



EMPLOYEE HANDBOOK

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The Officers, Board, and Staff of the Jewish Community Foundation of Greater Mercer (“JCFGM”) (“Employer”) welcome you as a new staff member.

MISSION STATEMENT

To provide a sustainable legacy for our Jewish community locally and globally through endowments and resources that maximize the charitable objectives of our donors. The Foundation is a donor-driven organization. We represent the entire Jewish community. The Foundation works in cooperation with United Jewish Federation of Princeton Mercer Bucks, local agencies, synagogues, and other charitable organizations. We are the endowment arm that supports all 501(c) (3) organizations in the interest of our donors.

EMPLOYMENT AT WILL

JCFGM is an "at-will" employer. This means that employment with the JCFGM is not for any fixed term or specific time. This handbook is not a contract. There is no promise of any kind by the JCFGM contained in this handbook. Regardless of what the handbook says or provides, JCFGM makes no promises and remains free to change wages and all other working conditions without notice, without being required to consult anyone and without anyone's agreement.

The JCFGM continues to have the unrestricted right to discharge any employee with or without good cause, and with or without prior notice. This handbook and all parts of it may be changed, added to or eliminated at any time, in the sole discretion of the JCFGM, with or without prior notice.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the JCFGM not to discriminate against employees and applicants for employment on the basis of race, color, national origin, sex, sexual orientation, gender, age, religion, marital status or the presence of any sensory, physical or mental handicap (provided that such handicap does not hinder job performance) with respect to recruitment, hiring, training, promotion and other terms and conditions of employment. All employment decisions shall be consistent with the principle of equal employment opportunity.

Any employee or applicant who feels that he or she has been discriminated against due to race, color, religion, sex, sexual orientation, gender, age, national origin, marital status or sensory, physical or mental handicap should report such incidents to management without fear of reprisal. Confidentiality will be maintained.

RECRUITING AND HIRING

We want the very best employees. We will use all sources available to recruit professional employees with the appropriate education, work experience and skills for each position. All employees are subject to background and reference checks prior to employment.

ANTI-HARASSMENT POLICY

The JCFGM is committed to the principle that all individuals should be treated with dignity and respect. Harassment of an individual on account of race, sex, sexual orientation, disability, age, religion, national origin or for any reason will not be tolerated.

Although harassment for any reason is contrary to office policy, sexual harassment is a problem which deserves particular attention. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature.

Any employee who witnesses harassment, or who believes that he or she has been harassed should report it immediately to management. All reports will be investigated promptly, fully and completely, and special privacy safeguards will be applied in handling sexual harassment complaints. No reprisals will be taken against an employee for making a complaint. The office will keep confidential documentation of all allegations and investigations, and will take appropriate corrective action, including disciplinary measures against employees and dismissal of patients from the practice, when justified, to remedy all violations of this policy. In the event an employee believes they are being harassed, they are to report the situation to their immediate supervisor and the chair of the JCFGM Personnel Committee.

DISABILITY ACCOMMODATION POLICY

It is the policy of JFCGM to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission. Furthermore, it is the JFCGM's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other term, conditions and privileges of employment.

BUSINESS, ETHICS AND CONDUCT POLICY

JCFGM will not tolerate theft or other misappropriation of assets, misstatements and other irregularities in JCFGM records, wrongdoing, forgery or other alteration of documents, fraud and other unlawful acts and any similar acts. It is improper to make a false report or to provide false, inaccurate, deceptive or misleading information in any patient record or to any insurer, third party administrator, patient or any other person. Every employee has a responsibility to report suspected misconduct and dishonesty to their immediate supervisor and the chair of the JCFGM Personnel Committee.

EMPLOYEE STATUS

All employees who regularly work full-time are entitled to benefits generally described in this employee handbook, but specifically governed by benefit plan terms. Other benefits as required by law are also provided. The employer reserves the right to alter, change or discontinue such benefits at any time or for any reason.

Regular full-time employees are those who are employed 52 weeks a year and work a minimum of 35 hours per week. Part time employees working on an hourly basis receive holiday benefits if the holiday falls on their particular work day. Hourly staff do not receive vacation benefits.

On an annual basis each employee will receive a written performance review.

CONTACTS WITH CONSTITUENTS OF JCFGM AND THE PUBLIC

This office expects every employee to display good judgment, diplomacy and courtesy when dealing with donors, board members, and public and to adhere to the highest standards of personal and professional ethics.

With that in mind, every person must be offered every courtesy when contacting the office, whether in person, by e-mail, mail, texting, social media or by telephone. Employees should handle all contacts efficiently and promptly. To the extent possible, telephone contacts should be returned within 2 business days. Emails should be returned within 1 business day.

EMERGENCY PROTOCOL

In the event of an emergency, all employees are expected to follow the written emergency protocol established by the office.

CONFIDENTIAL INFORMATION

Careful custody and handling of donor and custodial fund information and documents or materials containing confidential information or is of great importance. Each employee is responsible for safeguarding against theft, loss, unauthorized use, or disclosure of this information. Therefore, all employees must take whatever steps are necessary to assure that all documents and information is handled, stored, transmitted, or destroyed in a manner that will preserve confidentiality and eliminate loss or misuse. This includes electronic and paper records. Therefore, staff must routinely respect confidentiality and consider our authority to provide donor or fund information before complying with requests to disclose such information.

TECHNOLOGY USAGE

Employees occasionally may have to make personal calls during work hours. They should be limited in quantity and duration. Similarly, employees may have to send personal emails or respond to personal text messages. All such personal communications should also be limited in quantity and time spent.

The employer provides computers for those employees whose work requires them. As with all other office equipment, the computer is to be used to assist employees in doing their jobs for the office. While it is recognized that employees may occasionally need to use computers for personal matters during work hours, such use should be limited and not interfere with work. The use of social media during work hours is prohibited. In addition, computers should never be used for improper or illicit purposes. All computers and their contents, and any centralized electronic file storage, are subject to review by the employer at any time, without notice.

PERFORMANCE OF WORK

An employee is expected to perform all assigned tasks which the employee is qualified, competent and legally authorized to perform. This extends to the full range of tasks pertinent to the employee's position. It also includes the proper maintenance of JCFGM records.

ATTENDANCE

All staff members are responsible for good attendance and punctuality. This means reporting to work on each scheduled workday unless illness or other unavoidable circumstances make it impossible to do so. An employee must notify supervisor if unable to come to work. Planned absences require notice and approval by supervisor. After two unexplained absences, the employee will be required to meet with the supervisor to discuss the issue.

WORK SCHEDULE

The work schedule of the JCFGM is organized upon the demand and flow of the work. Compensation is based on hours worked rather than a regular weekly salary. An effort is made to schedule work with reasonable advance notice. All staff members are asked to be flexible to accommodate workload changes.

HYBRID AND REMOTE OPERATIONS

All employees at JCFGM work hybrid with a designated workspace that provides for confidentiality and creates a professional work environment to accomplish all the responsibilities of their position and are managing their work time in an effective, focused manner. All files will be stored in locked drawers or cabinets. The successful completion of that work will determine that these goals are being met.

JCFGM expects that all employees will have the capacity to support the technology necessary for their work including but not limited to access to the internet and the capacity for Zoom meetings.

JCFGM will provide a stipend for all employees for supplies directly related to conducting the business of The Foundation. Employees are responsible for maintaining a tracking system for any other expenses.

JCFGM employees will inform the Executive Director when they are planning to take time off. That time off will be documented on the time sheets submitted for payroll.

When an employee leaves employment at JCFGM, all equipment, files, and supplies are to be returned to The Foundation by the employee.

INCLEMENT WEATHER CONDITIONS

Weather conditions, which prevent employees from reporting to work are something over which the employer has no control, therefore the following will prevail:

1. If employees are instructed not to work will be paid for all hours they were scheduled to work.
2. If the employer is closed because of inclement weather conditions, all employees will be paid for the hours they were scheduled to work.

COMPENSATION

Compensation is treated confidentially by the JCFGM and should be treated in that manner by all employees. Employee compensation will be established based upon budgetary considerations considering job performance, attitude and contribution to the office. Salary reviews normally occur once each year during the last calendar quarter, and do not necessarily result in increases. Salary adjustments are based upon merit. Nevertheless, the employer reserves and retains the right, in its sole and absolute discretion, for any reason or for no reason, to determine compensation.

PAYDAY

Employees receive their pay checks bi-weekly (every other week).

Social security, federal and state income taxes, temporary disability and unemployment insurance are, as a matter of law, automatically deducted from gross salary in a paycheck. Any employee who wants additional payroll deductions or has any questions should speak directly with the Finance staff.

EMPLOYEE BENEFITS

The following benefits are provided to all full-time employees:

1. 12 days of PTO at the start of employment
2. PTO will increase based on the length of service to the organization but not to exceed 25 days.

This is a summary of the benefits and does not constitute a contract, express or implied. Except as otherwise required by law, the employer reserves the right, in the employer's sole and absolute discretion, to change or discontinue benefits at any time for any reason.

HOLIDAYS

The JCFGM observes the following paid Federal holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The JCFGM is closed on Major Jewish holidays, if they fall on a workday. A calendar of Jewish holidays on which the JCFGM is closed will be prepared annually and distributed to employees.

PAID TIME OFF POLICY

Paid time off includes, but is not limited to, vacation time, personal time, sick leave and such other time as may be required by law. It does not include paid holidays, which are treated separately in this Handbook.

Full Time Employees

Except as required by law, paid time off must be used by the end of the calendar. Forfeited PTO is not subject to payout upon termination, other than as provided for by law.

PTO is accrued and awarded on a monthly basis. The Executive Director will monitor PTO. Each employee will be required to submit their work hours every two weeks in conjunction with payroll preparation.

Time off for unforeseeable needs such as illness, injury, or family emergencies (including snow days or child care) must be requested as soon as the need is known.

Employees are expected to request foreseeable PTO use as far in advance as possible – and not make travel reservations or other commitments until the request for time off is approved. In all cases, requests for Paid Time Off for reasons other than sickness or injury **MUST** be submitted in advance, in writing to the employee’s supervisor, for approval. Foreseeable absences for medical purposes, school events or other reasons covered by the NJ Earned Sick Leave law require a minimum one-week notice.

Temporary or Part Time Employees

Except as required by law or otherwise stated in this Handbook, temporary or part-time employees receive paid sick leave but no other paid time off. An employee who terminates employment or whose employment is terminated will be paid for earned but unused paid time off.

New Jersey Earned Sick Leave

Effective October 29, 2018, the NJ Earned Sick Leave law requires New Jersey employers to provide all employees with one hour of employer-paid time off for each 30 hours worked -- to be used for specific purposes including: the employee’s own illness, caring for certain ill family members, attending certain school events, and dealing with sexual assault or domestic violence.

For full-time employees, the JCFGM PTO policy exceeds the requirements of this law. For part-time employees the employee will accrue one hour of sick leave for each 30 hours actually worked to a maximum of 40 hours per calendar year (“Accrued Sick Leave”). Accrued Sick Leave can only be drawn upon for those purposes covered by the NJ Earned Sick Leave law. Accrued Sick Leave may not be used until the employee has 120 days of continuous service. Upon separation of employment employees will lose any Accrued Sick Leave. However, if the employee is reinstated within 6 months any Accrued Sick Leave will be restored.

The maximum Accrued Sick Leave that may be earned or used in any calendar year is 40 hours.

All Employees

Anything in this section on paid time off and/or in this Handbook to the contrary notwithstanding, if there is a conflict between any provision in this Handbook and any right(s) granted to employees under federal, state or local law, then this Handbook will be superseded and applicable federal, state and/or local law will prevail. By way of example, the terms and provisions of the New Jersey law governing earned sick leave, N.J.S.A. 34:11D-1 et seq. and any implementing regulations are incorporated by reference and will be fully applicable to all employees as if fully stated herein.

FMLA / STATE FMLA

Except as otherwise required or provided by law, unpaid leave of up to 12 weeks may be allowed, in the discretion of the employer, for employees because of childbirth or placement of an adopted or foster child, their own serious health condition, or because they need to care for a member of their immediate family with a serious health condition. The office will attempt to reasonably accommodate requests for unpaid leave.

The employee must give reasonable advance notice of a requested leave if possible. Also, the employer reserves the right to deny leave if permitted by law.

As permitted by law, the employer reserves the right to require a certification by a licensed physician or other documentation in support of any leave.

Employees may be asked to report periodically their status and intentions on returning to work. If leave exceeds 12 work weeks in a one-year period, it must be approved by the employer with a case-by-case determination. There is no guarantee of continued employment.

COURT LEAVE

If a full-time employee is subpoenaed or otherwise receives a valid notice to appear for petit jury duty, as a witness in court, administrative proceeding, or deposition, the employee shall be paid regular salary for up to one week. A full-time employee will not be compensated for time spent serving on a grand jury. A copy of the court or jury summons must be provided to the employee's supervisor prior to any such absence. Employees summoned for jury duty are expected to attend work 1) if they are advised that they are released on any given day, and 2) if they are released from jury duty more than two hours prior to the end of their normal work day.

MILITARY LEAVE POLICY

JCFGM allows for military leave as any time off that is provided to staff who are members of the National Guard or other reserve component of the United States Armed Services and who are called to active duty, attend scheduled reserve service, and/or temporary training duty.

FUNERAL ARRANGEMENTS AND ATTENDANCE

At the discretion and upon the approval of the employer, an employee may be absent from work, with pay for up to three days in the event of the death of a spouse, domestic partner, fiancé, child, sibling, grandparent, aunt, uncle or first cousin.

EMPLOYEE RECORDS

JCFGM personnel files contain important information. Among other items, they list salary, sick and vacation days and leave history. Employees are responsible for informing the employer, in writing, of any change of home address, telephone number, marital status, number of dependents, change in beneficiaries related to insurance, hospitalization, withholding taxes. Problems, including but not limited to those with taxes and employee benefits, can arise when information is not accurate.

Employee records are confidential. Only the employee, his or her representative designated in writing, the employer, its Legal Counsel, the employee who maintains personnel records and others who the employer determines have a need to know have access to them. Although the employer will keep such records confidential, there is a chance they may be seen by an unauthorized person. In such an instance, the employer cannot and will not be responsible.

If the employer receives a subpoena or discovery request in litigation that calls for the production or copying, in whole or in part, of a personnel file, it will notify the employee of the subpoena or request to enable the employee to present any objections he or she may have to the Court. The employer will comply with a subpoena or court order requiring the production or release of any records.

An employee shall not remove anything from or change anything in his/her personnel file. If an employee disagrees with anything in the file, he/she should give his or her supervisor a dated and signed written explanation of the disagreement. The JCFGM will either remove or correct the document that the employee protested or attach the employee's explanation of the disagreement to that document and keep both in the personnel file. The employee will be notified of the outcome.

PROBLEM RESOLUTION POLICY

It is the desire of the JCFGM to maintain positive relations with all employees by constantly seeking to provide mutual understanding and respect through fair and considerate dealings. In the event an employee has a grievance against the office, another employee or an office policy, the matter should first be taken to the employee's immediate supervisor, if feasible. If the grievance involves the immediate supervisor's personal conduct or, if after consultation the matter has not satisfactorily been resolved, then the employee should take the grievance directly to the JCFGM Personnel Committee chairperson.

VOLUNTARY TERMINATION

Unless shortened by the employer, any exempt employee who decides to terminate employment is expected to provide at least three weeks' notice. Non-exempt employees are expected to provide at least three full weeks' notice. This is a common courtesy in the business community and necessary to allow for a replacement without disrupting the continuity of the position. Once

submitted, resignations are considered final.

An employee's last day of work on the job is construed to be the last day of active employment and considered the official termination date, even though payment of salary/wages may extend beyond that date. Upon termination, all wages due will be mailed to the employee or made available for pickup on the regular payday for which such earnings would normally be paid, unless sooner paid to the employee at the discretion of the employer. All property of the employer must be returned at the time of termination.

SERVICE AGREEMENTS

The execution of service agreements, contracts, etc. shall be signed only by the employer or one of the following: Executive Director, President, or the Treasurer.

ALCOHOLIC BEVERAGES AND DRUGS

The abuse of lawful drugs, the use of unlawful drugs or alcoholic beverages, or the possession, buying or selling of unlawful drugs or alcoholic beverages at any time while working is strictly prohibited, except, on rare occasions when wine, beer, or liquor may be served during a social function with the permission of the supervisor. Being under the influence of alcoholic beverages or illegal substances when working, reporting for work or at any other time is prohibited and will result in the termination of employment.

GENERAL MATTERS

An effort is made to keep the Employment Handbook current. However, as with all businesses, rules and policies are frequently adopted from time to time which may not yet be reflected in this collection of policies. Such rules, when adopted, are fully applicable to the employment relationship.

When an employee identifies a policy which is contradicted by later rules or is clearly outdated, it should be brought to the attention of the employer so that the collection of policies can be kept current.

The employer reserves the right, in its sole and absolute discretion and without prior notice, to change any office policy or practice.

ATTESTATION BY EMPLOYEE

A copy of this Jewish Community Foundation of Greater Mercer County Employee Handbook was given to me for my review. I had the opportunity to review carefully. In addition, any questions that I had were answered to my satisfaction by the employer. I understand that my employment is subject to the following provision clearly set forth in this JCFGM Employee Handbook.

(Signature of Employee)

Dated: _____