including termination of employment.

SMOKE-FREE WORKPLACE

(Faculty, Staff & Union Represented Employees)

In compliance with government regulations, Einstein prohibits smoking, including, the use of electronic cigarettes or e-cigarettes, throughout its workplace and vehicles. For additional information, refer to the [Smoke-Free Workplace Policy](#).

VIOLENCE IN THE WORKPLACE

(Faculty, Staff & Union Represented Employees)

Einstein strongly believes that all employees should be treated with dignity and respect. Acts of violence, threats of violence, or any other acts of aggression will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation. Einstein also prohibits its employees and visitors from possession of weapons on its premises.

Any dangerous situations, including acts of violence or threats must be immediately reported to Security, your supervisor and/or Human Resources. Reports of threats may be made anonymously. All reports will be fully investigated. No employee will be subject to retaliation, intimidation or discipline as a result of making a good faith report under this policy. Einstein will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.

QUICK REFERENCES

Drug and Alcohol Policy

www.einstein.yu.edu/uploadedFiles/HR/DrugandAlcoholPolicy04272016.pdf

Security Office

www.einstein.yu.edu/administration/auxiliary-services/security/

Department of Environmental Health and Safety

www.einstein.yu.edu/administration/environmental-health-safety/

Human Resources

www.einstein.yu.edu/hr/contact-us/

Smoke-Free Workplace Policy

www.einstein.yu.edu/uploadedFiles/HR/SmokeFreeWorkplace02012017.pdf

TIME OFF AND LEAVES OF ABSENCE



HOLIDAYS AND PERSONAL DAYS

(Staff)

Einstein provides staff with paid holidays each year. The Einstein [holiday schedule](#) is published each year. The holidays observed depend on your work location, as described below. The following holidays are observed on dates set by Einstein:

HOLIDAYS

- New Year's Day
- Dr. Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday)
- Christmas Day

Employees in Central Administration departments do not receive any personal days. They receive paid time off for the Jewish holidays listed, without regard to the number of days that fall on workdays.

JEWISH HOLIDAYS

- Rosh Hashanah
- Yom Kippur
- Sukkot
- Shemini Atzeret
- Simhat Torah
- Passover (first 2 and last 2 days)
- Shavuot

Employees in departments other than Central Administration (academic departments), receive four (4) personal days each year to use for any reason. However, these days should be scheduled in accordance with departmental operational needs.

VACATION

(Staff)

As part of Einstein's generous time-off policy, Einstein staff are eligible for vacation days, as shown in the accrual table below. Staff accrue vacation time on a pay period basis.

EXEMPT EMPLOYEES:	PAID VACATION PER YEAR:
LESS THAN 25 YEARS OF SERVICE	20 DAYS
25 OR MORE YEARS OF SERVICE	25 DAYS
NON-EXEMPT EMPLOYEES:	PAID VACATION PER YEAR:
LESS THAN 5 YEARS OF SERVICE	10 DAYS
5 OR MORE YEARS OF SERVICE	20 DAYS
25 OR MORE YEARS OF SERVICE	25 DAYS

You become eligible to take your accrued vacation time after completing your first six (6) months of employment. Under special circumstances and with your supervisor's approval, you may borrow time in excess of your accrued time up to the amount which you would accrue for the calendar year. If your employment terminates before the end of the calendar year, you must repay any days borrowed but not earned.

You do not accrue vacation when you are on an unpaid leave of absence.

You should take all of your earned vacation time each year. All vacation time must be approved in advance by your department head and scheduled based on operational needs. Although we encourage you to take your earned vacation each year, you may, with departmental approval, carry over unused vacation time into the following year. You can accumulate a maximum of 300 hours of vacation time. You will forfeit unused, accrued vacation time in excess of 300 hours. All unused, accrued vacation time up to the capped amount will be paid if your Einstein employment ends. However, if you resign and do not provide at least two weeks' notice, you will forfeit any rights to unused accrued vacation pay.

If an Einstein-observed holiday falls during a scheduled vacation, the day will be charged to holiday pay. If a serious illness or death in the family occurs during an authorized vacation, sick time or bereavement time can be charged in lieu of vacation time with your supervisor's approval.

To maintain appropriate staffing levels, your supervisor will coordinate, schedule and approve your requested vacation dates. You should make your vacation request well in advance to allow time for your supervisor to accommodate all requests and adequately staff the department. Since all vacation requests must be approved in advance, we strongly recommend that you receive final vacation approval before making financial commitments.

SICK TIME

(Staff)

Einstein recognizes that employees will, from time to time, need to take time off from work to address medical needs. Einstein provides a generous Sick Leave Policy which incorporates the provisions of New York City's Earned Sick Time Act.

Full-time employees accrue sick time at the rate of one day per month worked (i.e., 12 days per year), pro-rated for part time employees. Sick time accrual begins after you have completed 120 calendar days of active employment



and is retroactive to your date of hire. You may accumulate a maximum of 900 hours of sick time. Accrued, unused sick time will not be paid upon your separation from Einstein.

If you are absent from work due to illness or injury for more than seven (7) consecutive calendar days (or five (5) consecutive workdays) you are required to submit documentation substantiating your absence and immediately apply for leave by contacting Einstein's Benefits Office at (718) 430-2547. You will be asked to submit follow-up medical reports as needed. When you return to work, you must provide medical documentation of your fitness for work.

For additional information, refer to the [Sick Time Policy](#).

BEREAVEMENT LEAVE

(Faculty & Staff)

If a member of your immediate family dies, you will receive a paid leave of absence for up to five (5) days. These days are to be taken consecutively within a reasonable time of the date of the death or funeral. Immediate family includes your spouse, domestic partner, child, stepchild, parents, step-parents, siblings, step-siblings (brothers and sisters), grandparents, grandchildren (or members of your household), father-in-law, mother-in-law, grandparent-in-law, son-in-law or daughter-in-law.

One (1) day of paid leave is provided in case of the death of your aunt, uncle, first cousin, niece or nephew. If you need more time for funeral or other arrangements, it may

be charged to accrued personal or vacation days with departmental approval. You should make your supervisor aware of your situation.

BLOOD DONATION LEAVE (Faculty & Staff)

Einstein faculty and staff who work an average of 20 or more hours per week may be granted an unpaid leave of absence to donate blood. Einstein will grant covered employees:

- 3 hours of unpaid leave in a calendar year to donate blood, or
- Leave time to donate blood during working hours at least two (2) times per calendar year for employees who do not have accumulated leave time. Einstein will establish a convenient time and place.

BONE MARROW DONATION LEAVE (Faculty, Staff & Union Represented Employees)

If you work an average of 20 or more hours per week, you may be granted an unpaid leave of absence to donate bone marrow. The length of the leave(s) will be determined by your physician, but may not exceed 24 work hours per calendar year. Leave to donate bone marrow does not affect your rights with respect to any other employee benefit. If you wish to request a leave of absence under this policy, contact Human Resources. Einstein may request medical verification of the purpose and length of each leave.

CAREGIVERS' LEAVE (Faculty & Staff)

Einstein is committed to supporting employees who have challenges caring for a spouse, dependent child or elder parent with an extended illness or who are incapacitated. In this case, you have the option of participating in a leave of absence program.

Full-time faculty and staff who have completed at least twelve (12) months of active employment may request Caregivers' Leave to care for a dependent child (18 years or younger), a spouse or other individual who resides in your household, or an elder parent for periods of extended illness or incapacitation. In those cases, you can be granted an unpaid leave for up to three (3) months, at the discretion of your supervisor or Department Chair. To qualify for leave, you must have used all of your accumulated paid time off and FMLA and PFL time (where qualified). Acceptable documentation must be provided to Einstein that substantiates your eligibility and your need for the leave at the time of your request.

During a period of leave granted under this policy, you remain subject to the general terms and conditions of employment applicable to your employment classification. In the case of leave without pay, once FMLA has been exhausted, you are responsible for the cost of benefits continued during the leave and must contact the Einstein Benefits Office to make appropriate arrangements. You are required to return to work when your leave expires. If you fail to return to work at the end of your leave, you will be considered to have resigned your employment with Einstein, effective immediately.

If you wish to request a leave of absence under this policy, you should submit a completed [Extended Leave Of Absence Request Form](#). Please note that permission must be granted before the leave can begin. Einstein reserves the right not to approve a leave under this policy when it deems the employee cannot be easily replaced or the absence of an employee may be disruptive to its operations.

FAMILY AND MEDICAL LEAVE ACT (Faculty, Staff & Union Represented Employees)

Einstein complies with the requirements of the [Family and Medical Leave Act](#) (FMLA).

As required by FMLA, eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons (or up to 26 weeks under Military Caregiver FMLA Leave). While on FMLA your group health insurance coverage will continue under the same terms and conditions as if you had not taken leave.

For additional information, refer to the [FMLA Policy](#) or call the Benefits Office at (718) 430-2547.

PAID FAMILY LEAVE (Staff & Union Represented Employees)

New York State Paid Family Leave Law provides job-protected and monetary support to employees who need time off from work to:

- Bond with a new child including adopted and foster children within the first 12 months following birth or placement;
- Care for a seriously ill family member including a spouse, domestic partner, child, parent, parent-in-law, grandchild or grandparent;
- Provide family support related to military deployments.

Paid Family Leave may not be taken for your own serious health condition.

You may be eligible for Paid Family Leave if you are:

- Regularly scheduled to work 20 hours or more per week and have worked 26 consecutive weeks measured from your first day of employment here at Einstein.
- Regularly scheduled to work less than 20 hours per week, and you have worked 175 work days measured from your first day of employment here at Einstein.

Where applicable, Paid Family Leave will run concurrently with leave under the Family Medical Leave Act ("FMLA").

For additional information, refer to the [Paid Family Leave Policy](#) or call the Benefits Office at (718) 430-2577.

JURY DUTY

(Faculty, Staff & Union Represented Employees)

If you are a full-time or part-time employee and are required to serve on a jury, Einstein will grant you a paid leave of absence. You will be paid your normal, scheduled work hours while serving on jury duty. Therefore, you are responsible for informing the courts of that fact. You are only eligible to receive travel expenses from the courts for your jury service. While on jury duty, you are expected to report to work any day you are excused.

If you receive a jury duty notice, you should notify your supervisor immediately. Additionally, you should submit a copy of the notice to serve jury duty and completion of duty served to your supervisor.

If jury duty falls when you cannot be away from work, Einstein may request the court to allow you to choose a more convenient time to serve. You must cooperate with Einstein's request and ask for the postponement in accordance with the court's procedures.

MEDICAL LEAVE

(Staff)

Employees who have completed at least three (3) months of active employment and become disabled will be eligible for a medical leave of absence up to six (6) months. Some or all of this leave may be covered by accrued sick pay, supplemental disability benefits and/or New York State Disability Benefits.

All employee who are absent from work due to illness or injury for more than seven (7) consecutive calendar days are required to submit documentation substantiating their absence and apply immediately for medical leave by contact Einstein's Benefits Office: (718) 430-2547 or benefits@einstein.yu.edu

Maternity leave may be considered a disability under New York State Law. You will be asked to submit follow-up

medical reports as needed.

Upon your return to work, you must provide medical documentation of your fitness for duty.

MILITARY LEAVE

(Faculty, Staff & Union Represented Employees)

If you serve in the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service, you will receive an unpaid leave of absence for your service, in accordance with applicable law. While on military leave, you may be eligible to utilize your accrued paid leave. If you satisfy certain conditions, at the end of your leave you generally have a right to return to your prior position or to a position that you would have obtained had you not gone on military leave. For additional information refer to the [Military Leave Policy](#).

NURSING MOTHERS

(Faculty, Staff & Union Represented Employees)

Nursing mothers will be accommodated with reasonable break time (up to 30 minutes each break at least once every three (3) hours), and a private place to express milk in the workplace. In addition to private offices which may be available within an employee's department, dedicated private lactation rooms are also available in the **Belfer Building, room 1205D; Forchheimer Building, Room G31N; Kennedy Center, room 937A; and, the Price Center, room 120**. Employees are expected to take such breaks at a time that does not unduly interfere with their duties, including during meal periods. Such breaks are unpaid for non-exempt employees, except to the extent the employee uses a regular paid break.

If you anticipate the need for a lactation accommodation, contact the Vice President for Human Resources as far as possible in advance of your return to work after childbirth, so that appropriate arrangements can be made. The Vice President for Human Resources will respond to your request as quickly as possible, but not later than five (5) business days. When more than one employee needs to use a designated lactation room, the Vice President for Human Resources should be contacted and she/he will discuss various options with all employees who use the particular lactation room to determine what arrangement addresses each employee's needs such that each employee has access to the lactation room amenities. Options may include: finding an alternative clean space free from intrusion, or creating a schedule for use.

If the request for a lactation accommodation poses an undue hardship, the Vice President for Human Resources will discuss reasonable alternatives with the employee to

accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible (but not later than five (5) business days).

PARENTAL LEAVE

(Faculty & Staff)

Full-time faculty and staff who have completed at least twelve (12) months of active employment may be granted an unpaid leave of absence of up to 12 months in a single continuous period for extended parental leave. Granting of leave is at the discretion of your supervisor or Department Chair. Your leave must begin following the birth of a child, the adoption of a child, or placement of a foster child into your care. The leave will run concurrently with any other applicable leaves of absence (e.g., FMLA, Disability Leave, etc.) and is available to both eligible female and male employees. In the event both parents are employed by Einstein, only one parental leave will be granted for each child.

For Staff, Paid Family Leave under the New York Paid Family Leave Law will run concurrently with the leave time permitted by this policy. Please refer to Einstein's [Paid Family Leave Policy](#) for more information.

You are required to return to work when your leave expires. If you fail to return to work at the end of your leave, you will be considered to have resigned your employment with Einstein, effective immediately. You may be able to return to work before your leave expires, if you make a request. However, in certain situations, you may not be permitted to return until the expiration of your leave. Generally, restrictions on early returns are limited to situations where an early return would be disruptive to a project or where a replacement would have to be terminated.

To request a leave of absence under this policy, you should submit a completed [Leave Of Absence Request Form](#). Please note that permission must be granted before the leave may begin. Einstein reserves the right not to approve a leave under this policy when it deems the employee cannot be easily replaced or the absence of an employee may be disruptive to its operations.

PERSONAL LEAVE

(Faculty & Staff)

Full-time faculty and staff who have completed at least twelve (12) months of active employment may apply for an unpaid personal leave of absence of up to six (6) months. The request is subject to the approval, at the sole discretion, of the Department head, Dean and the Vice President for Human Resources. Any exceptions to this policy must be approved by the Vice President for Human Resources.

During an unpaid leave of absence, you do not accrue sick, vacation or personal time (except as provided by law, i.e., military leave). You do not receive pay for holidays that fall during an unpaid leave.

You are required to return to work when your leave expires. If you fail to return to work at the end of your leave, you will be considered to have resigned your employment with Einstein, effective immediately.

If you wish to request a leave of absence under this policy, you should submit a completed [Leave Of Absence Request Form](#). Please note that permission must be granted before the leave may begin. Einstein reserves the right not to approve a leave under this policy when it deems the employee cannot be easily replaced or the absence of an employee may be disruptive to its operations.

VOTING

(Faculty, Staff & Union Represented Employees)

An employee who is registered to vote may be granted leave of up to three (3) hours to vote without loss of pay. Such time off will either be at the beginning or the end of a shift, as determined by the employee's supervisor, unless otherwise mutually agreed.

Employees who need time off to vote must provide their supervisor at least two (2) working days' notice of their intent to take leave by submitting a [Voting Leave Request Form](#).

No employee will be penalized or retaliated against for requesting time off to vote.

QUICK REFERENCES

Leave Of Absence Request Form
www.einstein.yu.edu/uploadedFiles/HR/LeaveofAbsenceRequestForm.pdf

Holiday Schedule
www.einstein.yu.edu/hr/working-at-einstein/

Family and Medical Leave Act
www.dol.gov/whd/fmla/

FMLA Policy
www.einstein.yu.edu/uploadedFiles/HR/FMLAPolicy05102016.pdf

Military Leave Policy
www.einstein.yu.edu/uploadedFiles/HR/MilitaryLeavePolicy05262016.pdf

LEAVING EINSTEIN



FACULTY, STAFF AND REPRESENTED EMPLOYEES

Resignation

A resignation is a voluntary termination of employment initiated by an employee. If you decide to resign for any reason, your supervisor and Human Resources would like the opportunity to discuss the resignation before any action is taken. As a courtesy, we request that you provide Einstein with a written two-week advance notice period. Bear in mind, that vacation days or personal days (if applicable) may not be included in the notice period. Accrued, unused sick days and personal days will not be paid following your separation from Einstein. If, as sometimes happens, your supervisor prefers that you leave prior to the end of your notice, you may be paid for the remainder of that period at Einstein's discretion.

Exit Survey & Interview

If you elect to resign or retire from Einstein employment, Human Resources will email an Exit Survey to you to complete. We encourage you to participate in our Exit Survey, as your response will provide valuable insights into your experience at Einstein. We are interested in your honest opinions both favorable and unfavorable. In addition to the Exit Survey, you will be offered an Exit Interview with Human Resources to discuss your feedback.



Return of Einstein Property

You are responsible for returning all Einstein property to your supervisor, including your identification card, keys, manuals, electronic equipment and any additional Einstein-owned or issued property no later than your last day of employment.

Final Pay

Your final paycheck will be issued on the next regularly scheduled pay date following your separation from employment. Final payment, severance and payout of unused vacation days (if any) for staff and union represented employees (faculty are not paid for unused vacation days) will be issued as "paper" checks, therefore, please ensure we have your

current postal address. You can update your address using [Self Service Banner](#) (on the **Personal Information** page choose 'Update W2 Address').

We suggest that you print/save to a personal device, your pay information from the portal, prior to your last day of employment.

Benefits

For information regarding the end date of your Benefits (life, medical and dental), please see the contact information below:

1199 SEIU represented employees, please contact:

- Healthcare: (646) 473-9200
- Training and Employment: (212) 643-9340
- Child Care: (212) 564-2220
- Pension and Retirement: (646) 473-8666
- Financial and Social Services: (646) 473-9200
- For members outside of New York City please call: (800) 575-7771

NYSNA represented employees, please contact:

Benefits Fund: (800) 342-4324 or (518) 869-9501 or benefit@rnbenefits.org

All other employees, please contact:

Albert Einstein College of Medicine Benefits Office: (718) 430-2547 or benefits@einstein.yu.edu

An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue medical/dental benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations.

Change of Address

If you change your address after separating from employment you must notify the [Payroll Office](#) in writing/email, so that your W-2 tax form and other information can be sent to your correct address in a timely manner. The [Payroll Office](#) can be contacted at (718) 430-3048 or (718) 430-2016.

Employment Verification

If you are seeking a verification of your employment with Einstein you may contact The Work Number at 1-800-367-2884, or go online at www.theworknumber.com. If you were hired after 9/09/15, you will need the institution code 17765; if you were hired before 9/09/15, you will also need institution code 13598 (i.e., Yeshiva University).

Involuntary Termination

Any employee whose conduct, actions or performance violates or conflicts with Einstein's policies may be terminated immediately and without warning. These guidelines may be applied at Einstein's discretion. The following are examples of grounds for immediate dismissal:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of Einstein records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card violations and/or falsification
- Undue and unauthorized absences or lateness from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession/use of someone else's property
- Theft
- Sleeping on duty
- Possession of weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of Einstein
- Unauthorized posting or removal of notices from bulletin boards
- Marring, defacing or other willful destruction of any supplies, equipment or property of Einstein
- Fighting or serious breach of acceptable behavior, including threats of violence
- Violation of the Alcohol or Drug Policy

This list is not exhaustive and does not change the employment-at-will relationship between you and Einstein.

Additional Information

For further information regarding separation of employment, please refer to the [Employee Exit Guide](#) and speak with your supervisor or Human Resources.

QUICK REFERENCES

Payroll Office

www.einstein.yu.edu/hr/payroll/

Employee Exit Guide

www.einstein.yu.edu/uploadedFiles/HR/EmployeeExitGuide.pdf

Self Service Banner

cas.einsteinmed.yu.edu/cas-web/login