



**Houston Hillel  
Employee Handbook**

**Adopted by Houston Hillel's Board of Directors**

**June 29, 2020**

# Welcome to Houston Hillel!

We are delighted that you have chosen to join our organization and hope that you will enjoy a fulfilling and successful career with us.

In joining the Houston Hillel family, you've become a part of our global Hillel movement of over 1,200 professionals impacting students across the world. Our movement provides meaningful Jewish experiences to hundreds of thousands of Jewish college and university students around the world. Our professionals use their creativity and talent to shape the future of Jewish life on campus.

## **Houston Hillel's Mission**

Houston Hillel enriches the lives of Jewish undergraduates, graduate students and young professionals so that they may enrich the Houston Jewish community, the Jewish people and the world.

## **Houston Hillel's Vision**

We envision a world where every undergraduate student, graduate student and young professional is inspired to make an enduring commitment to Jewish life, learning and Israel.

Why is Houston Hillel such a great place to work? Houston Hillel is a great place to work because of the culture, empowerment, and true feeling of making an impact. You'll get to be innovative and use your experiences and knowledge to make a difference. Houston Hillel professionals are provided incredible opportunities for learning on the job, professional development, and leadership training. Our professionals feel their work is challenging and interesting and that they're provided opportunities to learn and grow in their field. You will be immersed in Hillel's culture and be exposed to a wide network of colleagues across the globe with whom you can share ideas. You will also utilize resources like Hillel Hub, our internal social networking site, and have an opportunity to attend conferences like the Hillel International Global Assembly (HIGA), to create connections and build your network.

With your active involvement, ingenuity, and support, Houston Hillel and Hillel International will continue to achieve our missions. We sincerely hope you will take pride in being an important part of our success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor, Executive Director, or contact the Strategic Human Resources Department of the Schusterman International Center (SIC) at [strategichr@hillel.org](mailto:strategichr@hillel.org).

We are so excited to welcome you to the Hillel family and cannot wait to see your growth, impact, and accomplishments!

Please note that throughout the rest of this document, when we refer to Houston Hillel, we will use the terms “Houston Hillel” and “Hillel” interchangeably. Individuals to whom this document applies, will be referred to as “Hillel Professionals,” or “employees” and the terms may be used interchangeably. When used in this document the word “student” or “students” is meant to be inclusive of all Houston Hillel participants.

## **A Note about This Handbook**

This employee handbook contains information about Hillel's employment policies and procedures and an overview of Hillel's benefits. For specific information about employee benefits, you should refer to the Benefits Plan documents, which are controlling. The policies and procedures in this Handbook are guidelines only. Hillel reserves the right to interpret and administer the provisions of this Handbook as needed. Except for the policy of at-will employment, which can only be changed in writing by an action as provided for in Houston Hillel's Bylaws, Hillel has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time, with or without notice. Oral statements or representations cannot supplement, change or modify the provisions in this Handbook.

### **Employment at Will**

All employment at Hillel is "at will." This means that both employees and Hillel have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered, at any time, with or without cause, at the discretion of Hillel.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be construed as, a contract that employment or any employee benefit will be continued for any period of time.

## **Commitment to Safe, Respectful, Equitable Workplaces and Communal Spaces**

### **Equal Employment Opportunity and Non-Discrimination Policy**

Hillel is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all. Hillel conducts all hiring and employment practices strictly in accordance with applicable fair employment practice laws and regulations. Discrimination in employment on the basis of any classification protected under federal, state, or local law is a violation of our policy and is illegal. Hillel does not unlawfully discriminate in hiring or employment on the basis of age, ancestry, citizenship, color, creed, ethnicity, genetic information, mental or physical disability, national origin, pregnancy, race, religion, sex, gender identity and expression, sexual orientation, veteran status, or other categories defined by federal, state, or local law (singly, "protected characteristic"; collectively, "protected characteristics"). All Hillel employees, contractors, and third-party representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

## **Commitment to Diversity and Inclusion**

Hillel believes in the inherent worth and dignity of all people, for as the Jewish tradition teaches us, we are all created *b'tzelem Elohim*, in the image of God. To that end, Hillel is committed to pluralistic Jewish life on campus, a diverse workforce, and the values of inclusivity. We appreciate all the identities, experiences and backgrounds each person brings. We welcome students, professionals and community members with respect for all abilities, races, ethnicities, socio-economic status, gender identities, sexual orientations, interfaith backgrounds or observances. We are invested in making our gatherings, resources and workplaces accessible for all and will work together with individuals to meet their needs so that they can experience the richness of Jewish life and community.

## **Policy Against Harassment**

**Statement of Philosophy.** Hillel is committed to ensuring a safe, respectful, equitable workplace and communal space for all. Inappropriate behavior and unlawful harassment create conditions that are wholly inconsistent with this commitment. The purpose of the policy set forth below is to foster an environment that is free from all forms of harassment, whether or not that harassment is unlawful or because of a protected characteristic.

**Harassment Prohibited.** Hillel will not tolerate harassment, including sexual harassment. This policy applies to all harassment, whether on Hillel premises or in any Hillel-related setting or at any Hillel-sponsored activity and applies regardless of the gender of the individuals involved. This policy covers all employees of Hillel, applicants for employment, and third parties over whom Hillel has control, which may include students, lay leaders and donors.

Whistleblower protections are provided in two important areas - confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. Hillel will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any employee who believes he or she is being retaliated against in violation of this Policy should contact the Executive Director or Hillel International's Chief Experience Officer or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged, identified, and/or investigated.

**Sexual Harassment Defined.** For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for employment decisions affecting the

individual; or such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks or horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; sexually explicit voicemails or email, unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender- or sex-based pranks; and the display of sexually suggestive objects, graphics or pictures, including downloaded material and websites. The above list of examples is not intended to be all-inclusive. Sexual harassment can happen between same-sex individuals as well as between opposite sex individuals and between individuals of any gender identity. Employees and third parties including students, lay leaders and donors, should use good judgment in informal business situations, including Hillel or non-Hillel functions, conferences, and business trips.

**Other Harassment Defined.** For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a protected characteristic, as well as any other form of harassment, even if the harassing conduct is lawful where the harassment creates an intimidating, hostile or offensive environment or unreasonably interferes with an individual's performance.

Some examples of such harassment are: using epithets or slurs; mocking, ridiculing or mimicking another's culture, accent, appearance or customs; threatening, intimidating or engaging in hostile or offensive acts; the displaying or circulating of written or graphic material that denigrates or shows hostility or aversion toward a person or group or any other conduct (e.g., physical threats; pervasive use of profanity; bullying, excessive off-color humor) that has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The above list of examples is not intended to be all-inclusive.

Harassment also includes any other inappropriate conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, unreasonably interfering with an individual's work performance, or impacting an individual's employment opportunity.

**Reporting Harassment.** Hillel strongly encourages the prompt reporting of all incidents of harassment. If you believe you are being harassed or have observed harassment, Hillel encourages you to notify the Executive Director or Hillel International's Chief Experience Officer or designee promptly.

**Investigation.** When an employee or third-party reports harassment as specified above, Hillel will conduct a prompt investigation appropriate to the circumstances. Hillel will seek to maintain confidentiality throughout the investigative process to the extent practicable and consistent with Hillel's need to respond appropriately.

**Resolving the Matter.** Upon completion of the investigation, Hillel will take appropriate remedial action if it is necessary and supported by the facts. Remedial action may include oral or written counseling, referral to formal counseling, disciplinary action, training, monitoring, apology, discharge or termination from Hillel.

## **Policy Against Retaliation**

**No Retaliation.** Hillel strictly prohibits and does not tolerate unlawful retaliation against any employee, by any employee. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation for participating in any activity protected by law.

Examples of protected activities include:

- Lodging a good faith complaint (written or oral) internally opposing unlawful discrimination or harassment.
- Filing a good faith complaint of unlawful discrimination or harassment, with a government entity that has jurisdiction over the complaint at issue.
- Participating in Hillel's internal investigation into allegations of unlawful discrimination or unlawful harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination or unlawful harassment.
- Requesting an accommodation under the Americans with Disabilities Act or the Texas Labor Code.

The examples above are illustrative only, and not exhaustive. No form of retaliation for any legally protected activity will be tolerated.

Any employee who engages in retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment

**Communication.** This policy is part of Hillel's overall commitment to safe, respectful and equitable workplaces and communal spaces. Hillel encourages any employee or third-party with concerns of any nature (including, but not limited to, any alleged discrimination) to bring those concerns to the attention of the Executive Director or Hillel International's Chief Experience Officer or designee promptly.

## **Consensual Relationships Between Employees**

At Hillel, we want all employees to feel comfortable and do their best work every day. Consensual romantic and/or sexual relationships between an employee with supervisory authority and any subordinate, including an employee who does not directly report to the supervisor, may compromise Hillel's ability to enforce its policy against sexual harassment. Therefore, these relationships are strongly discouraged. Consequently, if these relationships arise, they must be reported immediately. Any supervisory employee involved in such a relationship is required to report the relationship to his or her

supervisor. Hillel will consider them carefully and take appropriate action. Some of these actions may include a change in the responsibilities of the individuals involved in such relationships, change in supervisory relationship, or other action in Hillel's sole discretion in order to ensure all employees feel comfortable and productive in their work environment.

### **Consensual Relationships Between Employees and Minors or Students**

Hillel provides meaningful Jewish opportunities for Jewish students. Hillel Professionals, in whatever capacity, facilitate these opportunities by serving as educators and role models. Hillel Professionals may develop multiple relationships with students (e.g., counselor/employer, leadership facilitator/friend) that may involve incompatible roles and conflicting responsibilities, and they must be mindful to avoid any appearances of impropriety in their relationships with students. Personal ties to students outside of the scope of a Hillel Professional's employment are not allowed to interfere with the integrity of the Hillel employee and student relationship.

For purposes of this Handbook, a "consensual sexual or amorous relationship" involves dating, amorous or romantic encounters, electronic sexual interactions, sexual intimacies, and/or sexual relations.

Consensual sexual or amorous relationships between a Hillel Professional and a minor (under age 18) or an undergraduate student (of any age)—regardless of whether the student participates in, or is being recruited to participate in Hillel sponsored or related activities, or otherwise falls under the guidance, mentorship or authority of the Hillel Professional—**is prohibited and is grounds for immediate dismissal.**

Hillel employees may engage in consensual sexual or amorous relationships with graduate students and non-student young professional participants must be immediately disclosed to the Executive Director. If the professional does not disclose the relationship, the professional may be immediately dismissed.

If a consensual sexual or amorous relationship exists between a Hillel employee and a student or non-student participant (regardless of age) prior to the employee's employment by Hillel, the relationship must be disclosed at the time of employment. Failure to disclose the relationship at the time of employment is grounds for immediate dismissal. Hillel will address each case individually, taking into consideration the facts and circumstances of the individuals involved. Best efforts will be used to maintain the privacy of the individuals involved in any of these matters.

### **Americans with Disabilities Act and Reasonable Accommodation**

Hillel knows that different employees have different needs in order to excel in their work. To ensure equal employment opportunities to qualified individuals with a disability, Hillel will make reasonable accommodations for the known disability of an otherwise qualified individual. This policy applies to all areas of employment including recruitment, hiring,

training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy.

Individuals who may require a reasonable accommodation should contact the Executive Director at the earliest point when an accommodation is needed, whether during the recruitment/hiring process for candidates/new-hires with a known disability, or following initial employment, as soon as the need for an accommodation arises, so that we can work together to assess the situation and develop an accommodation plan. Any questions concerning this policy should be directed to the Executive Director or Hillel International's Chief Experience Officer or designee promptly.

## **Conflicts of Interest, Confidentiality and Whistleblower**

### **Conflicts of Interest**

Hillel expects employees to support and adhere to the high standards of the business ethics that we have sought to develop and maintain. Hillel does not intend to restrict arbitrarily employees' personal activities; rather, we want to make it clear that no conflict of interest should exist that could conceivably influence employees' judgment in handling Hillel business or that might present an unfair advantage to suppliers, vendors, tenants or contractors.

As an employee, you have an ethical and legal responsibility to put the interests of Hillel ahead of any other business or commercial interests that you may have as an individual. A conflict of interest exists when other business or commercial interests compete with your obligation to serve the interests of Hillel. Even the perception of a conflict of interest can cause harm to the organization and to the employee involved.

Definition: A conflict of interest exists whenever there is a proposed transaction of the organization in which a director, officer or employee has any actual or potential involvement, interest or relationship, either directly or indirectly. A director, officer or employee shall have an indirect interest in a proposed transaction if:

1. the other party to the transaction is related to such director, officer or employee;
2. such other party is an entity in which the director, officer or employee has a material financial interest; or
3. the director, officer or employee is an officer, director or general partner of such other party.

A conflict of interest may also exist when the interests or concerns of any director, officer or employee, or such person's immediate family, or any party, group or organization to which such person has allegiance, may be seen as competing with the interests or concerns of Hillel.

## **Conflict of Interest by Employees**

1. Each employee has a duty to disclose to the Executive Director the material facts of any proposed transaction of Hillel in which such person has any actual or potential conflict of interest.
2. This disclosure must be made prior to any consideration of such proposed transaction by Hillel.
3. An employee having an actual or proposed conflict of interest shall not participate in the deliberations or decision-making process of Hillel regarding the matter under consideration. However, he or she shall provide Hillel with any and all relevant information regarding the matter.
4. The Executive Director shall take such additional action as may be required to ensure that the conflict of interest is resolved, and shall maintain a record of the existence and resolution of the conflict.

When there is any doubt as to whether a conflict of interest exists, the matter shall be resolved by the Executive Director or Board of Directors as necessary.

## **Confidential Information**

The protection of confidential information is vital to the interests and success of Hillel. For purposes of this policy, confidential information is any and all information disclosed to or known by you because of employment with the organization that is not generally known to people outside the organization. We strive to protect the confidentiality of our employees and the organization so that everyone can feel safe and comfortable in their work environment.

An employee who improperly uses or discloses confidential information will be subject to appropriate disciplinary action, even if he or she does not actually benefit from the disclosed information.

This provision does not apply to nor does it prohibit employees from discussing wages, benefits, and other terms and conditions of their employment if they so choose.

## **Whistleblower Policy**

Hillel is committed to the highest possible standards of openness, propriety, responsibility and accountability. We must follow the law, act with integrity and honesty in all matters, and be accountable for our actions. In line with this commitment, it is the responsibility of each employee to come forward and promptly report any instance of suspected or known noncompliance of any Hillel policy or any law or regulation, or if they learn of, or are asked to participate in an activity that could potentially violate or is suspected or known to violate any Hillel policy or any law or regulation.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee should contact his or her immediate supervisor or Executive

Director. Employees who raise concerns or questions in good faith will be subject to the non-retaliation provisions of this Policy. An employee who intentionally files a false report of wrongdoing will be subject to appropriate disciplinary action.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the employee will be maintained. However, the identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Hillel will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any employee who believes he or she is being retaliated against in violation of this Policy must contact the Executive Director or Hillel International's Chief Experience Officer or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged, identified, and/or investigated.

## Employment Relationship

### Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Hillel classifies its employees as shown below. Hillel may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid a fixed salary and are not eligible to receive Overtime pay.

**Non-exempt.** Non-exempt employees are paid on either an hourly or salary basis and are entitled to receive Overtime pay for overtime hours worked.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly (except for approved time off) and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered and are subject to the terms, conditions, and limitations of each benefits program.

### Overtime

When required due to the needs of Hillel, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Non-exempt employees will be

paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor. Failure to secure approval in advance may lead to discipline including termination.

### **Work Week and Hours of Work**

The standard workweek is from Thursday 12:00 a.m. until Wednesday 11:59 p.m. and generally consists of 40 work hours. Individual work schedules may vary depending on the needs of the organization and employees will receive their specific work schedule from their manager or supervisor. Employees should direct questions about their work schedules to their manager or supervisor to avoid any misunderstanding.

### **Time Records**

All non-exempt employees are required to complete accurate weekly time reports in a timely fashion showing all time actually worked, including any hours worked outside of their normal work schedule. These records are used to calculate regular and overtime pay as applicable.

### **Deductions from Pay for Exempt Employees**

Hillel complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.
- During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked.

If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Executive Director or Hillel International's Chief Experience Officer or designee. The

report will be promptly investigated and if it is found that an improper deduction has been made, Hillel will reimburse the employee for the improper deduction.

## **Paychecks**

Hillel's payday for all employees is bi-weekly on Tuesday. If a payday falls on a federal holiday, employees will normally receive their paychecks on the preceding workday. Paychecks are either directly deposited into your checking and/or savings accounts or issued as a paper check

Employees should immediately notify their supervisor if they do not receive their direct deposit or pay check.

Employees should review their pay checks and any accompanying wage information for errors. Employees who identify a possible error should report it to their supervisor immediately. Hillel will correct any errors, including any under or overpayment, as soon as possible.

## **Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work.

## **Severance**

Severance is payable when termination is the result of reorganization or retrenchment. Reorganization occurs when a position is eliminated due to restructuring. Retrenchment occurs when a position is eliminated due to financial cutbacks. In cases of reorganization or retrenchment, Hillel professionals who have completed at least two (2) full years of service will receive pay at the rate of one (1) week's salary for every year of service, up to a maximum of twelve (12) weeks, in exchange for executing a full release of claims in a form agreeable to Hillel.

# **Workplace Guidelines**

## **Attendance**

It is critical to our work that all employees are present and prompt. All employees are expected to arrive on time, ready to work, every day they are scheduled to work. Showing up and being prepared is the first step in enriching the lives of students.

If an employee is unable to arrive at work on time, or if an employee will be absent for any period, the employee must contact the supervisor as soon as possible. Excessive absenteeism or tardiness will result in appropriate disciplinary action.

Professional obligations for Hillel employees often require working non-standard hours during each day and throughout the week. Employees who expect to work a non-standard day with regard to hours and work locations should communicate their schedule with the entire Hillel team.

## **Job Performance**

Communication between employees and supervisors or managers is very important. We strive for open and honest communication between all employees to create a comfortable and productive work environment. Evaluation of job performance is based upon goals identified annually and modified as needed during the year by an employee and their supervisor. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they would like additional ongoing feedback.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

## **Outside Employment**

Employees are permitted to work a second job as long as it does not interfere with their job performance with Hillel. For transparency, employees should discuss any significant outside employment with their Hillel supervisor before confirming their role. Employees with a second job are expected to work their assigned Hillel schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination of employment with Hillel.

## **References**

Hillel takes pride in hiring the best employees. Hillel may communicate information about current and former employees to prospective employers. Internal requests for employment information (between Hillels, or between a Hillel and the SIC) may be handled by the Executive Director or a Talent Team representative. Information shared internally may include information regarding the current or former employee's dates of employment, last position held, final rate of pay (if permissible by law), performance, and reason for leaving Hillel, if applicable. External requests for employment information (from non-Hillel third parties) may also be handled by the Executive Director or a Talent Team representative. Information shared externally may include information regarding the current or former employee's dates of employment and last position held. Final rate of pay (if permissible by law), performance, and reason for leaving Hillel (if applicable) should not be provided to non-Hillel third parties without [written authorization](#).

## **Use of Office Technology**

The Internet is used to connect our world and spread information in an efficient manner, which is beneficial to the Hillel movement in terms of connecting students, professionals, and all other stakeholders. Internet access is provided to employees based upon business needs to benefit Hillel through connection to worldwide information resources. Employees have a responsibility to maintain and enhance Hillel's public image while accessing the internet by following these guidelines:

Employees using internet access via Hillel hardware and software are representing Hillel and our ideals. As such, their conduct should be ethical and lawful at all times. We recognize that employees might work long hours and occasionally may desire to access the internet (including social media) for personal activities at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize such occasional use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity.

Employees are prohibited from using the organization's information technology systems (including social media and Internet) to send messages or information that might be offensive because of their sexual, racist, or religious content; to conduct or solicit illegal activities; to represent a personal opinion as that of Hillel's; to engage in behavior that would constitute a conflict of interest under Hillel's policies; to interfere with the performance of one's job or the job of another Hillel employee; to access pornographic, sexually explicit, "hate" material, or any other website that might violate law or Hillel's policies.

Further, employees may not use Hillel's internet in a manner that results in the disruption of Hillel's network operations or interferes with personal productivity at work. Employees are responsible for the content of all text, audio, or images they place or send and receive over the internet. Fraudulent, harassing, or obscene messages, abusive, profane, offensive, language transmitted or obscene and/or pornographic material intentionally retrieved through Hillel's system is prohibited. Employees may not install software without written approval of the Executive Director to ensure that proper licenses are obtained and viruses are not transmitted. Violations of these provisions may result in disciplinary action up to and including termination and potentially illegal activities may be reported to appropriate legal authorities. Hillel strives to create the best Jewish experience for professionals and students and in order to make this happen, professionals must use the Internet with caution and respect, always keeping Hillel's mission in mind.

## **No Expectation of Privacy in the Workplace**

Your work should be centered around the mission of enriching the lives of Jewish students and inspiring those around you every day. All work activities should be conducted with respect, care, and safety for those around you. There is no right to privacy with regard to messages created, sent or retrieved using Hillel's equipment or network including

voicemail or telephone conversations. The Executive Director may access and monitor all messages and files on the network, servers or any individual's computer (or similar equipment) at any time without notice. Nor is there a right to privacy with regard to the contents of employees' offices, workspaces, files or desks.

## **Time Off and Leaves of Absence**

### **Vacation**

#### Regular non-exempt full-time employees – Accrued Vacation

Hillel recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. Hillel provides paid vacation time to regular non-exempt full-time employees for this purpose, and employees are required to take vacation during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule.

1. Hillel provides regular non-exempt full-time employees 12 vacation days per year accrued each pay period. At the beginning of an employee's third year vacation increases to 15 days per year, and at the beginning of their fifth-year vacation increases to 20 days per year.
2. Part-time employees are eligible to accrue up to 12 days per year pro rated to the particular employee's hours per week.
3. All non-exempt employees are encouraged to take their vacation each calendar year, but must use a minimum of 8 days of vacation time per year. Employees should schedule such vacation time off in consultation with their supervisor, and the Executive Director where appropriate, and shall adhere to established procedures for advance planning, consultation, and information sharing with respect to these arrangements.
4. All vacation and leave must adhere to the vacation and leave policies.
5. Employees may accrue and bank up to 200% of their current amount of annual leave. Once an employee's accrued annual leave reaches the maximum cap, further accrual of annual leave is suspended until the employee has reduced the annual leave accrual balance below this limit. If the employee later uses annual leave to fall below the cap, the employee will resume accruing annual leave from that day forward.
6. Accrued vacation is forfeited upon termination. Departing employees are typically encouraged to take their accrued vacation before their separation from Hillel.

#### Salaried Exempt Employees – Self-Managed Vacation

As exempt professionals, we expect each other to put in the hours necessary to make Houston Hillel a wonderful place for the students and our community. We know that continuing to work together as a team and expecting high quality work from each other will help continue to grow the organization.

Because we are all professionals, and can be trusted to take time off in order to remain refreshed and recharged, Houston Hillel provides salaried exempt employees with a Self-Managed Vacation policy in which employees do not accrue vacation or paid time off, but will, in coordination with their supervisors and the vacation parameters, take time off provided that their work is well-served.

Because paid time off is not accrued and employees will take time off subject to the Self-Managed Vacation guidelines listed below, records will not be kept regarding accrual of vacation time by salaried exempt employees. Employees will still be expected, of course, to plan and schedule time off with their supervisors, receive approval, and to keep colleagues apprised of their whereabouts while on time off.

Employees who receive Self-Managed Vacation will be considered to have a zero paid leave balance at the time of separation from Hillel and therefore will receive no payment for “unused” Self-Managed Vacation.

## **Procedures and Guidelines for Self-Managed Vacation**

### **General Vacation Days Off**

Employees are encouraged to schedule their time off out of the office at a time in which classes are not in session. If an employee takes time off during the time classes are in session they should not take more than one consecutive day without their supervisor’s approval.

Employees may not take more than two consecutive weeks off during the year without their supervisor’s approval.

Requests for time off that require supervisor approval should be made at least two weeks in advance. Self-Managed Vacation approvals must be conveyed in writing to the employee’s supervisor (email confirmation or printed letter).

All exempt employees must use a minimum of 8 days of vacation time per year.

### **International Trips**

Employees that staff an international trip may take the necessary time off immediately upon their return from the country of travel to return to work refreshed. This typically is 2-4 days upon their return. It is the responsibility of the employee to ensure that any time off taken upon their return does not conflict with work that must be done.

### **Other Immersive Professional Experiences**

Employees that attend professional development or other immersive experiences that may be considered professional time (such as HIGA) are encouraged to take the necessary time off immediately upon their return from the immersive experience to return to work refreshed. This time off is typically one day.

## **Jewish Holidays**

When one of the observed holidays occurs on a weekend, any employee that works during the observed holidays may take some time off before the week leading up to the holiday or some time two weeks after the holiday. Employees may not take vacation before, after or during the intermediate days of Sukkot or Passover, except with their supervisor's approval.

## All Employees – Accounting for Days Off

For a single day off, employees should communicate to their colleagues the status of their availability via email. When out of the office for more than one day employees should mark the online internal calendar with the appropriate language to communicate to others the status of their availability.

- Out - Working Remotely (Typically summer months when there is a limited need to be present in the building.)
- Out – Online (Will be checking email and online sporadically, typically professional development or other professional travel.)
- Out – Not connected (Off line and perhaps forwarding email and voicemail to another employee. There is no expectation to be checking email or responding to work related questions.)

## **Medical Leave**

Hillel provides regular, full-time and part-time employees with paid sick days.

Full-time employees accrue 15 sick days annually.

Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid sick days on a pro rata schedule.

Sick days are not intended to be used as a substitute for vacation days; however, sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

Medical accruals (sick days) for all employees are to be capped at 500%.

A Hillel employee transferring employment from one Hillel to another make take with them up to 6 weeks of documented, accumulated, unused sick leave. Otherwise, upon termination of employment, for any reason, employees forfeit all accrued, but unused sick days.

## **Parental Leave**

Every employee with at least 6 months of service will be granted 20 paid parental leave days. An employee's position will be held for up to 16 weeks from the time of childbirth or adoption. Employees may use a combination of accrued vacation, medical leave, unpaid leave and state benefits (when available).

## **Study Leave**

Hillel values education, growth, and development for all professionals. A Hillel professional, excluding office administration and development employees in campus-based units, may apply for a study leave following the completion of six consecutive years of service and, after receiving a study leave, upon completion of every six years of consecutive service after that.

A study leave can be up to six consecutive months at full pay, provided that it includes at least one summer month. A study leave may also encompass twelve consecutive months at half pay. Non-exempt employees must use accrued vacation as part of their study leave. The exact dates for starting and concluding a study leave will be determined in relation to the academic calendar, program needs, and administrative requirements of the position. A study leave is not an entitlement. It may be granted by Houston Hillel's Board of Directors in consultation with the Board Chair and/or Executive Director with consideration to the following criteria:

1. The proposed study program of the applicant and the degree to which it will enhance the applicant's skills as a Hillel professional
2. The availability of adequate coverage during the period of the study leave
3. The acceptance of the Hillel board and the approval of the applicant's immediate supervisor
4. The number of individuals who can be granted study leaves at any given time without creating a critical staffing situation. In determining the priority of eligibility under this provision, those who have gone longer without a study leave will be given preference.

In no instance will a study leave be granted to enable the employee to accept a professional post outside of Houston Hillel.

A study leave may be granted only upon receipt of assurance in writing that the employee intends to return to Houston Hillel for at least 2 years after the conclusion of the leave.

## **Military Leave**

Hillel supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws.

## **Jury Duty/Court Appearance**

Hillel supports employees in their civic duty to serve on a jury and follows all applicable laws regarding jury service. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

## **Time Off for Voting**

Hillel recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

# **Employee Benefits**

This description of employee benefits only summarizes the provisions of the formal benefit Plan documents and does not attempt to cover all of the details contained in the Plan document applicable to the benefits described. The operation of the applicable Plan, including events making employees eligible or ineligible for benefits, the amount of benefits to which employees (or their beneficiaries) may be entitled, and actions employees (or their beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this Handbook, a summary plan description ("SPD"), or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases. If you wish to review the Plan document, please refer to the section of the applicable Plan's SPD entitled "YOUR RIGHTS," which discusses your ability to review the Plan document.

Hillel recognizes the value of benefits to employees and their families. When employees are happy and healthy, they perform their best and they are the most engaged in their work. Hillel supports employees by offering a comprehensive and competitive benefits program. All employees will be provided with written descriptions of benefits at the time of initial employment, and whenever there are material changes in any of those benefits. Every effort will be made to provide advance notice before any substantial change in the benefits program is instituted.

## **Group Medical Plan**

Hillel provides medical insurance, including dental insurance, in compliance with the Affordable Care Act (ACA) regulations for full-time employees who work a minimum of 30 hours per week. Hillel covers 85% of employee premiums and 70% of family premiums. Employees are eligible for this benefit following 30 days of service. For more information about the ACA, you can visit [healthcare.gov](http://healthcare.gov).

## **Group Life Insurance**

Hillel provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit following 30 days of service. The life benefit is equal to two times an employee's annualized salary. The cost of this coverage is paid for in full by Hillel, with no contribution required of the employee.

## **Long-Term Disability**

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit following 30 days of service. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. The cost of this coverage is paid for in full by Hillel, with no contribution required of the employee.

## **Accidental Death and Dismemberment**

Accidental Death and Dismemberment benefits are offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit following 30 days of service. The cost of this coverage is paid for in full by Hillel, with no contribution required of the employee.

## **403(b) Plan**

Hillel recognizes the importance of saving for retirement and offers employees the opportunity to contribute to a 403(b) retirement plan (the "Plan"). Part-time and full-time employees are entitled to defer their own earnings to the 403(b) plan on day one of employment. Part-time and full-time employees are entitled to an employer contribution of 8% after two full years during which the employee worked at least 1,000 hours each year (equivalent to working 20 hours per week for two years). Please ask your Executive Director for a copy of the Summary Plan Description to learn more about the Plan and eligibility requirements to receive employer contributions.

## **Workers' Compensation**

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of their employment. Hillel pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an on-the-job injury or illness. Hillel abides by all applicable state workers' compensation laws and regulations.

## **Employee Assistance Program**

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their

lives and the quality of their job performance. Hillel wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

Hillel encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the organization, nor is Hillel given any information on who chooses to use the services. For questions or additional information about this program, employees may contact WorkLifeMatters at [eapcounselor@Ibhcorp.com](mailto:eapcounselor@Ibhcorp.com), 1-800-386-7055 or [www.Ibhworklife.com](http://www.Ibhworklife.com). User name Is "Matters" and Password Is "wlm70101".

## **Thank you**

We are so excited to welcome you to the Hillel family and appreciate your commitment to inspiring the lives of our students. Thank you for taking the time to read our handbook and familiarize yourself with our various policies and procedures. If anything was unclear or you have any follow-up questions, do not hesitate to reach out to your Executive Director or [strategichr@hillel.org](mailto:strategichr@hillel.org).

# EMPLOYEE HANDBOOK

## ACKNOWLEDGMENT AND RECEIPT

Hillel cares about and values our employees' wellbeing. We have created this handbook to create clarity around all of our policies and procedures to foster a workplace for optimal productivity and comfortability. These thresholds and recommendations are in place so that our employees can have the highest positive impact on students and flourish in the most safe, welcoming, and respectful work environment.

I hereby acknowledge receipt of the Houston Hillel Employee Handbook ("Handbook"). I understand and agree that it is my responsibility to read and comply with the policies in the Handbook.

I understand that the Handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications, create an employment contract or promise to employ me for any particular length of time. I understand that the policies and benefits, both in the Handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by Hillel, in the organization's sole discretion, at any time with or without notice.

I also understand that any delay or failure by Hillel to enforce any rule, regulation, or procedure contained in the Handbook will not constitute a waiver of Hillel's right to do so in the future.

I further understand that **I am an at-will employee and that neither this Handbook nor any other communication shall bind the organization to employ me now or hereafter and that my employment may be terminated by me or Hillel without reason at any time.** I understand that no representative of Hillel has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

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Employee's Name in Print

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Signature of Employee

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Date Signed by Employee

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**