EMPLOYEE HANDBOOK
Introduction

WELCOME TO THE LEVIS JCC!

The mission of the Adolph & Rose Levis Jewish Community Center is to preserve, transmit and strengthen Jewish continuity by enriching personal, cultural, social and physical development. The Center shall foster leadership, enhance education, create a neighborhood of commonality for Jews of all beliefs, promote the welfare of the Jewish community and the community as a whole, and affirm the significance of the State of Israel.

As you read and understand the mission of the Levis JCC, know that we make a difference in the community. Be proud to work in this very special place, as we are proud and pleased to have you here, helping to fulfill our mission.

Sincerely,

Randy Colman
Executive Director
There are several things that are important to keep in mind about this handbook. First, it contains general information and guidelines. It is not intended to be comprehensive, or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. Neither this handbook nor any other Company document, confers any contractual right, either express or implied, to remain in the Company’s employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies and benefits described may be modified or discontinued from time to time. We will always try to inform you of any changes as they occur.

Third, this handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others, except Levis JCC employees and others affiliated with the Levis JCC whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described here, such as the Group Insurance Plans, are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes these benefits. Please note that the terms of the written insurance policy are controlling.

Note: The Employee Handbook delineates the Levis JCC’s Personnel Practices. It is not a contract and it is not to be viewed as containing the terms and conditions of employment of any individual. These practices may be changed or modified at any time, with or without prior notice, at the sole discretion of the Employer.
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Section One
The Way We Work

Definitions (1.1)

“Levis JCC”, “Company” and “Employer” refer to the Adolph & Rose Levis Jewish Community Center.

“Executive Committee” refers to that body as provided for in Levis JCC by-laws.

“Management Team” refers to a group of senior management personnel appointed by the President who are responsible for various management functions.

The “Executive Director” is appointed by Levis JCC Board of Directors to be the Executive Director of Levis JCC. The Executive Director may designate another to act in his/her behalf, as circumstances may warrant.

“Supervisor” and “Supervisee” are used to define the reporting relationship between designated Employees.

“Staff Members”, “Staff Persons” or “Employees” refer to all those persons appointed to Staff positions within Levis JCC organization.

“Introductory Period” refers to the initial ninety (90) day period of employment.

Equal Employment Opportunity (1.2)

While recognizing the sectarian character of the Levis JCC and the essential purposes of its services, within these requirements there shall be no discrimination whatsoever, against any Employee or applicant for employment.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Levis JCC, where employment is based upon individual capabilities and qualifications without discrimination because of race, ethnicity, ancestry, color, religion, sex, sexual orientation, age, national origin, marital status, disability, status as a disabled or Vietnam veteran or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees’ questions or concerns should be referred to the Director of Human Resources.

Appropriate disciplinary action may be taken against any Employee willfully violating this policy.

Note: Disciplinary action(s) may include any personnel action(s), up to and including termination.

Prohibition of Sexual and Other Harassment (1.3)

All Levis JCC Employees have a right to work in an environment free from all forms of discrimination and conduct, which can be considered harassing, coercive or disruptive. Consistent with Levis JCC’s respect for the rights and dignity of each Employee, harassment based on race, ethnicity, ancestry, color, religion, sex, sexual orientation, national origin, age, disability, marital status, status as a disabled or Vietnam Veteran or any other characteristic protected by law, will not be sanctioned or tolerated.

All Employees should, therefore, be aware of the following:

- Sexual harassment is strictly prohibited. Sexual harassment has been defined by government regulation as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment; [when] submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile or offensive work environment.”

- Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal
abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment – that is, harassment not involving sexual activity or language (e.g., a male Manager yells only at female Employees and not male Employees) – may also constitute discrimination if it is severe or pervasive and directed at Employees because of their sex.

• Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, ethnicity, ancestry, color, religion, sex, sexual orientation, national origin, age, disability, marital status, status as a disabled or Vietnam Veteran or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (iii) otherwise adversely affects an individual’s employment.

• Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the Employer’s premises or circulated in the workplace (including through e-mail).

• Supervisors and Managers are responsible for assuring that no Employee is subjected to conduct that constitutes sexual or any other form of harassment.

• Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including discharge.

Individuals and Conduct Covered

These policies apply to all applicants and Employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow Employees, by a Supervisor or Manager or by someone not directly connected to The Levis JCC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation Is Prohibited

The Levis JCC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

The Levis JCC requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe they have experienced conduct that they believe is contrary to The Levis JCC’s policy, or who have concerns about such matters should file their complaints with the Director of Human Resources or any member of the Human Resources Department before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate Supervisor first before bringing the matter to the attention of one of the other Levis JCC designated representatives identified above.

IMPORTANT NOTICE TO ALL EMPLOYEES: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An Employee’s failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.
Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, The Levis JCC strongly urges the prompt reporting of complaints or concerns so that rapid and corrective action can be taken. The Levis JCC will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its Staff Members/Employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential. The Levis JCC will not in any way retaliate against an Employee, potential Employee or former Employee who, in good faith, makes a complaint or report of harassment or participates in the investigation of such a complaint or report. Retaliation against any individual for in good faith reporting a claim of harassment or cooperating in the investigation of same, will not be tolerated and will itself be subject to appropriate discipline, up to and including termination.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as The Levis JCC believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Director of Human Resources or a member of the Human Resources Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of The Levis JCC prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.
AMERICANS WITH DISABILITIES ACT, POLICY STATEMENT (1.4)

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and the Rehabilitation Act ("Rehab Act"). It is the Company's policy not to discriminate against any qualified Employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the Employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and Rehab Act, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. The Levis JCC encourages individuals with disabilities to come forward and request reasonable accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of the Human Resources Department and your Supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that The Levis JCC might make to help overcome those limitations.

The Levis JCC will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, The Levis JCC's overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other Employees to perform their duties and on The Levis JCC's ability to conduct business.

The Levis JCC will inform the Employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, Employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

Neither the ADA nor the Rehab Act requires Levis JCC to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An Employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

PERSONAL RELATIONSHIPS POLICY (1.5)

Levis JCC believes that an environment where Employees maintain clear boundaries between personal and business interactions is the most effective way to conduct business. Therefore, Levis JCC has prepared this policy to address situations where those boundaries are broken. For the purpose of this policy, "immediate family" includes (whether established by blood, marriage or other legal action): spouse, parent, child, step-child, step-parent, sibling, in-law, significant other, aunt, uncle, niece, nephew, cousin, grandparent and grandchild. In addition, the provisions of this policy apply regardless of the sexual orientation of the parties involved.

Nepotism

Levis JCC makes all hiring, promotion, advancement, retention or any other condition of employment on the basis of that person's qualifications, not personal relationships. To insure that these decisions are based on individual qualifications, members of the same immediate family will not be considered for employment in the same department, with the exception of temporary, seasonal workers or interns.

Immediate family may not be hired, however, if employment would create a Supervisor/subordinate relationship with a family member, have the potential for creating an adverse impact on work performance or create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring or promoting an Employee. Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. See also the Consensual Dating Relationships section below.
Consensual Dating Relationships

Levis JCC’s policy does not prevent the development of friendships or romantic relationships between coworkers. However, individuals in Supervisory roles or other influential roles are subject to more stringent requirements due to their status, their access to sensitive information and their ability to influence others. Accordingly, Levis JCC strongly discourages such relationships and any conduct (i.e., dating between a Supervisor/Manager and an Employee) that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, Levis JCC does not intend to inhibit the social interaction (such as lunches, dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a Supervisor's/Manager's refusal to engage in such social interaction with Employees.

Consensual Dating Relationships, continued

An Employee who becomes an immediate family member after being employed by Levis JCC or who establishes a consensual romantic or sexual relationship, must disclose the existence of the relationship to the Employee's department head and may not create a Supervisor/subordinate relationship with a family member, have the potential for creating an adverse impact on work performance or create either an actual conflict of interest or appearance of a conflict of interest.

If a romantic or sexual relationship between a Supervisor/Manager and an Employee should develop, it shall be the responsibility and mandatory obligation of the Supervisor/Manager to promptly disclose the existence of the relationship to the Director of Human Resources or an appropriate member of senior management. The Employee may make the disclosure as well, but the burden of doing so shall be on the Supervisor/Manager. Failure to disclose the existence of the relationship, in accordance with this policy, may lead to discipline up to and including discharge from employment.

Levis JCC recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic." It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The Department Head shall inform Levis JCC’s Management and others with a need-to-know, of the existence of the relationship, including in all cases the person responsible for the Employee's work assignments.

In addition, for Levis JCC to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, should make his or her views about the matter known to a Department Head or the Executive Director.

Remedial Measures

When a situation occurs which results in a violation of this policy (whether because of the marriage of two Employees or some other circumstance), one of the Employees involved will either be required to resign, be reassigned or otherwise be discharged (at the sole discretion of Levis JCC). Levis JCC may take reasonable steps to find a suitable position to which one of the Employees may transfer, if Levis JCC deems it appropriate. In the event that an Employee refuses any reasonable alternative position within Levis JCC, it will be deemed a voluntary resignation. If reassignment accommodations are not feasible, then the Employees will be permitted to determine which of them will resign and will be required to inform Levis JCC of their decision within a two-week period after the violation begins. If the Employees cannot make a decision, Levis JCC will decide, in its sole discretion, which of the Employees will remain employed.
WHISTLEBLOWERS (1.6)

The Levis JCC requires directors, officers and employees to observe the high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

A whistleblower as defined by this policy is an employee of Levis JCC who reports an activity that he/she considers to be illegal or dishonest, involving either Levis JCC, Levis JCC Donors, Vendors, and/or Clients. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Department. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action, up to, and including termination of employment.

Employee’s who raise concerns are protected in two important areas -- confidentiality and against retaliation.

1. Insofar as possible, the confidentiality of the employee will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. If identity must be disclosed, Levis JCC is committed to speaking with the employee who raised the concern prior to doing so.

2. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
Section Two
Job Classification

Classification of Employment (2.1)

Exempt Employees
Exempt Employees are those who are exempt from certain wage and hour laws, i.e. overtime pay; exempt status usually applies to administrative, executive or professional Employees who receive an annual salary, in equal payments weekly, bi-weekly or at some other specified time interval. Improper deductions from the compensation of an exempt Employee are prohibited (see also Safe Harbor Policy).

Non-Exempt Employees
Non-exempt Employees receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay.

Full-Time Employees
An Employee engaged full-time (minimum 35 hours per week) on a regular basis who is not working under a contract or understanding that contains a specified termination date. Full-Time Employees are entitled to Levis JCC benefits.

Part-time Employees
An Employee engaged on a part-time basis of less than the minimum thirty-five (35) hours per week greater than twenty (20) hours per week on a regular basis, is entitled to retirement benefits provided they have worked 1000 hours within an anniversary year.

Temporary and Seasonal Employees
An Employee engaged on a temporary basis, either full-time or part-time and so advised at the time of employment and an Employee who works on an as-needed basis over any specified period of time. Temporary and Seasonal Employees are not entitled to Levis JCC benefits.

Contract Employees
An Employee who has a written and signed contract of employment, which may preclude, supersede or modify practices in this handbook. For contract Employees, benefits are those that are set forth in their contract.

Safe Harbor Policy Regarding Deductions from Pay of Exempt Employees (2.2)

Executive, administrative, and professional Employees of the Company are classified as exempt and are not legally entitled to overtime pay for hours worked in excess of forty (40) in a work week. As a general rule, exempt Employees are paid a pre-determined salary for any work week in which they perform work, regardless of the quality of their performance, or the number of hours worked during that work week. However, an Employee need not be paid for any work week in which s/he performs no work.

This policy sets forth the circumstances when deductions can be made from an exempt Employee’s salary (in addition to tax withholdings, social security, Medicare, insurance contributions and other deductions authorized by the Employee). Employees are advised to check their pay stubs and are encouraged to report any errors to the Human Resources Department. Inadvertent mistakes will be corrected promptly.

Permissible Deductions
Federal wage-hour regulations permit the following deductions from an exempt Employee’s salary:

1. The Company may deduct from an exempt Employee’s weekly salary for any full-day that the Employee is absent from work for personal reasons, other than sickness or disability. If an exempt Employee is absent for personal reasons, and uses an available paid personal or vacation day, the Employee will be paid for that day. If, however, an exempt Employee takes a personal day after having exhausted his/her entitlement to personal and vacation days, the Company may deduct from the exempt Employee’s salary a full day of pay for each full-day absence.

2. The Company may deduct from an exempt Employee’s weekly salary any full day that the Employee is absent from work for sickness or disability, if the deduction is made in accordance with
the Company’s sick leave policy, or long-term disability plan, or applicable state disability insurance or workers’ compensation law, or pursuant to the Company’s practice of providing compensation for loss of salary occasioned by sickness or disability. Deductions for such full day absences also may be made for absences due to sickness or disability occurring before the Employee has qualified for benefits under the applicable plan or policy and after s/he has exhausted the leave allowance under the plan or policy. The Company is not required to pay any portion of the Employee’s salary for full day absences for which the Employee receives compensation under the plan, policy or practice. An exempt Employee who needs to miss work due to sickness or personal disability should speak with the Director of Human Resources regarding his/her possible entitlement to the continuation of a portion of his/her salary through the Company’s long-term disability insurance policy.

3. The Company may offset an exempt Employee’s salary by the amount of money received by that Employee as jury fees, witness fees, or military pay for any particular work week. Any Employee receiving such fees or military pay must report this matter to the Director of Human Resources.

4. The Company may suspend an Employee without pay, for any amount of time, without affecting the Employee’s exempt status, for a violation of safety rules of major significance to the Company. Such a violation would include a safety or health standard directly applicable to the Company’s business, or the violation of which would or could result in a serious citation under the Occupational Safety and Health Act.

5. The Company may suspend an exempt Employee from work without pay for one or more full days for serious workplace misconduct in violation of the Company’s workplace conduct rules, including, but not limited to, violations of the Company’s anti-discrimination, sexual harassment, workplace violence, and drug and alcohol policies.

6. The Company is not required to pay the full salary of an exempt Employee in his/her initial or terminal weeks of employment if that Employee does not work for the entirety of those weeks. The Company will pro-rate the Employee’s salary, in these weeks, in proportion to the days (or time) worked.

7. The Company may deduct from an exempt Employee’s weekly salary for time that the Employee takes as unpaid leave under the Family and Medical Leave Act (whether it is a full-time leave, or intermittent leave or reduced-schedule leave). For example, if an Employee who usually works 40 hours per week takes 4 hours in intermittent-leave time, the Company may reduce his/her weekly salary for that week by 10%. Employees should review the Company’s Family and Medical Leave Act Policy for further information about such leaves of absence.

8. Time off taken by exempt Employees for partial day absences due to personal reasons, sickness or disability, jury duty, attendance as a witness, or military leave may be charged to an Employee’s vacation.
Complaint Procedure

If you have questions about deductions made from your weekly salary, please contact the Director of Human Resources or the Payroll Manager.

If you believe that your salary is subject to impermissible deductions, or that a deduction has been taken improperly or in error, please report that concern to your Supervisor and/or the Director of Human Resources or the Payroll Manager. Any Employee who receives such a complaint, or is otherwise aware of improper or mistaken salary deductions, must immediately notify the Director of Human Resources or the Payroll Manager. The Company will promptly investigate any such matter brought to its attention to determine whether there has been a violation of this Policy. It is the obligation of all Employees to cooperate in such an investigation. Any improper or mistaken salary deduction will be remedied promptly.

Anti-Retaliation

The Company prohibits retaliation, in any form, against any Employee who makes a complaint under this Policy, or participates in the Company’s investigation of such a complaint.

In the event that an investigation establishes that a violation of this Policy has occurred, the Company will reimburse the Employee for any improper deductions and will take all appropriate corrective action to ensure that such deductions or conduct does not occur again.

Personnel Files (2.3)

A confidential personnel file is created and maintained for each Employee. All personnel-related documents are contained in each Employee’s individual file. Each Employee’s medical records are maintained separately. The Director of Human Resources initiates a personnel file for each incoming Employee, and is responsible for securing and maintaining the files of all Staff Members. Files will be kept for a maximum of six years following termination.

Personnel files are the property of Levis JCC. Employee’s may request to review their file by scheduling an appointment with the Director of Human Resources.
Section Three
On the Job

Background Checks (3.1)
An investigative consumer report will be procured, at the expense of the Levis JCC for all new employees who are working with children, senior adults, any individual with special needs and at the thrift shop. The requirements for each investigative consumer report will vary depending on the departmental requirements and licensure. Based on the results of the background check, an individual may be disqualified from further consideration for a position, in accordance with applicable law.

Induction Period (3.2)
Employment with Levis JCC during the first 90 days will be an induction period. As a new employee, your attendance, productivity, conduct, and job performance will be closely monitored during this period. This 90 day period of time also allows you to personally assess your feelings in regard to your position and employment relationship with the Company. Typically, near the end of the 90 day induction period, or as soon as practical, thereafter your performance will generally be reviewed and you will be advised if you have successfully completed the induction period. The Company also reserves the right to extend an employee’s induction period when it considers it appropriate to do so.

Employment at Levis JCC is at-will and may be terminated at any time with or without notice and with or without cause during this induction period or after. The successful completion of your induction period does not alter your at-will employment status.

Position Descriptions (3.3)
A written position description is created and maintained for each job at Levis JCC. These descriptions are prepared in accordance with procedures and criteria determined by the Executive Director. Each description provides for a relevant position title and an itemization or narrative statement of the responsibilities, lines of accountability and preferred qualifications. Levis JCC reserves the right to change a position description as required.

Attendance, Punctuality and Dependability (3.4)
Because Levis JCC and each department depend heavily upon its Employees, it is important that Employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. As such, Employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. An Employee must notify his/her Supervisor or designee not less than thirty (30) minutes before his/her scheduled starting time if he/she expects to be late or absent, each day, until a date of return has been established. Failure to adhere to this policy may result in disciplinary action up to and including termination.

An Employee who fails to report to work as scheduled for three consecutive days without providing proper notice to his or her immediate Supervisor or designee, may be considered to have voluntarily terminated his or her employment.

Depending on each individual department, time and attendance will be reported manually on a time sheet, by utilizing a punch card system, or by utilizing an online time and attendance system. Your Manager will review the appropriate procedures during your initial orientation.
**PROGRESSIVE COUNSELING (3.5)**

Levis JCC encourages open communication between Employees and management. It is management’s role to communicate job performance expectations to each Employee. When expectations are not being met, progressive counseling may be initiated to resolve the problem.

It is the policy of Levis JCC to correct inappropriate behavior through progressive counseling, when feasible, up to and including termination, depending upon the circumstances of any particular case.

The following four steps of the progressive counseling policy are clear and concise and effort will be made to provide the Employee an opportunity to correct inappropriate behavior before employment is terminated, if possible.

**Step 1: Verbal Counseling**

A face-to-face meeting between the Employee and Supervisor will take place to discuss the infraction and course for improvement.

**Step 2: 1st Written Counseling**

An initial written warning is used when performance and/or attendance problems persist, or when action more severe than a 1st level warning is warranted. A meeting between the Supervisor and Employee will take place where the infraction is documented with a clear and concise action plan for improvement.

**Step 3: 2nd Written Counseling**

A second written warning is used when performance and/or attendance problems persist, or when action more severe than a 2nd level warning is warranted. A meeting between the Employee and Supervisor and Human Resources will take place to discuss and document the progressive counseling plan which may include a termination warning.

**Step 4 (Final): Termination of Employment**

If all prior disciplinary actions do not resolve the situation, or if the nature of the violation is so serious that the first three steps are not appropriate, the Employee is subject to termination.

Levis JCC always retains the right to terminate the employment of an Employee without use of progressive counseling. Nothing herein is intended to alter the employment at will status.

**EMPLOYER INFORMATION AND PROPERTY (3.6)**

The protection of Levis JCC business information, property and all other Levis JCC assets are vital to the interests and success of Levis JCC. All Levis JCC related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of Levis JCC) may not be removed from Levis JCC’s premises. In addition, when an Employee leaves Levis JCC, the Employee must return to Levis JCC all Levis JCC related information and property that the Employee has in his/her possession, including without limitation, documents, files, records, handbooks, information stored on a personal computer or on a computer disc, supplies, keys and equipment or office supplies.
CONFIDENTIALITY (3.7)
The success of the Levis JCC is attributable to the gifts of donors, donor and vendor relationships, business practices, and relationships that have been established at considerable expense and effort. For this reason, all employees must understand the importance and emphasis on confidentiality of donor and Levis JCC proprietary information. It is expected that while employed by Levis JCC or anytime thereafter, confidential and proprietary information will only be used for fulfilling Levis JCC job duties and responsibilities. Employees are prohibited from disclosing this information and from using this information for personal reasons or for other reasons unrelated to their work on behalf of the Company.

Confidential and proprietary information includes, but is not limited to: clients, donors, and business affiliates, client lists, prospective clients’ names, donor lists, prospective donors’ names, (ii) business plans and strategies, (iii) research, (iv) computer programs, software, applications, directories, databases, passwords and access codes, (v) payroll records; salary and wage rates paid to employees, employee identities, (vi) wage administration plans and policies, and benefits plans and policies, (vii) personnel matters and health and safety information, (viii) operation methods and information, and accounting, financial and planning techniques, (ix) operating, administrative and training materials, (x) marketing and sales strategies, materials and information, and (xi) any other service, product, equipment, financial, licensing, marketing or client information relating to Levis JCC, or the business of Levis JCC.

Any request for this type of information must be approved by the Executive Director or their designee.

Inappropriate use or disclosure of confidential and/or proprietary information may result in disciplinary action up to and including immediate termination of employment.

PRIVACY (3.8)
Employees are expected to make use of Levis JCC or guest facilities only for the business purposes of Levis JCC or the member or guest. Accordingly, materials that appear on computer, e-mail, voice mail, facsimiles and the like are presumed to be for business purposes; the work product belongs to Levis JCC at any time without notice to the Employee. Employees are not to have any expectation of privacy with respect to any material created or maintained on Levis JCC premises and/or using Levis JCC property.

COMPUTER SYSTEMS POLICY (3.9)
The computer hardware, software, electronic mail, voice mail and other computer or electronic communication or data storage systems (“Computer Systems”) are the property of Levis JCC. Every Levis JCC employee is responsible for using the Computer Systems properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

The Computer Systems have been provided by Levis JCC for use in conducting Company business. All communications and information transmitted by, received from, or stored in these systems are company records and property of Levis JCC. The Computer Systems are to be used for Company purposes only. Use of the Computer Systems for personal purposes is prohibited.

No Expectation of Privacy

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Computer Systems. The Company has the right, but not the duty, to monitor any and all of the aspects of its Computer Systems, including, without limitation, reviewing documents created and stored on its Computer Systems, deleting any matter stored in its Computer Systems (including, without limitation, its e-mail, database and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Further, the Company may exercise its right to monitor its Computer Systems for any reason and without the permission of any employee. Employee use of the Company’s Computer Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access any of the Company’s Computer Systems, the confidentiality of any message stored in, created, received, or sent from the Computer Systems still cannot be assured. Use of passwords or other security measures does not in any way diminish ABC’s rights to access materials on its systems, or create any privacy rights of employees in the messages and files on the systems. Any password used
by employees must be revealed to Levis JCC as files may need to be accessed by the company in an employee’s absence or for any other reason that the Company, in its discretion, deems appropriate.

Employees should be aware that deletion of any electronic messages or files will not truly eliminate the messages from the system. Electronic messages and files are stored on a central back-up system in the normal course of data management.

Professional Use of Computer Systems Required

Levis JCC's policies against discrimination and harassment, sexual or otherwise, apply fully to its Computer Systems, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, ancestry, ethnicity, religion, sex, age, national origin, disability, pregnancy, marital status, sexual orientation, veteran status or any other classification protected by law. Similarly, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning race, color, ancestry, ethnicity, religion, sex, age, national origin, disability, pregnancy, marital status, sexual orientation, veteran status or any other classification protected by law) may not be downloaded from the Internet or displayed or stored in the Company’s computers. Employees encountering or receiving this kind of material should immediately report the incident to the Director of Human Resources.

The Company may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. Notwithstanding the foregoing, the Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to Company blocking software.

The Computer Systems may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The Computer Systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, confidential information or similar materials without prior authorization from Levis JCC management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the Director of Human Resources.

Even though Levis JCC has the right to retrieve and read any e-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of Levis JCC management.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write e-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Levis JCC letterhead.

Because E-mail records and computer files may be subject to discovery in litigation, Levis JCC employees are expected to avoid making statements in e-mail or computer files that would not reflect favorably on the employee or Levis JCC if disclosed in a litigation or otherwise. Finally, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship absent the express permission of their supervisor.
Limitations on Internet Use

Although Levis JCC recognizes that the Internet may have useful applications to Levis JCC’s business, employees may not engage in Internet use without prior written approval from a Supervisor, and unless a specific business purpose requires such use. Absent such approval, employees may not access the Internet using Levis JCC’s computer systems, at any time or for any reason. Even when Internet access is approved “Surfing the Net”, playing games, or downloading entertainment software, including wallpaper and screen savers, are not legitimate business activities. If you are using an Internet site paid for by Levis JCC, it is to be used only for business purposes. If you have a personal Web Site or email address which you visit and/or use which does not have an hourly charge, you may use it to perform work for Levis JCC.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should contain all proper copyright and trademark notices. Absent prior approval from Levis JCC to act as an official representative of Levis JCC, employees posting information must include a disclaimer in that information stating, “Views expressed by the author do not necessarily represent those of Levis JCC. Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Maintaining and Securing the Systems
Users should routinely delete outdated or otherwise unnecessary e-mails, voice mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the Company’s network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Company’s network.

In addition, files obtained from sources outside the Company, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Company’s computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Company source without first scanning the material with Company-approved virus checking software. If you suspect that a virus has been introduced into the Company’s network, notify the IT Department immediately.

Violations of Policy

Any employee who discovers misuse of any of the Computer Systems should immediately contact the Director of Human Resources. Violations of Levis JCC’s Computer Systems policy may result in disciplinary action up to and including suspension without pay and discharge. Levis JCC reserves the right to modify this policy at any time, with or without notice.

Employees are required to sign Computer Systems Policy Acknowledgment Form as a condition of employment. The form is to be signed on acceptance of an employment offer by Levis JCC.

**Telephone Use (3.10)**

Since a large percentage of our business is conducted over the telephone, it is essential to project a professional telephone manner at all times.

Although Levis JCC realizes that there are times when an Employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, long distance personal calls may not be made on Company phones without prior approval from the Employee’s Supervisor. Employees are responsible for reimbursement to Levis JCC for all long distance personal calls.
**FACSIMILE (3.11)**

Facsimile equipment, including fax/modem boards, are to be used for Levis JCC business only. Personal messages should not be sent. When sending messages via facsimiles, we request that you follow the same written formalities that you would in sending a business letter by United States Mail. No abusive, harassing or anonymous facsimiles are to be sent. Any facsimiles sent to confirm contractual arrangements are to be followed by a mailed original.

**INTERNAL INVESTIGATIONS AND SEARCHES (3.12)**

From time to time, Levis JCC may be required to conduct internal investigations pertaining to security, auditing or work-related matters. Employees are expected to fully cooperate with, and assist in, these investigations if requested to do so.

Whenever necessary, at Management's discretion, Employees' work areas (i.e., desks, file cabinets, computer etc.) and personal belongings (i.e., briefcases, handbags, clothing, etc.) may be subject to search. Employees are required to cooperate.

Management will generally try to obtain an Employee's consent before conducting a search of work areas, but may not always be able to do so or decide to do so.

**CONFLICT OF INTEREST POLICY (3.13)**

It is the policy of Levis JCC that directors, officers, Employees or any of their spouses or children shall not have any interest in any person or firm, directly or indirectly, or act in any capacity for or on behalf of any person or firm with or without compensation which does business with, seeks to do business with or competes with services of Levis JCC. If this situation arises, the Employee must report the full facts concerning such relations to the Board of Directors immediately upon learning of such relations.

**KASHRUT POLICY (3.14)**

To allow members of the community to feel comfortable and secure in eating on any premises of The Jewish Federation of South Palm Beach County ("Federation"), the following Kashrut policy has been established and must be adhered to by all Employees:

The Federation, as the central Jewish organization in the community, which by virtue of its size and the diverse community that it serves, should act as a standard setting body and assume the responsibility of maintaining a policy of Kashrut at its programs and events.

Kashrut, which defines Jewish dietary laws, were initially introduced and outlined in the Torah. Since Biblical times, Rabbis and leaders of the Jewish community have further defined and interpreted the adherence of Kashrut. As they have been developed over the years, the dietary laws basically include the following:

- The prohibition of eating certain foods, including pork and shellfish.
- The prohibition of eating milk and meat products together.
- The use of separate dishes and utensils for milk and meat products.
- The slaughtering of meat in accordance with certain rules established by Jewish tradition.

By establishing a Kashrut policy, we will be able to provide the community with an institution that offers a place where Jewish individuals can eat and celebrate together.

For purposes of this policy, programs and events will be differentiated by those that take place on Federation campus (In House) and those that take place off campus (Off Campus).

**In House:**

All meetings, programs and events held on Federation's campus will only serve food that is kosher as approved by the Campus Masgiach. This includes outside groups and organizations that hold meetings, programs and events on campus.
The Campus Café will only serve food that is kosher as approved by the Campus Masgiach.

No food will be allowed for public programs that are brought in from outside food sources unless they are products with a kosher certification and meet the approval of the Campus Masgiach.

Off Campus:

All community-wide Levis JCC functions held off campus will make the best effort to utilize kosher caterers. In the event that the hosting venue prohibits kosher catering or it is not available, this should be clearly indicated in any promotional material for the program. All promotional materials should indicate degree/level of Kashrut for events. If dietary laws cannot be observed, efforts should be made to provide choices for those who may be more observant. We should be sensitive to all denominations of Judaism in the community.

Charitable Contributions (3.15)

Funds used by Levis JCC are generously contributed by members of the Jewish Community. The concept of Tzedukah (social justice) is one of the Foundations of Jewish Life. Helping one’s fellow man help themselves is an essential component of the mission of Levis JCC. Employees of Levis JCC are encouraged but not required to make an annual contribution in support of the programs and services provided by both the Jewish Levis JCC of South Palm Beach County and the Levis JCC. You may elect to spread your generosity over the twenty-six (26) bi-weekly pay periods by choosing a payroll deduction.

Public Statements (3.16)

It is the desire of Levis JCC to aid and assist the media, secular and the Jewish community in their efforts to gain information pertaining to the Jewish and general community. As a major force in the local Jewish community, Levis JCC is often called upon for facts, information and position statements on numerous issues and events happening locally and throughout the world.

While we endeavor to assist the media, we must be consistent, provide correct information and facts and guard against inadvertently providing misinformation. Toward this end, the following procedures have been established:

Media Guidelines

• Responsibility for initiating and/or coordinating any relationships with or inquiries from the media rests with the Executive Director or designee.

• Questions from reporters or journalists should be answered in a polite and positive manner without divulging any information other than that already in the public domain. (Examples of public domain information include: date and location of our Annual Meeting; name of our Board president; name of guest speaker at Levis JCC functions.)

• Inquiries concerning objective information that is not in the public domain should not be answered (inquiries concerning our campaign statistics, for instance).

• Inquiries concerning information not in the public domain or seeking a Staff Members’ personal opinion or analysis of any issue or situation pertaining to Levis JCC, should be addressed in a firm and positive way by stating a willingness to arrange for contact with the Executive Director.

• Designated Employees must report all communication they may have with the media to the Executive Director.
PERSONAL APPEARANCE (3.17)

The appearance of Levis JCC employee’s affects how Levis JCC is viewed by donors, vendors, customers, clients, and the community at large. We believe that whether you are interacting with others or not, that image should be portrayed at all times. Levis JCC also recognizes that there are certain job functions that may need to have a more relaxed or job appropriate attire to accommodate that function. Therefore, the guidelines set below are what the Levis JCC will not accept. The list is intended as guidance, and is not comprehensive. In all circumstances, employee dress must always be neat and clean. All appropriate dress is at the discretion of your manager and violations will be addressed following our performance counseling procedures.

Visible tattoos and body piercing (other than earrings) are inappropriate and unacceptable to the nature of our business.

Examples of inappropriate attire:
- Any clothing that is torn or faded
- Any clothing that has inappropriate pictures or statements
- Beach wear
- Halter/tube tops
- Tight fitting garments made of spandex, lycra, or leather
- “See through” garments and “lingerie-wear”
- slippers

It is the responsibility of the immediate Supervisor to address any dress code issues of concern with the Employee.

EMPLOYEE EXPENSE REIMBURSEMENTS (3.18)

Employees are entitled to reimbursement for the cost of reasonable and appropriate expenses incurred in connection with the performance of their duties. Such expenses include, but are not limited to, attendance at luncheon or dinner meetings, travel and parking expenses. These and any unusual expenses are subject to the approval of the Department Head and are reviewed by the Finance department.

Professional Staff Employees submit expenses on a trip-by-trip basis, using Levis JCC Employee Expense Report.

Support Staff Employees require advance authorization to expend Levis JCC funds and to be reimbursed.

Each year, the Controller issues a schedule for standard mileage reimbursement for traveling.

REVIEW OF PERSONNEL POLICIES (3.19)

The foregoing handbook is a statement of Levis JCC policy, and will be reviewed in its entirety, every three years, if necessary. Other revisions may be recommended from time to time as circumstances warrant, with or without prior notice.
**EMPLOYEE GRIEVANCES (3.20)**
A grievance is defined as any dispute concerning serious issues pertaining to terms of employment or working conditions. All Employee grievances are resolved in accordance with the following Grievance Procedure:

- If an Employee believes that he/she has a legitimate work-related complaint, the Employee is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate Supervisor or the human resources department.

- If the dispute is not resolved in this manner, the Employee making the claim may, within a reasonable period of time, delineate the details of both the dispute and the Supervisor/Supervisee discussion in a memo addressed to his/her department head.

- To the extent that is practical, the department head, after receiving the grievance memo will, within five (5) working days, convene a meeting of the individuals involved in the dispute and the Human Resources Director, in an effort to reach an agreement as to the disposition of the matter. The recipient of the grievance memo prepares a written report of the efforts made to resolve the grievance. Copies of this report are given to all involved parties.

- If an agreement can not be reached through the procedures described above, the matter is referred within five (5) working days, to the Executive Director, whose decision is final and binding. The Executive Director will commit his/her decision to writing and issue copies of this document to all involved parties.

- Copies of all written material, including documentation of meetings with those involved, are to be placed in the personnel file of the Employee filing the grievance. If action is taken, copies of the relevant documents will be placed in the personnel files of other involved Employees. (See also Sexual and Other Harassment Policy).

**OUTSIDE EMPLOYMENT (3.21)**
Levis JCC discourages full-time Employees from engaging in outside employment. Individuals wishing to undertake outside employment must receive prior approval from their department head.

Employees may not engage in activities outside of Levis JCC that create an actual or apparent conflict of interest with the mission or activities of Levis JCC or its Agencies.

**NON SOLICITATION (3.22)**
Employees may not solicit any Employee during work time, nor may Employees distribute literature in work areas at any time. Under no circumstance may an Employee disturb the work of other Employees to solicit or distribute literature to them during their work time.

Persons not employed by Levis JCC may not solicit Levis JCC Employees for any purposes on Company premises.

**PARKING (3.23)**
All Employees must utilize the parking lots located in the Cypress Preserve and Tennis Court areas. These spaces are available on a first-come first-served basis.

All Employees are required to obtain a valid parking decal, and properly display it in their vehicle. Frequent visitors are requested to stop by the Security Office to obtain a temporary parking decal.

Please note that the open grassy area on the north side of the campus is not a designated parking area. If you need additional information on this policy, please contact the Security Office or the Human Resources Department.

**CAMPUS WIDE ACTIVITIES (3.24)**
From time to time the Executive Director may request that employee’s participate in Levis JCC activities and programs. These activities and programs may vary from department to department, and participation is expected unless there are extenuating circumstances. Please note that activities and programs related to Zale Early Childhood will be outlined in each teacher’s employment agreement.
Section Four
Pay and Progress on the Job

Immigration Reform and Control Act (4.1)
In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, Federation is committed to employing only individuals who are authorized to work in the United States.

Each new Employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an Employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility to remain employed by the Firm prior to expiration of that period.

Criteria Governing Compensation Terms and Adjustments (4.2)
The Executive Director, in consultation with appropriate Staff Members, determines salary adjustments for all Levis JCC Employees.

Basic Work Week and Distribution of Pay (4.3)
The basic Levis JCC week consists of thirty-five (35) working hours with one (1) hour per day for lunch.

All Employees are paid on a bi-weekly basis, two (2) weeks in arrears. The basic salary payment workweek begins on a Friday and paychecks are distributed on a Thursday according to the payroll bi-weekly schedule.

Overtime payment, which is included with the non-exempt Employee's base salary payment, is also paid bi-weekly, with such payment covering hours worked in the prior bi-weekly period. (For additional explanations see the Overtime Pay Policy).

A statement of earnings is given each pay period to employees indicating:
- gross pay
- statutory deductions
- voluntary deductions

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate.

It is the Company's policy that employee paychecks will only be given personally to that employee. All other arrangements for mailing or pick-up must be made in advance and in writing with the Human Resources Department. Except for extreme emergencies and vacation pay, no salary advances will be made.

If the normal payday falls on a Company-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. Under no circumstances will the Company release any paychecks prior to the announced schedule.

Employees may elect to have their paycheck deposited directly into their account in any bank. Direct Deposit Authorization Forms can be obtained from the Human Resources Department.
TIME RECORDS (4.4)

The attendance of all non-exempt Employees is recorded daily and is submitted to payroll weekly. Exempt Employees are not required to sign in or out; however, vacation and sick days must be recorded on the Company’s timekeeping software. Our attendance records are Company records, and care must be exercised in recording the hours worked, overtime hours, and absences. Each day, all non-exempt Employees must record the time the Employee starts, finishes and takes breaks on Levis JCC’s timekeeping software. Each Employee is responsible for his or her own recordkeeping. Employees may not clock in or out for other Employees. Once an Employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

Levis JCC uses these time records to calculate non-exempt Employee’s compensation, so it is important to keep an accurate record of all hours worked. At the end of the work week, non-exempt Employees are required to review their time records for that week and acknowledge that the hours recorded are an accurate reflection of all hours worked. Additionally, time records with overtime must be countersigned by a Supervisor and must be submitted to the Payroll Department for the prior pay period by 10:00 a.m. on the Thursday before payday for an Employee’s pay to be processed in time for payday.

Employees arriving to work earlier than their scheduled start time are not to clock in until they are ready to begin their work day and are to perform no work until the Employee has clocked in. Likewise, Employees concluding their work day earlier than their scheduled completion time must clock out when work has ceased for the day, even if this occurs prior to the scheduled time for work to end for the Employee, and the Employee is to perform no work after the Employee has clocked out. Employees are required to clock out at the completion of their work day, even though they may continue to remain in the office beyond their scheduled completion time for personal reasons. The Company is committed to compensating its Employees for all hours worked, and therefore, it is imperative that the Employee help to ensure that Levis JCC’s time records are accurate.

Employees must contact their Supervisor to advise of late arrival time or to request to leave earlier than their scheduled completion time. If an Employee forgets to clock or sign in or out, he or she must notify their Supervisor of the correct time that the Employee should have clocked in or out, so the time may be accurately recorded for payroll. Any inaccuracies in the time records must be immediately reported to the Payroll Department. It is the Employee’s responsibility to check his or her time records for accurateness. The Company will immediately correct any errors brought to its attention.

Breaks

Employees are expected to take their regular lunch hour whenever possible. Lunch breaks are usually for one (1) hour, subject to the needs of the Company. Employees must not all take lunch breaks simultaneously. Your supervisor will inform you of your time slot for taking a lunch break. Employees are not permitted to eat lunch at their desk or while performing any work for Levis JCC. Lunch breaks must be accurately recorded on the Company’s time records. If business necessity dictates, as determined solely by a Supervisor, that a non-exempt Employee must be called back from a lunch break, resulting in the Employee receiving less than a thirty (30) minute break, the Employee will be compensated for that time.

Violations of Policy

Violations of this policy will result in appropriate disciplinary action, up to and including suspension without pay and immediate discharge.

Anti-Retaliation

The Company prohibits retaliation, in any form, against any Employee who makes a complaint under this Policy or participates in the Company’s investigation of such a complaint.

In the event that an investigation establishes that a violation of this Policy has occurred, the Company will take all appropriate corrective action to ensure that such conduct does not occur again.
OVERTIME PAY (4.5)

The standard work week for non-exempt full-time Employees typically shall not exceed 35 hours (not including a lunch break). Depending on Levis JCC’s work needs, Employees will be required to work overtime when requested to do so. All overtime must be approved by a Supervisor each day, in advance of working overtime.

All overtime hours must be recorded on the Levis JCC’s time keeping software. Under no circumstances is an Employee permitted to work overtime off the clock. Non-exempt Employees are eligible for additional pay at a rate of one and one-half (1½) times the Employee’s hourly rate for hours worked beyond forty (40) hours in a work week. For the purposes of overtime compensation, the work week begins on Friday morning and ends on Thursday evening. Each day, the time the Employee starts, finishes and takes breaks must be recorded on a time record. Additionally, time records with overtime must be countersigned by the Supervisor and must be submitted to the Payroll Department by 10:00 a.m. the Monday preceding payday for an Employee’s pay to be processed for payday. “Hours worked” is defined as actual hours worked. Pre-approved paid vacation, personal days, jury duty, office recognized holidays, sick leave or bereavement leave shall not be considered as hours worked for the purposes of computing overtime pay.

Employees are responsible for checking their own time records to ensure their accuracy. Any discrepancies should be immediately reported to the Payroll Department. Levis JCC will immediately correct any errors.

Violations of Policy

Violations of this policy will result in appropriate disciplinary action, up to and including suspension without pay and immediate discharge.

Anti-Retaliation

Levis JCC prohibits retaliation, in any form, against any Employee who makes a complaint under this Policy or participates in the Levis JCC’s investigation of such a complaint.

In the event that an investigation establishes that a violation of this Policy has occurred, Levis JCC will reimburse the Employee for any amount owed and will take all appropriate corrective action to ensure that such errors or conduct does not occur again.

PERFORMANCE EVALUATIONS (4.6)

Initial Performance Evaluations

Each Employee will participate in an initial performance evaluation with his/her Supervisor within the first ninety (90) days of employment (induction period). This is not intended to be a full-fledged appraisal of performance, but is conducted for the sole purpose of determining the Employee’s preliminary progress and suitability for the position in which the Employee was hired.

Performance Evaluation Policy

Each Employee shall participate in a performance evaluation on an annual basis. The evaluation, including the Employee’s comments, becomes part of the Employee’s personnel file and provides a basis for recommendations pertaining to continued employment, merit increases, transfers, promotion, demotion or dismissal.

Scheduled Performance Evaluation

There are specially prepared reporting documents used for the evaluation of the performances of each category of Employees (Exempt and Non-Exempt). Addenda may be added to these documents as needed.

There is a specific deadline date established for each fiscal year by which time the evaluation process is to be completed.
Each Supervisor will prepare a written performance evaluation and schedule a review conference with each of his/her Employees. During this conference, the Supervisor shares with the Employee the individual’s performance evaluation document. The Employee has the opportunity at this conference to agree or disagree with any of the Supervisor’s ratings or comments. When disagreements occur, they may be mutually resolved by the concerned parties. The resolution is noted on the evaluation document. If disagreements have not been resolved they must be recorded if either of the parties so desire.

In the event that an Employee’s performance is determined by his/her Supervisor to be unsatisfactory for the position he/she occupies, written notice will be provided. The Supervisor will indicate in the written notification to the Employee the terms and conditions the Employee must comply with in order to retain their position with Levis JCC. The Supervisor will meet with the Employee at least once, within fifteen (15) days after delivery of said notice period, to inform the Employee of his/her progress. A final meeting will be held between the Employee and his/her Supervisor within fifteen (15) days after the initial conference to determine if continued employment is possible based on the performance of the Employee.

While Levis JCC intends generally to utilize the foregoing schedule and notification procedures, it reserves the right to demote, suspend or discharge an Employee immediately without utilizing the foregoing schedule and notification procedures, or at any time during the process. Failure to follow the foregoing schedule and/or notification procedures in any situation does not invalidate the disciplinary action taken.

**Conferences, Seminars and Other Training (4.7)**

It is to the mutual benefit of both Levis JCC and its Employees to develop and establish opportunities for Staff Member development. The process of determining Staff Member development assignments, including missions, will be predicated on a balance between individual and organizational needs, with consideration given to budgetary, workload and scheduling priorities. Approved expenses shall be paid by Levis JCC.
Section Five
Leaving Levis JCC

TERMINATIONS (5.1)

Every Levis JCC Employee has the status of an “Employee-at-will”. This is defined as an Employee not having a contractual right, express or implied, to remain in Levis JCC’s employ. Levis JCC may terminate an Employee’s employment or an Employee may terminate his/her employment, with or without cause and with or without notice at any time. No Supervisor or other representative of the Company (except the Executive Director) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Any Employee whose conduct, actions or performance violates or conflicts with Levis JCC’s policies may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal of an Employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of Company records
- Gross negligence
- Insubordination
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of Levis JCC’s Conflict of Interest/Outside Employment Policy, and/or Confidentiality Policy
- Unsatisfactory Performance
- Malfeasance
- Excessive tardiness/absenteeism
- Conduct inconsistent with the purpose and spirit of the organization
- Any act or omission as determined by the Executive Director

The above listings are examples and are not complete.

- Terminus may result from reorganization or reduction of services provided. Staff Members who have one year or more of continuous service and are affected by reorganization or reduction of services provided shall receive notice deemed appropriate by the Executive Director.
- Termination for unsatisfactory performance may be initiated at any time during the employment year.
- Termination for malfeasance by members of the Support Staff is initiated by their direct Supervisor. The Executive Director initiates such action regarding members of the Professional Staff.
- In the case of terminations resulting from reorganization or reduction of services provided, the Employer may elect to provide the dismissed Employee with a monetary payment in lieu of advance notice. Employment will cease upon the date of the termination notice or at a date mutually agreed upon after consultation with the Executive Director.
SEPARATIONS (5.2)

- Members of the Support Staff who resign voluntarily are expected to give at least two (2) weeks’ written notice to their Supervisor.

- Members of the Professional Staff are expected to give at least thirty (30) days’ written notice.

- Payment for time worked during the pay period in which the Employee’s separation occurs will be made on the scheduled payday following the first payroll processing date after the separation. Final payment to a departing Employee will also include payment of remaining Vacation Time for the current fiscal year, for which the Employee is eligible.

- Levis JCC reserves the right to deduct from the final paycheck the balance of any outstanding receivables for programs, services unpaid Employee advances, and the value of any JCC property not returned.

- All Supervisors are required to complete separation paperwork which must be sent to Human Resources prior to the actual Employee termination date. This is to be completed for all terminations, regardless if the termination is a resignation, or for unsatisfactory performance or job elimination.

- Employees leaving voluntarily or otherwise must return all of JCC property at time of separation.

REASSIGNMENTS/PROMOTIONS (5.3)

Re-assignments to positions that involve duties that are substantially similar to those currently or previously performed may be made at the Employer’s discretion upon reasonable advance consultation with affected Employees. Reassignments may also occur as a result of substantive changes in assignments. Employees promoted or re-assigned to positions with duties substantially different from those previously performed will have their performances evaluated within ninety (90) days of such re-assignment or promotion.

REFERENCE VERIFICATION (5.4)

All inquiries regarding a current or former Levis JCC Employee must be referred to the Human Resources Department.

Should an Employee receive a written request for a reference, he/she should refer the request to the Human Resources Department for response. A Levis JCC Employee may not issue a reference letter to any current or former Employee without the knowledge and express permission of the Director of Human Resources or his/her designee.

Under no circumstances should any Levis JCC Employee release any information about any current or former Levis JCC Employee over the telephone. All telephone inquiries regarding any current or former Levis JCC Employee must be referred to the Human Resources Department.

In response to an outside request for information regarding a current or former Levis JCC Employee, the Human Resources Department will furnish or verify only an Employee’s name, dates of employment, job title and department. No other data or information regarding any current or former Levis JCC Employee or his/her employment with Levis JCC, will be released unless the Employee authorizes Levis JCC to release such information in writing or Levis JCC is required by law to furnish any information.
Section Six
Time Away from Work

Holidays (6.1)

Levis JCC is closed on major Jewish holidays and certain legal holidays. Regular Full-Time Employees receive holiday pay for the following:

<table>
<thead>
<tr>
<th>Legal Holidays</th>
<th>Jewish Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day, January 1</td>
<td>Rosh Hashanah, First and Second day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Yom Kippur</td>
</tr>
<tr>
<td>Independence Day, July 4</td>
<td>Sukkot, First and Second day</td>
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<tr>
<td>Labor Day</td>
<td>Shemini Atzeret</td>
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<tr>
<td>Thanksgiving</td>
<td>Simchat Torah</td>
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<tr>
<td>Christmas Day, December 25</td>
<td>Pesach, First, Second, Seventh and Eighth day</td>
</tr>
<tr>
<td></td>
<td>Shavuot, First and Second day</td>
</tr>
</tbody>
</table>

When January 1, July 4, or December 25 fall on Sunday, and the following Monday is a legal holiday, it will be granted as a holiday to the Employee.

When January 1, July 4, or December 25 fall on Saturday and the preceding Friday is a legal holiday, it will be granted as a holiday to the Employee.

When a Jewish holiday falls on a weekend, Employees are not paid or granted time off from the regular work week for the holiday.

All Part-time, Temporary and Seasonal Employees will be paid for time worked and will not receive any holiday compensation.

The Levis JCC reserves the right to change the holiday schedule.

Early Office Closing (6.2)

In accordance with the sectarian nature of the organization, Levis JCC endeavors to make a reasonable attempt to accommodate those Employees who require time to make necessary preparations for the Sabbath and for the Jewish religious holidays. At appropriate times during the year, the Executive Director shall issue advisories covering scheduled early office closing.

Unless it creates an undue hardship for Levis JCC, all Employees are afforded the opportunity to be absent from the work place to accommodate their personal religious observances when the office is not scheduled to be closed for this reason. It is the responsibility of Employees to inform their Supervisors of their request for time off for this purpose. Further, it is their responsibility to secure prior Supervisory approval for the manner in which the time off will be charged or taken in accordance with the following options:

- Charged against Vacation Leave
- Taken as Leave Without Pay
- Taken through appropriate Supervisory authorization to make up the time before or after the normal business day or during portions of lunch periods, when appropriate.

The agreed-upon arrangement may be implemented only with prior Supervisory agreement and written authorization.
SICK LEAVE (6.3)

Full-Time Employees are eligible for paid Sick Leave at the rate of one day per full calendar month. To be eligible for sick leave, Employees unable to report to work due to illness must telephone their Supervisor directly, each day of their absence, no later than one half hour before their scheduled arrival time. If an Employee is unable to make the call personally, a family member or a friend must contact the Supervisor. This policy must be followed unless an exception has been approved in advance for a particular absence and a written memo to this effect has been sent to the Human Resources Department.

If Levis JCC has questions about the nature or length of an Employee’s illness, the department Manager shall have the authority to request a written confirmation from a physician or licensed health care professional.

If an Employee is sick for more than five (5) consecutive days and a licensed physician certifies that the Employee is unable to fulfill the duties of his/her position, then the terms of the Family and Medical Leave Act as outlined in Section seven (7) will apply.

- All Employees report Sick Leave usage on applicable attendance reports
- Employees may accrue up to a maximum of ninety (90) days Sick Leave
- Unused Sick Leave will not be paid at any time

VACATION LEAVE (6.4)

Levis JCC encourages you to take your earned vacation because a vacation is a wonderful opportunity for you to relax, re-energize and be better prepared when you do return to work. It is for this reason that all Employees are encouraged to take their full allotment of vacation days each year.

Policy Guidelines

The fiscal year begins September 1st and ends the following August 31st of each calendar year. Vacation time may not be carried over from one fiscal year to the next, with the exception of negative balances. In other words, if you do not use your vacation days, they are forfeited.

Coordination with Other Policies

Employees may be paid vacation time to take advantage of circumstances which fall under the Family and Medical Leave Act of 1993 which include amongst other possibilities, necessary elder care, personal illness, or time off for the birth or adoption of a child (refer to the Family and Medical Leave Policy which appears in the following section). If the Employee has no Sick Leave available, Vacation Leave may be substituted. Regarding time for funerals not of person within the immediate family, if the time off is approved by his/her Supervisor; the Employee may use Vacation Leave time.

Requesting vacation leave

Prepare and submit your Vacation Leave request directly to your Supervisor as early in the fiscal year (the fiscal year begins on September 1st and ends on August 31st) as reasonably as possible. Some departments may require your Vacation Leave request be made by a certain date. Speak with your direct Supervisor regarding the timing of your Vacation Leave.
Vacation Leave Eligibility

- The Vacation Leave Eligibility rate is based on your individual job classification but subject to modification by the Executive Director.

Professional Staff Members Vacation Rate:

- Professional Staff Members are eligible for Fifteen days (15) of Vacation Leave each year (prorated the first year of employment).
- Professional Staff Members are eligible for Vacation Leave at the rate of 4.04 hours per pay period.
- Eligibility begins on the 7th month following full-time date of hire.
- After completing five (5) years of full-time, continuous employment, Professional Staff Members become eligible for twenty (20) days of Vacation Leave, which accrues at the rate of 5.39 hours per pay period. These 20 days begin accruing on the first day of the employee's 60th month of employment.
- After completing ten (10) years of full-time, continuous employment, Professional Staff Members become eligible for twenty five days (25) of Vacation Leave, which accrues at the rate of 6.74 hours per pay period. These 25 days begin accruing on the first day of the employee's 120th month of employment.

Support Staff Members Vacation Rate

- Support Staff Members are eligible for ten days (10) of Vacation Leave each year, which accrues at the rate of 2.69 hours per pay period (prorated the first year of employment).
- Eligibility begins on the 7th month following full-time date of hire.
- After completing five (5) years of full-time, continuous employment, Support Staff Members become eligible for fifteen days (15) of Vacation Leave, which accrues at the rate of 4.04 hours per pay period. These 15 days begin accruing on the first day of the employee's 60th month of employment.
- After completing ten (10) years of full-time, continuous employment, Support Staff Members become eligible for twenty days (20) of Vacation Leave, which accrues at the rate of 5.39 hours per pay period. These 20 days begin accruing on the first day of the employee's 120th month of employment.

- Employees with less than twelve (12) consecutive months of full-time employment will not begin eligibility for Vacation Leave until their seventh (7th) month of continuous full-time employment.
- During the first fiscal year of employment, vacation allowances are based on a pro rata schedule.
- Vacation Leave must be used in the fiscal year in which it was eligible. There is no carryover of Vacation Leave other than negative balances. (The fiscal year begins on September 1st and ends on August 31st). Unused Vacation Leave is forfeited. Under special circumstances, the Executive Director may approve up to 5 days of vacation carried over to the next fiscal year (beginning 9/1). The staff member must present a written request in advance of any approval. Any carry over of vacation would be limited to a 1/1-12/31 time frame.
- Vacation Leave is eligible bi-weekly with every pay period over a total of 26 pay periods within each fiscal year.
- Legal holidays and Jewish holidays shall not be counted as part of vacation time.
- In the event of termination of employment, any Vacation time used during the fiscal year in which the Employee was terminated, for which the Employee is not eligible, may be deducted from the Employee’s
final paycheck. Any Vacation Leave for which the Employee has been eligible but has not used will be added to the Employee’s final paycheck.
Section Seven
Leave of Absence Policies

Leave Under the Family and Medical Leave Act (FMLA) (7.1)
The Family and Medical Leave Act (FMLA) provides eligible Employees with unpaid leave for certain family and medical reasons during a twelve (12) month period. During this leave, an eligible Employee is entitled to continued group health plan coverage as if the Employee had continued to work. At the conclusion of the leave, subject to some exceptions, an Employee generally has a right to return to the same or to an equivalent position.

Employee Eligibility Criteria
To be eligible for FMLA leave, an Employee must have been employed by the Company:

- for at least 12 months (which need not be consecutive);
- for at least 1250 hours during the 12 month period immediately preceding the commencement of the leave; and
- at a worksite (a) with 50 or more Employees; or (b) where 50 or more Employees are located within 75 miles of the worksite.

Events Which May Entitle an Employee to FMLA Leave
An unpaid leave of up to 12 workweeks may be taken for any one, or for a combination of, the following reasons:

A. the birth of the Employee's child or to care for the newborn child;
B. the placement of a child with the Employee for adoption or foster care or to care for the newly placed child;
C. to care for the Employee's spouse, child or parent (but not in-law) with a serious health condition;
D. the Employee's own serious health condition that makes the Employee unable to perform one or more of the essential functions of his or her job; and/or
E. because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A “serious health condition” is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Service Member Family Leave
An eligible Employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12 month period to care for the service member. A covered service member is a 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 otherwise on the temporary disability retired list, for a serious injury or illness. A "serious injury or illness" means, an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

How Much FMLA Leave May Be Taken
The 12 Month Period
An eligible Employee is entitled to up to 12 workweeks of unpaid leave during a 12 month period for any FMLA qualifying reason(s), except that leave may be taken for up to 26 workweeks during a 12 month period for service member family leave.
The 12 month period is a rolling 12 month period measured backward from the date an Employee uses any FMLA leave. The leave will be counted against the Employee’s annual FMLA entitlement.

**Limitations on FMLA Leave**

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child.

During the single 12 month period, an eligible Employee who has taken service member family leave shall be entitled to, and when both spouses are employed by the Company, they are together entitled to, a combined total of 26 workweeks of leave for service member family leave and leave for any other qualifying reason (i.e., the birth of the Employee’s child or to care for the newborn child; the placement of a child with the Employee for adoption or foster care or to care for the newly placed child; to care for the Employee’s spouse, child or parent (but not in-law) with a serious health condition; the Employee’s own serious health condition that makes the Employee unable to perform one or more of the essential functions of his or her job; and/or because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation). For example, if an Employee took 16 weeks of service member family leave, the Employee could later use an additional 10 weeks to care for a newborn child.

When both spouses are employed by the Company, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12 month period for the birth, adoption or foster care placement of a child with the Employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person). For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his or her own serious health condition or to care for a child with a serious health condition.

**Intermittent or Reduced Work Schedule Leave**

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an Employee’s usual number of hours per workweek or hours per workday.

Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule unless the Levis JCC agrees with respect to an individual leave request.

Leave because of an Employee’s own serious health condition, to care for an Employee’s spouse, child or parent with a serious health condition or to care for a service member under the service member family leave provision, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule. Additionally, leave because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation may be taken all at once, intermittently or on a reduced work schedule.

If an Employee takes leave intermittently or on a reduced work schedule basis, the Employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the Company’s operations. When an Employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, the Company may temporarily transfer the Employee to an alternative position with equivalent pay and benefits for which the Employee is qualified and which better accommodates recurring periods of leave.

**Requests for FMLA Leave**

An Employee should request FMLA leave by completing the Employer’s Request for Leave form and submitting it to the Human Resources Department. If the Employee fails to explain the reasons for the leave, FMLA leave may be denied.

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the Employee’s or Employee’s family member’s serious health condition, the Employee must provide the Company with at least 30
days advance notice, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave). When the timing of the leave is not foreseeable, the employee must provide the Company with notice of the need for leave as soon as practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

When leave is foreseeable to care for a service member under the service member family leave provision, whether because the spouse, or a son, daughter, or parent, of the Employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the Employee shall provide notice to the Company as is reasonable and practicable.

**Required Documentation**

When leave is taken to care for a family member (or a next of kin, as applicable), the Company may require the Employee to provide documentation or statement of family relationship (e.g., birth certificate or court document).

An Employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the Employee's or a family member's (or next of kin's, as applicable) serious health condition. Medical certification forms are available from the Human Resources Department. Such certification shall be provided to the Company 30 days in advance of the leave when foreseeable, or as far in advance of the leave as practicable. When the leave is not foreseeable, the Employee must provide the requested certification to the Employer within 15 days, unless it is not practicable under the particular circumstances to do so, despite the Employee's diligent and good faith efforts.

If the Company has reason to doubt the Employee’s initial certification, the Company may require the Employee, at the Employer’s expense, to obtain a second opinion by a health care provider designated or approved by the Employer. If the initial and second certifications differ, the Company may, at its expense, require the Employee to obtain a third final and binding certification from a health care provider designated or approved by the Employer and the Employee.

During FMLA leave, the Company may require that the Employee provide recertification of a serious health condition at reasonable intervals. In addition, during FMLA leave, the Employee must provide the Company with periodic reports regarding the Employee’s status and intent to return to work. If the Employee’s anticipated return to work date changes and it becomes necessary for the Employee to take more or less leave than originally anticipated, the Employee must provide the Company with reasonable notice (i.e., within 2 business days) of the Employee's changed circumstances and new return to work date. If the Employee gives the Company notice of the Employee's intent not to return to work, the Employee will be considered to have voluntarily resigned.

Before the Employee returns to work from FMLA leave for the Employee’s own serious health condition, the Employee will be required to submit a fitness for duty certification from the Employee’s health care provider, with respect to the condition for which the leave was taken, stating that the Employee is able to resume work.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to discipline up to and including suspension without pay and termination of employment.

**Use of Paid and Unpaid Leave**

If an Employee has paid leave for which he or she is eligible (e.g., vacation, sick leave, personal leave), however, the Employee must use any qualifying paid leave first. “Qualifying paid leave” is leave that would otherwise be available to the Employee for the purpose for which the FMLA leave is taken. The remainder of the 12 workweeks of leave (or 26 workweeks, where applicable), if any, will be unpaid FMLA leave. Any paid leave used for an FMLA qualifying reason will be charged against an Employee’s entitlement to FMLA leave. This includes leave for disability or workers’ compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12 workweek (or 26 workweeks, where applicable) leave period.
Designation of Leave

Levis JCC will notify the Employee that leave has been designated as FMLA leave. The Company may provisionally designate the Employee’s leave as FMLA leave if it has not received medical certification or has not otherwise been able to confirm that the Employee’s leave qualifies as FMLA leave. If the Employee has not notified the Company of the reason for the leave, and the Employee desires that leave be counted as FMLA leave, the Employee must notify the Human Resources Department within 2 business days of the Employee’s return to work that the leave was for an FMLA reason.

Maintenance of Health Benefits

During FMLA leave an Employee is entitled to continued group health plan coverage under the same conditions as if the Employee had continued to work.

To the extent that an Employee’s FMLA leave is paid, the Employee’s portion of health insurance premiums may be deducted from the Employee’s salary. For the portion of FMLA leave that is unpaid, the Employee’s portion of health insurance premiums may be paid pursuant to a system voluntarily agreed to by the Company and the Employee.

If the Employee’s payment of health insurance premiums is more than 30 days late, the Company may discontinue health insurance coverage upon notice to the Employee.

Return from FMLA Leave

Upon return from FMLA leave, the Company will place the Employee in the same position the Employee held before the leave or an equivalent position with equivalent pay, benefits and other employment terms.

Limitations on Reinstatement

An Employee is entitled to reinstatement only if he or she would have continued to be employed had FMLA leave not been taken. Thus, an Employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the Employee would not be employed at the time job restoration is sought.

Key Employees

The Company reserves the right to deny reinstatement to salaried, eligible Employees who are among the highest paid 10 percent of the Company’s Employees employed within 75 miles of the worksite (“Key Employees”) if such denial is necessary to prevent substantial and grievous economic injury to the Company’s operations.

Failure to Return to Work Following FMLA Leave

If the Employee does not return to work following the conclusion of FMLA leave, the Employee will be considered to have voluntarily resigned. The Company may recover health insurance premiums that it paid on behalf of the Employee during any unpaid FMLA leave except that the Company’s share of such premiums may not be recovered if the Employee fails to return to work because of the Employee’s, a family member’s or a covered service member’s serious health condition or because of other circumstances beyond the Employee’s control. In such cases, the Company may require the Employee to provide medical certification of the Employee’s or the family member’s (or next of kin’s, as applicable) serious health condition.

Additional Information

For further information or clarification about FMLA leave, please contact the Human Resources Department.
EXTENDED LEAVE OF ABSENCE (7.2)

An Extended Leave of Absence is an officially approved temporary suspension of employment, not to exceed 90 calendar days in duration and initiated at the Employee’s request. The Employee’s name remains on the payroll and seniority remains intact. In all cases the Extended Leave of Absence takes place after the Family and Medical Leave Act of 1993 (FMLA) rights have been exhausted. Levis JCC cannot guarantee that an Employee who goes on an Extended Leave of Absence will be returned to his/her former position or its equivalent.

An Extended Leave of Absence might be requested for a number of reasons but generally, those reasons will mirror the Family and Medical Leave Act. These are reasons based on personal illness, medical treatment or a serious illness within the Employees’ immediate family, birth, adoption or placement for foster care of a child. The Extended Leave of Absence is not designed for the Employee who is terminating employment or not intending to return to work. An Employee under any type of initial employment status will not normally be eligible for a leave of absence.

The duration and approval of leave will be determined by the Executive Director or Department Head (the Department Head consults with their Direct Supervisor) in conjunction with the Human Resources Department. Extended Leaves of Absence are approved for 30 days in duration and may be renewed up to two additional times (no Extended Leave of Absence will extend greater than a total of 84 calendar days). Normally, leaves of absence will be on an unpaid basis unless the Employee is eligible for Vacation days or, if applicable, Sick days which were not used during the FMLA leave.

How to apply for an Extended Leave of Absence

If a request for an Extended Leave of Absence is needed, you must contact your Direct Supervisor as soon as possible prior to the exhaustion of you Family Medical Leave.

Is Medical Certification required on Extended Leave

Medical Certification rules will follow the same guidelines as FMLA. See FMLA guidelines.

Benefits on Extended Leave

An Employee on an Extended Leave will not be eligible for Sick and/or Vacation Leave. However, provisions of seniority and benefits enrollment will remain in effect for the duration of the leave of absence. He or she may continue benefits coverage during the leave by prepaying both the Employee’s and the employer’s portions of the insurance premium for the leave period. The Human Resources Department will provide additional information on the insurance premium.

Reinstatement from an Extended Leave of Absence

Levis JCC cannot guarantee that an Employee who goes on an Extended Leave of Absence will be returned to his/her former position or its equivalent. However, effort will be made to return the Employee to the same or equivalent position they held prior to the leave.

BEREAVEMENT LEAVE (7.3)

In the event of a death within the Employee’s immediate family (spouse, child, step-child, parent, step-parent, sibling, parent-in-law, grandparents), paid compassionate leave will be granted to a maximum of five (5) days per death. This leave is not charged against Sick Leave or Vacation Leave.

MILITARY LEAVE (7.4)

An Employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a partially paid leave of absence for military service, training or related obligations in accordance with applicable law.
Continuation of Health Benefits

During a military leave of less than 31 days, an Employee is entitled to continued group health plan coverage under the same conditions as if the Employee had continued to work. For military leaves of more than 30 days, an Employee may elect to continue his/her health coverage for up to 18 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.

Requests for Leave

Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty, an Employee should notify his/her employer, as soon as possible (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

Leave for Training and Other Related Obligations (e.g, fitness for service examinations)

Employees will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their Supervisor and/or department head of their training schedule and/or other related obligations as far in advance as possible. Employees should retain their military pay vouchers. Upon return from training, the Employee should submit his/her military pay voucher to the Human Resources Department; the Company will pay an Employee's full salary, less base military pay, for the training period.

Unpaid Leave

Employees who have been called to active or reserve duty and who have been employed by Levis JCC for less than thirty-six (36) consecutive months will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. These employees may substitute their accrued paid leave time for unpaid leave.

Partially-Paid Leave

Employees who have been called to active or reserve duty and who have been employed by Levis JCC for at least thirty-six (36) consecutive months, shall receive a salary supplement equal to the difference between their civilian base pay at Levis JCC and their military base pay including all applicable allowances for the duration of the military leave or for eighteen (18) months, whichever comes first, for military service, training or related obligations in accordance with applicable law. To qualify for this supplement, employees are required to submit a copy of their Leave and Earnings Statement to the Human Resources Department. The employee must forward copies of each monthly statement to the Human Resources Department to assure accurate calculation of the supplemental pay amount.

All employees called to active and reserve duty will be eligible to continue health insurance coverage under COBRA.

Pension Plan benefits and vesting will accrue for employees pursuant to USERRA rules and regulations under “Restoration Rights of Employees”.

Sick and vacation time will not accrue during any period of military leave of absence.

Return from Military Leave

Notice Required
• An Employee who served for less than 31 days or who reported for a fitness to serve examination, must provide notice of intent to return to work at the beginning of the first full regular scheduled work period that starts at least eight hours after the Employee has returned from the location of service.

• An Employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the Employee, then on the next calendar day when submission becomes possible.

• An Employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.

• An Employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the Human Resources Department (if the service was less than 31 days or if Employee reported for a fitness to serve examination), or submit an application for reemployment (if the service was greater than 30 days), at the end of the necessary recovery period (but which may not exceed two years, unless for a fitness to serve examination).

**Required Documentation**

An Employee whose military service was for more than 30 days must provide documentation upon his/her return (upon the request of the employer) (unless such documentation does not yet exist or is not readily available) showing the following: (i) the application for re-employment is timely (i.e. submitted within the required time period); (ii) the period of service has not exceeded five years; and (iii) the Employee received an honorable or general discharge.

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**J U R Y D U T Y / C O U R T A P P E A R A N C E ( 7.5)**

In the event an Employee is called to serve on a jury and it is established to the satisfaction of Levis JCC that he or she has actually attended court for that purpose, the Employee receives full pay, but returns to Levis JCC the compensation received for such jury duty or testimony, other than reimbursement of expenses for up to a total of five (5) days, unless otherwise required by law. In the event an Employee is subpoenaed to testify as a material fact witness in a proceeding in which the Employee is not a party and it is established to the satisfaction of Levis JCC that he or she has actually attended court for that purpose, the Employee receives a maximum of two (2) days pay per fiscal year.

- Upon receipt of the notice to serve jury duty, the Employee should immediately notify his or her supervisor, as well as the Human Resources Department. Additionally, a copy of the notice to serve jury duty should be provided by the Employee.
- Upon the Employee's return, the Employee must notify Human Resources and must submit a signed Certificate of Jury Service indicating the number of days served.

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**D O M E S T I C V I O L E N C E L E A V E (7.6)**

Eligible employees are provided up to three days leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence.

The leave must be used for one of the following:

- To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence.
- To obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence.
- To obtain services from a victim-services organization, including but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence.
• To make the employee’s home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator.

• To seek legal assistance in addressing issues arising from the act or domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

An employee seeking leave from work under this Policy must:

● Have been employed by Employer for 3 months or longer;

● Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, must provide to Employer with at least 2 weeks advance notice or such shorter notice as is practicable (i.e. within 1 or 2 business days of learning of the need for the leave);

● In cases of imminent danger to the health or safety of the employee, or the health or safety of a family or household member, must provide notice of the need for leave to Employer as soon as practicable (i.e., within 1 or 2 business days of learning of the need for the leave);

● Provide Employer with sufficient documentation of the act of domestic violence; and

● Exhaust all annual or vacation leave, personal leave, and sick leave, if applicable, before using any leave under this policy.

All information relating to an employee’s leave under this Domestic Violence Leave Policy shall be kept confidential.

Employer will not tolerate any retaliation against any employee who took a leave of absence under this Domestic Violence Leave Policy. Anyone who engages in retaliation against any such employee is subject to discipline, up to and including termination. Should you encounter any such retaliatory conduct or should you have knowledge of such retaliatory conduct happening to another individual, you MUST report such retaliatory conduct to a member of the Human Resources Department. Anyone who is made aware of retaliation and fails to report it according to these procedures may be subject to disciplinary action, up to and including suspension without pay and termination.

An employee has no greater rights to continued employment or to other benefits and conditions of employment than if the employee was not entitled to leave under this Policy. This Policy does not limit the Sysco’s right to discipline or terminate any employee for any lawful reason and does not affect the at-will nature of employee’s employment.

For purposes of this Policy:

● “Domestic Violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member, or any crime, of which the underlying factual basis has been found by a court to include an act of domestic violence.

● “Family or Household Member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

● “Victim” means any individual who has been subjected to domestic violence.

For further information or clarification about this Domestic Violence Leave Policy, please contact a member of the Human Resources Department.
Court Subpoenas

Appearances in court, at depositions or any other attendance required by court order or subpoena out of civic responsibility (such as an eyewitness), will normally be considered excused time with pay. When subpoenaed, the Employee must give advance notification to their Direct Supervisor along with a copy of the formal notification as soon as it is received. This document is kept in the Employee’s Personnel File.

For appearance in court, at depositions or any other attendance required by court order or subpoena for personal business, the Employee will be granted a maximum of two (2) days pay per fiscal year, not to be charged against the individual’s vacation or sick time. Advanced notice is given to the Direct Supervisor, along with a copy of the Employee’s formal notification (which will be kept in the Employee’s Personnel File).
Section Eight

Benefits

While Levis JCC endeavors to provide a comprehensive Employee benefits package, it must be recognized that Federal and State laws regarding Employee benefits frequently change and that Levis JCC is obligated to comply with such laws. If a conflict should arise between Levis JCC benefit package and Federal or State laws, those laws may supersede Levis JCC guidelines.

It is to be further understood that eligibility requirements for specific benefits may be governed by regulations imposed by insurance carriers that may not allow for particular benefits under particular circumstances.

Disclaimer

The Company has established a variety of Employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an Employee of the Company. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Human Resources Department. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Company and its Employees, retirees or their dependents, for benefits or for any other purpose. All Employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, Levis JCC reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the Company reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact the Human Resources Department. If you lost or misplaced those descriptions, please contact the Human Resources Department for another copy.

Health Insurance (8.1)

Levis JCC may provide regular Full-Time Employees with Group Health Insurance coverage. Coverage begins on the first day of the month following thirty (30) days of Full-Time Employment.

Family health insurance coverage is available to eligible Employees who desire to pay for the portion of the family premium not subsidized by Levis JCC via payroll deductions.

The Employee-paid cost of Group Health Care family coverage is eligible for inclusion in Levis JCC’s Section 125 Plan as described in paragraph E of the Benefits Section. Upon termination of employment with Levis JCC, under certain circumstances, an Employee may continue his/her health insurance at his/her own cost, in accordance with the provisions of the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

Life and AD&D Insurance (8.2)

Levis JCC may provide Life Insurance and Accidental Death and Dismemberment Insurance benefits in an amount equal to twice the annual salary of its Regular Full-Time Employees. This benefit may be paid entirely by the Employer, at its sole option. Coverage begins the first day of the month following thirty (30) days of Full-Time Employment.
LONG TERM DISABILITY INSURANCE (8.3)
Levis JCC may provide Long-Term Disability income protection to its Regular Full-Time Employees. This benefit may be paid entirely by the Employer, at its sole option. Coverage begins the first day of the month following thirty (30) days of Full-Time employment.

FLEXIBLE SPENDING ACCOUNT - SALARY REDUCTION, SECTION 125 PLAN (8.4)
A Flexible Spending Account (FSA) is a spending account that allows you to pay, with pre-tax dollars, some dependent care and medical/dental expenses not covered by your Employee health insurance plan. This reserve is called Flexible Spending Accounts. Full details regarding the Plan, its provisions, limitations and risks, as well as enrollment forms, are obtained from the Human Resources Department.

RETIREMENT PLAN (8.5)
The Levis JCC funds a 401(a) Retirement Savings Plan for its Employees. Employees become eligible to receive company contributions into this plan as of the first of the month coinciding with or immediately following the date that all the eligibility requirements are met.

The Levis JCC also makes available a 403(b) Retirement Savings Plan for its Employees. Employee’s may enroll in the plan and start deferral contributions as of the first of the month following their date of hire.

Information regarding these plans and enrollment materials are provided directly to the Employees shortly after their date of hire.

CONTRIBUTION PAYROLL DEDUCTION OPTION (8.6)
Levis JCC Employees may elect to make charitable contributions to Levis JCC through an automatic payroll deduction plan. Interested Employees may obtain additional information and forms from the Human Resources Department.

USE OF LEVIS JCC FACILITIES, PROGRAMS AND SERVICES (8.7)
Full-Time Employees will receive:
- A free membership to the Levis JCC for them and their family (family is defined as 2 adults and dependent children under the age of 25).
- Discounted fees for Zale Early Childhood, after school programs, and summer camp.

Discounts are based on annual program costs and may change from time to time. A complete listing of discounts is available with all other employee benefits information.

EMPLOYEE ASSISTANCE PROGRAM (EAP) (8.8)
Many Employees will at some time in their lives need some outside professional consultation to help them deal with various problems and personal concerns. Some of the most common issues seen through the EAP include stress, depression, marital conflicts, child/adolescent problems, alcohol or substance abuse, job concerns and health-related problems. The EAP provides professional and confidential services to assist Employees with these issues and is provided through Ruth Ratles Jewish Family Services. Employees should contact Jewish Family Services directly.
Section Nine
Safety at Work

The safety manual will replace this????:

ACCIDENTS AND EMERGENCIES (9.1)

If an Employee is injured on the job, Levis JCC provides coverage and protection in accordance with Worker’s Compensation Law. When an injury is sustained while at work, the injury must be reported immediately to the Employee’s Supervisor. The Employee’s Supervisor will report the injury to the Human Resources Department immediately.

Failure to report accidents is a serious matter, as it may preclude an Employee’s coverage under Worker’s Compensation Insurance, and may result in discipline, up to and including termination.

Upon return to work, the injured Employee must provide a note from their doctor indicating that they are able to resume their duties and responsibilities.

ALCOHOL (9.2)

Except during those events or special occasions specifically sanctioned by the organization, Employees may not consume alcoholic beverages on Levis JCC premises. Additionally, Employees are not permitted to be at work while under the influence of alcohol. Employees who are at work under the influence of alcohol may be subject to discipline, including possible discharge.

SMOKING (9.3)

Levis JCC is committed to the promotion of good health amongst Employees and guests and to a safe working environment.

In an effort to minimize the potentially harmful effects of second hand smoke on nonsmokers and in accordance with Florida’s Clean Indoor Air Act, it is the policy of the organization to prohibit smoking by our Employees and visitors anywhere on Levis JCC grounds, with the exception of prescribed smoking designated areas.

The outside prescribed smoking areas are; the Service Area, which is located behind the Cultural arts Building and the Loading Dock, which is located just west of the Maintenance Building. Both of these designated smoking areas can be located on the map of The Richard and Carole Siemens Jewish Campus, which can be found at the end of Levis JCC Employee Handbook.

Failure to follow any of these policies is viewed by Levis JCC as a serious act and may result in disciplinary action up to and including discharge.
Workplace Contraband (9.4)

To maintain the safety and security of its Employees and guests, Levis JCC prohibits the possession of weapons on its property at any time. Additionally, while on duty, Employees may not carry a weapon of any type. In the event that any Employee is robbed in the workplace or on Levis JCC business, the Employee is not to resist, but instead is to turn over any Levis JCC funds or valuables requested by the robber.

Examples of banned weapons include handguns, stun guns, knives, mace, pellet guns, rifles, batons and blackjacks.

Other banned items include stolen property, pornographic material or any other material which is sexually offensive.

Violence in the Workplace (9.5)

Levis JCC is committed to providing a work environment where violence will not be tolerated. Therefore, the following is strictly adhered to:

Workplace violence is strictly prohibited. Workplace violence includes threats, threatening behavior, harassment, intimidation, assaults and other similar conduct.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts shall be removed from the premises. Upon the conclusion of the investigation appropriate action will be taken up to and including termination.

All Employees are responsible for notifying a member of management, Human Resources and security if they have witnessed any behavior which is regarded as threatening or violent, both on and off Campus.

Housekeeping (9.6)

Employees are expected to maintain their desks, offices and surrounding departmental areas in a neat and orderly manner. Wall decorations must be within frames and hung by hook or nail; thumbtacks and tape are not permitted on walls. Bulletin boards should be arranged in an orderly manner to promote an overall neat appearance.

Identification Badges (9.7)

Each Levis JCC Employee receives photo identification card that remains valid for the duration of employment. Employee ID cards must be worn at all times while on campus property. Employee ID cards are surrendered upon termination of employment. Lost Employee ID cards must be reported to the Security Department as soon as possible.

Cell Phone Policy (9.8)

All Employees who drive while conducting company business of any sort are required to pull off the road to talk on a cell phone. This applies to all company-owned vehicles, as well as rentals and personal vehicles. It is the ultimate responsibility of each individual driver to comply with this policy. It is also recommended that all vehicle occupants ensure that drivers comply with this policy.

Seat Belt Policy (9.9)

All Employees who drive while conducting company business of any sort are required to fasten their seat belts before the vehicle is set in motion. This applies to all company-owned vehicles, as well as rentals and personal vehicles. It is the ultimate responsibility of each individual driver to company with this policy. It is also recommended that each driver ensure that all vehicle occupants comply with this policy.
I have received a copy of the Levis JCC’s Employee Handbook (the “Handbook”) and I understand it is my responsibility to read the handbook, become familiar with, and abide by its contents. I agree that if there is any provision of the Handbook that I do not understand, I will seek clarification from the Human Resources Department.

Furthermore, I acknowledge that this Handbook is not a contract of employment, not intended to create any contractual rights and is not a binding legal document. I also acknowledge:

(1) that I have entered into my employment relationship with the Levis JCC voluntarily;

(2) I understand that the Levis JCC is an "at will" employer and as such employment is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice;

(3) The Levis JCC is not responsible for, and will not be bound by, any statements that are not set forth in a written statement signed by the Executive Director;

(4) that I have read and understand the Firm’s Non-Discrimination and Anti-Harassment Policy, as well as the complaint procedure contained therein;

(5) I understand that this Handbook states the Levis JCC’s policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Levis JCC for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time by Levis JCC, its sole discretion, and that I have the responsibility to review and become familiar with such changes upon notification of them;

(6) I understand the Handbook is not all-inclusive and that the Levis JCC’s practices will vary from time to time, as it determines individual circumstances require

Employee Name (please print)

Employee Signature Date

Revised 6/08
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Work Order Request Form

Revised 6/08
Appendix A, Section One

Campus Operating Guidelines

Operating Hours (1.1)
The Carole and Richard Siemens Campus operating hours are as follows:

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>6:00 am</td>
<td>6:00 am</td>
<td>6:00 am</td>
<td>6:00 am</td>
<td>6:00 am</td>
<td>9:00 am</td>
<td>6:00 am</td>
</tr>
<tr>
<td>Close</td>
<td>10:00 pm</td>
<td>10:00 pm</td>
<td>10:00 pm</td>
<td>10:00 pm</td>
<td>6:00 pm</td>
<td>7:00 pm</td>
<td>7:00 pm</td>
</tr>
</tbody>
</table>

Advertising, Displays, Campaigns and Ticket Sales (1.2)
Non-member individuals or groups requesting advertising, petitions, solicitation of funds or sale of tickets on the grounds of the campus must obtain prior permission from the Chief Operating Officer or designee.

No commercial, personal or political advertising is permitted on campus grounds or facilities.

All posters and announcements must be displayed in areas designated by the Director of Facilities Management, and are subject to approval prior to installation. Upon approval, signs may be placed by the sponsor or Facilities Work Order may be submitted in order to have the Facilities Staff Members install and/or remove the signs. Work Orders may incur charges for labor and materials associated with installation. They must be removed within 24 hours after the event or they will be removed and discarded by the Facilities Staff Members. The sponsor may be charged for the removal of posters and/or announcements.

Prior approval must be obtained from the Director of Facilities Management or designee prior to affixing any permanent signs to the building, inside or out. All signs will be required to conform to standards established by the Siemens Building and Campus Facilities Department.

Furniture and Fixtures (1.3)
All furniture and fixtures purchased for Levis JCC must be ordered through the Campus Facilities Department. These purchases are handled by the Property Manager with the approval of the Chief Operating Officer/Chief Financial Officer. Furniture valued over $500 is considered a fixed asset of the corporation. A Work Order Request Form should be used to initiate these transactions.

Severe Weather Closings (1.4)
In the event of a severe weather occurrence, the Executive Director or designee will make a decision whether or not to close operations at any or all locations. The President and Chief Executive Officer of the Jewish Levis JCC will make a decision whether or not to close operations at the Siemens Campus. (Note: Please refer to the Hurricane Preparation Plan for detail information)

Gambling, Loitering, Proper Attire and Pets (1.5)
No betting or gambling will be allowed on the Campus in accordance with State Law.

Loud, boisterous or vulgar language or loitering in or about the buildings or grounds or any conduct tending to disturb the peace and order to the Campus will not be permitted. Offenders will be asked to leave and will be escorted from the campus.

Proper attire will be required at all times on the Campus and in all facilities. Shirts and shoes must be worn at all time unless utilizing recreational areas, where appropriate attire must also be worn.

No pets will be permitted on Campus with the exception of Seeing Eye dogs for sight-impaired individuals.
REGULATORY AGENCY INSPECTIONS AND SITE VISITS (1.6)

It is the responsibility of the Agencies to notify the Facilities Department of any scheduled or unscheduled site inspection. A representative of the Facilities Department will meet with the Agency Staff person and the official conducting the inspection in order to answer any questions regarding the facility and/or infrastructure. Examples of Regulatory Agencies include: HRS, Department of Health, Department of Agriculture, OSHA, etc.

In addition to the potential inspections noted above, there will be a series of required inspections concerning key infrastructure equipment. These include, but are not limited to the following:

1. Elevator inspections and certification
2. Fire sprinklers
3. Fire alarm systems
4. Backflow valves
5. Grease traps
6. Kitchen hoods

The Facilities Department will make reasonable attempts in order to provide Agency Staff Members with prior notification. In the event that this is not possible, Agency Staff Members will be expected to cooperate in order to be able to conduct all necessary inspections.

VENDOR AND ESCORT MANAGEMENT (1.7)

The following guidelines apply to all contractors performing any type of preventative maintenance work, construction work and/or emergency related work at Levis JCC facilities. Construction related work refers to all work that alters the facility appearance or building system. Preventative Maintenance work relates to work on existing systems for the purpose of extending its operating life.

Any contractor that does not comply with these guidelines will be escorted out of the facility by Campus Security or Operations Personnel (Cushman and Wakefield as authorized agent for Levis JCC). Depending on the severity of the deviation, the contractor may not be allowed to work again in any Levis JCC building. Further consequences may include termination of a vendor’s contract.

These guidelines must be read by all vendors and an “Acknowledgement Form” signed prior to the start of any work. Additionally, all guidelines must be reviewed minimally on a semi-annual basis with the Operations Personnel. Any questions regarding adherence to this policy must be referred immediately to the Operations Personnel.

- All work must be reviewed, approved and scheduled with an authorized Levis JCC Employee or an authorized agent for Levis JCC (Operations Personnel).
- Contractors must only perform work for which they have been contracted. No deviation from the pre-agreed scope of work is allowed.
- Everyone without exception must enter and exit the campus/buildings through designated entrances/exits only.
- All contractors must sign in and out using the appropriate Security Log. A “Visitor’s” pass or “Vendor’s ID Badge” must be obtained and worn at all times.
- No one is allowed to walk in areas other than where the work is to be performed without written authorization from Levis JCC, accompanied by an authorized Levis JCC Employee or an Agent for Levis JCC.
- Appropriate safety equipment must be worn at all times (i.e. hard hat, goggles, gloves, etc). All local codes, regulations and laws must be followed.
- All work areas must be clearly designated and sectioned off (i.e. cones, signs, temporary barriers, etc).
Vendor and Escort Management, continued

- All material staging areas must be pre-approved by an authorized Levis JCC Employee or an Employee of the Facilities Department.

- Deliveries of materials must be coordinated with a Levis JCC Employee or an Employee of the Facilities Department. Each contractor, however, is responsible for receiving and signing for their respective deliveries.

- All personnel working in Critical Room Environments (computer rooms, MDF, IDF, Labs, UPS circuits, etc) must be escorted and continuously supervised by a Levis JCC Employee or an Employee of the Facilities Department.

- All personnel working in important infrastructure areas (main switchgear room, generator room, chiller room, etc) will be escorted and occasionally supervised throughout the work duration, by a Levis JCC Employee or an Employee of the Facilities Department. This supervision will encompass a review of procedures while working in these areas, a walk through of the work, isolation of alarming or detection systems (e.g. Fire Alarm, FM-200, etc), identification of areas/equipment not to be touched and emergency contact information. A Levis JCC Employee or an Employee of the Facilities Department will then ensure that the area and systems are returned to normal operation upon the close of work each day.

- All contractors working in Computer Room (raised floor) environments must adhere to all rules for raised flooring environments.

- No smoking is allowed inside any Levis JCC building.

- Deliberate and willful attempts to defeat any security systems, fire detection systems or circumvent facility policies and procedures will not be tolerated.

- Contractors/Vendors must not operate Emergency Power Off (EPO) devices. These are intended for use by qualified personnel only and during life threatening emergency situations.

- Contractors must provide their own tools. Levis JCC’s tools and equipment are not to be used by vendors unless they obtain written authorization from a Levis JCC Employee or an Employee of the Facilities Department.

- Levis JCC is not responsible for tools and equipment left unsecured at the work site. Furthermore, all contractors must clean up all work areas at the end of every shift/day and after completion of work.

- Any mechanical/electrical systems that are required to be turned ON/OFF must be done by a Levis JCC Employee or an Employee of the Facilities Department.

- Any “Hot Work” requiring welding, brazing or oxy/acetylene burning requires the issuance of a hot work permit and must be scheduled with the Facilities Department (Engineering).

- Contractors must park their vehicles on designated parking spaces only. Loading dock areas and service yards should not be used.

- Contractors must use their own cellular phones or get authorization from a Levis JCC Employee or an Employee of the Facilities Department for the usage of a Levis JCC phone.

- Contractors will sign all applicable log books required by Levis JCC when working in specific areas.

- All chemicals introduced into any Levis JCC facility must have the material safety data sheets (MSDS) reviewed by a Levis JCC Employee or an Employee of the Facilities Department. In addition, all chemicals must be approved by a Levis JCC Employee or an Employee of the Facilities Department prior to being brought into the buildings and prior to being used. Contractors must ensure for the proper use of containers, labeling, transportation, storage; and must follow manufacturer’s application guidelines. In addition, contractors must follow all local codes, rules and regulations for all chemicals to be used.
Golf carts and Carry-Alls are for transporting personnel and equipment to Staff Members, and enables them to carry out their duties and responsibilities more effectively. The Facilities Department Fleet Maintenance Supervisor is responsible for the assigning the usage and overseeing the maintenance of the vehicles.

**CHECKOUT PROCEDURES FOR USAGE (2.1)**

- Requests for use of Golf Carts and Carry-Alls are made to the Fleet Maintenance Supervisor or his/her representative.
- A visual inspection of the assigned cart will be conducted by the Employee and the Fleet Maintenance Supervisor or designated representative.
- Both the Employee and the Fleet Maintenance Supervisor upon the issuance of the key will sign an Inspection Report.
- The Employee assigned to the Golf Cart or Carry-All is the only authorized driver of the vehicle.
- Return the key to the Fleet Maintenance Supervisor or designated representative when finished with the vehicle.
- Weekend, early morning and overnight shift requests will be handled the night before or the closest business day to the date the vehicle is needed.

**OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS (2.2)**

- Each Golf Cart and Carry-All has its own special key.
- Golf Carts and Carry-Alls have a maximum weight capacity of 500 pounds. It is the driver’s responsibility not to overload the vehicles.
- The Golf Carts can carry two or four passengers, depending on the number of seats. Carry-Alls are made for two passengers only.
- Standing on Golf Carts or Carry-All when in operation is prohibited.
- Drivers should exercise caution when driving near pedestrians or cars, turning corners, driving off-road, etc.
- Golf Carts and Carry-Alls should not be driven at their maximum speed when maneuvering in narrow areas.
- When Golf Carts or Carry-Alls are used to transport supplies, tools and materials, they are to be unloaded and then parked in the loading dock area.
- Please cone off the Cart for safety purposes when unloading. Do not block the garbage dumpster.
STORAGE AND PARKING (2.3)

- Golf Carts and Carry-Alls should not be parked for more than 20 minutes.
- Golf Carts and Carry-Alls should not be parked in the front circle between Levis JCC building and the JCC Administration building or in pedestrian areas on campus.
- Parking close to other carts, cars, poles, etc. can be hazardous. When starting the carts, they tend to lunge slightly even when the gas pedal is lightly pressed. It is imperative that ample space be allowed when parking them.
- If the cart has been placed in a compromising or dangerous position (perhaps by someone parking too close to the cart), do the following:
  - Put the cart in neutral.
  - Push the cart clear of the object with assistance.
  - Once clear of the object, put the cart in gear and continue.
- In the event of an accident while operating the Golf Cart or Call-Alls, The driver of the vehicle, if capable, needs to complete a Vehicle Accident Report Form. The original report is forwarded to Levis JCC Transportation Services Coordinator. Send copies to the Administrative/Project Coordinator, the Fleet Maintenance Supervisor and the driver's immediate Supervisor.
- Complete a Notice of Injury form if an Employee is injured. Submit this report to Human Resources within 24 hours following the accident.

BOUNDARIES (2.4)

- Golf Cart and Carry-Alls can be driven within the following boundaries:
  - From the tennis court and/or Employee parking lot to the Guard House located at Coleman Boulevard.
  - From Coleman Boulevard to the Loading Dock at Zinman Hall to the side entrance of the Fitness Center Pool.
- Golf Carts and Carry-Alls are prohibited from being operated on pedestrian walkways and the area surrounding the Gould House.
All work performed on campus can be broadly classified as Preventative Maintenance, Capital Project, Emergency or Miscellaneous. The following provides a summarized description and outline of the basic guidelines to follow for properly initiating work related activities.

**Preventive Maintenance (3.1)**
Includes activities which are targeted to preserve or restore the function of the facility and its systems. This work includes janitorial, pest control, landscaping, irrigation, electrical, mechanical (inclusive of HVAC), plumbing, fire detection, fire suppression, alarm systems, pool maintenance, etc. This work is monitored and controlled by the Facilities Manager and the Chief Engineer. All of the activities follow a pre-determined scope and occur with fixed frequency.

**Capital Projects (3.2)**
This is work performed to directly support special projects. These projects are designed to achieve new or enhanced functionalities. These projects often times include equipment and/or infrastructure replacement (i.e. new chiller or generator). Typical examples of this type of projects include new construction, enhancements to electrical distribution, enhancements to air conditioning systems, new/improved directional signage, etc. All of these projects are approved in advance by the Senior Management Team of Levis JCC and are directly managed by the Capital Project Manager (Facilities Department).

**Emergency Work (3.3)**
Includes all work designated to protect property and life. All emergency work should be called into the Facilities “Hotline” at 561.852.3283. Examples of this work include flooding/leaks, electrical malfunctions, fire alarms, nuisance pest, clogged bathrooms, non-functional elevators, etc.

**Miscellaneous Work (3.4)**
Includes a variety of work such as small projects, office/furniture moves, minor repairs, painting, signage, etc. This work is monitored and controlled by the Facility Manager and must be initiated via the submission of a Work Order Requests Form or by calling the “Hotline” at 561.852.3283.
Work Order Guidelines

All Operations related work requests are handled by the Operations Help Desk. Customers can initiate their requests by simply using one of the following options:

**CALLING THE HOT-LINE (4.1)**

Work orders can be called into the Hot-Line by dialing 561.852.3283. A Help Desk Analyst will be available Monday through Friday, from 7:00am to 4:30pm to answer your call. After-hours and weekend coverage is handled by the Security Staff Members. In the event a resource is not available, you can simply leave a message including a basic description of the work needed, location, contact name and telephone number and your message will be received by an attendant as this voice mailbox is continuously monitored.

**GENERATING A WORK ORDER (4.2)**

**Hard Copy**

A Work Order form, available in your department, should be completed with all of the details of the work required, location, contact name, contact information, special instructions, etc. Once completed, work orders are be sent to the Facilities Department via inter-office mail or simply by dropping them off on the 2nd floor of the Administration Building (Facilities Department).

**Electronic**

An electronic version of the Work Order is available in editable PDF form. Just as with the hard copy, all pertinent information must be filled out. Once completed, e-mail the Work Order to Campushotline@Bocafed.org.

**CAMPUS INFORMATION WEBSITE (4.3)**

The above referenced contact numbers and forms are available via the Campus Information Website (available February 1st, 2006). Just point your web browser to http://CampusInformation.

All work order inquiries should be directed to the Help Desk Analyst (561.852.3283).
# Campus Operations
## WORK ORDER REQUEST

<table>
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<tr>
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<th>Ext.:</th>
<th>Agency Verification Initials:</th>
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<th>Account #</th>
<th>Project #</th>
<th>Amount (OPS Use Only)</th>
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<tr>
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<td></td>
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**For Billing Use Only**

<p>| |</p>
<table>
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</thead>
<tbody>
<tr>
<td>6710</td>
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<tr>
<td>6720</td>
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**Location of Service/Problem**

- **Building:**
- **Room:**

**Description of Service/Problem**

---

**For Campus Operations Use Only**

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<tr>
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<th>Expected Completion Date</th>
<th>Date Completed</th>
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<td>/ /</td>
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<table>
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</tr>
</thead>
<tbody>
<tr>
<td>1. ___</td>
<td>2. ___</td>
</tr>
<tr>
<td>3. ___</td>
<td>4. ___</td>
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**Materials Used**

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**Total Cost of Materials Used:** $0.00

**Labor**

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<th>Posting Unit</th>
<th>Travel Time</th>
<th>Labor Time</th>
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</tbody>
</table>

**Total Labor:** $0.00
APPENDIX B
CAMPUS SECURITY
Appendix B, Table of Contents
Campus Security

CAMPUS SECURITY POLICIES AND PROCEDURES

1.1 Parking
1.2 Incident/Accident Reporting
1.3 Visitors in Groups Meeting in Campus Buildings
1.4 Key Controls
1.5 Employee Weekend/After Hour Access
1.6 Lost and Found
1.7 Theft
**Parking (1.1)**

Any person possessing a valid operator’s license is permitted to operate a registered motor vehicle on the campus of Levis JCC. Parking is limited, and all visitors are encouraged to park in designated parking spaces only. Levis JCC Employees may only park in designated Employee parking locations. These include all parking spots in the Cypress Preserve and Tennis Court area lots not specifically marked as a VISITOR, or otherwise pre-designated, or labeled for other usage. Employees requiring temporary parking spaces with a closer proximity to the building where they report for work must obtain a signed note from their personal doctor. This note will only be valid for 90 days, upon which it will expire, and a new one must be obtained and submitted to the Campus Security Department by the Employee. Employees requiring this access for longer periods of time are asked to obtain an official Handicap Parking Permit from the proper authorities. Parking decals are required on all vehicles. For further information please contact Campus Security at 561.852.3235.

**Incident/Accident Reporting (1.2)**

An Incident/Accident Form shall be completed for all unusual incidents and any time an injury is sustained. Security will be notified immediately on all incidents. Injury reports shall be forwarded to your immediate Supervisor for review.

**Visitors in Groups Meeting in Campus Building (1.3)**

All visitors entering the Siemens campus are required to show proper identification in order to gain entry. Agencies holding group meetings must send proper notification of meetings to the Security Department.

**Key Controls (1.4)**

Key Control is the sole responsibility of the Security Department. All keys requests will be forwarded to the Head of Security for approval. Keys will be issues based upon need and access.

**Employee Weekend/After Hour Access (1.5)**

To gain access to a locked building on the weekend or after hours, Employees need to contact the campus security department. Employees will be required to show their Staff Member ID in order to gain access to locked buildings.

**Lost and Found (1.6)**

All lost and found items will be kept in the Security Department located on the second floor of the JCC building.

**Theft (1.7)**

All thefts should be reported to the Security Department. The responding security officer will complete a report or assist in notifying the Palm Beach County Sheriff’s office.
APPENDIX C
ROOM RESERVATIONS AND SPECIAL EVENTS
JEWISH FEDERATION
of South Palm Beach County

ROOM RESERVATIONS AND SPECIAL EVENTS
Appendix C, Table of Contents

Room Reservations and Special Events

SECTION ONE: CAMPUS SPACE AVAILABILITY
1.1 Space Designation
1.2 Use of Space
1.3 Leasing
1.4 Outside Organizations

SECTION TWO: POLICIES FOR ON CAMPUS EVENTS/PROGRAMS
2.1 Catering/Food Services
2.2 Alcoholic Beverage Policy
2.3 Routine Set Ups
2.4 Overnight Programs

SECTION THREE: ROOM RESERVATION PROCEDURES

SECTION FOUR: FORMS
Room Reservations and Event Services Request Form
Room Reservations and Event Services Change/Cancel Form
Room Reservations and Event Services Request Form, Outside Organizations
Appendix C, Section One
Campus Space Availability

Space Designation (1.1)
Campus space shall be understood to be of five distinct types:

Agency Space

Agency space is a type of campus space designated for a specific use by one agency. Its use is not to be physically changed or altered without the consent of the Property Manager and/or Executive Director. The campus agrees to provide Maintenance Staff for preventative maintenance and routine repair, housekeeping services and occupancy expenses.

Common Space and Grounds

Common space is a type of campus space that includes the passageways and facilities that will be shared by the agencies. Examples include hallways and entrance ways.

To ensure that the campus maintains its high standards of design and appointment, placement of all posters, signs, decorations, etc., must be cleared through the Director of Facilities Management and the Jewish Facilities Corp Board. Unless approved, such materials are to be limited to bulletin and sign boards provided in common space. Common space is restricted; and no furniture or other paraphernalia are allowed without the consent of the Director of Facilities Management so that he/she may ensure the safety, security and common design standards in place on campus.

Grounds are for common use. It is the goal of the Facilities Department to ensure that the campus grounds remain open and accessible. To that end, any extraordinary use of grounds (special events, after hours use, etc.) must be cleared and approved through the Director of Facilities Management.

Shared Space

Shared space is a type of campus space that includes the specific facilities that will be used by more than one agency. One of the essential advantages of the campus concept is the efficiencies generated by shared space. Any changes or revisions to the agreed shared space must be carried out by the Director of Facilities Management.

Undesignated Space

Undesignated space includes boiler rooms, electrical circuit rooms, mechanical rooms, crawl spaces, etc. This space will be utilized and controlled by Facilities Staff Members and for reasons of health and safety will be off limits to agency personnel and clients.

Use of Space (1.2)

Any use of space or grounds on the campus by organizations or groups who are not tenants must be cleared by the Director of Facilities Management or his/her designee.

Shared space is allocated per agreement. Certain facilities, though shared, will be used principally by one agency. These include the gymnasium, the swimming pools, the aerobics room, tennis courts, athletic fields and the locker rooms. Scheduling for these facilities is the responsibility of the principal agency and must be coordinated with the reservations department. Facilities management has established Room Reservations and Special Events Department for reserving rooms, requesting particular set ups and scheduling certain common area spaces. Agencies will be informed of Room Reservation procedures and are required to utilize them.

All campus agencies may utilize campus common grounds, except Zinman Hall, at no additional charge during normal working hours, based on availability. Fees will be assessed for maintenance, security, receptionists, lifeguards and other operating costs that would not normally be incurred by the by the campus if required or requested after hours.
Leasing (1.3)

Campus Agencies are precluded from subleasing, licensing or permitting others to use space unless so approved by the Director of Facilities Management.

Outside Organizations (1.4)

Space will be made available to outside not for profit organizations at the discretion of the Executive Director or designee. Space will not be made available to other not for profits for fundraising purposes or for activities that appear to be in conflict with the mission of Levis JCC and its agencies.

All groups that wish to use the Campus common areas shall book all reservations with the Room Reservations and Special Events Department and indicate the meeting dates and specific hours of meetings or events. All groups will be required to submit to the Room Reservations and Special Events Department a description of the program, meeting or event being held on Campus. Reservations will be confirmed on a first come first service basis. The groups will be responsible for proper care of the assigned rooms, and will be liable for any damage. Outside groups will be required to sign a contract for the rental of space and any events services requested. For security purposes, rooms available to outside organizations are limited to certain buildings, hours and days of the week.

Groups with members below the age of 18 must have an adult Supervisor present at meetings and activities (one adult per 10 children). The adult Supervisor shall be approved by the appropriate Professional Staff Member that shall be responsible for the Room Reservation and proper care of the assigned room.
Catering/Food Services (2.1)
The Chief Operations Officer or designee will oversee all food service operations and ancillary services as they relate to the main kitchen, vending areas and concessions. This will include all daily service and special events, agency related or private.

FLIK International is the sole and exclusive Commercial Food Service provider for all food services on the Campus. No other entity shall be permitted to offer Commercial Food Service of any nature on the Campus without the consent of Levis JCC. Levis JCC Food Services is strictly kosher and is approved by the Va’ad Ha Kashrut of the South Palm Beach Rabbinic Association.

JCC Early Childhood and camp children will be required to bring a lunch either dairy or parve.

Pre-approval will be limited. Further information can be obtained from the Events and Reservations Department.

Eating of refreshments must be confined to area where food service is provided or within designated rooms. Refreshments are not permitted in the gymnasiums, racquetball courts, the Fitness Center or other areas designated by Levis JCC. A list of approved kosher brands of food and beverages is available from the Events and Reservations Department.

All powered drink mixes or ice pops must be neutral in color and not contain food dye or coloring to prevent the staining of carpet and furniture.

Alcoholic Beverage Policy (2.2)
Liquor may be served on the campus at events booked only through the pre-approved caterers. Event with serving liquor will require additional Security.

Routine Set Ups (2.3)
Routine set ups are those which do not require the re-structuring of the furniture in the rooms nor require any additions to said room. Examples include Board Rooms and Conference Rooms.

Overnight Programs (2.4)
An adequate number of chaperons, volunteers and Staff Members will be determined by Levis JCC. All chaperons must be approved by the Department Head overseeing the activity. There also must be a Facility Staff person and a security officer on duty during the overnight event which will be charged to the program.
Room Reservations and Events Services Request Form is used to reserve Agency, Common and Shared Space.

- A Staff member fills out the Room Reservation and Events Services Request Form in detail and submits it to the Room Reservation Administrator. Once the reservation has been entered, a Reservation Confirmation Report with a reservation number will be returned to the Staff person.

- In order to process your reservation efficiently, the Room Reservation and Events Services Request Form must be completely filled out. Your company and posting unit is required in order to properly track your paperwork and for billing purposes.

- No faxed copies or verbal requests are accepted for reservations. Room availability may be checked by calling the Reservation Administrator. Availability information is tentative and does not constitute a reservation. A reservation is considered confirmed only upon receipt of a Reservation Confirmation Report. Confirmation Reports are forwarded via e-mail within three business days of the date your reservation was submitted.

- Changes, additions or deletions of services requested for Room Reservations must be submitted on a Room Reservation and Events Services Change/Cancel Form. There will be a charge for any materials and labor already expended.

- Requests for catering services, audio and visual services, room set ups, event rental items and valet should be submitted on Room Reservation and Events Services Request Form.

- Off Campus requests for event rental items, catering, and/or technical services must be submitted on an Off Campus Event Services Request Form.

- Programs accruing during evenings and weekends may be subject to additional rates and fees.
# Levis JCC of South Palm Beach County

## Room Reservation and Event Services Request Form

Please submit original form only. Copies or faxes will not be accepted. Submit at least 3 business days prior to the event.

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Date Submitted:</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Event Date:</th>
<th>Days (circle)</th>
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<tbody>
<tr>
<td></td>
<td>Mon</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Room Requested:</th>
<th>Estimated Attendance:</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Reserve Start Time:</th>
<th>Event Start Time:</th>
<th>End Time:</th>
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</thead>
<tbody>
<tr>
<td>(Time that you need access to the room)</td>
<td>(Time that event actually starts)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>2nd Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Phone Number:</th>
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<tr>
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<th>Project #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Type:**
- [ ] Meeting/Conference
- [ ] Party
- [ ] Lecture
- [ ] Banquet
- [ ] Reception
- [ ] Dance
- [ ] Assembly
- [ ] Public Performance

**Room Set:**
- [ ] Meeting/Conference
- [ ] Riser Seating
- [ ] Lecture
- [ ] Banquet
- [ ] U-Shape
- [ ] In The Round
- [ ] Clear Room
- [ ] Special
ROOM DIAGRAM:
(Use space provided below for diagram. If diagram is not received 5 business days prior to event date, the room will remain as is.)

(Over)
Catering Services:

Prepare catering for ______ people  Time catering in place: ______ AM/PM

Event Name: ____________________________ Room: ___________

Changes to food count must be submitted on a Change/Cancel Form at least 2 business days prior to event. Events with multiple meals on the same day should be submitted on separate request forms for each meal.

Tablecloths: □ None □ Paper □ Plastic □ Linen □ China □ Party Plastic □ Paper

Dishes:

Menu:

<table>
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<tr>
<th>Tablecloths:</th>
<th>Dishes:</th>
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<tbody>
<tr>
<td>□ None</td>
<td>□ China</td>
</tr>
<tr>
<td>□ Paper</td>
<td>□ Plastic</td>
</tr>
<tr>
<td>□ Plastic</td>
<td>□ Paper</td>
</tr>
</tbody>
</table>

Technical Services Needed:

- TV/VCR
- Overhead Projector
- Slide Projector
- LCD Projector
- Projection Screen
- Specialized Lighting
- Floor Lectern
- Table Top Podium
- Portable Sound System
- Sound System w/Mics
- Piano
- Background Music

Other: ________________________________

Forster Family Kosher Food Pantry Centerpieces:

Number of centerpieces required:  Donation Amount:

- □# 1 White Baskets  □# 2 Two Tier Floral  □# 3 Martini Glasses
- □# 4 Clear Vase with Flowers  □# 5 Shopping Carts  □# 6 Gold Topiary Tree

(For Reservations Use Only)

Date Entered: __________  Reservation #: ____________  Confirmation Sent: ____________

__________________________  ____________________________  ____________________________
| Catering Services | Technical Services | Events Coordinator |
Levis JCC of South Palm Beach County

Change/Cancel Form

Room Reservation and Event Services

Please submit original form only. Copies or faxes will not be accepted. Submit at least 5 business days in advance of event.

Event Name: ___________________________ Event Date: ___________________________

Room Name: ___________________________ Reservation Number: ___________________________

(Please provide reservation number)

Contact Person: _________________________ Phone: ___________________________

Company # _______________ Posting Unit # _______________ Project # _______________

☐ Cancel The Room Reservation For This Event

☐ Make The Changes Indicated Below Only:

Changes To Catering Services:

☐ This is a new Catering Request  ☐ This is an addition to a previous Catering request

Catering for _____ people.  Time catering is served/in place: _________

________________________________________________________

________________________________________________________

________________________________________________________

Changes To Technical Services: ________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Other Changes/Additions: ________________________________

________________________________________________________

(For Internal Use Only)

Date Received: ___________________________ Reservation #: ___________________________ ☐ Details Entered
Levis JCC of South Palm Beach County

**Off Campus Room Reservations and Event Services Request Form**

Please submit original form only. Copies or faxes will not be accepted. Submit at least 3 business days prior to event.

Event Name: ___________________________ Date Submitted: ___________

Name of Development or Other Location: ___________________________

Major Cross Streets: ___________________________

Exact Street Address: ___________________________

Contact Person at Site: ___________________________ Phone Number: ___________

Delivery Date: ___________ Time Set Up Must Be Complete: ___________

Pick Up Date: ___________ Time For Pick Up: ___________

Staff Contact Person: ___________________________ Signature: ___________________________

( print name) |

Staff Phone #: ___________ Company #: ___________ Posting Unit #: ___________ Project #: ___________

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<th>Items</th>
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<td>☐ 60” (Seats 8 - 10 ppl.)</td>
</tr>
<tr>
<td>Rectangle Tables</td>
<td>☐ 6’ Rectangle Table</td>
<td>☐ 8’ Rectangle Table</td>
</tr>
<tr>
<td>Chairs</td>
<td>☐ Plastic Folding</td>
<td>☐ Wood Folding</td>
</tr>
<tr>
<td>Round Linen Tablecloths</td>
<td>Color:</td>
<td></td>
</tr>
<tr>
<td>Rectangle Linen Tablecloths</td>
<td>Color:</td>
<td></td>
</tr>
<tr>
<td>Linen Table Skirts</td>
<td>Color:</td>
<td></td>
</tr>
<tr>
<td>Food Pantry Centerpieces</td>
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<td></td>
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</tbody>
</table>

Other: ___________________________

**Catering Services:** Prepare catering for _______ people. Time catering is served / in place: ___________

Changes to food count must be submitted on a Change/Cancel Form at least 2 business days in advance of event.

Tablecloths: ☐ Linen ☐ Paper | Dishes: ☐ China ☐ Party Salad ☐ Paper ☐ Flowers on Buffet | ☐ Yes | ☐ No

Plastic

---

**Technical Services:** ___________________________

---

(For Internal Use Only) Date Received: ___________ Reservation #: ___________ ☐ Details Entered

Revised 6/08
Transportation

Event Coordinator
Catering Services
Technical Services

Request Submitted
APPENDIX D
INFORMATION SYSTEMS
# Information Systems

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**Information Systems**

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- 1.2 User Responsibilities
- 1.3 Prohibited Uses and Actions
- 1.4 File and Directory Management
- 1.5 Backup Procedures
- 1.6 Network Security
- 1.7 Software Piracy

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- 2.3 Best Practices
- 2.4 Personal Use
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- 2.14 Questions

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- 3.4 User Rights And Responsibilities
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- 6.2 Voicemail
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9.2 Contact Information
9.3 Authorized Vendors
Access to Levis JCC Computers (1.1)

Levis JCC will provide computer accounts to all Staff Members as requested by his/her Supervisor. While each user has a user ID to access his/her e-mail and log into Levis JCC’s network, a user may not utilize and log onto any workstation other than the one assigned to him/her unless a request has been submitted to the Information Systems (herein known as I/S) Helpdesk requesting a profile be set up on that workstation.

External people such as temporary Staff Members, contracted Staff Members or volunteers will also be provided restricted accounts as appropriate, on a case-by-case basis. The Employee managing the temporary or contract Staff Members assumes responsibility for the identification of access requirements and use of the account.

Accounts will be revoked on request of the user or Manager or when the Employee terminates employment at Levis JCC.

User Responsibilities (1.2)

All segments of the computer systems remain Levis JCC’s property and are furnished to Employees for business use only.

All actions taken while using his/her user ID is the sole responsibility of that user whether it be on the internal network or external network (Internet). If the user knowingly permitted another user to access his/her account, the user will be held responsible for any abuse. In the end, ultimate responsibility for resolution of problems related to the invasions of the user's privacy or loss of data rests with the user. Levis JCC assumes no liability for loss, damage or injury to the user's data arising from invasion of the user's privacy.

The user is responsible for correct and sufficient use of the tools available.

Prohibited Uses and Actions (1.3)

- Use of facilities and/or services for entertainment, immoral, illegal or unethical purposes is prohibited.
- Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.
- Any unauthorized, deliberate action, that damages or disrupts a computing system, alters it normal performance or causes it to malfunction, is a violation.
- Removal of any company property is prohibited unless otherwise authorized by the I/S Department and his/her Supervisor.
- Deletion, examination, copying or modification of another user’s files and/or data, without consent, is prohibited.
- Decryption of system or user passwords is prohibited.
- Vandalize or obstruct the use of computing equipment, facilities or documentation.
- Users are not permitted to install hardware. Devices such as wireless access points, storage devices and network hardware may present a security risk or impede operations.
- Users are not permitted to install software onto the computer or onto the network without the permission and assistance of the I/S Department.
FILE AND DIRECTORY MANAGEMENT (1.4)
Levis JCC provides each user with two file directories to save his/her files in, as users are encouraged NOT to save data to his/her local hard drive.

P:\ Drive
The P:\ drive is the user’s Personal drive which has security settings applied so that only he/she has access to unless otherwise requested by a Supervisor.

S:\ Drive
The S:\ drive is the Shared drive in which all users in all agencies/departments have access to. Specific sub directories may have special security settings so that only members of that agency/department can access those files within that sub directory.

BACKUP PROCEDURES (1.5)
• All network resources are backed up nightly and tapes are rotated on a 2 week schedule and stored off-site.
• Nightly backups are stored for one week.
• Users working on especially crucial information are encouraged to store his/her files on his/her P:\ drive which is part of the nightly backups. Data stored on the local hard drive is not backed up, and as a result, important data and applications should not be stored on the C: drives of these machines.

I/S is not responsible for any data stored on the C:\ drive (local hard drive).

NETWORK SECURITY (1.6)
To protect the information contained on Levis JCC’s network there have been a number of security measures implemented.

User Account
Each user is issued an account and password which will grant the user access to information based on their job requirements and security level.

For security purposes, your network account will expire and will require a new password every 45 days. You may, however, change your password at any time. If you believe your password is known by another user, you should change it immediately. If you require assistance please contact your Supervisor or the I/S Department.

Hardware Restrictions
The threat of a virus infection can arise from utilizing an external data device (i.e. floppy diskette, zip drive, jump drive (USB), compact disc (CD), etc.). As a result, in order to protect the network, all workstations and the integrity of Levis JCC’s data, the I/S Department has disabled the 3 ½ “ floppy drive and the CD-ROM drive.

SOFTWARE PIRACY (1.7)
The illegal use of software by obtaining and installing software on a computer without the legal right to do so is software piracy. Legal action will be taken against those not abiding by the law.

If a specific program is necessary to perform work related tasks, the I/S Department must be notified in order to insure that the desired software is compatible with Levis JCC’s network and the user’s workstation prior to purchase.
Appendix D, Section Two

E-mail Policy

The purpose of this policy is to ensure the proper use of Levis JCC’s e-mail system and to make users aware of what Levis JCC deems as acceptable and unacceptable use of its e-mail system. Levis JCC reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

LEGAL RISKS (2.1)

E-mail is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature e-mail seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Levis JCC can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Levis JCC can be held liable.
- If you unlawfully forward confidential information, you and Levis JCC can be held liable.
- If you unlawfully forward or copy messages without permission, you and Levis JCC can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and Levis JCC can be held liable.

By following the guidelines in this policy, the e-mail user can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this E-mail Policy, the user will be fully liable and Levis JCC will disassociate itself from the user as far as legally possible.

LEGAL REQUIREMENTS (2.2)

The following rules are required by law and are to be strictly adhered to. It is prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your Supervisor.
- Forward a message without acquiring permission from the sender first.
- Send unsolicited e-mail messages.
- Forge or attempt to forge e-mail messages.
- Disguise or attempt to disguise your identity when sending e-mail.
- Send e-mail messages using another person’s e-mail account.
- Copy a message or attachment belonging to another user without permission of the originator.
**Best Practices (2.3)**

Levis JCC considers e-mail as an important means of communication and recognizes the importance of proper e-mail content and speedy replies in conveying a professional image and delivering good customer service. Users should take the same care in drafting an e-mail as they would for any other communication. Therefore, Levis JCC wishes users to adhere to the following guidelines:

### Writing E-mails

- Write well-structured emails and use short, descriptive subjects.
- Levis JCC’s e-mail style is informal. This means that sentences can be short and to the point. Messages can be ended with ‘Best Regards’. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
- Signatures should include your name, job title and company name. A disclaimer may be added underneath your signature (see Disclaimer).
- Users should spell check all mail prior to transmission.
- Do not send unnecessary attachments.
- Do not write emails in capitals.
- Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying an e-mail to him/her and knows what action, if any, to take.
- Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the e-mail, using other means of communication or protecting information by using a password (see confidential).
- Only mark emails as important if they really are important.

### Maintenance

- Any e-mail messages that are not needed are to be deleted.
- Emails that are necessary to be saved are to be archived and then marked for deletion.

**Personal Use (2.4)**

Using Levis JCC’s e-mail system or logging on to and retrieving personal e-mail from private Internet Service Providers for anything other than legitimate business purposes is highly discouraged. Therefore, the sending of personal emails, chain letters, junk mail, jokes, HTML links and executables is prohibited. All messages distributed via the company’s e-mail system are Levis JCC’s property.

**Confidential Information (2.5)**

Avoid sending any confidential information via e-mail. If you are in doubt as to whether to send certain information via e-mail, check this with your Supervisor first.

**Passwords (2.6)**

The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

**Encryption (2.7)**

Users may not encrypt any emails without obtaining written permission from their Supervisor. If approved, the encryption key(s) must be made known to the company.

**E-mail Retention (2.8)**
All emails will be deleted after 365 days. If a user has sufficient reason to keep a copy of an e-mail, the message must be moved to a folder for archiving.
**E-mail Accounts (2.9)**

All e-mail accounts maintained on our e-mail systems are the property of Levis JCC. Passwords should not be given to other people and should be changed once a month. E-mail accounts not used for 90 days will be deactivated and possibly deleted.

**System Monitoring (2.10)**

Users expressly waive any right of privacy in anything they create, store, send or receive on the company's computer system. Levis JCC can, but is not obliged to, monitor emails without prior notification if a legal or justifiable reason arises. If there is evidence that you are not adhering to the guidelines set out in this policy, Levis JCC reserves the right to take disciplinary action, including termination and/or legal action.

**Administrator Rights and Mailbox Access (2.11)**

Only the system administrator has enhanced rights and access to mailboxes and other objects within the system. It is the policy of Levis JCC to not knowingly allow System Administrators to monitor, view, alter, change, forward, reply to or send e-mail from user mailboxes on the system unless there is a legal or justifiable reason to do so.

In addition, it is also the policy of Levis JCC's I/S Department to not grant users at any corporate level the rights or access to monitor, view, alter, change, forward, reply to or send e-mail from user mailboxes on the system unless there is a legal or justifiable reason to do so.

**E-mail Format* (2.12)**

In order to ensure that the majority of outside e-mail recipients can open emails sent from Levis JCC, we ask that each user change his/her default mail format in Outlook from HTML to Plain Text. Plain text format is one that all e-mail programs understand; however, it doesn't support bold, italic, colored fonts or other text formatting. It also doesn't support Outlook stationery and pictures being displayed directly in the message body (although you can include them as attachments). If assistance is needed to change the e-mail format, please contact the I/S Helpdesk.

*Please note that this only pertains to those users who are running versions of Microsoft Office higher than 97

**Disclaimer (2.13)**

The following disclaimer may be added to each outgoing e-mail (optional):

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this e-mail in error please notify the system Manager. Please note that any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this e-mail and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this e-mail.

**Questions (2.14)**

If you have any questions or comments about this E-mail Policy, please contact the I/S Department. If you do not have any questions, Levis JCC presumes that you understand and are aware of the rules and guidelines in this E-mail Policy and will adhere to them.
In our current information dependent society, it has become too easy to insert and propagate viruses into business networks. With this increasing virus activity crippling large companies and even government agencies, it is pertinent that Levis JCC take all the necessary precautions to protect our network, corporate privacy and our business functions.

**SPAM E-MAIL (3.1)**

All incoming and outgoing emails are screened by a dedicated file server and software, which is continuously updated, in order to stop virus infected emails and SPAM (Internet slang for unsolicited commercial mail containing solicitations, promotions, ads and marketing) emails from coming into Levis JCC’s network. SPAM is most often sent by a computer program taking advantage of incorrectly configured mail servers, proxy servers or abuse of an Internet Service Provider's (ISP) customer e-mail account.

As of late, a significant amount of SPAM now comes via virus infested broadband based personal computers. The Spammer's computer program can obtain e-mail addresses by:

- Randomly generating e-mail addresses and then appending a domain, for example: abc@aol.com.
- Using a dictionary routine in which the program selects words from a dictionary and then appending a domain, for example: ant@aol.com.
- “Harvesting” e-mail addresses by searching web sites for e-mail addresses.

Most of the e-mail addresses the SPAM emails appear to come from are incorrect or fictional addresses and Spammers do not read the replies, they just move on to the next compromised mail server or e-mail account.

There are many thousands of people across the globe gathering information on SPAM emails and making services and products available to help reduce the amount of SPAM. Our mail service uses some of these products and services to reject SPAM before it reaches your inbox.

**DETERMINATION OF SPAM (3.2)**

Determining what is SPAM and what is a valid communication is not an exact science, and is based on identifying and assigning a value to certain content (words, objects, etc.). These are called metrics. Although metrics can be adjusted, it is a difficult and time consuming prospect which inevitably ends up being a “shot-in-the-dark” in determining what is actually SPAM. While it is possible to come very close, as the I/S Department has, please note that it is impossible to have 100% accuracy in making these determinations.

Although we have good success using anti-SPAM solutions, SPAM does get through. It is impossible to build a 100% successful solution, because SPAM trapping is not an exact science. For example, the most obvious SPAM to trap would appear to be obscene SPAM. However many obscene words could possibly have a genuine context when part of a word or if used in relation to a particular academic subject. When you combine a combination of obscene words to form a sentence the variations are endless, and therefore impossible to search for using filters. We would not want to be so aggressive with Spam that we started to reject a large amount of legitimate e-mail.
SPAM Filtration System (3.3)

Every e-mail that arrives at our bocafed.org domain gets filtered and analyzed by software that looks at various points of reference when looking at a mail piece. If the software determines a positive result, the SPAM e-mail is rejected. These filters are constantly updated when a new variety of SPAM starts arriving. In addition, these filters are used to check for and reject messages with attachments containing e-mail viruses.

As a result of the combination of e-mail filters, 3rd party blocking lists and other developments, we currently reject approximately 5000+ messages a week. These messages are rejected before they ever get to your inbox. We do, though, have to err on the side of caution and can't reject messages unless:

1. We are almost 100% certain they are SPAM.
2. There is some unique ID which means we can unambiguously identify such messages.

I/S constantly reviews and updates its SPAM trapping systems, keeps abreast of current developments and implements any solutions possible, which will trap SPAM without slowing the mail service down, infringing on your privacy or rejecting legitimate mail. We will continue to work hard to keep as much SPAM e-mail out of your inbox as possible.

User Rights and Responsibilities (3.4)

Most users of e-mail, regardless of their e-mail address, will at some point receive SPAM. Whilst a high percentage of the SPAM is offensive or obscene or fraudulent, it is important to bear in mind that the receiver of SPAM has in no way been specifically targeted to receive this material nor has the receiver deliberately performed any action which would result in receiving unsolicited e-mail.

In the event that an e-mail is falsely flagged as being SPAM, the user will receive an automatically generated e-mail from eTrustSCM with the subject “Your Personal Quarantine Folder - Status Report.” This periodic e-mail will be sent from the server. Attached to this e-mail is a report of the e-mail(s) that have been quarantined due to the metrics’ system explained above.

- It is the user’s responsibility to open the attachment (I/S assures you that this particular attachment is safe to open) and heed directions.
- It is the responsibility of the user to go through and determine if each quarantined e-mail is legitimate communication or SPAM.
- The user has the right to either release or delete each quarantined e-mail.
- Each e-mail will remain quarantined for 16 days after which it will be deleted.
- Once the e-mail is deleted whether by the user or automatically after 16 days, it cannot be retrieved.
**Virus Protection (3.5)**

The incredible propagation speed of worms, viruses, Trojan horses and malware through e-mail networks worldwide is rapidly increasing. In the past year, the rate of infection from one worm was one in every five emails transmitted over the Internet. The effects of these worms, viruses, Trojan horses and malware can be as grave as mass disruption to corporate resources and data.

In order to protect Levis JCC’s network, technical infrastructure and data integrity, it is pertinent that specific precautions be taken by Levis JCC to include:

- Firewall protection from intentional hostile intrusion that could compromise confidentiality or result in data corruption or denial of service attacks.
- Anti-virus software installed on each workstation and server with real time updates.
- In order to restrict the spread of virus-carrying e-mail messages, the mail server has been configured to block e-mail attachments with certain file extensions. Only inbound messages are affected by this filter and thus, any e-mail sent with one of the restricted attachment extensions will be returned in its entirety to the sender.

**Blocked File Extensions***

<table>
<thead>
<tr>
<th>.bat</th>
<th>.dot</th>
<th>.htm</th>
<th>.mp3</th>
<th>.scr</th>
<th>.wav</th>
</tr>
</thead>
<tbody>
<tr>
<td>.cmd</td>
<td>.eml</td>
<td>.html</td>
<td>.mpeg</td>
<td>.swf</td>
<td>.wsf</td>
</tr>
<tr>
<td>.com</td>
<td>.exe</td>
<td>.js</td>
<td>.mpg</td>
<td>.vbe</td>
<td>.wsh</td>
</tr>
<tr>
<td>.cpl</td>
<td>.hlp</td>
<td>.lnk</td>
<td>.pif</td>
<td>.vbs</td>
<td>.zlt</td>
</tr>
<tr>
<td>.dbx</td>
<td>.hta</td>
<td>.mht</td>
<td>.reg</td>
<td>.wab</td>
<td>.zip</td>
</tr>
</tbody>
</table>

*The list of blocked file extensions is subject to change as new threats develop.*
Appendix D, Section Four

Internet Usage

Access to the Internet is a privilege provided to each user by Levis JCC. Each user is expected to adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action.

All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection. These reflect an agreement of all parties and should be governed and interpreted in accordance with the laws of the State of Florida.

Acceptable Internet Usage (4.1)

Access to the Internet is specifically limited to activities in direct support of work related duties, educational purposes and research.

If any user has a question of what constitutes acceptable use he/she should check with their Supervisor for additional guidance. Management or Supervisory personnel shall consult with the Information Services Manager for clarification of these guidelines.

Inappropriate Internet Usage (4.2)

Internet access through Levis JCC’s network shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials.

Internet access shall not be used for private, recreational or other non-Levis JCC related activity unless otherwise approved by the user’s Supervisor.

As a non-profit organization, it is a conflict of interest for the Internet connection to be used for commercial or political purposes.

Users shall not make or use illegal copies of copyrighted material, store such copies on Levis JCC equipment or transmit these copies over Levis JCC’s network.

Users shall not make or use illegal copies of copyrighted material, store such copies on Levis JCC equipment or transmit these copies over Levis JCC’s network. This includes copies of software that Levis JCC has not purchased or does not have a license.

Security (4.3)

Users who identify or perceive an actual or suspected security problem shall immediately contact the I/S Helpdesk.

Levis JCC’s network resources shall be revoked for any user identified as a security risk or for those with a demonstrated history of security problems.

Penalties (4.4)

Any user violating these policies or applicable state or federal laws, is subject to the loss of network privileges and any other Levis JCC disciplinary actions deemed appropriate.
Appendix D, Section Five

Personal Digital Assistants (PDAs) 
& Handheld Personal Computers (PCs)

Handheld PCs and PDAs (Palm Pilots, etc.) appear to be making the transition from being novelties and niceties to being necessary tools used to accomplish the day-to-day tasks associated with our jobs. Due to the increasing proliferation of these devices, it is necessary for the I/S Department to establish rules and policy regarding their use.

Levis JCC will continually adjust and revise this policy as technological standards develop and evolve for these devices. Employees will be notified of any changes accordingly.

Handheld PCs and PDAs Supported By I/S

• Only Palm O/S handhelds capable of using a serial interface are supported at this time.
• I/S will provide limited support to handheld PCs and associated applications on corporate office PCs only.
• I/S will install, configure and support synchronization software as required to connect your handheld PC to a corporate office PC running the Microsoft Outlook (Microsoft Exchange) e-mail application only.
• I/S will make the physical connections required for a handheld PC to synchronize with corporate Outlook applications installed on corporate office PCs. These applications include e-mail, calendar, contacts and tasks.
• I/S does not support handheld PCs or PDAs on users' home computers.
• I/S does not support any AOL functionality including AOL e-mail support on handheld PCs and PDAs.
• I/S does not support any third party Internet, e-mail or informational service accessed via wireless, sync or landline on handheld PCs and PDAs.
• I/S will not configure your handheld PC or PDA to work with a Palm Desktop or other similar software.
• I/S makes no guarantees concerning the accessibility or validity of personal or business data stored on any handheld.
• I/S is not responsible for any loss of data resulting from synchronization, software or hardware related to handheld PCs and PDAs.
• I/S makes no guarantees concerning the accessibility or validity of personal or business data restored or synchronized to any handheld device or application residing on a computer system connected to any handheld PC or PDA device.
• I/S does not support any handheld operating system functions, applications or accessories other than those directly related to Outlook mailbox and synchronization functions between the handheld and the corporate office PC.
• I/S does not support any additionally installed applications, options, features, expansion cards or peripherals connected or attached to any handheld.
• I/S does not instruct nor explain how to use your handheld, or any of its applications, utilities and functions, other than those related to Outlook mailbox and synchronization functions.
• I/S will not enter or otherwise transfer any data or information not automatically transferred via the synchronization software.
• I/S will not be responsible for the purchase, maintenance, upgrade or installation of any hardware, firmware or cabling associated with any handheld device.
• I/S will not configure, update or support any Palm O/S application or peripheral not directly connected to a corporate office based PC.
Appendix D, Section Six
Telephone – Getting Started

Placing Calls (6.1)

Internal

To dial an internal number, even if you are dialing another building or our Delray office, just dial the 4 digit extension.

External

To dial out, all calls must be preceded with a 9. For example, if the phone number is 561.123.4567, you would need to dial 9.561.123.4567.

Long Distance

Long distance calls cannot be made without a long distance code. The necessary paperwork will be included in your New-Hire packet. However, if it is missing, you will need to contact the Human Resources Department.

Voicemail (6.2)

The first time you access your voicemail, you will be guided through the initialization and setup of your voicemail which includes the following:

1. Password - The initial default password is the same as your mailbox number.
2. Name Recording.
3. No Answer Greeting.
5. Listing your name with Directory Assistance.

No Answer/Busy Voicemail Dialogue (6.3)

In the event that an outside caller is unable to reach the intended recipient, it is suggested that a No Answer/Busy phone voicemail be set up. This message only appears to the caller after the call tree options have been exhausted and the call has not been answered by anyone in your phone tree.

Below are some suggested elements to include in your no answer/busy phone greeting:

“Hello, you have reached _______ ________ at the Jewish Levis JCC of South Palm Beach County...”

- “Presently, I am away from my desk or on another call.”
- “If you wish to speak to another person and know their extension, you may dial it at any time during this message.”
- “For a company directory, please press star (*)”
- The star (*) option will take the caller to the main voicemail menu where they are given instructions on how to look up an extension in the corporate directory by entering the first four digits of their party’s last name.
- “For immediate assistance, please dial 0.”
- The “0” option will transfer the call to Levis JCC Receptionist.

Additional Information (6.4)
Any issues or questions not addressed in this brief overview, are to be directed to the I/S Helpdesk. For contact information, please refer to page 16 of this handbook. In addition, telephone and voicemail policies can be found within the Employee Handbook (Section XXXII, I and J).
Appendix D, Section Seven
Telephone – Quick Reference Sheet

**FORWARDING CALLS (7.1)**
Press the black button for that line and key in

```
# 6 0 1 1
```

**ACCESSING YOUR VOICEMAIL FROM A REMOTE LOCATION (7.2)**
1. Dial 561.852.3399
2. When you begin to hear the message, press
3. Listen to the verbal directions to access your voicemail.

**TRANSFERRING A CALL (7.3)**
While on the call, press [Cnf/Trn] and then dial the extension.

**TRANSFERRING A CALL DIRECTLY TO A VOICEMAIL BOX: (7.4)**
While on the phone, press the following key combination:

```
[Cnf/Trn] # 4 0 7 X X X #
```

`x x x x` = Voicemail box you want to transfer the call to

**CALLING A VOICEMAIL BOX DIRECTLY FROM A CAMPUS PHONE (NOT TRANSFERRING A CALL) (7.5)**
1. Pick up the phone and dial
2. When you hear “Enter your password” press
3. When you hear “Enter your mailbox number” key in the extension number
4. When you hear “Enter your password” press

**VOLUME CONTROL (7.6)**
The volume can be adjusted at any point while you are either using the handset or using the speakerphone. Simply press the volume control up or down to set the volume. Please note that once you hang up, the system will reset the volume.
Two way, radio service and radio servicing (maintenance and repair) on the Siemens’s campus is handled by the I/S Department unless the radios are independent of the campus radio system and/or under a separate service plan.

Should an issue pertaining to either the handheld unit or the base station arise, we kindly ask that you do the following:

1. Ensure that the handheld is turned on.
2. Verify that the battery is fully charged.
3. Change channels if your reception is not clear.
4. Do not attempt to “adjust” the equipment yourself.
5. If the problem continues to persist, please do not contact any radio vendors. Instead, contact the I/S Helpdesk as only certain authorized vendors are allowed to service or modify the radio system.
The I/S Helpdesk is the liaison between the I/S Department and each user utilizing Levis JCC’s network and the technical equipment, by providing a central point for information and assistance for all computer and telephone related issues and problems.

A work order/ticket is created for all calls and emails. While most problems can be fixed quickly, from time to time difficult issues arise and the I/S Helpdesk may not be able to provide an immediate solution. Details of the problem, however, will be recorded and a work order/ticket will be placed in the system.

**Services Provided (9.1)**

The I/S Helpdesk is able to troubleshoot and offer assistance on a wide range of computing/telephone issues including:

- Approved hardware installation and maintenance
- Approved software installations and upgrades
- Restoring files accidentally deleted
- Unlocking user accounts
- Various printer related problems (unable to print, paper jams, etc.)
- Purchasing hardware and software
- Levis JCC Network connection
- New User Setup (workstation and phone)
- Computer/Phone Move
- Voicemail Issues
- Phone Display

*The I/S Helpdesk does not provide assistance for personal/home computing problems.*

**Contact Information (9.2)**

For information or assistance regarding any Levis JCC’s electronic communication or telephone services, contact the I/S Help Desk:

- E-mail: helpdesk@bocafed.org *
- Phone: 561.558.2106

**Authorized Vendors (9.3)**

If any work is to be performed on network or phone related infrastructure, cabling or equipment, it must be coordinated and supervised by Levis JCC’s Information Systems Department.

- Please do not contact vendors directly for such services, as only vendors on our preferred vendor list are authorized to perform work on our equipment.
- The cost of repair or replacement to equipment or infrastructure resulting from work performed by a non-vendor will be charged directly to the agency.
* Do NOT e-mail Information Systems
APPENDIX E
MAIL ROOM AND PRINT SHOP SERVICES
MAIL ROOM AND PRINT SHOP SERVICES
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Mail Room and Print Shop Services

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5.2 Xerox Copying – Color
5.3 Finishing Services
Levis JCC’s Print Shop was established to provide a variety of printing and duplication services, to Levis JCC and all affiliated agencies on the Richard and Carole Siemens Campus in a fast, efficient and cost-effective manner.

**Services (1.1)**
Charging less than outside commercial vendors, Levis JCC’s Print Shop provides the following printing and duplication services:

- Black and White Duplication (high volume)
- Full Color Duplication
- Black and White Printing
- Full Color Printing
- One and Two Color Press Printing
- Finishing Services (collating, folding, drilling, cutting, padding and various types of binding)

**Equipment (1.2)**
The Print Shop is equipped with two Xerox 2101 high-speed copiers, a Xerox DOC 12 Color Copier and a traditional printing press.

**Job Processing (1.3)**

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Estimated Turn Around Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Black and White Duplicating, Xerox</td>
<td>1 business day</td>
</tr>
<tr>
<td>Full Color Duplicating, Xerox</td>
<td>1 business day</td>
</tr>
<tr>
<td>- Cutting and Folding</td>
<td>- Add 1 business day</td>
</tr>
<tr>
<td>- Padding</td>
<td>- Add 3 business days</td>
</tr>
<tr>
<td>Press Printing</td>
<td>3 to 5 business days</td>
</tr>
<tr>
<td>(includes jobs printed on letterhead, 11x17 paper, shells, colored ink, quantities of 2,000 or more, etc)</td>
<td></td>
</tr>
<tr>
<td>- Metal Plates and Blue Lines</td>
<td>- Add 3 business days</td>
</tr>
<tr>
<td>- Cutting and Folding</td>
<td>- Add 1 business day</td>
</tr>
<tr>
<td>- Padding</td>
<td>- Add 3 business days</td>
</tr>
</tbody>
</table>

We will work with you whenever we can to improve upon these time schedules. The time frame for special projects and larger jobs will be determined after the job has been reviewed. Jobs requiring immediate turnaround are to be brought to the print shop or mail room to expedite the job.

*Note: Turn around time is based on having all necessary materials in stock. While the Print Shop does maintain a substantial amount of in-house inventory items, in an emergency situation, any type of material can be obtained overnight.*

**Print Shop Contact Information (1.4)**
When planning a job or project, please consult with the Print Shop first to help maximize your options with regard to printing, paper and pricing. The Print Shop welcomes walk-ins, phone calls and e-mails. In the event that you are unable to leave your office, a Staff Member will come to you.

**E-mail:**  kipb@bocafed.org or jeffs@bocafed.org
Levis JCC’s Mail Room provides mail services for official business that includes the receipt, distribution, collection and dispatch of campus, commercial carrier and United States Postal Service (USPS) mail and packages. Levis JCC is not responsible for loss or damage to personal mail and packages sent through the campus mail system.

In addition, Levis JCC is recognized by the United States Postal Service (USPS) as an authorized nonprofit organization and thus, is entitled to additional savings on Standard Mail rates only.

**INCOMING MAIL (2.1)**

Levis JCC and the United States Postal Service have a special relationship. As a result, every morning incoming mail is picked up at the post office, one day ahead of when the general mail courier would deliver it, and brought back to the campus for sorting and distribution.

Due to the large volume of incoming mail, as the Mail Room handles all mail services for the entire Richard and Carole Siemens Campus, incoming mail may not be distributed until later in the afternoon.

**OUTGOING MAIL (2.2)**

Each agency is responsible for the proper preparation of all letters, flats (large flat envelopes), and parcels to addresses off campus.

All outgoing mail is to be placed in the appropriate bin located within the department. Please ensure that each envelope flap has been sealed prior to placing it in the outgoing mail bin.

The pick up times for all outgoing mail are:
- 10:30 a.m.
- 12:30 p.m.
- 2:45 p.m.

**Classification**

**First Class Mail**

First Class mail is the most common way of sending out mail. It costs $0.37 for the first ounce and $0.23 for each additional ounce (total weight can not exceed 13oz). First Class mail will generally be delivered within one to two days. No special sorting requirements apply to this type of mail.

Please note that matter completely or partially handwritten or typed, personal correspondence, bills and statements of account must be mailed as First-Class Mail.

**Standard Mail**

All other matter not required to be sent as First-Class Mail can be sent as Standard Mail. Eligibility to use nonprofit rates is based on the content of the mail piece as established by federal statutes.

**Bulk Mailing**

Bulk Mailing is a discounted mailing service provided by the United States Postal Service with numerous regulations. When planning a bulk mailing, please contact the Mail Room in order to ensure that postal regulations are met and penalties are avoided.

In order to send mail bulk, there must be at least 200 pieces and each piece must be uniform in size, shape, weight and content. If your mailing will be going into an envelope, the envelope must have the proper indicia on it. As a USPS authorized nonprofit organization, the material you send must meet certain content standards. Material associated with insurance, credit cards and travel must have the Profit indicia on it. All other mail is sent at Nonprofit Standard Mail rates and must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). Please contact the Mail Room when planning a bulk mailing.
ENVELOPE CONSIDERATIONS (2.3)
In most cases, envelopes may go through our direct impression printer for addressing. Please ensure that the flap of the selected envelope is on the top of the envelope. If the flap is on the side of the envelope, it may not feed through our printer or postage machine. Envelopes that have over-sized rectangular flaps cannot be sealed by machine. Sealing this type of envelope requires extra time and will delay your mailing.

PACKAGE DELIVERIES (2.4)
UPS, DHL, FedEx and truck deliveries are checked and may be opened for security purposes. Safety is Levis JCC’s first priority. All package deliveries will be examined, logged and tracked.

If you know you are expecting a shipment, please inform both the Mail Room and Campus Security of the shipment delivery date to avoid delays and a possible rejection of the shipment.

MAIL ROOM CONTACT INFORMATION (2.5)
When planning a job or project, please consult with the Mail Room first to help maximize your options with regard to accuracy, timeliness of delivery and pricing. The Mail Room welcomes walk-ins, phone calls and e-mails. In the event that you are unable to leave your office, a Staff Member will come to you.

E-mail: richards@bocafed.org
Direct Line: 561.852.3272
Appendix E, Section Three

Important Considerations

When planning a mailing and when in need of printing services, consulting with the Mail Room and Print Shop can prove to be cost effective as Levis JCC is authorized to receive discounted postage rates on mailings of 200 pieces or more.

**Important Considerations:**

1. Layout of pieces or pieces including proper indicia and placement to conform to postal regulations that must be observed. This also includes size thickness and shape of the piece.

2. Understanding costs of mailing. Ordinary first class mail is $0.37 per piece. Our non-profit bulk rates, depending on sort, size and other factors are $0.09 - $0.12 a piece. This, as you can see, is a difference of at least $250.00 per thousand.

3. Allow for time to properly sort, fold, collate, stuff, seal and address your pieces. This process takes up to one full day per thousand to complete, depending on the complexity of the job.

4. Try to anticipate your print and mail job requirements well in advance of the due date. In order to complete some jobs, volunteers are sometimes called in to assist in processing mailings. This is part of the reason why Levis JCC Print and Mail Services prices are less expensive when compared to an outside vendor.

5. Consider using existing stock. The Print Shop stocks most standard paper types. However, specialty papers that have to be ordered require extra lead time to order and receive.

6. Printing and copy processing times. Most copy jobs, including full color, usually can be completed and delivered in one business day. Full press printing requires three days to process and deliver. As usual, the Print Shop will always try to accommodate rush jobs as needed.

7. Consider obtaining your data (mailing lists) well ahead of your projected due date.
## Printing Press (4.1)

<table>
<thead>
<tr>
<th>Paper Type</th>
<th>Size</th>
<th>Price One Sided</th>
<th>Price Two Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td># 20 Bond, all colors</td>
<td>8.5&quot; x 11.0&quot;</td>
<td>$0.06</td>
<td>$0.08</td>
</tr>
<tr>
<td></td>
<td>8.5&quot; x 14.0&quot;</td>
<td>$0.06</td>
<td>$0.08</td>
</tr>
<tr>
<td></td>
<td>11.0&quot; x 17.0&quot;</td>
<td>$0.08</td>
<td>$0.11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Envelope Type</th>
<th>Size</th>
<th>Price One Sided</th>
<th>Price Two Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain White</td>
<td>#9</td>
<td>$0.06</td>
<td>$0.08</td>
</tr>
<tr>
<td></td>
<td>#10</td>
<td>$0.06</td>
<td>$0.08</td>
</tr>
<tr>
<td>Colored</td>
<td>#10</td>
<td>$0.08</td>
<td>$0.10</td>
</tr>
<tr>
<td></td>
<td>A2 (6.0&quot; x 9.0&quot;)</td>
<td>$0.08</td>
<td>$0.10</td>
</tr>
<tr>
<td>Classic Laid, Linen Crest</td>
<td>#9</td>
<td>$0.09</td>
<td>$0.11</td>
</tr>
<tr>
<td></td>
<td>#10</td>
<td>$0.09</td>
<td>$0.11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Size</th>
<th>Price One Sided</th>
<th>Price Two Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Printed Invitations</td>
<td>n/a</td>
<td>$0.05</td>
<td>$0.07</td>
</tr>
<tr>
<td>Furnished Shells</td>
<td>n/a</td>
<td>$0.04</td>
<td>$0.05</td>
</tr>
</tbody>
</table>

*Note: Prices above do not include the $7.50 plate charge and $7.50 ink charge for use of any color other than black.*
### Xerox Copying - Black and White (4.2)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Size</th>
<th>One Sided</th>
<th>Two Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td># 20 Bond, all colors</td>
<td>8.5” x 11.0”</td>
<td>$0.06</td>
<td>$0.08</td>
</tr>
<tr>
<td></td>
<td>8.5” x 14.0”</td>
<td>$0.06</td>
<td>$0.08</td>
</tr>
<tr>
<td></td>
<td>11.0” x 17.0”</td>
<td>$0.08</td>
<td>$0.11</td>
</tr>
<tr>
<td>Astro Bright, Vellum, Linen, Classic Laid, Crest Text</td>
<td>8.5” x 11.0”</td>
<td>$0.08</td>
<td>$0.11</td>
</tr>
<tr>
<td>NCR (carbonless paper for forms)</td>
<td>1 piece</td>
<td>$0.06</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### Xerox Copying – Color (4.3)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Size</th>
<th>One Sided</th>
<th>Two Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td># 20 Bond, all colors</td>
<td>8.5” x 11.0”</td>
<td>$0.30</td>
<td>$0.50</td>
</tr>
<tr>
<td></td>
<td>11.0” x 17.0”</td>
<td>$0.50</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

### Xerox Copying – Miscellaneous (4.4)

<table>
<thead>
<tr>
<th>Other</th>
<th>Size</th>
<th>One Sided</th>
<th>Two Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and White Pre-Printed Invitations</td>
<td>n/a</td>
<td>$0.06</td>
<td>$0.10</td>
</tr>
<tr>
<td>Tab Sets</td>
<td>1 set</td>
<td>$0.20</td>
<td>$0.20</td>
</tr>
<tr>
<td>Mac Gloss Text, Mac Gloss Cover, Kromekote Cover</td>
<td>8.5” x 11.0”</td>
<td>$0.08</td>
<td>$0.14</td>
</tr>
<tr>
<td></td>
<td>11.0” x 17.0”</td>
<td>$0.14</td>
<td>$0.19</td>
</tr>
<tr>
<td>Astro Bright Cover</td>
<td>8.5” x 11.0”</td>
<td>$0.11</td>
<td>$0.13</td>
</tr>
</tbody>
</table>

### Finishing Services (4.5)

<table>
<thead>
<tr>
<th>Type of Bindery</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding/Cutting</td>
<td>100 Sheets</td>
<td>$1.00</td>
</tr>
<tr>
<td>Padding</td>
<td>1 Pad</td>
<td>$0.15</td>
</tr>
<tr>
<td>Drilling</td>
<td>500 Sheets</td>
<td>$1.00</td>
</tr>
<tr>
<td>Staples</td>
<td>1 Staple</td>
<td>$0.03</td>
</tr>
<tr>
<td>Ring Binding</td>
<td>1 Binding</td>
<td>$0.75</td>
</tr>
<tr>
<td>Service</td>
<td>Quantity</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Scoring/Perforating</td>
<td>1,000</td>
<td>Sheets</td>
</tr>
<tr>
<td>GBC Binding, No Acetate Cover</td>
<td>1</td>
<td>Binding</td>
</tr>
<tr>
<td>GBC Binding with Acetate Cover</td>
<td>1</td>
<td>Binding</td>
</tr>
</tbody>
</table>
### XEROX COPYING - BLACK AND WHITE (5.1)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Size</th>
<th>FedEx Kinko's Price</th>
<th>Jewish Federation of South Palm Beach County Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>One Sided</td>
<td>Two Sided</td>
</tr>
<tr>
<td># 20 Bond, all colors</td>
<td>8.5” x 11.0”</td>
<td>$0.06</td>
<td>$0.08</td>
</tr>
<tr>
<td></td>
<td>11.0” x 17.0”</td>
<td>$0.08</td>
<td>$0.11</td>
</tr>
<tr>
<td>Astro Bright, Vellum, Linen,</td>
<td>8.5” x 11.0”</td>
<td>$0.08</td>
<td>$0.11</td>
</tr>
<tr>
<td>Classic Laid, Crest Text</td>
<td></td>
<td>$0.05</td>
<td>n/a</td>
</tr>
<tr>
<td>NCR (carbonless paper for</td>
<td></td>
<td>$0.05</td>
<td>n/a</td>
</tr>
<tr>
<td>forms)</td>
<td>1 piece</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### XEROX COPYING – COLOR (5.2)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Size</th>
<th>FedEx Kinko's Price</th>
<th>Jewish Federation of South Palm Beach County Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.5” x 11.0”</td>
<td>$0.30</td>
<td>$0.89</td>
</tr>
</tbody>
</table>

### FINISHING SERVICES (5.3)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Quantity</th>
<th>FedEx Kinko's Price</th>
<th>Jewish Federation of South Palm Beach County Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding/Cutting</td>
<td>100 Sheets</td>
<td>$3.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Padding</td>
<td>1 Pad</td>
<td>$0.50</td>
<td>$0.15</td>
</tr>
<tr>
<td>Drilling</td>
<td>500 Sheets</td>
<td>$5.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Staples</td>
<td>1 Staple</td>
<td>$0.05</td>
<td>$0.03</td>
</tr>
<tr>
<td>Ring Binding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GBC Binding, No Acetate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>1 Binding</td>
<td>$3.95</td>
<td>$1.50</td>
</tr>
<tr>
<td>GBC Binding with Acetate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>1,000 Sheets</td>
<td>$4.99</td>
<td>$2.00</td>
</tr>
</tbody>
</table>
Employee Manual Acknowledgement

I have received a copy of the Levis JCC’s Employee manual. I understand it is my responsibility to read the manual, become familiar with, and abide by its contents. Any questions I have will be addressed to the Human Resources Director.

I understand the employee manual is not all-inclusive and that Levis JCC’s practices will vary from time to time, as it determines individual circumstances require. I understand that the policies, procedures and benefits contained in this employee manual may be changed, modified or deleted by Levis JCC at any time in its sole discretion, and that I have the responsibility to review and become familiar with such changes upon notification of them.

I further understand that this handbook does not constitute a contract of employment, and that both Levis JCC and I will always retain the right to terminate our employment relationship at will.

Employee Name (please print)

Employee Signature   Date