

# The Jewish Federation of Omaha

## Employee Handbook



The Jewish Federation  
OF OMAHA

05/31/2019

# HANDBOOK DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with The Jewish Federation of Omaha. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The Jewish Federation of Omaha adheres to the policy of employment at will, which permits the Organization or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Organization representative other than the CEO and/or the Head of Human Resources and/or Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Organization documents. These Organization documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Organization guidelines. The Organization may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the CEO and/or the Head of Human Resources and/or Executive Director.

This handbook supersedes all prior handbooks.

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## Section 1 - Governing Principles of Employment

### 1-1. Introduction

For employees who are commencing employment with The Jewish Federation of Omaha ("The Jewish Federation of Omaha" or "the Organization"), on behalf of The Jewish Federation of Omaha, let us extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

### 1-2. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Organization property, and to ensure efficient operations, The Jewish Federation of Omaha has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Organization.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization, is strictly prohibited. Employees and other individuals who work for the Organization also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Organization maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Organization employee, including themselves.

### 1-3. Equal Employment Opportunity

The Jewish Federation of Omaha is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Organization will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the CEO and/or the Head of Human Resources and/or Executive Director know.

The Organization will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Organization's operations. If employees wish to request such an accommodation, they should contact the CEO and/or the Head of Human Resources and/or Executive Director.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the CEO and/or the Head of Human Resources and/or Executive Director. The Organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the CEO and/or the Head of Human Resources and/or Executive Director. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### 1-4. Mission and Core Values

**The mission of the Jewish Federation is to build and sustain a strong and vibrant Omaha Jewish community and to support Jews in Israel and around the world.**

#### **Judaism**

Incorporating Jewish ethics, morals and traditions to meet our mission.

#### **Community**

Uniting the community through collaboration & partnerships.

#### **Collective Responsibility**

Caring for each other and providing basic human needs.

#### **Education**

A dedication to life-long learning.

#### **Leadership**

Identifying and developing strong lay and professional leaders.

## **Integrity**

Acting in a sound, honest, and unbiased manner.

## **Stewardship**

Committing to the careful management of community resources.

## **Health & Well Being**

Promoting physical, social and emotional well-being.

### **1-5. Non-Harassment**

It is The Jewish Federation of Omaha's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

### **1-6. Sexual Harassment**

It is The Jewish Federation of Omaha's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Organization. It is to ensure that at the Organization all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.



If the employees feel they have been subjected to conduct which violates this policy, they should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employees feel they have been subjected to any such retaliation, they should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-7. Workplace Violence

The Jewish Federation of Omaha is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Organization and personal property.

The Jewish Federation of Omaha does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, The Jewish Federation of Omaha specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, The Jewish Federation of Omaha does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Organization policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Organization employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede The Jewish Federation of Omaha's

ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Organization determines, after an appropriate good faith investigation, that someone has violated this policy, the Organization will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Organization to be aware of any potential danger in its offices. Indeed, the Organization wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

## 1-8. Pregnancy Accommodations

Pursuant to Nebraska Fair Employment Practices Act, The Jewish Federation of Omaha will endeavor to provide reasonable accommodations to the known physical limitations of employees who are pregnant, have given birth or have related medical conditions, unless doing so would impose an undue hardship on the Organization.

Reasonable accommodations, may include, but are not limited to:

1. acquisition of equipment for sitting;
2. more frequent or longer breaks;
3. periodic rest;
4. assistance with manual labor;
5. job restructuring;
6. light-duty assignments;
7. modified work schedules;
8. temporary transfers to less strenuous or hazardous work;
9. time off to recover from childbirth; or
10. break time and appropriate facilities for breast-feeding or expressing breast milk.

The Organization will not require employees to take leave if another reasonable accommodation can be provided. The Organization will not take adverse action against employees for requesting or using reasonable accommodations under the law.

Any employee who has questions about the policy or who needs to request an accommodation due to pregnancy, childbirth or a related medical condition should contact the Head of Human Resources and/or the Employee's Supervisor.

## Section 2 - Operational Policies

### 2-1. Direct Deposit

The Jewish Federation of Omaha uses direct deposit. Authorization forms are available from the Head of Human Resources and/or the Director of Payroll.

### 2-2. Employee Classifications

For purposes of this handbook, all The Jewish Federation of Omaha employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Organization benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-3. Employee Service Credit (Rehire)

"Length of service" refers to the length of time that employees spend as active full-time or part-time employees with The Jewish Federation of Omaha. Service begins on the day they become full-time or part-time employees.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with the Organization provided their last day of service was within 90 days of again becoming an active employee. Human Resources will discuss this issue with any rehired employees upon hire.

### 2-4. Job Postings

The Jewish Federation of Omaha is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Organization reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

## 2-5. Overtime

Like most successful companies, The Jewish Federation of Omaha experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

## 2-6. Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, The Jewish Federation of Omaha is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Head of Human Resources and/or the Director of Payroll and/or your Supervisor immediately so the Organization can resolve the matter quickly and amicably.

Paychecks will be direct deposit.

## 2-7. Performance Review

Depending on the employee's position and classification, The Jewish Federation of Omaha endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Organization encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## 2-8. Record Retention

The Jewish Federation of Omaha acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Head of Human Resources to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Organization that may have an impact on record retention protocols.

## 2-9. Safe Harbor Policy for Exempt Employees

It is The Jewish Federation of Omaha's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for The Jewish Federation of Omaha. This salary will be established at the time of hire or classification 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 or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and

- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Organization has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Director of Payroll or any other supervisor in The Jewish Federation of Omaha with whom the employee feels comfortable.

## 2-10. Salary Advances

The Jewish Federation of Omaha does not permit advances on paychecks or against accrued paid time off.

## 2-11. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

## 2-12. Travel Time for Non-Exempt Employees

### **Overnight, Out-of-Town Trips**

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

### **Out-of-Town Trips for One Day**

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

### **Commuting Time**

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

## 2-13. Working Hours and Schedule

The Jewish Federation of Omaha normally is open for business from 24 hours to 24 hours, Monday through Sunday. Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point The Jewish Federation of Omaha may need to change individual work schedules on either a short-term or long-term basis.

## Section 3 - Benefits

### 3-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is The Jewish Federation of Omaha's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as PTO and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs The Jewish Federation of Omaha provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Head of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, The Jewish Federation of Omaha (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Organization intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Head of Human Resources.

### 3-2. Comp Time

Non-exempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a workweek and by JFO policy are not eligible for compensatory time off.

There is no legal requirement to provide Comp Time at the Federation, but is available for exempt positions based on supervisor's judgement.

### 3-3. Bereavement Leave

Benefits Eligible employees are eligible for funeral bereavement. In the unfortunate event of a death in the immediate family, a paid leave of absence may be granted for up to three days. These days are to be taken consecutively within a reasonable time following the event or funeral date and may not be split or postponed.

For this purpose, "immediate family" refers to the following: spouse, domestic partner, brother, sister,



stepbrother, stepsister, mother, father, stepmother, stepfather, child, stepchild, grandparent, grandchild, father-in-law, mother-in-law, son-in-law and daughter-in-law.

For extended family, a paid leave of one day may be granted. "Extended family" refers to the following: aunt, uncle, niece, nephew, cousin, step-relations, spouse's grandparent, brother-in-law, and sister-in-law.

Employees are required to notify their immediate manager of the required leave, so adequate coverage can be secured.

### 3-4. Paid Holidays

Full-time 37.5 hours per week employees will be paid for the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive up to eight (8) hours of pay at their regular straight-time rate.

Holidays begin at 10:30p.m. the evening prior to and end at 10:30p.m. the evening of the holiday.

Due to the nature of our business, it is not possible to close the Rose Blumkin Jewish Home or the JCC Fitness Center, gym, swimming pools, membership, housekeeping and maintenance areas on holidays. Part-time and full-time non-exempt employees who are scheduled to work on a holiday will be paid time + ½ for any hours worked on a national holiday.

Because the JCC Fitness Center, gym, swimming pools, membership, housekeeping and maintenance areas may be open on the National Holidays, department staff may be required to work a shift on a holiday. Directors of the Fitness, Athletics, Aquatics, Membership Services, Health Spa, Housekeeping and Maintenance departments should coordinate whenever possible a fair and rotating work schedule to ensure proper coverage on these holidays.

#### **Calling In**

Any employee failing to report for the two scheduled work days prior to the holiday or the two scheduled work days after the holiday, unless otherwise approved by the manager, will not be entitled to holiday pay and may be subject to disciplinary action. A paid holiday does not figure into the calculation for overtime for non-exempt employees.

#### **National Holidays and FMLA/Leave of Absence**

Employees do not receive holiday pay while on FMLA nor Leave of Absence.

#### **National Holiday Falling on a Saturday or Sunday**

If the national holiday falls on Saturday, the holiday will be observed for certain departments and agencies on

the Friday immediately before. If the national holiday falls on Sunday, the holiday will be observed, for certain departments and agencies, on the Monday immediately after.

Full-time non-exempt employees (37.5 hours+) who are scheduled to work Monday - Friday and are scheduled to work on the observed holiday will be paid time ½ for any hours worked on the observed national holiday.

If a non-exempt employee works both the actual and observed holiday, only one holiday benefit will apply.

### 3-5. Insurance Programs

Full-time employees may participate in the Organization's insurance programs. Under these plans, eligible employees will receive health, dental and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

### 3-6. Jewish Holidays

#### **Jewish Holidays**

Full-time 37.5 + hours or more per week employees are eligible for Jewish Holiday pay. When the holiday falls on a regular work day, eligible employees will receive up to eight (8) hours of pay at their regular straight-time rate. Holiday pay begins at 10:30p.m. the evening prior to and end at 10:30p.m. the evening of the holiday.

With the exception of RBJH, a 24 hour / 7 day a week facility, the Jewish Federation of Omaha is closed for observance of the following Jewish holidays:

Rosh Hashanah (2 days), Yom Kippur (1 day), Sukkot (1 day), Passover (1 day)

These holidays may vary between 4 and 5 days each year, depending on the calendar and your regular work schedule.

All non-exempt employees will receive time and ½ for hours worked on these Jewish Holidays.

**Rosh Hashanah (2 days)**

**Yom Kippur (1 day)**

**Sukkot (1 day)**

**Passover (1 day)**

#### **Jewish Holidays and FMLA/Leave of Absence**

Employees do not receive holiday pay while on FMLA nor Leave of Absence.

#### **Calling In**

Any employee failing to report for the two scheduled work days prior to the Jewish Holiday or the two scheduled work days after the Jewish Holiday, unless otherwise approved by the manager, will not be entitled

to holiday pay and may be subject to disciplinary action. A paid holiday does not figure into the calculation for overtime for non-exempt employees.

### 3-7. Jury Duty

A leave of absence for jury or election duty will be granted to any full- or part-time employee who has been notified to serve. During this leave, employees will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular salary. An employee on jury duty is expected to report to work any day he or she is excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify his or her manager. Additionally, a copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

Upon the employee's return, the employee must submit a signed Certificate of Jury Service indicating the number of days served.

If the jury duty falls at a time when the employee cannot be away from work, the facility may request that the court allow the employee to choose a more convenient time to serve if they make a request in accordance with the court's procedures.

### 3-8. Lactation Breaks

The Jewish Federation of Omaha will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Organization will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The Organization may not be able to provide additional break time if doing so would seriously disrupt the Organization's operations, subject to applicable law. Please consult the Head of Human Resources with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### 3-9. Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between The Jewish Federation of Omaha and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

## 3-10. Paid Time Off

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

### **Benefits Eligibility**

Benefits Eligible employees are those scheduled to work 30 hours or more per week. Managers will be responsible for notifying HR & Payroll of schedule changes.

### **Paid Time Off (PTO)**

The Jewish Federation of Omaha strongly believes in providing its employees the opportunity to experience a healthy balance between work and personal life. PTO provides a number of advantages:

- Employees will have flexibility and privacy with the option of using the paid time off when needed. Their manager will still need to approve the request.
- Employees can schedule time off in advance which assists with work coverage.?
- In the past sick time was not paid out upon employee resignation/termination; accrued PTO is paid out in full which is an additional benefit to the employee.

Employees may use accrued Paid Time Off (PTO) hours for planned or **scheduled absences** such as vacation time, doctor / dentist appointments, holidays, and scheduled personal time away from the job. Scheduled PTO should be requested as far in advance as possible in compliance with the individual department's scheduling procedures.

PTO may also be used for **unscheduled time off**, such as unforeseen personal illness, dependent care or personal emergency. Unscheduled PTO must be reported by an employee according to established department standards. All unscheduled PTO will be subject to the Attendance Policy.

### **PTO FAQs:**

*Is there a maximum amount of PTO I can earn?* The amount of PTO employees receive each year increases with the length of the employment. Once an employee reaches the maximum 200 hours, their accrual of PTO stops and will resume once their accrued PTO balance falls below the maximum.

#### *How do I request time off with PTO?*

Employees (or in special circumstance, their managers) are required to submit an electronic leave request through the time clock system to request PTO hours. Employees cannot use email, text or verbal requests.

Individual department standards for scheduling PTO or reporting unscheduled PTO are set by the Department Manager. Standards may vary among departments.

#### *Can I use PTO for a religious holiday?*

Employees have the option of using PTO to observe a religious holiday. Exempt employees may also use comp time with management approval.

#### *Will I need to use PTO for Bereavement and Jury Leave?*

Benefits Eligible employees will receive time off for Bereavement and Jury Duty per existing policies.

***Do I accrue PTO/CAT hours during FMLA leave or a Leave of Absence?***

No, you do not accrue PTO/CAT hours while on FMLA or Leave of Absence

***What if I end my employment with the Jewish Federation of Omaha?***

Upon termination or resignation of employment, PTO will accrue through the end of the last pay date and unused PTO will be paid to the employee.

**Catastrophic Sick Bank**

All Benefits Eligible employees are eligible to bank Catastrophic Sick benefits. If an employee is out due to their or their spouse, child, or parent's serious health condition for seven scheduled days and provides a statement from their physician, they may access their Catastrophic Sick Bank per each event. Please see your manager or HR for additional information.

Benefits Eligible employees in their first year of employment with the JFO will accrue 3 catastrophic sick days. They will accrue 6 catastrophic sick days each year beginning year two of their employment. This benefit will be pro-rated for employees working a schedule of 30 - <37.5 hours each week.

**Catastrophic Sick Bank FAQs:**

***Is there a maximum amount of Catastrophic Sick time I can bank?***

A maximum of 520 Catastrophic Sick hours (equivalent to 65 work days) can be banked by each employee. Once an employee reaches the maximum 520 hours, their accrual of Catastrophic Sick hours will stop and will resume once their accrued balance falls below the maximum.

***What if I end my employment with the Jewish Federation of Omaha?***

Hours accumulated in an employee's Catastrophic Sick Bank will not be paid to an employee upon termination or resignation.

**PTO & Catastrophic Sick Accrual Chart**

	30-37.5 hrs/wk	30-37.5 hrs/wk	37.5+ hrs/wk	37.5+ hrs/wk
Years of Service	PTO	Catastrophic Sick	PTO	Catastrophic Sick
Up to Year 1	9.75	2.25	13	3
Up to Year 2	11.25	4.5	15	6
Up to Year 3	12	4.5	16	6
Up to Year 4	12.75	4.5	17	6
Up to Year 5	13.5	4.5	18	6
Up to Year 6	14.25	4.5	19	6
Up to Year 7	15	4.5	20	6
Up to Year 8	15.75	4.5	21	6
Up to Year 9	16.50	4.5	22	6
Up to Year 10+	17.25	4.5	23	6

**Paid Time Off Policy**

It is the policy of the Jewish Federation of Omaha to allow Benefits Eligible employees to earn Paid Time Off in accordance with the guidelines established below.

- Employees are required to coordinate time off with their immediate supervisor and requests for PTO must comply with established department procedures for time away from work.
- Verification of illness from a medical professional will be required after three consecutive days of illness or injury.
- Unexcused leave taken immediately prior to or after a holiday or PTO will need to be verified with a physician's note.
- PTO hours may be scheduled in two hour increments.
- PTO accrued can be carried forward to a maximum cap of 200 hours. Once an employee reaches the maximum 200 hours, their accrual of PTO stops and will resume once their accrued PTO balance falls below the maximum.
- PTO hours are not counted as hours worked for the purpose of calculating non-exempt overtime.
- New employees will begin accruing PTO immediately. Employees can request use of earned PTO, including that accrued during the waiting period, at their manager's discretion.
- Employees can use PTO up to their regularly scheduled hours.

**PTO Accrual Rates per Pay Period**

Years of Service	0 - 29 hrs/week	30 - < 37.5 hrs/week	≥ 37.5 hours+/week
Up to Year 1	0	3	4
Up to Year 2	0	3.4615	4.6154
Up to Year 3	0	3.6923	4.9231
Up to Year 4	0	3.9231	5.2308
Up to Year 5	0	4.1538	5.5385
Up to Year 6	0	4.3846	5.8462
Up to Year 7	0	4.6154	6.1538
Up to Year 8	0	4.8462	6.4615
Up to Year 9	0	5.0769	6.7692
Up to Year 10	0	5.3077	7.0769
Year 10+	0	5.3077	7.0769

**Catastrophic Sick Bank Policy**

Catastrophic Sick Bank is a leave account from which hours may be used after having missed work for more than seven consecutive scheduled days per event with a verification statement from a medical professional for either their or their spouse, child, or parent's serious health condition.

Benefits Eligible employees in their first year of employment with the Jewish Federation of Omaha will accrue 3 catastrophic sick days for their bank. Each Benefits Eligible employee will accrue 6 catastrophic sick days

each year beginning year two of their employment. This benefit will be pro-rated for employees working a schedule of 30 - <37.5 hours each week.

A maximum of 520 Catastrophic Sick hours (equivalent to 65 work days) can be banked by each employee. Once an employee reaches the maximum 520 hours, their accrual of Catastrophic Sick hours will stop and will resume once their accrued balance falls below the maximum.

Hours accumulated in an employee's Catastrophic Sick Bank will not be paid to an employee upon termination or resignation.

A statement from a medical professional may be required to verify the nature of the medical condition and its beginning and expected ending dates. Such verification may be requested for other sick absences as well and may be the basis for payment authorization of sick leave benefits. Before returning to work from a sick absence of three calendar days or more, an employee may also be required to provide a physician's verification that the employee may safely return to work.

**Catastrophic Sick Accrual per Pay Period**

Years of Service	0 - 29 hrs/week	30 - < 37.5 hrs/week	≥ 37.5+hrs/week
Up to Year 1	0	0.6923	0.9231
Up to Year 2	0	1.3846	1.8462
Up to Year 3	0	1.3846	1.8462
Up to Year 4	0	1.3846	1.8462
Up to Year 5	0	1.3846	1.8462
Up to Year 6	0	1.3846	1.8462
Up to Year 7	0	1.3846	1.8462
Up to Year 8	0	1.3846	1.8462
Up to Year 9	0	1.3846	1.8462
Up to Year 10+	0	1.3846	1.8462

**Giving PTO Hours Policy**

1. Gifting PTO is available only for qualifying medical event.
2. Person receiving PTO hours must be out of PTO hours.
3. Employees may give a maximum of 16 PTO hours to any one individual within a fiscal year.
4. No employee may gift more than 24 PTO hours during any fiscal year.
5. Gifter and giftee are always paid at the lowest rate.
6. Giftee must be in good standing.
7. There must be a signed report by the gifter authorizing the time.

**3-11. Retirement Plan**

Eligible employees are able to participate in the Organization's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Please refer to the Summary Plan Description (SPD) for detailed plan information. Of course, feel free to speak to the Head of Human Resources if there are any further questions.

"Vesting" refers to the employee's portion of ownership in the retirement funds matched by the Jewish Federation of Omaha. The employee is always 100% invested in any money the employee has contributed directly to the employee's own retirement plan.

Years of Service:	Vesting Percentage:
Less than 1	0% vested
1 but less than 2	30% vested
2 but less than 3	60% vested
3 or more	100% vested

### 3-12. Workers' Compensation

On-the-job injuries are covered by The Jewish Federation of Omaha's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Organization procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### 3-13. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

### 3-14. Employee Assistance Program

The Jewish Federation of Omaha provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through Human Resources.

### 3-15. Jewish Community Center Membership

#### **For Full Time Staff (scheduled to work 30 or more hours/week including Seasonal)**

- Employees are entitled to a FREE Single Membership to the JCC. You must see Member Services for a membership application to enroll and your name badge must be shown. Your hours must be listed as 30 or more per week. If you currently hold a regular JCC membership, you must see Member Services to get it switched over to staff.



- You may upgrade your SINGLE MEMBERSHIP to include a family discount membership after 3 months of hire. You must see Member Services to sign up as a new member or to switch your regular membership to a staff membership. This will not happen automatically.

**For Part Time Staff (scheduled to work 29 hours/week or less including Seasonal but not Subs)**

Employees are entitled to a discount off any membership category, after 3 months of hire, and you must see Member Services to get enrolled or to switch your regular membership to a staff membership.

If you wish to have a health spa membership, you must contact Member Services for payment arrangements.

**3-16. Jewish Community Center CDC Rebate**

Staff scheduled to work 32+ hours per week are eligible to receive a 25% discount toward childcare and/or preschool at the Pennie Z Davis Child Development Center. Childcare includes legal dependents. Employees may be required to submit proper documentation to prove dependency. Must have a JCC membership for the child. This is a benefit and will be taxed through payroll.

### 3-17. Benefit Summary & Eligibility

<b>Benefit Eligibility</b>	<b>Scheduled less than 30 hours per week</b>	<b>Scheduled 30 - &lt; 37.5 hours per week</b>	<b>Scheduled <math>\geq</math> 37.5 hours per week</b>
403(b) Retirement	X	X	X
Dental Insurance		X	X
Flex Spending Account		X	X
Bereavement Leave		X	X
Holiday Pay			X
Jewish Holiday Pay			X
JCC CDC Rebate		X	X
JCC Membership		X	X
Life Insurance/LTD		X	X
Medical Insurance *		X	X
Short Term Disability		X	X
Vision		X	X
Paid Time Off (PTO)		X	X
Catastrophic Sick Bank		X	X

\* JFO uses the look back method and determines your eligibility by tracking your hours of service during a measurement period". You must average at least 30 hours of service per week (or average at least 130 hours of service per month) during the measurement period to be (or continue to be) eligible for health benefits/insurance.

## Section 4 - Leaves of Absence

### 4-1. Personal Leave

If employees are ineligible for any other Organization leave of absence, The Jewish Federation of Omaha, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. The Jewish Federation of Omaha will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Organization in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Organization will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Organization will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Organization-provided Short-Term Disability Leave of Absence.

### 4-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that The Jewish Federation of Omaha can maintain proper coverage while employees are away.

### 4-3. Family Military Leave

Employees who have been employed by The Jewish Federation of Omaha for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the day the leave begins, and are the spouse or parent of a person called to military service for 179 days or longer pursuant to the orders of the Governor or the President of the United States are eligible for an unpaid leave of absence for up to 30 days.

Leave may be taken during the time federal or state deployment orders are in effect.

Employees may elect to substitute any accrued paid time off (except for paid medical or sick leave) for leave provided under this policy. If applicable, health care benefits will be continued at the employee's expense during the period of leave.

If the leave will consist of an absence of five (5) or more consecutive work days, the employee must provide notice to the Organization at least 14 days in advance. If the leave will consist of an absence of fewer than five (5) consecutive work days, employees must provide as much advance notice to the Organization as is practicable. In all cases, employees must consult with the Organization to attempt to schedule their leave so as to not unduly disrupt operations. The Organization reserves the right to require certification of the employee's eligibility for this leave from the proper military authority.

Upon returning from leave, in most cases employees will be restored to the position they held before the leave began or to an equivalent position.

### 4-4. Family and Medical Leave

#### **The Leave Policy**

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Head of Human Resources.

#### **I. Eligibility**

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Organization for at least 12 months (which need not be consecutive); 2) have been employed by the Organization for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

#### **II. Entitlements**

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

##### **A. Basic FMLA Leave Entitlement**

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a 12-month period measured

forward from the start date of the employee's first FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

#### **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

### **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Organization substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Organization will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the Organization telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Organization's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Organization may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Organization's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Organization and employee can mutually agree that leave be retroactively designated as FMLA leave.

## **III. Employee FMLA Leave Obligations**

### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify the Organization of their need for FMLA leave. The following describes the content and timing of such employee notices.

#### **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform the Head of Human Resources and/or their Supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Organization to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Organization's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Organization has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

## **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Organization notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

### **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the Organization and make a reasonable effort to schedule treatment so as not to unduly disrupt the Organization's operations, subject to the approval of the employee's health care provider. Employees must consult with the Organization prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Organization and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Organization may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Organization may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Organization of the reason why such leave is medically necessary. In such instances, the Organization and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Organization's operations, subject to the approval of the employee's health care provider.

### **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military**

## **Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Organization with timely, complete and sufficient medical certifications. Whenever the Organization requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Organization's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Organization will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Organization will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Organization (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Organization with authorization allowing it to clarify or authenticate certifications with health care providers, the Organization may deny FMLA leave if certifications are unclear.

Whenever the Organization deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Organization has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Organization's expense. If the opinions of the initial and second health care providers differ, the Organization may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Organization and the employee.

### **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, the Organization may require employees to provide recertification of medical conditions giving rise to the need for leave. The Organization will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

### **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Organization with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Organization may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.



#### **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Organization may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Organization may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Organization may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

#### **E. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Organization will allow employees to use accrued paid time to supplement any paid disability benefits.

#### **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Organization notifies employees of other arrangements, whenever employees are receiving pay from the Organization during FMLA leave, the Organization will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The Organization's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Organization will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Organization for the cost of the premiums the Organization paid for maintaining coverage during their unpaid FMLA leave.

#### **IV. Exemption for Highly Compensated Employees**

The Organization may choose not to return highly compensated employees (highest paid 10% of employees at

a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Organization. (This fact-specific determination will be made by the Organization on a case-by-case basis.) The Organization will notify employees if they qualify as a "highly compensated", if the Organization intends to deny reinstatement, and of the employee's rights in such instances.

## **V. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact the Head of Human Resources. The Organization is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Head of Human Resources immediately. The Organization will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

## **VI. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Organization's other leave policies in this handbook or contact the Head of Human Resources.

## Section 5 - General Standards of Conduct

### 5-1. Bulletin Boards

Important notices and items of general interest are continually posted on The Jewish Federation of Omaha bulletin boards near the timeclocks. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at The Jewish Federation of Omaha. To avoid confusion, employees should not post or remove any material from the bulletin board.

### 5-2. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the employee's Supervisor along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

### 5-3. Children in the Workplace

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief (such as under one hour) and planned in a fashion that limits disruption to the workplace.

This policy is established to avoid disruptions in job duties of the employee and coworkers, reduce property liability, and help maintain the organization's professional work environment.

Employees are not permitted to bring ill children to the work. The workplace is not be utilized as a backup childcare arrangement.

### 5-4. Confidential Company Information

During the course of work, employees may become aware of confidential information about The Jewish Federation of Omaha's business, including but not limited to information regarding Organization finances, pricing, products, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Organization's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to The Jewish Federation of Omaha's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Organization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

## 5-5. Conflict Resolution Procedures

An employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns. Conflict, for the purposes of this policy, is any unresolved complaint concerning pay, benefits, hours, performance appraisal or working conditions (including complaints concerning discipline, discrimination and harassment) or the interpretation of any provision in this handbook.

*The following steps represent the Conflict Resolution Procedures:*

### 1. Step One

- a. Employees should initially direct their concerns to their immediate manager. If the complaint involves the employee's manager, the employee should schedule an appointment with that manager to discuss the problem that gave rise to the complaint within five working days of the date the incident occurred.
- b. The immediate manager should respond in writing to the complaint within five days of the meeting held with the complainant employee.

### 2. Step Two

- a. If the discussion with the immediate manager does not resolve the problem to the mutual satisfaction of the employee and the manager, or if the manager does not respond to the complaint, the employee may submit a verbal or written complaint to the Agency Director or department head and a copy should be forwarded to Human Resources. The submission of the complaint is due within five working days of the response (or lack thereof) from the manager and must include:
  - A description of the problem and the date when the incident occurred.
  - Suggestions on ways to resolve the problem.
  - A copy of the immediate manager's written response or a summary of his or her verbal response and the date when the employee met with the immediate manager. If the manager provided no response, the complaint should state this. Employees may request assistance with their complaints from Human Resources.
- b. Upon receipt of the formal complaint, the Agency Director or department head must schedule a meeting with the employee within five working days to discuss the complaint. Within approximately five working days after the discussion, the Agency Director or department head should issue a decision both in writing and orally to the employee filing the complaint.

### 3. Step Three

- a. If the employee is dissatisfied with the decision of the Agency Director or department head, the employee may within five working days appeal this decision to the Chief Executive Officer.
- b. The Chief Executive Officer may call a meeting with the parties directly involved to investigate the complaint and facilitate a resolution or may refer complaints to the HR & Compensation Committee if the Chief Executive Officer is of the opinion that the complaint raises serious questions of fact or interpretation of policy. The Chief Executive Office may enlist Human Resources to gather further information from involved parties. All involved individuals, other than Human Resources, will be charged with the responsibility of not discussing the situation with any other employee or with the complainant employee.

#### 4. Additional Guidance

a. If the employee is still dissatisfied, he/she may request a meeting with the HR & Compensation Committee of the Jewish Federation of Omaha. The HR & Compensation Committee will schedule a meeting within twenty-one (21) days of the request and provide a written and final response, to the employee within seven (7) days of hearing the grievance.

Note: For the purposes of this policy, a day represents a calendar day.

b. If an employee fails to appeal from one level to the next level of this procedure within the time periods listed above, the problem shall be considered settled on the basis of the last decision and the problem submitted by the employee shall not be subject to further consideration.

c. Because problems are best resolved on an individual basis, the conflict resolution procedure may only be initiated by individual employees and not by groups of employees.

d. The Jewish Federation of Omaha reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ and the level of disciplinary action may also vary, depending upon factors such as the nature of the offense and whether it is repeated, the employee's work record and the impact of the conduct on the organization.

e. No one will be retaliated against for filing a complaint under this procedure. All complaints must be made in good faith. All documentation regarding conflicts or grievances will remain a part of the employee's personnel file.

#### 5-6. Conflict of Interest and Business Ethics

It is The Jewish Federation of Omaha's policy that all employees avoid any conflict between their personal interests and those of the Organization. The purpose of this policy is to ensure that the Organization's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Organization.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Organization, by any employee who is in a position to directly or indirectly influence either the Organization's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Organization;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Organization or which competes with the Organization; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Organization.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Organization.

## 5-7. Credit Card Policy and Procedures

### **Credit card policy and Procedures**

Because of the recent increase in identity theft, banks and credit card companies have mandated organizations who accept credit cards, either electronically or through credit card machines, to institute policies and standards to ensure credit card safety. This process is called Payment Card Industry Data Security Standards (PCI DSS). For merchants who rely on credit card transactions, adhering to this standard is not optional. There are fees and penalties for not becoming certified and if a stolen card is traced back to the Jewish Federation of Omaha (JFO) or Jewish Federation of Omaha Foundation (Foundation), the fees can run into the hundreds of thousands of dollars.

As a JFO or Foundation employee, you must adhere to this written policy which is part of the compliance requirements. You will be asked to sign this document stating that you understand and agree to follow this policy. Credit card information is considered to be the name on the card, the credit card number (PAN - primary account number), the expiration date and the three digit number on the back or front of the card. This information together is especially vulnerable to theft and will allow anyone possessing it to charge on that account. Anyone working at the JFO or Foundation, whose job involves taking down this information, is in a vital position for ensuring the safety of the card information. You are responsible for making sure identity theft and credit card fraud does not occur to our members, when they are here on Campus.

As part of your job here, you are expected to understand and adhere to the following procedures whenever you come into contact with credit card or personal information. Staff who will be taking this information have a special responsibility. Directors, bookkeepers, registration and reception staff who take down names and credit card numbers must go through an annual training session and sign an authorization form.

Any staff member who transcribes credit card information must:

1. Be discreet, quick and efficient - focusing on securing the credit card information as quickly as possible.
2. If possible, redirect any registration related phone calls directly to the Registration Associate. If it is not convenient to do this, get appropriate information and as soon as you can, put it into the safe located in the Member Services area, the reception desk at the CDC or other designated receptacle.
3. As soon as the information is written down, place it where it is not visible to anyone else in your area. This is especially critical in the Member Services area. It should never be left out, especially if you leave your area, desk or office, even for a short time.
4. Any written credit card information should be taken to the Registration Associate as soon as possible or placed in one of the drop safes or other designated receptacles.
5. When taking credit card information:
  - a. Confirm the identity of the person with whom you are speaking by repeating their name back to them and asking if that is the name on the card.

- b. When obtaining the credit card number, only repeat the card number back if you are in a private area like a closed office. If you are in a public area, ask the person to repeat the number so you can check it.
- c. After writing down the card number, expiration date, and three digit code DO NOT leave it exposed so passersby can see it. If you need to complete coupons or a registration at a later time, write the person's name and registration down separately and secure the credit card information by placing it in a safe or locked drawer.
- d. You must initial the paper with the credit card information in order to identify who has taken the information down.
- e. All credit card information must be locked in a secure area. Drop safes will be available in Member Services and the CDC reception desk. Other receptacles are designated for other areas and should be used to store credit card information. As soon as possible, any paper with credit card information written down must be put in one of the safes or other designated receptacles.

## 5-8. Emergency Procedures

A Campus Emergency & Security Plan is reviewed regularly by the Security and Safety Committee. If an employee needs to be contacted in case of an off-campus emergency, family and friends should contact the Front Desk at (402) 334-8200.

## 5-9. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

## 5-10. If You Must Leave Us

Should the employees decide to leave the Organization, we ask that they provide a Supervisor with at least 30 days for nursing, 2 weeks for other staff advance notice of departure. RN's and LPN's must provide one month advance notice of departure. Thoughtfulness will be appreciated. All Organization, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Organization's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Organization (through payroll deduction, if lawful) for any lost or damaged Organization property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## 5-11. Gratuities and Tips

Employees accept their position at the Jewish Federation of Omaha with the knowledge that their hourly rate or salary plus fringe benefits will be their total compensation package. Employees who either ask for or accept tips or gifts of any kind are subject to disciplinary action, including possible termination.

Gifts such as food or flowers may be accepted if they are shared with co-workers. If a Resident or child makes

something for an employee in an activity sponsored by the organization, the employee is permitted to accept it. This and all gifts should be discouraged, however.

Finally, employees are not permitted to directly accept gifts from vendors or firms doing business with the facility under any circumstance. Employees engaging in this practice may be subject to disciplinary action and/or termination.

## 5-12. Hazardous Communications

Hazardous Communication, is a program required by OSHA-Occupational Safety and Health Administration, to inform all employees of the potential hazards of chemicals used within the facility, how to correctly handle them and the measures to take to protect them from these chemicals. Every chemical used in the facility has a Safety Data Sheet (SDS). These sheets include the chemical breakdown, hazards of the chemical, special precautions in handling, health hazards and first aid procedures should someone be exposed to the chemical.

All employees receiving supplies at the Jewish Federation of Omaha are responsible for assuring that all hazardous chemicals received are accompanied by an SDS sheet and are properly labeled. New chemicals are not to be introduced into the facility without an appropriate SDS sheet. The SDS must be given to the Campus Manager. A master hard copy of all SDS is located in the Campus Manager's office.

If an employee has an occupational exposure from a chemical they must seek medical attention from their supervisor. If a chemical enters an employee's eyes, immediately flush the eyes. The supervisor can access the SDS to determine the necessary treatment or referral. When coming in contact with chemicals it is important to use Personal Protective Equipment. For example, if you are using a chemical that might get in your eyes, you must wear goggles. If a chemical is placed in a container, the container must be labeled.

## 5-13. Health and Safety

The health and safety of employees and others on Organization property are of critical concern to The Jewish Federation of Omaha. The Organization intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Organization's premises, or in a product, facility, piece of equipment, process or business practice for which the Organization is responsible should be brought to the attention of management immediately.

Periodically, the Organization may issue rules and guidelines governing workplace safety and health. The Organization may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.



## 5-14. HIPAA

The Jewish Federation of Omaha expects that each employee will respect and maintain confidentiality regarding Residents, patients and clients. Employees may not divulge any Protected Health Information (PHI) regarding an employee, Resident, member or client unless required to do so as part of their duties. PHI may be communicated on paper, electronically or orally. Any breach of confidentiality may result in disciplinary action or dismissal. It is the policy of the Jewish Federation of Omaha to prevent the indiscriminate disclosure of individual healthcare information in accordance with the Department of Health and Human Services Health Insurance

Portability and Accountability Act of 1996 (HIPAA) otherwise known as "The Privacy Rule." Employees should refer to the HIPAA Privacy Policy in their manager's Administrative Policy and Procedure Manual, which outlines the procedures the Rose Blumkin Jewish Home, Jewish Social Services and Jewish Family Service will utilize regarding PHI.

## 5-15. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, The Jewish Federation of Omaha may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Organization. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Organization generally will attempt to identify other available positions, but if no alternate position is available, the Organization retains the right to decide which employee will remain with the Organization.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

## 5-16. Holiday Customs/Music

The Jewish Federation of Omaha promotes an atmosphere which would prevent offending employees, Residents, families, members and clients who might not wish to be confronted by symbols of other religions or observances. While we certainly respect the right of every employee or Resident to celebrate and recognize their holidays, as Jewish Agencies, only Jewish symbols are allowed in common and work areas.

The staff of the facility may decorate and wear seasonal holiday decorations such as teddy bears, snowmen, bells or the words "Happy Holidays" or "Seasons Greetings." These are all considered acceptable symbols.

Examples of unacceptable religious (non-Jewish) symbols and music include the words "Merry Christmas," "Joy to the World," a crèche, a babe in the manger, wise men, shepherds, wreaths or Christmas trees.

All employees, regardless of personal religious beliefs, are expected to respect Jewish holidays and customs. Any questions about the appropriateness of decorations or music should consult with Human Resources.

### 5-17. ID Badges

All employees of the Jewish Federation of Omaha are issued an ID badge. Employees are responsible to display their ID badge on the upper portion of their body. If an employee loses the ID badge, there may be a replacement charge.

### 5-18. Inoculations

#### *Tuberculosis (PPD Skin Test)*

New employees of the Jewish Federation of Omaha may be required to undergo a PPD skin test. This test determines the presence of tuberculosis and is provided by the Jewish Federation of Omaha at their expense. JFO's vendor will administer the test, and the employee is responsible for having the test read within the required window of time. Any of the nurses at the Rose Blumkin Jewish Home can read the test to determine positive or negative test results. Human Resources is responsible for faxing the results back to the vendor. If an employee fails to have his or her test read within the time constraints, the Jewish Federation of Omaha will pay to have a second test conducted. However, if the second test is not read on time, the employee will then be responsible for the cost of the third test.

All employees with a positive PPD skin test will be sent immediately to the occupational health physician of the Jewish Federation of Omaha to have a chest x-ray. Referred employees must provide a copy of the x-ray results and a release-to-duty from their primary physician prior to returning to work. Failure to provide the above will be grounds for termination. The Jewish Federation of Omaha will pay all costs incurred for tests and physician visits related to these tests.

#### *Hepatitis B*

The Hepatitis B vaccine is provided by the Jewish Federation of Omaha at the facility's expense. Human Resources will offer the vaccine to all employees at no charge to the employee. The vaccine is administered by the vendor or the Rose Blumkin Jewish Home depending on employment location. This series of shots requires a second injection thirty (30) days after the initial injection and a final shot six (6) months after the first injection. A titer must be drawn one to two (1-2) months after the final injection. The Jewish Federation of Omaha will pay for all employees' Hepatitis B vaccinations.

### 5-19. Inspections

The Jewish Federation of Omaha reserves the right to require employees while on Organization property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Organization or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Organization or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

## 5-20. Kosher Dietary Laws

The Jewish Federation of Omaha observes Kosher dietary laws and, accordingly, operates Kosher kitchens. During the course of employment, employees may receive information regarding Kosher laws and rituals. Adhering to Kosher dietary laws presents some restrictions for employees, Residents, members and visitors. Dishes, utensils or other re-usable dietary supplies should not be removed from the kitchen/dining room areas. If an employee, a Resident or a visitor brings outside food onto the campus, he or she must provide their own utensils.

All employees who eat their meals on campus will be required to eat in the staff lounge or designated areas. Employees who bring their own food must store it in a designated refrigerator provided for staff and not in the Dietary kitchens.

For more detailed information regarding Kosher dietary laws and restrictions, employees should consult with their manager or Human Resources.

## 5-21. Operation of Vehicles

All employees authorized to drive Organization-owned or leased vehicles or personal vehicles in conducting Organization business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Organization property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Organization-owned or leased vehicles may be used only as authorized by management.

### **Portable Communication Device Use While Driving**

Employees who drive on Organization business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## 5-22. Outside Employment

Requests to hold outside employment must be made to the manager or Agency Director in writing of intent or acceptance of outside employment prior to the effective date of such employment. Acceptance of part-time employment, when approved,

shall be governed by the following conditions:

1. There shall be no conflict of interest between staff responsibilities to the Jewish Federation of Omaha and the offered employment.
2. Acceptance of other employment shall in no way demean the Jewish Federation of Omaha or create an unfavorable image thereof.
3. There can be no conflict in time schedules.
4. In working on other jobs, the use of the name or goodwill of the Jewish Federation of Omaha shall in no way be exploited as a means of enhancing the other job.
5. In no instance shall a staff member make available to anyone any lists of Residents, patients or clients, any policies or procedures, any documents or forms or any other confidential data without prior written approval of the manager or Agency Director.
6. In no instance shall a staff member utilize working time to perform job functions for an outside business.
7. Failure to comply with the above may be grounds for disciplinary action, up to and including involuntary termination of employment.

## 5-23. Parking

The Jewish Federation of Omaha has preferred employee parking to allow visitors parking spaces that are more convenient. Visitors may use these parking spaces when desired. Please ask your manager where your department/agency has its preferred employee parking.

## 5-24. Personal and Company-Provided Portable Communication Devices

The Jewish Federation of Omaha-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Organization's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Organization-provided or personal device, employees must comply

with applicable Organization guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Organization-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Organization information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Organization information. This is the only way currently possible to ensure that all Organization information is removed from the device at the time of termination. The removal of Organization information is crucial to ensure compliance with the Organization's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Organization-issued device, the Organization's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### **Portable Communication Device Use While Driving**

Employees who drive on Organization business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## **5-25. Personal Visits and Telephone Calls**

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

## 5-26. Publicity/Statements to the Media

All media inquiries regarding the position of the Organization as to any issues must be referred to the Head of Human Resources and/or CEO. Only the Head of Human Resources and/or CEO is authorized to make or approve public statements on behalf of the Organization. No employees, unless specifically designated by the Head of Human Resources and/or CEO, are authorized to make those statements on behalf of Organization. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Organization must first obtain approval from the Head of Human Resources and/or CEO.

## 5-27. Punctuality and Attendance

The Jewish Federation of Omaha and its agencies take pride in their service to Residents, members and clients. To maintain our leadership in customer service, we depend on each employee to be present during the regular workweek. Punctuality and regular attendance are factors that play a large part in determining an employee's contribution to the organization and factor in to their performance appraisals. If an employee is going to be late or absent for any reason, he or she must call their manager a minimum of two hours before he or she is due for work on the first shift so arrangements can be made to cover in their absence. For staff of the Rose Blumkin Jewish Home, a minimum of four hours is required for the second and third shifts.

In addition, employees calling out on a weekend may be required to make up that weekend by their manager, as staffing needs demand.

Employees who are a "no call, no show" for work one time will be subject to disciplinary action up to and including termination. On the third day of "no call, no show," the employee is considered a voluntary resignation.

Habitual lateness or repeated and unexcused failure to report regularly will result in disciplinary action up to and including dismissal.

Departments may have specific departmental attendance policies. Please refer to your immediate supervisor for specific details.

## 5-28. References

The Jewish Federation of Omaha will respond to reference requests through the Human Resources and/or the Payroll Department. The Organization will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Please refer all requests for references to the Human Resources and/or the Payroll Department.

**Only the Human Resources and/or the Payroll Department may provide references.**

## 5-29. Severe / Inclement Weather Policy

With the exception of the Rose Blumkin Jewish Home, the decision to close the Jewish Federation of Omaha campus shall be made by the CEO with recommendations from the Executive Directors of the Jewish Community Center and Rose Blumkin Jewish Home. This decision will be based on safety or security concerns including inclement weather and could consider local and regional conditions and forecasts, local and

regional travel conditions, advisories, campus conditions and available campus resources.

Winter storms are not uncommon in Nebraska. Severe cold weather conditions can occur without much warning. Storms may be somewhat unpredictable as to their severity, exact affected area and times they begin or worsen. Whenever possible, the Jewish Federation of Omaha campus will continue to function during inclement weather. With supervisor permission, employees who are not able to safely drive to work may request PTO or leave without pay.

Should the decision be made to close the campus, all scheduled employees will receive their regular compensation. If no decision has been made to close the campus, with their manager's permission, employees who are not able to safely drive to work may request to use PTO or leave without pay.

As RBJH is a 24 / 7 facility, scheduled staff are required to report to work as assigned.

### 5-30. Signing Legal Documents

A member of the Jewish Community Center or a Resident of the Rose Blumkin Jewish Home may ask an employee to witness or sign a legal document. Employees must not witness or sign any legal documentation not generated by an Agency of the Federation (i.e., wills, powers of attorney, custody documents, etc.). The employee should respond to such a request that it is against the facility's policy. This policy does not pertain to senior management signing business-related documents such as vendor contracts.

### 5-31. Social Security Number Protection

#### **SOCIAL SECURITY NUMBER PROTECTION**

This policy provides for the confidentiality of employees' social security numbers obtained by the Jewish Federation of Omaha in the ordinary course of business. References in the policy to "social security number" mean an individual's social security number or more than four sequential digits of that number. References in the policy to "documents" include all documents regardless of form (i.e., paper, electronic, microfiche, etc.).

This policy applies to all employees of the Jewish Federation of Omaha, including leased employees, independent contractors and any other person (such as the spouse of an employee) for which an individual's social security number has been obtained.

#### *Access to Social Security Numbers*

The Jewish Federation of Omaha restricts access to information or documents containing social security numbers to employees having a legitimate business reason to access such information or documents. Human Resources serves as the representative responsible for implanting this restriction through appropriate training and procedures.

#### *Prohibited Disclosures*

Except as otherwise provided within this section, employees shall not:

1. Publically post or display, in any manner, more than the last four digits of an employee's social security number, including intentional communication of more than the last four digits of the social security number or otherwise making more than the last four digits of the social security number available to the general public or to an employee's co-workers;

2. Require an employee to transmit more than the last four digits of his or her social security number over the Internet unless the connection is secure or the information is encrypted;
3. Require an employee to use more than the last four digits of his or her social security number to access an Internet website unless a password, unique personal identification number or other authentication device is also required to access the Internet website; or
4. Require an employee to use more than the last four digits of his or her social security number as an employee number for any type of employment-related activity.

#### *Permitted Disclosures*

Use of more than the last four digits of an employee's social security number shall be permitted only for:

1. Compliance with state or federal laws, rules or regulations;
2. Internal administrative purposes, including provision of more than the last four digits of a social security number to third parties for such purposes as administration of personnel benefit provisions for the employer in employment screening and staffing; and
3. Commercial transactions freely and voluntarily entered into by the employee with the employer for the purchase of goods or services.

#### *Additional Prohibited Uses*

As used in this policy, "internal administrative purposes" in the Permitted Disclosures subsection, above, does not include any of the following and the Prohibited Disclosures subsection shall continue to apply to such uses:

1. Identification number for occupational licensing;
2. Identification number for drug-testing purposes except when required by state or federal law;
3. Identification number for meetings of the Jewish Federation of Omaha;
4. In files with unrestricted access within the Jewish Federation Omaha;
5. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance; or
6. For posting of any type of information of the Jewish Federation of Omaha. Under no circumstances should an employee's social security number be visibly printed on any identification badge, membership card, permit or license. Nor shall any document be mailed which contains a social security number that is visible on or from the outside of the envelope or packaging for the document.

#### *Destruction*

Documents that contain social security numbers shall be properly destroyed when those documents are no longer needed to be retained pursuant to the document retention policies of the Jewish Federation of Omaha . Paper documents containing social security numbers should be shredded. Electronic documents containing social security numbers should be destroyed in a manner consistent with the "best practices" guidelines for computing and technology.

#### *Violations*

Violations of this policy may result in disciplinary action up to and including termination of employment. Individuals who violate this policy may also be subject to penalties provided for in Neb. Rev. Stat. § 48-237.



## 5-32. Solicitation and Distribution

The Jewish Federation of Omaha prohibits the solicitation, distribution and posting of materials on or at its property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by The Jewish Federation of Omaha and Jewish Federation of Omaha sponsored programs related to The Jewish Federation of Omaha's mission and services.

In order to protect employees from annoyance, harassment, and interference with their work and to maintain a workplace free of litter, The Jewish Federation of Omaha has adopted the following rules concerning solicitation and distribution of literature:

1. No outsiders shall be allowed to solicit or distribute materials on Jewish Federation of Omaha premises.
2. Employees shall not engage in solicitation of any kind during working time.
3. Employees shall not engage in solicitation of any kind in public areas at any time.
4. Employees shall not distribute literature of any kind during working time.
5. Employees shall not distribute literature of any kind in public areas or working areas at any time.
6. As used in these rules, the term "working time" means the period of time that an employee is performing job duties and includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. "Working time" does not include time allotted for rest or meal periods or periods before or after work. "Working areas" means any area of the premises other than the break room, restrooms, parking lots and other areas where no work is conducted.

## 5-33. Smoking

Smoking, including the use of e-cigarettes, is prohibited in the buildings on Organization premises and in all Organization vehicles.

## 5-34. Use of Communications and Computer Systems

The Jewish Federation of Omaha's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Organization policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the The Jewish Federation of Omaha systems.

The Jewish Federation of Omaha may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Organization deems it appropriate to do so. The reasons for which the Organization may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Organization operations continue appropriately during the employee's absence.

Further, The Jewish Federation of Omaha may review Internet usage to ensure that such use with Organization property, or communications sent via the Internet with Organization property, are appropriate. The reasons for

which the Organization may review employees' use of the Internet with Organization property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Organization operations continue appropriately during the employee's absence.

The Organization may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Organization's policies prohibiting harassment, in their entirety, apply to the use of Organization's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Organization's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

In order to receive an email address, access to a computer, and/or a cell phone; a signed copy of the technology policy/agreement must be completed and approved by the Agency Director, IT Director and the CEO.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

### **5-35. Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Organization's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Organization is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

## 5-36. Use of Social Media

The Jewish Federation of Omaha respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Organization interests and ensure employees focus on their job duties, employees must adhere to the following rules:

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Organization and also expresses either a political opinion or an opinion regarding the Organization's actions that could pose an actual or potential conflict of interest with the Organization, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Organization's position. This is necessary to preserve the Organization's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Organization policies apply equally to employee social media usage.

The Jewish Federation of Omaha encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

## 5-37. Whistleblower Policy

The Whistleblower Policy of the Jewish Federation of Omaha : (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Jewish Federation of Omaha ; (2) specifies that the Jewish Federation of Omaha will protect the person from retaliation; and (3) identifies where such information can be reported.

### *1. Encouragement of Reporting*

The Jewish Federation of Omaha encourages complaints, reports or inquiries about illegal practices or serious violations of its policies, including illegal or improper conduct by the Jewish Federation of Omaha , by their leadership or by others on their behalf. Appropriate subjects under this policy would include financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies. Other subjects on which the organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Jewish Federation of Omaha Human Resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

## *2. Protection from Retaliation*

The Jewish Federation of Omaha prohibit retaliation by or on behalf of the Jewish Federation of Omaha against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Jewish Federation of Omaha reserves the right to discipline persons who make bad faith, knowingly false or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

## *3. Where to Report*

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaint, report or inquiry and should be directed to the employee's direct supervisor, Human Resources, the Chief Financial Officer or the Chief Executive Officer. The Jewish Federation of Omaha and its Agencies will conduct a prompt, discreet and objective review or investigation. Staff or volunteers must recognize that the Jewish Federation of Omaha may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## **5-38. Workplace Conduct**

The Jewish Federation of Omaha endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Organization's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing The Jewish Federation of Omaha property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of The Jewish Federation of Omaha's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of The Jewish Federation of Omaha's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Organization property.
11. Willful or careless destruction or damage to Organization assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of The Jewish Federation of Omaha's Harassment or Equal Employment Opportunity Policies.

16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and The Jewish Federation of Omaha reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Organization will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, The Jewish Federation of Omaha will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### 5-39. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about The Jewish Federation of Omaha. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, The Jewish Federation of Omaha, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Organization or its personnel policies and practices.

## Section 6 - Jewish Community Center

### 6-1. Child Abuse Prevention Policy

It is the policy of the Jewish Federation of Omaha ("The Federation") to ensure a wholesome, safe environment and to train all employees, interns, and volunteers who work with children within the Federation and its Agencies, in the recognition and prevention of child abuse and neglect. This policy addresses accountability, obligations, and responsibility on the part of all employees, interns, and volunteers who have contact with children under auspices of The Federation.

This policy also recognizes and cooperates with the requirements and procedures of applicable state and local law regarding the protection of children, including the prevention and response to incidents of actual or suspected abuse of children.

#### *Definitions*

- Child: Under Nebraska law, a person not yet 19 years of age.
  - Child Abuse: A person commits child abuse if he or she knowingly, intentionally, or negligently causes or permits a minor child to be:
    - a. Placed in a situation that endangers his or her life or physical or mental health
    - b. Cruelly confined or cruelly punished
    - c. Deprived of necessary food, clothing, shelter or care
    - d. Left unattended in a motor vehicle if minor child is six years or younger
    - e. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions
    - f. Placed in a situation to be sexually abused as defined in section 28-319 or 28-320.1
- . Mandatory Reporting Law (Neb. Rev. Statute 28-711): (1) When any physician, medical institution, nurse, school employee, social worker, or other person has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, he or she shall report such incident or cause a report of child abuse or neglect to be made to the proper law enforcement agency or to the department on the toll-free number established by subsection (2) of this section. Such report may be made orally by telephone with the caller giving his or her name and address, shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information which in the opinion of the person may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators. Law enforcement agencies receiving any reports of child abuse or neglect under this subsection shall notify the department pursuant to section 28-718 on the next working day by telephone or

mail.

### *Personnel Criminal Background and Central Registry Checks*

All employees, interns, volunteers, and others designated by the executive director are subject to a criminal background check and protective services central registry check. These background checks will be conducted at the time of the selection of the application for consideration and employment will be determined based on the results of this information.

1. A National Criminal History Check shall be utilized on all employees of the Federation as well as on interns and volunteers who have contact with children.
2. In-state background checks on all employees, interns, and volunteers who may have contact with children shall include:
  - a. One Source background check includes: Federal Criminal Check, Global Report, Nationwide Criminal Check, Sex Offender Check, and Statewide Criminal Check
  - b. The Nebraska Child Abuse and Neglect Central Register
  - c. The Nebraska Adult Abuse and Neglect Central Register
3. Initial background checks will be completed before the individual has direct contact with any child.
4. Out-of-state background checks will be completed on all newly hired employees, interns, and volunteers who have resided in Nebraska for less than two (2) years if it is foreseeable that the individual will have contact with children. The initial background check will be completed before the individual has direct contact with children.
5. All background check documentation shall be maintained in employee personnel records. This includes documentation requested and received from cities, counties, and/or states outside Nebraska.

### *Orientation and Training of Employees, Interns, and Volunteers*

1. All new employees and volunteers must participate in an orientation program, which clearly indicates that there is "zero tolerance" of any type of abuse to a child.

Included is training in:

- a. Recognition of child abuse and neglect indicators/ symptoms.
  - b. Actions to ensure child safety and staff safety
  - c. Review of Employee Code of Conduct
2. All employees and volunteers shall be required to read and sign an Employee Code of Conduct at the time of employment indicating understanding of appropriate conduct with children. The signed copy will remain in the individual's personnel file.

### *Responsibilities of Staff and Volunteers*

1. Employees and volunteers will not, unless an alternative arrangement has been made, release children to any person, other than the authorized parent, guardian or individual, including relatives of children, documented by the written signature of authorized parent or guardian. A child cannot be withheld from a natural or adoptive parent, without a court order on file. Parent must notify the appropriate Agency/Department, in writing, in person (to be logged) or by phone (to be logged), when different arrangements for pick-up are being made. If

the staff does not recognize a person picking up a child on behalf of the parent or guardian, he or she will be asked for identification and the parent or guardian contacted for confirmation, before allowing the child to go. In any doubtful case, the employee will check with the Supervisor, Agency Director or Federation CEO. If no one is available and the child cannot be retained at the Center until an appropriate person has been contacted, the employee should call the police and make a reasonable attempt to retain the child until police arrive.

2. Employees, interns, and volunteers should be alert to the physical and emotional state of all children each time they report for a program, keep written documentation of any signs of injury, and if child abuse or neglect is suspected, immediately report it to the Abuse/Neglect Hotline, your Supervisor, the Agency Director and the Federation CEO.

#### *Responsibility for Reporting Suspected Child Abuse or Neglect*

1. All personnel of The Federation shall comply with the reporting requirements of Nebraska and any other requirements found in local laws when they have actual knowledge of or reasonable cause to suspect an incident of sexual abuse of misconduct.

2. Nebraska State law requires any person who suspects that a child has been physically or sexually abused or neglected to report it promptly to Law Enforcement (911) or the Nebraska Department of Health and Human Services (1-800-652-1999). **Do not use e-mail to report cases of abuse. If there is an emergency call local law enforcement immediately.**

3. Should an employee or volunteer be the subject of an allegation of child abuse, the employee will immediately notify the Federation CEO or Human Resources of the allegation.

4. If a staff member suspects a volunteer, intern, or employee is abusing a child, he/she is required by Nebraska State Law to report it directly to law enforcement (911) or the Nebraska Abuse/Neglect Hotline at 1-800-652-1999. Immediately following, the staff member should inform the Federation CEO. The Federation CEO will notify the President of the Federation Board and key staff to assess and take action regarding the current employment situation of the alleged suspect.

5. Reporters of child abuse/neglect are not required to provide their name when making a report. However, reporters will be asked to provide their name so that, if necessary, the child protective services worker can request additional information. Reporters are protected from liability, provided that the report is made in good faith, and the report is confidential. It may only be released to law enforcement or to a court involving a judicial proceeding.

6. Due to the confidential and delicate nature of child abuse and neglect situations, the person who reports an incident of abuse cannot be informed of the action taken, or the result of the report.

7. There shall be no interference with law enforcement or child protective service investigations during the reporting process or as part of the response to those who may be affected by the reported abuse or misconduct.

8. When admission of or sufficient evidence exists that demonstrates that sexual abuse or misconduct has occurred, the alleged offender shall be immediately relieved of responsibilities in The Federation and placed on administrative leave pending the outcome of law enforcement, child protective service investigation, and/or a Federation internal investigation.

9. Notification of the allegation or incident shall be given to liability insurers for The Federation in accord with the terms of applicable insurance policies.

10. The Federation CEO or his/her designate shall serve as spokesman for The Federation when inquiry is made by the media, membership, or by the general public. All communication, whether in spoken or written



format, shall observe and respect the privacy and reputation of the persons involved and shall adhere to the pertinent law requirements.

11. Rumors, gossip and passing information that cannot otherwise be verified is part of the human condition. The best response to rumors and gossip is timely, clear, and accurate information in keeping with The Federation's communication plan and procedure.

## 6-2. FIT-N-SIT

The Jewish Community Center's Fit-N-Sit service is provided to the members of the JCC for use while working out at the Fitness, Athletics, and Aquatics Facilities. This Service is not intended to use while on work time. This policy applies to all employees of the Jewish Federation of Omaha.

## Section 7 - Rose Blumkin Jewish Home

### 7-1. Breaks

The Rose Blumkin Jewish Home provides two staff lounges in the lower level where employees can spend their break times. There is also a designated outdoor break area available when weather permits. Please do not take meal breaks at workstations on the nursing units or at the front desk. For those employees who have office spaces (off the nursing units) you may choose to take your break in your work area.

### 7-2. Educational Opportunities

Shukert Scholarship Fund Eligible employees of the Rose Blumkin Jewish Home who are interested in furthering their education in their related field may apply for this scholarship. You can obtain applications from the Office Manager.

Nursing Bridge Program The Nursing Bridge Program provides financial support for continuing education and professional development. To be eligible you must be a full-time employee who has been employed at the Home for at least one year in good standing.

Applications can be obtained from the Office Manager.

### 7-3. In-Services

Several educational sessions will be deemed mandatory. This means that all employees are responsible for attending a session covering the mandatory topic(s). Many of these mandatory topics are required by state and federal regulations, and the Agency is responsible for tracking attendance by employees. Failure to attend mandatory in-services may lead to disciplinary action up to and including termination.

### 7-4. Lockers

Lockers will be issued to certain employees for personal use and for safekeeping of personal property while working. It may be necessary to share a locker. Desks, lockers and other storage devices may be provided for the convenience of staff but remain the sole property of the Jewish Federation of Omaha and its Agencies. Although employees are assigned lockers, the lockers are the property of the facility and are subject to unannounced inspections for weapons, alcohol, drugs or other inappropriate items. The Jewish Federation of Omaha and its Agencies are not responsible for any personal property or possessions of the employee, and the employee is responsible for providing his or her own lock.

Perishable food items brought to the facility should never be left in lockers in order to prevent the possibility of insect infestation. A refrigerator is provided in staff areas for food items.

## 7-5. Purchasing Items for Residents

Because of the significant amount of interaction the employees of the Rose Blumkin Jewish Home have with their Residents, requests may occasionally be made to purchase personal items for Residents.

Because each Resident has a unique set of circumstances and health conditions that may react to certain personal items, the Home does not permit employees to purchase any personal items for them. Some personal items may be dangerous or hazardous to the health of the Resident. Requests by Residents should be directed to the manager or the Agency Director for consideration.

Although social workers may purchase items for the Residents, other employees purchasing personal items for Residents may be subject to disciplinary action.

## 7-6. Resident Rights

All employees of the Rose Blumkin Jewish Home will be provided with Resident Rights when they begin their employment and annually thereafter.

Additionally, workplace violence in front of Residents is considered Resident abuse. Any such violence may be reported to Adult Protective Services (APS) and may result in disciplinary action up to and including termination. Please refer to Workplace Violence under Campus Policies for more information.

## 7-7. SHIFT - WEEKEND DIFFERENTIALS

The Jewish Federation of Omaha and its Agencies pay additional compensation to certain nursing non-exempt employees who work evenings, nights and/or weekends. Current differential rates are available from your manager.

## 7-8. Telephones

To best meet the needs of our employees, Residents, members and clients, the facility requests that only emergency phone calls be put through to employees. For staff convenience, there are telephones located in the staff lounge areas which may be used during breaks.

If an employee anticipates an emergency call, they are directed to give family, school, etc. the facility's direct number, (402) 330-4272. The employee will be notified of the call. Resident room phones at the Rose Blumkin Jewish Home are for the convenience of Residents and are not to be used by staff. Employees identified as using Resident telephones for personal use will be subject to disciplinary action up to and including termination.

Employees are not permitted to use their personal cell phones while on duty. Please refer to the Cell Phone/Personal Electronic Device policy under Campus Policies for further detail.

## General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with The Jewish Federation of Omaha. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Organization's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received directions explaining how to access the link to the Employee Handbook online. If I want a hard copy of the handbook, I will ask Human Resources for a copy. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Organization at any time.**

**I further understand that my employment is terminable at will, either by myself or the Organization, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of The Jewish Federation of Omaha other than the CEO and/or the Head of Human Resources and/or Executive Director may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have received instructions explaining how to access the link to the Employee Handbook online and understand the above statements.**

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.