



HILLEL

**THE FOUNDATION FOR
JEWISH CAMPUS LIFE**

PERSONNEL CODE

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Version 1.0

HILLEL: THE FOUNDATION FOR JEWISH CAMPUS LIFE

PERSONNEL CODE

INTRODUCTION

The Personnel Code of The Foundation for Jewish Campus Life (FJCL) seeks to establish minimum equitable norms and practices for all staff employed by the Foundation for Jewish Campus Life and by campus and community agencies which are affiliated with the Hillel system. The Code seeks to embody the general principles of Hillel professional service to the campus and community as enunciated by the Board of Directors of The Foundation for Jewish Campus Life and by Hillel regional and foundation boards.

This Code does not constitute a contract of employment between you and Hillel. Your employment with Hillel is "at will" and may be terminated by you or Hillel at any time, for any reason or for no reason. The contents of this Code are for information purposes only. Hillel reserves the right to modify, amend or revoke at any time, without prior notice.

The Code covers all staff positions within regional and campus-based (Foundation, Hillel Program Centers and Hillel Student Organizations) and affiliated agencies (defined in the By-Laws of The Foundation for Jewish Campus Life, respectively). The Charles and Lynn Schusterman International Center employees are covered by another code. The provisions and benefits conveyed through this Code, as well as the fiscal obligations pertaining thereto – salary, related costs, etc. – shall take effect on July 1, 2009. In instances where a duly authorized board of a Hillel entity has adopted a personnel code, the provisions of which differ from those of the FJCL Code, representatives of the two bodies shall review the provisions at issue in order to seek an agreement on the parameters of operative code for that community. Exceptions to particular provisions of the FJCL Code shall be noted in writing and all concerned parties shall be duly informed. This Code is subject to change and revision in the future.

I. Application of the Code

This Personnel Code shall apply to all employees of the affiliates of Hillel: The Foundation for Jewish Campus Life.

Regular full-time staff are those salaried or hourly employees who work a minimum of 30 hours per week and have no set ending date.

Regular part-time staff are those salaried or hourly employees who work less than 30 hours per week and have no ending date.

Temporary staff are those who are hired on a full or part-time basis for a specified period of time less than 1 year.

Fellows are those staff hired for a fellowship for a defined period of time, usually 1 year or less.

II. Fair Employment Practices

- A. Hillel greatly appreciates the talent and dedication of its staff. As part of its commitment, Hillel is dedicated to treating its staff with dignity and respect.
- B. Hillel recognizes the importance of balancing professional and personal lives. Staff is encouraged to be responsive to their family, religious and personal commitments and obligations, while at the same time, satisfying the requirements of their job. Individual, immediate flexibility needs should be addressed as needed by the employee's supervisor. Hillel encourages the development of policies and practices regarding flexible work

arrangements, realizing that Campuses have varying needs which require different practices and policies.

- C. Hillel is an equal opportunity employer. Equal employment has been and continues to be both Hillel's policy and practice. Its policy of equal employment opportunity is to recruit, hire, train, promote, and base all other employment decisions without regard to gender, race, color, sex, gender identity and expression, national origin, age, sexual orientation, disability, or any other protected status.
- D. Further, in carrying out its commitment to equal employment, Hillel will make reasonable accommodations for applicants and staff with known disabilities who can perform the essential functions of the job with such accommodations.
- E. Any form of harassment will not be tolerated in the workplace. Included within this prohibition is any form of sexual harassment.
- F. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor or other staff person shall threaten or insinuate, either explicitly or implicitly that another staff person' or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development. Similarly, no staff person shall promise or grant any preferential treatment in connection with another staff person or applicant engaging in sexual conduct.
- G. Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.
- H. Any incidents of discrimination or harassment should be immediately reported, in confidence, to the staff person's supervisor or other manager so that an investigation can be conducted. If that would prove to be uncomfortable, or if the results of such appeal are not considered satisfactory, the staff person may directly contact the chairperson of the regional or unit board's Personnel Committee, or the Chair of FJCL's Human Resources Committee. Every effort will be made to investigate promptly any allegations of discrimination and/or harassment in as confidential a manner as possible and take appropriate corrective action if warranted. The accused staff person shall have the right to be apprised of such allegations and have the right to answer them when they are made.
- I. It is understood that any staff person electing to utilize the complaint procedure, referenced above, will be treated courteously, and the problem will be handled promptly in as confidential a manner as feasible in light of the potential need to take appropriate corrective action. The registering of a complaint will in no way have an adverse impact on an individual's employment status, nor will it have an impact on the accused staff person's status unless and until a determination is made that there has been a violation of this policy.
- J. Any staff person who is determined, after an investigation, to have engaged in discrimination and/or harassment in violation of the policies established in this Code will be subject to disciplinary action, up to and including discharge.
- K. Each staff person shall receive a written job description upon employment. This job description shall be reviewed and revised as appropriate, and a new set of performance

goals developed as appropriate, on an annual basis. Copies of these documents shall be filed and reviewed in the offices of the Primary and/or Principal Affiliate and in the International Center.

III. Resignations

- A. A campus-based professional staff person planning to resign at the end of the academic year shall submit a resignation in writing no later than March 31 prior to the end of such year. If a resignation must be made after March 31, it should be submitted with as much prior notice as possible.
- B. Resignations that will take effect prior to the end of the academic year shall be submitted at least thirty (30) days in advance.

IV. Supervision and Evaluation

- A. Supervisor and supervisee will develop a set of performance goals to guide the supervision process, which will be ongoing.
- B. Each staff person shall participate in an annual evaluation of his/her professional performance. Hillel's Professional Management Process (PMP) is the preferred evaluation and professional development tool.
- C. Results of the annual evaluation will be recorded in a formal, written evaluation.

V. Senior Directors

- A. Directors of Primary Affiliates (campus units) shall become eligible for promotion to the status of Senior Director after five years of continuous services as Director of a Primary Affiliate, of which at least the last two must be at the post where the evaluation procedures will take place.
- B. At the beginning of the sixth year of service, the International Director (in conjunction, where relevant, with the Regional Director) shall initiate an intensive evaluation, supervised by a member of the International center professional staff, of the Director's past service and suitability for promotion to the status of Senior Director. The International Director, in consultation with the Personnel Committee of FJCL, will make the final determination as to whether the title and status of Senior Director shall be granted or not. This evaluation process shall involve lay leadership on the Primary Affiliate (and where relevant, Principal Affiliate) level, and any decision to grant must include their assent.
- C. Each person receiving Senior Director status through the operation of this section shall receive formal notification in writing from the International center Director. Such status shall enable the Senior Director to be eligible for a package of incentives to be established by the Board of FJCL.
- D. If Senior Director status is denied or deferred, the reasons for such denial or deferment shall also be communicated. The Director will not continue to serve in his/her post after the conclusion of the appointment year in which a negative decision is made, or after the conclusion of the additional period of deferment should the subsequent evaluation be negative.
- E. Should a Senior Director be required to leave a particular post due to retrenchment or reorganization, Hillel shall make a good faith effort to place that Director in a Hillel or affiliated campus agency post of similar character and salary. Should no post of similar character and salary be available, the Director shall be entitled to severance pay (Section X).

- F. Hillel Directors who have been awarded tenure appointments under the Personnel Codes as amended and approved by the B'nai B'rith Hillel Foundations in 1972 and 1981 are deemed to be serving in Senior Status.

VI. RETRENCHMENT OR REORGANIZATION

- A. Each staff person shall receive as much advance notice as possible, but in no event fewer than thirty (30) days, of any retrenchment or reorganization of his/her post.
- B. A staff person separated from his/her post for reasons of retrenchment or reorganization shall have the right to consideration for the same or an equivalent position for one year following separation. The staff person, in turn, must accept such offer of appointment within two weeks. The seniority of the staff person shall be based on the original date of appointment. All accrued benefits shall be restored when the new appointment is accepted within one year following separation, except that the right to future severance pay shall be diminished by the amount of severance pay received during the period of separation, and there shall be no claim to retroactive benefits for retirement, life insurance, health insurance, or Annual Leave, during the period the staff person is not with Hillel.

VII. SEVERANCE PAY

- A. Retrenchment occurs when a position is eliminated due to financial cutbacks. Reorganization occurs when a position is eliminated due to restructuring. Severance is payable when termination is the result of reorganization or retrenchment. Staff persons who have completed at least two (2) full years of service shall receive pay at the rate of one (1) week's salary for every year of service.
- B. Where the staff person accepts an offer of appointment within another unit in the system of Hillel and affiliated agencies, severance pay shall cease at the beginning of the new appointment period and the right to future severance pay shall be diminished by the amount of severance pay received during the period of separation.
- C. No severance is payable except in instances of reorganization or retrenchment as stated in A, above

VIII. DISCIPLINARY PROCEDURES

Notwithstanding employment at will, where a dismissal is necessary, the following guidelines will be used.

Hillel provides, in appropriate circumstances, progressive discipline as a means of identifying and addressing performance failings by staff members. Various types of disciplinary action, such as verbal or written warning, probation, or suspension from work, are possible, up to and including termination, at the discretion of management. Progressive discipline shall apply at the sole discretion of management.

Gross Misconduct: An employee who commits gross misconduct may not be subject to progressive discipline and may be subject to immediate termination.

Examples of gross misconduct include but are not limited to:

- Insubordination,
- Excessive absenteeism,

- Breach of confidentiality or other ethical obligations,
- Sexual or other forms of harassment,
- Falsifying records,
- Being under the influence of alcohol or illegal drugs,
- Bringing a weapon to work,
- Verbally or physically threatening another employee or student.

Attendance Policy: It is each employee's responsibility to be prompt and regular in attendance. If you are going to be absent from work or anticipate arriving late, please notify your supervisor. Chronic, unexplained or excessive absenteeism of any kind, including lateness or early departure from work, regardless of the reason, are grounds for discipline up to and including termination.

IX. GRIEVANCES

- A. Grievances unrelated to suspension or dismissal may involve issues such as wages, hours, working conditions, or disagreement concerning exercise of authority. A good faith attempt to resolve all such disputes shall be made on an informal basis.
- B. If such discussion fails to achieve a mutually satisfactory resolution, such grievances shall be presented by the complainant in writing to the next appropriate higher authority: the unit board, the Regional Director or Regional Board, or the International Director or the Human Resources Committee of FJCL. Decisions on the grievance will be made within thirty (30) working days.

X. FRINGE BENEFITS

- A. All staff will be provided with written descriptions of the benefits at the time of initial employment, or beforehand upon request, and whenever there are material changes in any of those benefits. Every effort will be made to provide advanced notice before any substantial change in the benefits program is instituted.
- B. Group Medical and Hospitalization Plan – All regular full time staff persons and fellows who work a minimum of thirty (30) hours a week may, at their option, be covered by group hospitalization and medical insurance, including dental insurance, in a plan offered by a Principal or Primary Affiliate of FJCL. The employer shall pay eighty-five percent (85%) of the cost of such insurance for the individual plan and seventy percent (70%) for family coverage.
- C. Group Life Insurance – All regular full-time staff persons who work a minimum of thirty (30) hours a week and whose initial term of appointment is at least one year are eligible to be enrolled in the life insurance plan maintained by FJCL. Coverage will be twice salary (2x salary \$), with no contribution required of the staff person.
- D. Disability Insurance – FJCL shall maintain coverage for all regular full-time staff members who work a minimum of thirty (30) hours a week and whose initial term of appointment is at least one year in a long term disability plan. No contribution shall be required of the staff person.
- E. Pension Plan – The plan is open to all employees who work a minimum of 1,000 hours for two consecutive years without a break in service of 12 months or more. For all such staff persons, on the first of the month following the employee's two year anniversary date, the employer will contribute four (4%) of your base salary to the plan. Employees who contribute 2% of their salary to the pension plan will receive an additional 1% employer contribution increasing the overall

employer contribution to 5%. Enrollment is not automatic. Employees must enroll in the plan and complete and submit a Salary Reduction Agreement to the employer. Vesting is immediate.

A Group Retirement Supplemental Annuity Plan (GSRA) is available. Employees may contribute to this plan on a pre-tax basis prior to eligibility for the Hillel's defined-contribution pension program. The supplemental plan may also be used to contribute funds above the 2% of base salary contribution to Hillel's defined contribution pension plan. Contributions to this plan are comprised solely of employee contributions and are fully vested immediately.

- F. Flexible Spending Accounts are available to all regular full-time Hillel employees who work a minimum of thirty (30) hours a week and whose initial term of appointment is at least one year. Flexible spending accounts provide opportunities to pay for certain medical and/or dependent care expenses on a pre-tax basis.
- G. A staff person who is dismissed from his/her position shall be advised of his/her rights regarding the benefits provided by FJCL and/or its affiliated agencies.
- H. Employee benefits will be offered to domestic partners and the children of domestic partners of employees in long term relationships on the same basis as offered to spouses and children of spouses of married employees. Criteria must be met and Hillel: The Foundation for Jewish Campus Life may require a Declaration of Domestic Partnership to be signed by the employee. A domestic partner must not be related by blood closer than would bar marriage in the state in which they reside and must not be married, or the domestic partner of another person.

In the event where policies of a third-party (e.g. a health insurer) prevent the offering of benefits to the domestic partner, Hillel may offer supplemental compensation equivalent to the cost of the premium that would have been paid on behalf of the domestic partner, however, a good faith effort will be made to secure the insurance. Hillel will not offer a benefit or a cash payment in lieu of the benefit when offering the benefit is not permitted by law or regulations (e.g. flexible benefit plans).

Those employees taking advantage of benefits for domestic partners are encouraged to consult a tax expert for any tax implications.

XI. ANNUAL LEAVES

- A. Annual Leave time for regular full time professional staff shall encompass twenty (20) business days per year, accrued bi-weekly. This benefit will be pro-rated for employees regularly working between 20-30 hours per week.
- B. Annual Leave time for Fellows shall encompass fifteen (15) business days annualized, (13.75 per eleven (11) month period of appointment), accrued bi-weekly.
- C. Annual Leave time for all other staff will accrue at the rate of 2.69 hours per bi-weekly pay period, or 10 business days per year, during the first and second year of continuous employment. After two years of continuous employment, those staff will accrue Annual Leave at the rate of 3.23 hours per bi-weekly pay period, or 12 days per year. After five years of continuous employment those staff will accrue Annual Leave at the rate of 4.04 hours per bi-weekly pay period, or 15 business days per year.
- D. In all cases, a staff person shall take Annual Leave or variances from the normal work routine in consultation with his/her supervisor, and the Regional Director where appropriate, and shall adhere to established procedures for advance planning, consultation, and information-sharing with respect to these arrangements.

- E. If Annual Leave days are taken in full week blocks, the staff person shall not be required to report to work on the weekend days that fall before or after (but not both) the week blocks.
- F. No more than the equivalent of one year's Annual Leave time may be carried over to the next year, to be taken with supervisor approval.
- G. On statutory legal holidays and during academic recesses, Hillel professional staff persons in Primary Affiliates (campus-based units) are not required to follow normal work routine, provided that the calendar of the institution served and administrative and/or programmatic needs are taken into account and that the supervisor has approved of the variances from the normal work routine.

XII. OTHER LEAVES

A. **Medical Leave**

1. Medical Leave with pay shall be given for absence due to illness, injury, or other medical conditions; or for medical or dental treatment.

Medical leave shall encompass fifteen (15) business days per fiscal year, accrued bi-weekly, without limit. This benefit will be pro-rated for employees regularly working less than full time, but at least 20 hours per week. There shall be no payment of earned, but unused, medical leave at the time of termination of employment.

Employees may use up to ten (10) business days per fiscal year of accrued medical leave to care for a member of their immediate family (spouse, domestic partner, child, mother, father, sister, brother) who is ill or requires medical treatment.

2. A Hillel employee transferring employment from one Hillel to another may take with them up to 6 weeks of documented, accumulated, unused sick leave.
3. Leave without Pay in Case of Illness – After all accrued medical leave and all accrued Annual Leave have been used, staff persons unable to work because of serious illness or disability may be placed on leave without pay and/or terminated. An application for disability benefits should be submitted to the FJCL Disability Plan.
4. A staff person may request Leave without Pay for Personal Reasons, such as study or research. This leave and the length of leave must be approved by the Director, Regional Director or International Director as appropriate.
5. The granting of Leave without Pay shall not limit the right of the International Director to recommend the staff person, upon return to active service, to a different post from the one held prior to the leave without pay.
6. During the period of Leave without Pay exceeding thirty (30) days, regardless of reason, sick leave will not accrue, seniority will be interrupted but not lost, Hillel will assume no obligation for payment of Group Medical and group Disability and Life Insurance premiums, and neither the staff person nor Hillel will make contributions to the Pension Plan. However, if acting in accordance with the provisions of the contracts with the carriers for the Group Medical and Disability and life Insurance Plans, the professional staff person may continue participation in those plans by paying the full premium.

B. Parental Leave

1. Hillel will provide twenty (20) paid days of family leave to care for a new child. This policy change will be applied upon birth or adoption of a child of all Hillel employees who have completed one (1) year of service.
2. Upon childbirth, a woman who has given birth and who has completed one (1) year of service may take leave to a maximum of one hundred and twenty (120) calendar days. Such a staff person shall be entitled to twenty (20) business days of paid family leave, then she shall use up to thirty (30) days of unused, accrued medical leave, without having to provide medical documentation. Following that period, the staff person will be eligible for additional paid medical leave if she has additional accrued medical leave and provides medical certification of her inability to work. When the staff person no longer needs to take medical leave or when she has exhausted her accrued medical leave, she will use her unused, accrued Annual Leave. When her Annual Leave balance is exhausted, she will go on leave without pay for the remainder of the one hundred and twenty (120) calendar days.
3. All staff persons who become a parent by birth or adoption, other than women who give birth, and who have completed one (1) year of service, may take leave to a maximum of one hundred and twenty (120) calendar days. Such a staff person shall be entitled to twenty (20) business days of paid family leave, then she/he may use up to ten (10) days of unused, accrued medical leave (see above section, Medical Leave), at which point he/she will use unused, accrued Annual Leave. When no Annual Leave remains, the employee will go on leave without pay for the remainder of the one hundred and twenty (120) calendar days. All policies must follow state and local laws.
4. All Hillel employees who will be preparing for a family leave will be required to engage in a conversation with the Hillel International Director of Human Resources Administration, or a designee of the Chief Talent Officer, prior to taking family leave to prepare for the implementation of leave best practices.
5. All Hillel boards who will have a Hillel professional preparing for a family leave will be required to engage in a conversation with the Hillel International Director of Human Resources Administration, or a designee of the Chief Talent Officer, prior to taking family leave to prepare for the implementation of leave best practices. If the professional reports to an Executive Director, rather than the Board, the conversation should take place between the Executive Director and the Director of Human Resources Administration, or a designee of the Chief Talent Officer.
6. Benefits for annual leave, sick leave, paid holidays, and pension do not accrue during an unpaid leave of absence. Family/medical leave will be treated as continued service for purposes of pension participation rules.
7. **Parental Leave Health Benefits**
 - A. During an approved family leave, Hillel will maintain the employee's health benefits as if the employee was actively working. If paid leave is substituted for unpaid family/medical leave, Hillel will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must pay his/her portion of the premium through the Benefits Administrator. The employee will have a 30-day grace period in which to make payment. If payment is 30 days late, the benefit coverage will cease provided Hillel

has notified the employee of such action, in writing, at least 15 days before the date the benefit coverage will lapse.

- B. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse Hillel for the cost of the health insurance premiums paid by Hillel for maintaining the employee's health insurance coverage during the leave, unless the employee cannot return to work because of a serious health condition or circumstances beyond the employee's control. A certification issued by a health care provider, as defined by the Family Medical Leave Act, is required if leave for a serious health condition of the employee or the employee's immediate family member is needed. The certification must be provided by health care provider. The employer must allow the employee at least 15 calendar days to obtain the medical certification. If an employee fails to report to work upon the expiration of their approved maternity leave or FMLA leave. Hillel will assume that the employee has resigned and all employee benefits will terminate as of the resignation date.

- C. **Bereavement Leave** – A staff person shall be entitled to up to seven (7) consecutive days of bereavement leave with pay for deaths in his/her own or spouse's immediate family. A provision of one (1) day of bereavement leave with pay shall be available in the case of the death of other family members. This benefit will be pro-rated for employees regularly working less than full time, but at least 20 hours per week.

- D. **Jury Duty** – A staff person called for jury duty shall receive the difference between jury pay and regular pay, except on days when the jury is not in session, at which time the staff person shall report to work.

- E. A staff person called for **Military Reserve Training** shall receive the difference between military pay and regular pay (if the former is the lesser) for a period not to exceed two (2) weeks in any calendar year. This benefit will be pro-rated for employees regularly working less than full time.

XIII. STUDY LEAVES

- A. A staff person, excluding administrators and development staff in regional centers and campus-based units, may apply for a study leave following the completion of six consecutive years of service and, after receiving a study leave, upon completion of every six years of consecutive service thereafter.

- B. A study leave shall be for up to six consecutive months at full pay, of which one month shall be the summer Annual Leave. A study leave may also encompass twelve consecutive months at half pay, of which one month will be summer Annual Leave. The exact dates for starting and concluding a study leave shall be determined in relation to the academic calendar, program needs, and administrative requirements of the applicant's position. A study leave is not an entitlement. It may be granted by the International Director, in consultation with the Board Chair, Director and/or Regional Director where appropriate with consideration to the following criteria:
 1. The proposed study program of the applicant and the degree to which it will enhance the applicant's skills as a Hillel professional
 2. The availability of adequate coverage for the program and/or administration during the period of the study leave.

3. The acceptance of the Hillel regional or community board and the approval of the applicant's immediate supervisor
 4. The number of individuals who can be granted study leaves at any given time without creating a critical staff situation, whether regionally or nationally. In determining the priority of eligibility under this provision, those who have gone longer without a study leave shall be given a preference.
- C. In no instance shall a study leave be granted to enable the staff person to accept another professional post.
 - D. A study leave shall be granted only upon receipt of assurance in writing that the staff person will return to Hillel for at least (2) years after the conclusion of the leave.
 - E. A study leave may not be taken during the two (2) years prior to retirement

XIV. PROFESSIONAL CONFERENCES

- A. Director and Program staff attendance at the annual conference of Hillel professionals is mandatory and shall be given the highest priority. It shall take precedence over attendance at any other professional meeting in the budgeting and expenditure of a Hillel unit's funds.
- B. Staff persons may attend other relevant professional meetings, local budgets and staff assignments permitting. These may include regional Hillel conferences, special issues conferences and social work and rabbinical or other professional conferences. Attendance at such meetings shall be subject to the approval of the individual's immediate supervisor and Regional Director where appropriate.
- C. Attendance at professional meetings must be arranged in such a manner as to assure reasonable coverage of the staff person's responsibilities during the individual's absence.

XV. OUTSIDE EMPLOYMENT

- A. Outside employment must be disclosed to an employee's supervisor. Hillel reserves the right to prohibit such employment for such reasons which may include but are not limited to:
 - * Potential conflict of interest
 - * Trading on Intellectual property
 - * Interfering with one's work responsibilities or duties

XVI. CONSENSUAL SEXUAL OR AMOROUS RELATIONSHIPS

1. For purposes of this Code, a "consensual sexual or amorous relationship" involves dating, amorous or romantic encounters, sexual intimacies, or sexual relations.
2. A "Hillel Professional" is any staff person (part-time or full-time) employed by Hillel, including Hillel's Steinhardt Jewish Campus Service Corps (JCSC) Fellows.
3. "Students" are any enrolled undergraduate or graduate students (part-time or full-time), and includes student employees of Hillel, paid or unpaid, including but not limited to students engaged in work-study, public service, or internship programs required for their matriculation.

4. Hillel's mission is to provide meaningful Jewish experiential opportunities for Jewish students. Hillel Professionals, in whatever capacity, facilitate Hillel's mission by serving as Jewish educators and role models. Central to that mission is the role of the Hillel Professional in fostering positive relationships with Jewish students. Hillel Professionals may develop multiple relationships with students (e.g., counselor/employer, leadership facilitator/friend) that may involve incompatible roles and conflicting responsibilities; and they must be mindful to avoid any appearances of impropriety in their relationships with students. Personal ties to students outside of the scope of a Hillel professional's employment must not be allowed to interfere with the integrity of the Hillel staff and student relationship.
5. Any sexual or amorous relationship between a Hillel professional and a minor (under age 18) is prohibited grounds for immediate dismissal of the professional.
6. Consensual sexual or amorous relationships between a Hillel professional and students are strongly discouraged. Hillel professionals should not initiate or participate in a consensual sexual or amorous relationship with any student, regardless of whether the student participates in, or is being recruited to participate in Hillel sponsored or related activities, or otherwise fall under the guidance, mentorship or authority of the Hillel Professional.
7. Any Hillel professional who, nevertheless, engages in a consensual sexual or amorous relationship with any student shall disclose the relationship to the Professional's immediate supervisor. Failure to disclose the relationship may be grounds for dismissal. Hillel's Director of Human Resources also shall be notified.
8. If a Hillel Director is involved in a consensual sexual or amorous relationship with a student, the Director shall disclose the relationship to his or her Board President and to Hillel's Director of Human Resources. Failure to disclose the relationship may be grounds for dismissal. Hillel's Director of Human Resources will closely coordinate any inquiry or corrective action with the local Board President or his/her designee(s).
9. If a consensual sexual or amorous relationship exists between a Hillel professional and a student prior to the professional's employment by Hillel, the relationship shall be disclosed at the time of employment. Failure to disclose the relationship at the time of employment may be grounds for dismissal.
10. Upon being informed of or otherwise becoming aware of the existence of any sexual or amorous relationships between a Hillel professional and a student, the Hillel Director must meet with the student to ensure that the relationship is indeed consensual. In the case of a Hillel Director involved in such a relationship, the Board President (or his/her designee[s]) must meet with the student to ensure that the relationship is indeed consensual.
11. The Hillel Director, or Board President or his/her designee, as the case may be, shall determine whether the relationship is compromising the effective function of Hillel's mission, and monitor the situation on an ongoing basis.
12. If the Hillel Director, or Board President or his/her designee[s], as the case may be, determines that the relationship is compromising the effective functioning of the Hillel, then the Director or Board President may advise the Hillel professional to terminate the relationship, or may take other appropriate corrective action, including counseling, reprimand, re-assignment, probation, suspension, or dismissal.

13. FJCL will address each case individually. If, upon review, Hillel determines that inappropriate actions or behaviors have occurred, a Hillel professional who engages in a consensual sexual or amorous relationship with a student may be subject to appropriate disciplinary action, including counseling, reprimand, re-assignment, probation, suspension, or dismissal.
14. Best efforts will be used to maintain the privacy of both the staff person and the student involved in any of these matters, including inquiries, investigations and actions taken under this Code.
15. Any person may make an inquiry or request for consultation to Hillel's Director of Human Resources concerning the application of this policy.

XVII. CONSENSUAL RELATIONSHIPS BETWEEN STAFF

1. Hillel strongly discourages consensual sexual or amorous relationships between Hillel supervisors and subordinate Hillel staff to whom the supervisors have current or reasonable foreseeable professional responsibilities. Where such a relationship exists, previously existed, or develops, the staff involved must disclose the relationship to their immediate supervisors, and, where the Hillel Director is involved, to the Director's Board President.
2. Upon being informed of or otherwise becoming aware of the existence of any sexual or amorous relationships between Hillel professional staff, the responsible supervisor (i.e., the Hillel Director, or Board President or his/her designee[s]) should determine whether the relationship is compromising the effective functioning of Hillel's mission, and monitor the situation on an ongoing basis.
3. If the Hillel Director (or Board President or their designee) determines that the relationship is compromising the effective function of the Hillel, then the Director, or Board President or his/her designee, as the case may be, may advise the Hillel professionals to terminate the relationship, or take other appropriate corrective action, including counseling, reprimand, re-assignment, probation, suspension, or dismissal.

XVIII. GUIDELINES FOR SOCIAL MEDIA

Hillel recognizes that social media is part of our broader societal culture and can be an important part of work at Hillel, offering new ways to engage with students and colleagues. In general, what employees do on their own time is a personal matter. However, activities in or outside the workplace that affect work performance, the performance of others, or Hillel generally are a proper concern. Given that posted material when matched with an individual's identity can reflect on the author, Hillel, fellow employees, and strategic partners, the purpose of this social media and social networking policy is to protect all of those parties and other interested stakeholders.

Definition: Hillel defines social media as various Internet-based applications and technology tools that enable people to communicate and share information and resources through user-generated content. Social media specifically includes, but is not limited to, blogging, instant messaging, and texting, as well as applications such as Facebook, MySpace, YouTube, and Twitter.

In general, if this policy or any other Hillel policy does not address a particular point or issue, employees should use their professional judgment and take the most prudent action possible. Please also consult with your manager or supervisor if you are uncertain.

- A. Use a Disclaimer.** Personal entries should have clear disclaimers that the views expressed are yours alone and do not represent the views of Hillel. Therefore, if you reference Hillel in any way, the following disclosure must be used: "This posting is based on my own thoughts and does not represent the position or opinion of Hillel." To further demonstrate that you are not speaking on behalf of Hillel entries should be in first person.

- B. Follow Hillel's Employee Handbook, Confidentiality, and Hillel Policies.** If Hillel is referenced in any way in your communications they must adhere to the Employee Handbook and other Hillel policies. For example, Hillel is an Equal Opportunity Employer and has a zero tolerance for harassment. Personal social media entries that reference Hillel should be consistent with these policies. If it is not acceptable in the workplace, it is not acceptable in other forums that feature Hillel or involve Hillel or its employees in any way.

- C. Do Not Disclose Proprietary Information.** Information published in your social media entries should comply with Hillel's confidentiality and disclosure of proprietary data policies. Employees must not disclose or share any confidential information about the Hillel's finances, strategy, or operations, or its students or donors.

- D. Use of Personal E-Mail Address.** When an e-mail address is required for participation in any social media forum or application that is not work-related, you must use a personal e-mail address. Your Hillel e-mail address necessarily identifies the Hillel organization.

- E. Respect Others.** Be respectful to Hillel, employees, students, partners, and donors. In general avoid defamatory, harassing or indecent comments. Be aware that your actions captured via images, posts, or comments can reflect that of Hillel.

- F. Respect Copyright Laws.** Where appropriate, reference or cite sources appropriately as plagiarism applies online as well.

- G. Maintain Work Commitments.** Social media activities should not interfere with work commitments.

Although web-based content can be anonymous, it is best to remember that much of the information published on the Internet can be traced back to the author. Additionally, material posted on the Internet is generally available indefinitely and is virtually impossible to recall or delete.

Violations of this policy may result in disciplinary action up to and including termination.

Please use this policy as a guide for any entries or communications that involve Hillel and remember to always use your best professional judgment. If you have any questions about this policy, please contact your manager or supervisor.

XVIII. USE OF OFFICE TECHNOLOGY

Internet access is provided to employees based upon business needs to benefit Hillel through connection to worldwide information resources. Employees have a responsibility to maintain and enhance Hillel's public image while accessing the internet by following these guidelines (as permitted by law):

- A. Employees using Internet access via Hillel hardware and software are representing Hillel: The Foundation for Jewish Campus Life. As such, their conduct should be ethical and lawful at all times.
- B. Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-Hillel business, or results in the disruption of Hillel's network operations or interfere with personal productivity at work.
- C. Employees are responsible for the content of all text, audio, or images they place or send and receive over the Internet. Fraudulent, harassing, or obscene messages abusive, profane, offensive, language transmitted or obscene material intentionally retrieved through Hillel's system is prohibited.
- D. Employees may not install software without written approval of management to ensure that proper licenses are obtained and viruses are not transmitted.
- E. Violations of these provisions may result in disciplinary action up to and including termination and illegal activities may be reported to appropriate legal authorities.

XX. NO EXPECTATION OF PRIVACY IN THE WORKPLACE

There is no right to privacy with regard to messages created, sent or retrieved using Hillel's equipment or network. Management may access and monitor all messages and files on the network, servers or any individual's PC at any time without notice. Nor is there a right to privacy with regard to voicemail, telephone conversations, or the contents of employee's offices, workspaces, files or desks.

XXI. CONFIDENTIALITY POLICY

A. PROHIBITION ON USING CONFIDENTIAL INFORMATION

1 Hillel considers all information related to its students, colleagues, lay leaders, and donors to be confidential ("Confidential Information"). Hillel employees may not divulge or make accessible confidential information belonging to, or obtained through an affiliation with Hillel to any person, including relatives, friends, other employees of Hillel, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Hillel has authorized disclosure. Hillel employees who become privy to confidential information shall use such confidential information solely for the purpose of performing his responsibilities as an Employee of Hillel.

1.1 Hillel employees should take all steps necessary to ensure that such confidential information and related documentation is kept in a secure place and remains confidential so that it is not divulged to any unauthorized person or entity. Employees must exercise good judgment and care at all

times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants and in the hallways of Hillel should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information in plain view.

B. DESTRUCTION/RETURN OF CONFIDENTIAL INFORMATION

2 Employees shall, prior to or upon leaving Hillel, or at any time upon Hillel's request, deliver to Hillel all confidential Hillel property, including but not limited to all documentation or computer files, whether made or compiled by the employee alone or with others or made available to the employee during the course of his employment with Hillel. This applies to all documents, papers, and other materials, regardless of the medium, which may contain or be derived from confidential information, in his possession.

2.1 Paragraph 2.1 applies whether the information is maintained at Hillel's offices or at the employee's home. To the extent that the employee has hard copy of any confidential information at his home, he is required to return it to Hillel, pursuant to Paragraph 2.1. Moreover, to the extent that an employee has any confidential information on his personal computer or other electronic devices, he is required to delete such information upon leaving Hillel.

C. BOARD LISTS/ DIRECTORIES

3 Printed or electronic access to board lists, directories, addresses, and email addresses is provided to staff solely for the purposes of conducting authorized Hillel business. Such information may not be provided or used for contacting board members on behalf of or with the intent to solicit contributions for other organizations.

Acknowledgment of Receipt

Personnel Code

Hillel: The Foundation for Jewish Campus Life

I hereby acknowledge that I have received a copy of the Personnel Code of the Foundation for Jewish Campus Life (revised May, 2015). I understand that I am responsible for familiarizing myself with the information contained in this Code and that any prior policies procedures or benefits, if different from this Code, are hereinafter null and void. Furthermore, I understand that the matters discussed in this Personnel Code are subject to change as described therein.

This Code will govern my employment with The Foundation for Jewish Campus Life (Hillel).

Name

Signature

Date

Please complete and return to you local supervisor.