



# **Shaare Torah**

# **Employment Handbook**

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# 1) INTRODUCTION, WELCOME AND MISSION

Shaare Torah (the “Synagogue”) is a welcoming, vibrant, and passionate Conservative synagogue community (Kehillah), dedicated to the ideals of Jewish tradition (Masoret) and to acts of kindness (Hesed). Shaare Torah is an egalitarian congregation in Montgomery County, Maryland. We provide a wide range of religious, educational, and social programs and a synagogue environment which enriches Jewish life.

As an Employee of the Synagogue you are considered an integral part of a vibrant religious, social and educational community. Congregants, fellow employees and staff rely on your skills and talents to maintain an atmosphere of mutual trust, respect and support. No matter what your position, you will be witness to the joys and sorrows of the community. You may also be privy to confidences, either intentionally or unintentionally. In either case, you are expected to show discretion in keeping private matters private. Your conduct reflects on other employees, the members of this congregation and the community at large. As a representative of Shaare Torah you will be held to high standards of excellence. You will also be welcomed and appreciated as an important asset to the community. This Employment Handbook states the policies of Shaare Torah with respect to its employees, as approved by its Board of Trustees. The provisions of this manual are also based on federal, state and local regulations, ordinances and statutes and on the By-Laws of Shaare Torah. The Synagogue has designed this Handbook to acquaint you with its operations and to be a guide to your rights and obligations as an employee. We expect you to read this Handbook carefully, as it is a valuable reference for understanding your job and the Synagogue. All previously issued policy statements, oral or written are superseded.

Please remember that this Handbook is for informational purposes only and is not a contract of employment. Nothing in this Employment Handbook, or in any other personnel document, including benefit plan descriptions, creates, or is intended to create, a promise, implied or explicit, or a representation of continued employment for you or any employee. No supervisor or manager has any authority to make a promise of continued employment.

This Employment Handbook covers all Synagogue employees. Certain employees may have separate written agreements with the Synagogue, which supplement or modify provisions of this Handbook. All provisions of this Handbook not inconsistent with such written agreements apply to those certain employees as well.

No handbook can anticipate every circumstance or question about policy. The Synagogue, acting through its Board of Trustees, reserves the right to revise, supplement, or rescind any policies or any portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes as they occur. Decisions and interpretations of employment policies and practices will remain the responsibility of management in order to insure compliance with changing federal and state laws and regulations and/or the needs of the organization. We recognize that circumstances are frequently changing and that our policies and programs must be reviewed and revised on a continuing basis to reflect these changes. Accordingly, we reserve the right to change the policies, procedures, and employee benefits as deemed necessary by the organization. As changes occur, every effort will be made to insure that this information is kept current and from time to time you will receive revisions to your handbook. As these supplements are distributed, you are urged to keep your handbook updated. At any time, if you should have a question regarding any of the material covered, we encourage you to contact your immediate supervisor.

## 2) DEFINITIONS

**Full-Time Employees:** Any employee who is regularly scheduled to work at least 40 hours per week. Time spent during meals or breaks is considered unpaid time and does not count toward the number of hours worked in any given day.

**Part-Time Employees:** Any employee who is regularly scheduled to work fewer than 40 hours per week.

## 3) SYNAGOGUE POLICIES

### 3.1 Equal Employment Opportunity

The Synagogue is an equal opportunity employer, committed to a policy of equal opportunity in every area of employment, including, but not limited to, hiring, advancement, termination, training, development, working conditions, compensation and benefits, based on an individual's qualifications without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status or the presence of non-job-related medical condition or handicap, except when it is necessary as an occupational qualification for an employee to be of the Jewish faith.

### **3.2 Employment at Will**

Shaare Torah subscribes to the policy of "employment at will" and continued employment with the Synagogue is the sole and exclusive option of Synagogue management. Employment may be terminated for any reason, with or without cause or notice at any time. Advancement or satisfactory performance does not constitute an expressed or implied contract of future employment. The foregoing does not apply to any employee with an express written contract of employment.

### **3.3 Employment Status**

The guidelines in this Handbook pertain to both Full-Time and Part-Time employees. As a Full-Time employee, you are eligible to participate in the Synagogue benefits program. Part-Time employees are not eligible to participate in the Synagogue benefits program on a prorated basis, except as specifically noted.

### **3.4 Harassment Policies**

Shaare Torah has a fundamental commitment to treating its employees with dignity and respect. It is the policy of Shaare Torah that all employees should be able to enjoy a work environment that is free from all forms of discrimination, including harassment on account of age, race, color, sex, national origin, religion, sexual orientation, marital or veteran status or disability. Harassment is a form of misconduct that undermines the integrity of the employment relationship. This includes verbal or physical harassment and implied as well as overt threats of a racial, ethnic, religious or sexual nature.

If you believe that you have been subjected to harassment or discrimination, you may want to make it clear to the offender that such behavior is offensive. If the behavior is serious or continues, you should promptly bring the matter to the attention of your immediate supervisor or the Vice President of Operations.

Because of the private nature of such incidents, we will take care during any investigation to preserve such privacy. It is generally expected that an informal resolution will be sufficient. Sometimes such harassment or discrimination is unintentional and due to a lack of understanding and sensitivity.

Where appropriate, disciplinary steps may be taken, depending on the severity of the incident.

### **3.5 Sexual Harassment**

Sexual Harassment is a particularly sensitive issue and as such, requires further explanation. The Synagogue will not tolerate any form of sexual harassment in the work place. Sexual harassment is behavior directed at an individual on the basis of his or her gender that is not welcome, is offensive, affects morale and, as a result, interferes with the work effectiveness of the victim. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be tolerated at the Synagogue. It can include verbal abuse or insults, gestures or physical contact, and display or circulation of degrading pictures or materials.

In particular, conduct is considered sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

If you believe that you have been subjected to sexual harassment, you are strongly encouraged to inform your immediate supervisor or The Vice President of Operations. Any reported incident will be promptly and thoroughly investigated.

While each investigation will proceed as the particular circumstances warrant, an investigation will, at a minimum, involve an

interview with the employee making the complaint and interviews with persons identified as witnessing or otherwise having knowledge of the incident or conduct. All persons will be instructed to treat the investigation as confidential and not to discuss the allegations with other persons, particularly those not involved in the incident or conduct. Also, all persons will be informed that it is unlawful and the Synagogue will not tolerate any form of retaliation directed towards an individual who makes a complaint or who participates or cooperates in an investigation.

If as a result of the investigation it is determined that any individual engaged in conduct that either constitutes harassment or otherwise violates the Synagogue's policies or rules of conduct, appropriate remedial or disciplinary action will be taken. Such actions could include, but shall not be limited to, eliminating contact between the employees involved in the incident, mandated training and/or counseling, demotion or termination. Also, the Synagogue will meet regularly with employees involved to make certain that any improper conduct has stopped, and there has been no discrimination or retaliatory action against the complaining employee.

The importance of this policy cannot be emphasized enough. An environment free of sexual harassment is not only the law, it is fundamental to the culture of the Synagogue. While we hope that any employee who believes that he/she has been sexually harassed will immediately bring the matter to the attention of the appropriate person, employees also have the right to contact the Equal Employment Opportunity Commission.

### **3.6 Sexual Misconduct and Abuse**

The Synagogue will also not tolerate any form of sexual misconduct in the workplace. Sexual misconduct is behavior directed at an individual on the basis of his or her gender that is not welcome or is offensive and includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, including verbal abuse, insults, gestures, physical contact or the display or circulation of degrading pictures or materials. While sexual harassment, as covered in the previous section, primarily pertains to conduct directed at fellow employees, sexual misconduct is broader in scope and applies to anyone, including congregants, prospective congregants, students, guests, visitors and fellow employees. It is not permissible for an employee to use his or her position of trust or influence to coerce a congregant, prospective congregant, student, guest or visitor to engage in a sexual relationship. Allegations of sexual misconduct will be investigated and may result in termination of employment.

The Synagogue is committed to an environment free from sexual abuse and molestation. Sexual abuse or molestation by anyone, including employees, congregants or students will not be tolerated. Complaints of sexual abuse or molestation shall be filed in writing directly with your immediate supervisor or the Vice President of Operations. Following a complaint, an investigation will be conducted, and if appropriate and prudent, the President of the Congregation will be consulted. Efforts will be made to protect all parties' privacy. Retaliation against an employee, congregant, or student for filing or cooperating in an investigation of a sexual abuse or molestation complaint is unlawful. Violations of this policy will result in disciplinary action and may result in termination of employment.

### **3.7 Office Hours, Attendance, and Punctuality**

Office hours vary by employee and shall be designated by your immediate supervisor. Lunch hours should be coordinated among employees to ensure adequate work coverage.

In order to provide the greatest possible service to its members, Shaare Torah must remain open for designated hours during the day. Adherence to schedules is vital. Regular attendance during all scheduled hours of work, reporting to work on time, and continuing to work until the end of the work period are expected of every Synagogue staff member.

If you are unable to report to work as assigned, you must notify your supervisor immediately. This notice must be given at least one hour before you are due to begin work. You are responsible for notifying your supervisor when unable to work on each day that the absence is necessary, unless medical or other circumstances dictate a prolonged absence. In that case, a weekly call to your supervisor is required. When you anticipate an absence of more than one week, you should notify your Supervisor as soon as possible and report the approximate duration of the absence. You must report to your supervisor when you are late for work. Frequent tardiness and absenteeism will be regarded as sufficient cause for appropriate disciplinary action including, but not limited to, termination.

You should inform your supervisor as soon as possible if an emergency requires leaving work early. Under ordinary circumstances, supervisors should be informed, at the latest, by the beginning of the work period during which you must leave early. It is always up to the supervisor to grant permission for early departure.

The work week for certain non-exempt employees may, from time-to-time, be changed to accommodate the events requiring such changes. Examples of this may be for Jewish holy days occurring on weekend days and other events when the Synagogue is being used to a greater capacity than normal. Employees will be given advanced notice of this and are expected to adjust their times to accommodate these changes. For example, certain employees may have their normal work week starting on Tuesday and continuing through Saturday while others may be Sunday through Thursdays.

### **3.8 Use of Letterhead**

Synagogue letterhead should be used only for Synagogue business and not for matters of a personal, charitable, political or controversial nature. Employees should consult with a member of the senior staff should they have questions concerning the appropriate use of Synagogue letterhead in a particular instance.

### **3.9 Parking Policy**

In order to ensure the safety of our nursery school and religious school students, no Synagogue staff member will be permitted to park in the Synagogue parking lot. Parking is available on the street around the building as well as in the Gaithersburg City lot directly across Main Street. Exceptions to this policy may be made by the Facilities Committee on a case by case determination. Staff members with valid Handicapped tags displayed on their vehicles are also exempted from this policy.

Staff members may park in the Synagogue parking lot for a limited time in order to load or unload materials from their vehicles, but must then move their vehicles to an approved location.

### **3.10 Confidential Information**

The protection of confidential and/or privileged information about the Synagogue, its employees and its congregants is essential and the Synagogue is committed to preventing the misuse of such information. Employees are expected to treat all such information with strict confidence and may not disclose any confidential or privileged information, except to persons specifically designated in advance by the President. Employees who have access to confidential, sensitive or private information about the Synagogue, its employees or congregants, including but not limited to, financial information, personnel and payroll records, congregant account information, personal information regarding congregants or internal Synagogue practices, are obliged to protect the confidentiality of the information and not disclose it. Any unauthorized disclosure of such information is prohibited and such action could result in immediate termination. Employees should use care when discussing such information so as not to inadvertently reveal its content. By way of example, not only is information about our congregants confidential, the congregant list itself is private and must not be given out without authorization. If there is any doubt about whether information is confidential, please consult with the President.

### **3.11 Smoking**

In adherence to the code of Montgomery County, MD, the Synagogue is a smoke-free building. Smoking is not permitted on the Synagogue premises or property.

### **3.12 Holidays**

The Synagogue office will be closed for certain national holidays, when those days occur during the work week, and for Jewish holidays. However, certain employees are expected to work during certain Jewish holidays to carry out the Synagogue's celebration of those events. Only regular Full-Time employees will be paid for recognized holidays, as noted below, when they occur on their scheduled workday.

The Synagogue generally recognizes the following holidays, should they occur during the workweek. A schedule of exact days will be distributed in each year.

- New Year's Day
- Martin Luther King Holiday
- President's Day Holiday
- Passover (up to 4 days)
- Memorial Day
- Shavu'ot (up to 2 days)
- Independence Day
- Rosh Hashanah (up to 2 days)

Yom Kippur  
Sukkot (up to 2 days)  
Shmini Atzeret  
Simchat Torah  
Labor Day  
Thanksgiving  
Day after Thanksgiving  
Christmas

### **3.13 Dress Code/Personal Appearance**

It is important that all employees maintain an appropriate appearance. People are our most important asset, and it is our desire to maintain an image of confidence and professionalism. All personnel are expected to dress in accordance with the “Dress Code and Personal Appearance Policy” as amended from time to time, and in a manner that is consistent with this policy and appropriate for their job.

### **3.14 Solicitation**

Other than as previously approved by the Vice President of Operations, employees are not permitted to solicit (offer merchandise for sale, distribute literature, etc.) to other employees or any congregants on the Synagogue premises or in any working area at any time.

Distribution of any printed matter by persons not employed by the Synagogue is not permitted on the premises without the consent of the Vice President of Operations.

### **3.15 Gratuities**

While in the performance of paid services for Shaare Torah, employees may not ask for gratuities of any kind.

### **3.16 Drug & Alcohol Abuse**

The Synagogue is committed to maintaining a safe and productive environment free of drug and alcohol abuse. The use of controlled substances is not consistent with the behavior expected of Synagogue employees and subjects employees, congregants, visitors and guests to unacceptable risks. Employees shall not be under the influence of any alcoholic beverages, neither shall they possess nor be under the influence of any illegal drugs on the premises at any time while at work or during work hours, whether working on or off Synagogue premises. Such conduct is also prohibited during non-working time to the extent that, in the opinion of their direct supervisor, it impairs an employee’s ability to perform on the job or threatens the reputation or integrity of the Synagogue. Violation of this rule may result in disciplinary action including, but not limited to immediate discharge. Alcoholic beverages may be consumed sparingly on the premises ONLY as part of a religious ceremony, and in compliance with the Synagogue’s Alcohol Policy.

The Synagogue reserves the right to conduct alcohol or drug tests in accordance with applicable laws.

### **3.17 Spokesperson for Shaare Torah**

Employees receiving requests for information (other than from current or prospective members) about Shaare Torah’s policies, procedures or beliefs from outside sources, including newspapers, radio, television and other entities should not provide such information, but should instead direct the requests to the President or his or her designee.

### **3.18 Employment Inquiries**

Employees other than those who receive specific permission from the President are not authorized to provide employment information or references for present or former employees, either formally or informally.

### **3.19 Computer Use and Electronic Communications Policy**

The Synagogue takes pride in promoting a work environment that values excellence, professionalism, and mutual respect, qualities that extend to the use of our computing and communications resources. Our telephone and voice mail system, fax machines, computing network, internal and external e-mail systems, and access to other systems such as the Internet (collectively the

“Electronic Information Systems”) exist to support and facilitate Synagogue business. As such, they should be considered privileged, strategic resources.

It is each employee's responsibility to follow these guidelines when using the Electronic Information Systems that are on the Synagogue's premises or, when accessing the Synagogue's Electronic Information Systems from external sources. These guidelines are designed to prevent use that may be illegal, or abusive, or that may adversely impact the Synagogue or its resources and at the same time, show what usage is allowable. Any employee who violates this policy or uses Electronic Information Systems for improper purposes, in the opinion of the employee's supervisor or the President, shall be subject to discipline, up to and including discharge.

#### Privacy and Confidentiality

Except as provided below, Electronic Information Systems, and in particular e-mail messages, are not private and consequently, employees should have no expectation of privacy. Synagogue management may randomly review, audit, intercept, access and disclose all messages created, received or sent over Electronic Information Systems for any purpose. The Synagogue may also monitor Internet use and may restrict individual usage. All users of the Electronic Information Systems waive any right to privacy with respect to such use and by such use consent to allow Synagogue personnel, through electronic means or otherwise, to access and review all materials created, stored, sent or received by such user through any Electronic Information Systems at any time and without notice.

Employees are asked to be judicious in the use of Electronic Information Systems for personal or private information such as rates of pay, evaluations of employees, or personal information about members. Electronic messages are easily forwarded or copied and may be sent to unintended recipients.

Certain Synagogue information regarding its employees, congregants, financial matters and the like (e.g., membership lists) is confidential and, without the approval of the President, should not be made public, shared with anyone outside the Synagogue or made available on the Internet or on any external system.

#### Professional Expression

Appropriate tone, vocabulary and etiquette are expected in all electronic communications. All communication produced for and from the Synagogue reflects on the individual as well as the Synagogue.

#### Brief Personal Uses and Communication

Brief use of Synagogue computing facilities is permitted for personal communication. By brief, we mean that employees must use discretion and common sense and that such use must not unreasonably interrupt any employee's work on behalf of the Synagogue.

#### Unreasonable Communication

Do not knowingly access, download, transmit, communicate or store material of the following types on Synagogue computers:

- Any form of a "chain" letter.
- Sexually suggestive material, particularly sexually explicit or pornographic material.
- Material that expresses or promotes discriminatory attitudes towards religion, gender, age, nationality, ethnicity or other groups.
- Software used for "hacking or cracking" internal or external computer systems, such as viruses, mail bombs and the like.
- Harassment or threats.
- Messages that intentionally misrepresent the identity of the sender.
- Material that is illegal in any way.
- Personal, private solicitations or commercial promotions.

The foregoing list is not intended to be exclusive and any materials of a similar type and intent are also prohibited. If you have a question about any of the foregoing, please consult with your supervisor.

#### Virus Protection

The Synagogue maintains virus protection on its server. Each individual computer should also have up-to-date virus protection installed. Do not open or download files from any person or organization not known to you or which contain unexpected or unusual attachments. Be cautious when using disks from a non-Synagogue computer. If a virus is detected or is suspected of being introduced into the Synagogue's network, notify the Facilities Director immediately. Employees may not install software on their

computers without authorization.

### Passwords

Employees who are given passwords to the Synagogue's Electronic Information Systems are expected to safeguard such passwords and not to share their passwords with anyone else. Any inadvertent disclosure of a password should be immediately reported to the Facilities Director.

### Help

Speak with the Facilities Director about any problems you are experiencing with your computer or peripherals. He or she will assist in solving the problem or authorize an outside vendor to fix the problem as soon as possible.

### Religious Holidays

No email communication involving Synagogue business may be transmitted on Shabbat or other Jewish religious holidays. If any staff members have questions regarding the starting and ending times of any particular Shabbat or other Jewish religious holiday, they should speak directly with the Rabbi.

## **3.20 Security and Safety**

Shaare Torah takes safety very seriously. Safety is a collaborative effort and it is the responsibility of all employees to:

- Work safely and avoid careless behavior and horseplay.
- Report unsafe conditions to their supervisors and the Facilities Director.
- Ask their Supervisor for instructions about work safety.
- Keep their work areas neat and clean.
- Immediately report work injuries or illnesses.
- Use any necessary safety devices.

## **3.21 Enforcement of Policies**

The Synagogue's policies and procedures, as described in this Handbook, are to be monitored and enforced by each employee's supervisor. In the case of a dispute, every effort should be made to resolve the issue with the employee's supervisor. If necessary, the decision of the President shall be final on all matters.

# **4) PERSONNEL POLICIES AND PROCEDURES**

## **4.1 All Employees**

### **4.1.1 General Standards of Conduct**

In order to operate the Synagogue, it is necessary to observe certain basic standards of work conduct and performance which will ensure fair and equitable treatment of all employees. An employee's failure to conform to these standards may interfere with the health, safety, convenience or rights of fellow employees. The application of rules is for the benefit of all employees.

The following is a partial list of general guidelines for employee behavior:

1. An employee is expected to uphold all of the policies and regulations of the Synagogue.
2. An employee is expected to be at his or her work place at the designated time.
3. An employee is required to work the normal number of hours and days for his or her job.
4. An employee is expected to maintain a required standard of work performance.

5. An employee is expected to treat fellow employees and visitors with courtesy and consideration.
6. An employee is expected to treat Synagogue property with care. The employee is not to remove Synagogue property from the premises, use it for the employee's personal needs, or willfully/carelessly treat it in such a manner that will destroy or render it inoperable.
7. An employee is expected to report to work in an able condition and to perform the job duties in a safe manner.
8. An employee is required to treat all information regarding the Synagogue's business in a confidential manner.

#### **4.1.2 Personnel Files**

A file record is maintained for you that must be kept up to date. Please notify your immediate supervisor of any changes to your home address, telephone number, marital status, number of dependents, or W-9 deductions. Your personnel file also contains a record of your wage increases, comments on your job performance and attendance, plus pertinent personal information that you provided through your application for employment. This is your file and you may review its contents with an appropriate staff member.

#### **4.1.3 Periodic Review**

In order to provide important feedback to each employee and to encourage the expression of comments and concerns by employees, the Synagogue shall conduct evaluations of each employee's performance on an annual basis, within a reasonable time after the anniversary date of an employee's employment or during January of each year. An employee's review shall include a personal interview by the employee's supervisor, which should be a two-way discussion about an employee's performance. Employee comments regarding Synagogue Management should be encouraged. The Synagogue also reserves the right to conduct evaluations for a particular employee at other times, if deemed appropriate. A written evaluation of the employee shall be prepared by each employee's immediate supervisor and shown to and discussed with, the employee. Employees may elect to respond to the written evaluation in writing. Completed written evaluations and any response, shall then be forwarded to the President, as appropriate, for informational purposes. The annual evaluation and response and any interim evaluation are included in each employee's personnel file.

The following topics, among others, are to be reviewed and discussed between the employee and his or her supervisor:

1. Achievement of goals and objectives during the prior year;
2. Setting of goals and objectives for the upcoming year;
3. Comprehension of responsibilities and performance of those responsibilities;
4. Ability to articulate issues and answers;
5. Creativity and problem solving;
6. Willingness to take on work;
7. Overall timeliness and quality of work product;
8. Overall work attitude;
9. Maturity of judgment;
10. Ability to work with others;
11. Punctuality; and
12. Employee feedback regarding Synagogue operations and management.

Each employee is subject to a continuous review of his or her performance. Any employee who, in the opinion of his or her supervisor, has not performed in a manner consistent with his or her job requirements is subject to termination or demotion. In addition, unpredictable changes in the Synagogue's business environment and the economy as a whole could result in a reduction in Synagogue staff. For these reasons, each employee of the Synagogue who does not have an express written contract is an employee-at-will.

The Synagogue encourages free and open two-way communication between you and your supervisor. This allows you the opportunity to ask questions and resolve problems systematically, quickly and in a way that results in mutual understanding and fair treatment, considering both your interests and the interests of the Synagogue at all times.

#### **4.1.4 Payroll**

Payroll is prepared on a monthly basis. The Synagogue will deduct the appropriate payroll taxes and any other deductions that may apply. You may be paid by check or have your pay directly deposited in your checking account. All questions concerning your paycheck are to be directed to the Bookkeeper. Prior to your first paycheck, you will be required to complete paperwork to determine what taxes will be deducted. If you would like to have your pay deposited to your checking or savings account, you will need to provide a canceled check and complete other paperwork for the bank. If you have changed your name, address, tax status, method of pay or other deductions, you will need to submit updated paperwork to the Bookkeeper.

#### **4.1.5 Unemployment Insurance**

Shaare Torah is not required to participate in the state and federal unemployment insurance program and does not participate.

#### **4.1.6 Employee Problem Solving**

Occasionally, an employee may feel that he or she has been treated unfairly or that an error has been made in the interpretation and/or application of a policy.

When such a situation occurs, to reach a fair and equitable solution:

- The employee should first discuss the problem with his/her supervisor. The supervisor is usually in the best position to resolve the situation.
- An employee who still feels dissatisfied may speak with the President who will attempt to work out a satisfactory solution and be the final authority with respect to all personnel decisions.

#### **4.1.7 Workers Compensation and Injuries**

All employment-related injuries, no matter how slight, must be immediately reported to your supervisor or to the Facilities Director. By obtaining prompt treatment while the condition is minor, serious complications may be avoided. Immediate reporting of all injuries or accidents will also insure that Worker's Compensation benefits will be granted when appropriate.

All employees are covered under the Synagogue's worker's compensation insurance plan as mandated by the state of Maryland. This program provides coverage for medical care when you are accidentally injured as a result of your employment at Shaare Torah. If you are injured on the job, notify the Facilities Director and/or your immediate supervisor immediately so that a Worker's Compensation claim may be submitted within the time period.

#### **4.1.8 Resignation**

Resignations are to be made in writing to your supervisor stating the reason for leaving and the anticipated date of resignation. We request at least two weeks notice. An exit interview may be conducted which will detail the provisions of all benefits to the staff member.

Upon separation you must return all Synagogue property, including but not limited to keys and access cards to the building.

#### **4.1.9 Severance**

Severance pay is determined on a case-by-case basis in light of all relevant facts and circumstances. Employees should have no expectation of severance pay.

#### **4.1.10 Maternity/Paternity Leave**

The Synagogue offers all employees, both full-time and part-time Maternity and/or Paternity Leave. Such leave shall be unpaid and shall be up to 60 days for Maternity Leave and up to 10 days for Paternity Leave. Employees are required to notify their immediate supervisor of their intention to take Maternity or Paternity Leave at least 90 days prior to the commencement of such leave.

Employees on Maternity Leave are required to notify their immediate supervisor at least 10 days prior to the expiration of such leave of the date they intend to resume their regular schedule.

### **4.1.11 Shabbat, Holiday and Kashrut Policy**

Employees will follow all policies approved by the synagogue's Executive Board, including but not limited to those regarding religious practice, administrative rules, and financial procedures. In particular, employees should be familiar with the Synagogue's practices regarding Shabbat and Kashrut observance. Particular attention should be paid to the following since it affects day-to-day work:

1. Foods prepared at home may not be brought into the synagogue kitchen, and may only be consumed on a personal basis. Non-kosher meat items are not permitted in the building.
2. Employees will ensure that food purchased for or consumed at events conforms to our Kashrut policy. Lists of kosher symbols and approved caterers are available. Contact the Rabbi with any questions.
3. Employees, whether on or off site, *will not perform synagogue-related work* on Shabbat or holidays (Yom Tov days), except for activities consonant with Jewish law (as determined by the Rabbi) and which are required as part of synagogue Shabbat or holiday programming. This includes, but is not limited to, emails, phone calls, purchase of food or supplies, correspondence, lesson or program planning, record-keeping, and financial transactions. Employees will note that Shabbat and holidays begin at "candle-lighting time" of the eve of the holiday and conclude at sundown (one hour after candle-lighting time) the following day.

## **4.2 Full-Time Employees Only**

### **4.2.1 Overtime**

Only *non-exempt* employees are eligible for overtime pay *over 40 hours per work week*. Overtime hours must be specified and authorized in advance by your supervisor, in writing before being worked. Hours should be designated on timesheets.

### **4.2.2 Vacation**

All Full-Time employees are entitled to vacation. Although a sincere effort will be made to accommodate requests, scheduling of vacation rests with the employee's immediate supervisor and is dictated by length of service and the needs of the department. There are certain restricted times during which vacation cannot be taken, except with permission of your immediate supervisor. In addition, there are certain times when vacation time is encouraged. These include during school breaks for all maintenance and regular religious school staff. Nursery School teachers and staff adhere to the school holiday schedule and are not otherwise entitled to vacation.

Unless otherwise specified in a written employment contract:

#### **Vacation is:**

- Accrued monthly from July 1 or for new employees, from their date of employment.
- Calculated on the fiscal year of the Synagogue, (July 1 through June 30).
- Accrued at ten days (10) per year for employees with one (1) to five (5) years of service.
- Accrued at fifteen days (15) per year for employees with more than five (5) years of service.
- Subject to the approval of the employee's supervisor and at the convenience of the Synagogue.
- To be reported to the Bookkeeper for tracking purposes.
- Available to be taken by new employees after 3 full months of employment.

#### **Vacation is not:**

- Carried over from year to year, without the approval of the employee's supervisor (to be obtained prior to May 31 of each fiscal year).
- Converted to sick leave once a vacation has started.
- Converted to cash.

Upon termination of employment, the dollar value of all accrued and unused vacation time for the year will be added to your final paycheck. If any employee has taken more vacation than accrued, the value of such vacation time will be withheld from the

employee's final paycheck.

### **4.2.3 Sick Leave**

The Synagogue's sick leave policy is based on the philosophy of honesty and professional responsibility. If you will be out sick for the day, please notify your supervisor and other appropriate personnel. Full-Time employees are entitled to 7 days of paid sick leave, which may be used for personal illness or to care for a sick child, spouse or other immediate family member. Sick leave is not accrued and upon separation, is not a paid benefit.

If an illness requires you to be absent for more days than are available, you may use vacation time. If practical and with the supervisor's approval, employees may be able to make up the time lost due to illness.

### **4.2.4 Jury Duty**

If you are called to jury duty, notify your supervisor or the Facilities Director well in advance so that arrangements can be made to cover your work, or request a postponement. Normally, it is expected that you will faithfully discharge this civil responsibility and serve as needed. Postponements will only be requested in cases of unique compelling Synagogue need for your services during the time in question. To avoid any financial hardship while you are on jury duty, the Synagogue will pay your basic salary for such days.

### **4.2.5 Military Leave**

The Synagogue adheres to State and Federal legal protections for members of the armed services. Leaves of absence will be granted to any Full-Time employees who are entering the armed services or who are called to duty. Applicable state and federal laws govern the individual's reemployment rights. Military leaves are without benefits or pay. The present laws also afford protection against loss of seniority.

### **4.2.6 Bereavement Leave**

If you experience a death in your immediate family, the Synagogue will grant you seven additional days of paid leave. Additional days may be granted based on individual circumstances, at the discretion of the employee's immediate supervisor. For the purpose of this policy, immediate family is defined as: husband, wife, mother, father, son, daughter, brother, sister, in-law, grandparent, stepparent, or other relatives living in the same household as the employee.

### **4.2.7 Professional Days and Development**

You are encouraged to learn and grow in your profession. Conferences, seminars and special classes may be taken during regular work hours, subject to the approval of your supervisor and at the convenience of the Synagogue.

## **5) AMENDMENTS**

Proposed amendments to this Employment Handbook should be submitted to the Personnel Committee for its review and comment. If deemed appropriate by the Personnel Committee, amendments will be presented to the Board of Trustees, which has sole authority to approve all such amendments.