

Oak Park Temple Handbook

Chapter I – Introduction

WELCOME

It is a pleasure to welcome you to Oak Park Temple. We are happy to have you as a member of our staff. You are critical to our success. We rely on our dedicated and skilled employees in order to achieve our mission and maintain the professionalism of our environment as we continue to cultivate, create and sustain a thriving Jewish Community in Oak Park.

We want you to build a long and successful association with Oak Park Temple and be a happy and productive member of our team. At Oak Park Temple we are committed to being a warm, vibrant and welcoming home for Reform Judaism. We rely on your dedication, creativity, perseverance and efforts to maintain an excellent working environment based on these goals.

Oak Park Temple B'nai Abraham Zion is one of the oldest Reform congregations in the Chicago area, dating back to the 1919 merger of the Zion Congregation (founded in 1864) and the B'nai Abraham Congregation (founded 1871). Originally known as Washington Boulevard Temple and located on Chicago's West Side, the congregation dedicated its current home at 1235 North Harlem Avenue in 1957 and has since been known as Oak Park Temple B'nai Abraham Zion.

Oak Park Temple is home to a large congregation of diverse ages and backgrounds. Over the years, Oak Park Temple has been shaped by the strong, innovative leadership of directors, clergy, educators, administrators and congregants all working to meet the needs of a vibrant community. In addition to Shabbat and holiday services, current operations include Religious School, Glasser Preschool, Youth and Adult educational programming, as well as an array of community service programs. Each employee of Oak Park Temple is expected to support the purpose of Oak Park Temple, regardless of personal beliefs. A copy of the Mission Statement of Oak Park Temple appears at the end of this introduction.

ABOUT THIS HANDBOOK

The Oak Park Temple Employee Handbook ("Handbook") contains information about the employment policies and practices of Oak Park Temple (hereafter referred to as the "Congregation" or "Oak Park Temple"). Each employee is expected to read the Handbook carefully, as it is a valuable reference for understanding the job and the Congregation's community. All previous handbooks and any prior policy statements (oral or written) inconsistent with this Handbook are superseded by this Handbook.

The Congregation reserves the right to revise, delete or add any and all policies, procedures, and benefits stated in this Handbook. All revisions, deletions or additions to this Handbook must be in writing and must be approved by the Board of Directors, acting with the advice and counsel of the Personnel Committee. Employees should pay special attention to the definition of employment at-will as stated in Chapter 2 because it is an integral condition of employment.

The policies, procedures, and benefits stated in this Handbook cover all employees. However, Preschool and Religious School staff are subject to additional policies set forth in their respective Handbooks.

In the absence of a separate written agreement signed by a designated representative of the Board of Directors of the Congregation, this Handbook sets forth the understanding between employees and the Congregation as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this Handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a contract, promise or representation of continued employment for any employee. No supervisor or manager has any authority to make a promise of continued employment. For purposes of this Handbook, the Temple Administrator's direct supervisor shall be considered the President of the Temple or designee of the President acting on behalf of the Board of Directors.

OUR MISSION

Oak Park Temple B'nai Abraham Zion is a Reform Jewish congregation in the service of God. A Temple community is provided in which each member can join with others to pray, study, and practice Torah, Jewish religion, culture, and tradition. We respond to universal human needs, promote and support the religious, spiritual, moral, educational, and social development of our members and their families.

Our Reform Jewish commitment requires that we be of service to our community. The Temple is resolute in promoting and safeguarding the rights and well-being of all humanity. As part of that commitment, we support the State of Israel and encourage the freedom of Jews throughout the world.

HOW WE FULFILL OUR MISSION

Serving as a House of Worship, House of Study, and House of Assembly.

- Enhancing the growth, commitment, and creativity of our membership by being a welcoming and nurturing community.
- Challenging our members to honest self-reflection and commitment.
- Providing education and information on issues of religious, political, social and economic importance.
- Utilizing the expertise and talents of its members as well as qualified outside sources in the Jewish community to accomplish our goals.
- Participating in networks or coalitions with other religious and secular organizations to promote religious, racial, and sexual equality and freedom as well as freedom and dignity for all peoples.

Chapter 2 – Hiring and Employment Policies

EMPLOYMENT AT-WILL Employment with the Congregation is "at-will." This means that employment may be terminated with or without cause and with or without notice for any reason or no reason at any time by the employee or by the Congregation. Nothing in this Handbook or in any document or statement limits the right to termination at-will. No supervisor, manager or any other employee of the Congregation has any authority to enter into

an agreement for employment for any specified period other than at-will. Only the Board of Directors of the Congregation has the authority to make any such agreement, and then only in writing, signed by the Temple President or designee.

STATEMENT OF EQUAL OPPORTUNITY EMPLOYMENT AND POLICY PROHIBITING HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

Consistent with our Mission as described above, the Congregation is an equal opportunity employer. The Congregation will not discriminate against any employee or applicant for employment because of race, color, religion, age, sexual orientation, sex, national origin, ethnicity, citizenship, military status, marital status, physical and mental disability, or any other characteristic protected by law. It is the policy of the Congregation that certain positions must be filled by persons of the Jewish faith as a bona fide occupational qualification. This policy applies to all terms and conditions of employment. All employees, regardless of position, are expected to maintain and contribute to this policy.

A. Definition of Sexual Harassment. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment by a supervisory employee; (ii) submission to or rejection of such conduct is used by a supervisory employee as the basis for decisions that affect an individual's employment opportunities in a tangible way; or (iii) such conduct is unwelcome and severe or pervasive enough to create an intimidating, hostile or offensive work environment for a reasonable individual.

Sexual harassment may involve individuals of the same or different genders. Examples of sexual harassment may include, but are not limited to: unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, unwelcome flirtations, advances or propositions; coerced sexual acts; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting, or obscene comments or gestures; and/or displays in the workplace of sexually suggestive objects or pictures.

B. Definition of Harassment Based on Race, Color, Religion, Sex, National Origin, Sexual Orientation, Age, Disability, Marital Status or Any Other Category Protected by Law. This policy defines harassment as any unwelcome verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law or that of his or her relatives, friends or associates, and that (i) is severe or pervasive enough to create an intimidating, hostile or offensive work environment for a reasonable individual or (ii) otherwise adversely affects an individual's employment opportunities in a tangible way.

- Harassing conduct includes, but is not limited to: epithets, slurs, quips, or negative stereotyping that relate to race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law;
- threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or other category protected by law;
- written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law and that is

placed on walls, bulletin boards, or elsewhere on the Congregation's premises, or circulated or displayed in the workplace; or

- "jokes", "pranks" or other forms of "humor" that are demeaning or hostile with regard to race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law.

This policy applies to all applicants and employees, and prohibits harassment, discrimination and retaliation, whether engaged in by fellow employees, supervisors, or by non-employees with whom the employee comes into contact in the course of employment (e.g., service providers or contractors).

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace including in electronic social media or during business trips, business meetings and business-related social events. Similarly unacceptable under this policy is participation in work-related activities whether in or outside the workplace that are inconsistent with a professional atmosphere that promotes equal employment opportunity or that are exclusionary with respect to any individual's race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law. This includes patronizing, in connection with work-related activities, adult entertainment establishments or facilities that exclude use by any individual on the basis of his or her protected status.

C. Complaint Procedure

The Congregation strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position, so that an effective and thorough investigation can be conducted, and effective remedial action can be taken when appropriate. If employees believe that their co-workers are being subjected to conduct that may be contrary to the harassment policy described herein, they should report the alleged act immediately to the Temple Administrator. If for any reason they are not comfortable speaking with the Temple Administrator or the Temple Administrator is the source of the alleged harassment, they should report the problem to the Rabbi or to the Congregation President. Further, employees who believe they have experienced conduct that may be contrary to the harassment policy must contact the Temple Administrator, the Rabbi or the Congregation President. Any supervisor or manager who becomes aware of conduct that may be contrary to the harassment policy must promptly advise the Temple Administrator, the Rabbi or the Congregation President.

Employees who have experienced conduct they believe is contrary to this policy may have a legal obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her right to pursue legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination and harassment. Employees are encouraged to promptly report such incidents in order for rapid and constructive action to be taken in response. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to discriminatory or harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

D. Investigating a Complaint

All allegations of discrimination and harassment will be promptly investigated. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who have observed the alleged conduct or may have relevant knowledge. Individuals involved in the investigation process are expected to provide their full cooperation.

The Congregation will attempt to maintain confidentiality through the investigatory process to the extent possible under the circumstances. However, the Congregation has a legal obligation to act on all information it receives if it believes an individual may be engaging in wrongful conduct or violating the law. Individuals involved in the investigation process are expected to provide their full cooperation and to maintain confidentiality. At the conclusion of the investigation, the Congregation will advise any individual who has made a complaint under this policy that the investigation has concluded and share other information as may be appropriate under the circumstances.

E. Retaliation is Prohibited

The Congregation prohibits retaliation against any individual who reports discrimination or harassment or participates in an inquiry of such reports. Any employee reporting alleged harassment will not suffer any adverse action for making a report. Any person found to retaliate against an employee for making a report will be subject to disciplinary action up to and including termination of employment. Materially adverse acts or omissions that would be sufficient to discourage a reasonable employee from making or supporting a complaint of discrimination or harassment will be considered retaliation.

F. Disciplinary Action for Violating This Policy

Anyone found engaging in unlawful discrimination or sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Although the specific corrective and disciplinary action taken will be within the Congregation's discretion, it may include placing the employee on a leave of absence, reassignment, suspension, probation, demotion and/or termination. The Congregation also reserves the right to require counseling, training and/or monitoring as a condition of continued employment even where a violation is not found. In addition, conduct that is unlawful may subject employees to civil, and in some cases, criminal liability.

The Congregation recognizes that false accusations of discrimination or harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly, falsely accused another person of discrimination or harassment, the complainant will be subject to disciplinary action, up to and including termination of employment.

This policy in no way restricts management's authority regarding disciplinary or employment decisions concerning employee behavior that is deemed unacceptable regardless of whether the behavior constitutes discrimination or harassment.

OBLIGATION TO REPORT CHILD ABUSE

In accordance with Illinois law, the Congregation prohibits any form of abuse of any child under 18 years of age. Abuse is defined as any action that: inflicts physical injury or creates a substantial risk of physical injury to a child, by other than accidental means, and which would be likely to cause the impairment of such child's physical or emotional health. Failure to report suspected child abuse to the appropriate child protection agency or appropriate law enforcement authorities could result in criminal or civil liability. Reporting to a parent or relative will not satisfy the reporter's legal duty under the law. Incidents or suspicion of abuse shall be immediately reported to a supervisor and/or the Temple Administrator.

EMPLOYMENT STATUS

1. Employee Classification

All employees are designated as either exempt or non-exempt under federal and state wage and hour laws. Non-exempt employees are entitled to receive extra pay for approved overtime work. Non-exempt employees are generally paid on an hourly basis and are entitled to overtime of one and one half times their regular rate after 40 hours in a workweek. All overtime must be approved in advance in writing by one's immediate supervisor. Non-exempt employees are required to record their work hours daily at the time clock at the time they begin and end their work. Generally, exempt employees are salaried professional, managerial and administrative employees who are not eligible for overtime pay. Other employees are considered to be "non-exempt" and are eligible for overtime pay as set forth in the Congregation's overtime policy.

2. Deductions From Wages

Deductions from employees' pay may be made if they are legally mandated garnishments or expressly authorized in writing by the employee and are for the benefit of the employee.

3. Exempt Employee Pay

Exempt employees are paid on a salary basis because they are expected to work as many hours as needed to perform the work required. Because of this expectation, an exempt employee's salary is not subject to reduction because of variations in the quality or quantity of the work performed. Exempt employees will receive their full salary for any week in which they perform any work however, exempt employees may not be paid for any workweek in which they perform no work and are not using accrued paid leave time.

The Congregation prohibits deductions from the weekly pay of exempt employees, except as set forth below.

- Deductions from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed for violations of the Congregation's workplace conduct rules.
- Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability, and is not using accrued paid leave time.
- Deductions from pay may be made for absences of one or more full days caused by sickness or disability (including work-related accidents) pursuant to the Congregation's Family and Medical Leave Act, sick leave, and/or disability policies.
- If an exempt employee believes an improper deduction was taken from his or her paycheck, he/she should contact the Temple Administrator. The Congregation will reimburse an exempt employee for any improper deduction.
- Deductions for legally-mandated garnishments.
- Deductions for mutually-agreed upon time off without pay.

CATEGORIES OF EMPLOYMENT **Full-time:** An employee who regularly works a minimum of 37 hours per workweek. Full-time employees are eligible for benefit plans which are offered by the Congregation and are subject to change.

Part-time: An employee who regularly works up to 19 hour per workweek. Part-time employees are not eligible for benefits.

Reduced-time: An employee who regularly works between 19 and 37 hours per workweek. Reduced-time employees are eligible for pro-rated time off in relation to their regular working hours.

Probationary: The first 90 days of employment, except as otherwise provided by contract,

shall be considered as a probationary period. The purpose of this probationary period is for the supervisor and the employee to evaluate their work relationship and its consistency with the goals of the Congregation. However, successful completion of this probationary employment period does not alter the at-will status of the employee.

BACKGROUND CHECKS Oak Park Temple is committed to providing a safe and secure environment for all congregants, guests, and employees. Therefore, the Congregation reserves the right to verify and examine the background of all employees. Employees will be asked to sign an authorization for a criminal and child abuse background check prior to receiving an offer of employment.

AUTHORIZATION TO WORK IN THE UNITED STATES The Congregation fully complies with all federal immigration laws and will employ only individuals legally eligible for employment in the United States. Failure to provide acceptable documentation by the legal deadline will result in termination of employment.

HOURS OF WORK The hours worked per workweek will vary depending on the position and will be determined by employees' supervisors. The Sanctuary is open on evenings and weekends for services.

FITNESS FOR DUTY Occasionally, an employee may no longer be able to perform all the essential duties of his/her job. When there is reasonable cause to believe an employee is unfit or unable to perform the duties of the position, an employee may be required to undergo physiological, psychological or psychiatric testing. This decision will only be made by of the President of Oak Park Temple, in consultation with the employee's supervisor and the Oak Park Temple Personnel Committee.

Basis for reasonable cause shall be set forth in writing to the employee at the time the employee is ordered to undergo such testing. Oak Park Temple shall utilize the services of a qualified medical doctor, psychiatrist or psychologist, and all costs shall be paid by Oak Park Temple. The employee shall be provided a copy of any and all information, reports and opinions within 7 days of the time Oak Park Temple receives its copy. Information, reports and opinions shall not be released or disseminated without the express written consent of the affected employee.

Chapter 3 – Compensation, Employee Benefits and Leave Policies

COMPENSATION

Regular Compensation

Regular and non-exempt employees will be paid twice a month. Pre-School and Religious school staff are paid on a monthly basis.

Overtime

Non-exempt employees will be paid at the rate of one and one half times their regular hourly rate for time worked over 40 hours per workweek that has been approved in advance by their supervisor.

Health Insurance

Full time employees and their families will be eligible for health insurance benefits. The details of the insurance plan may differ from year to year and will be communicated to employees in the fall. Effective January 1, 2016, Oak Park Temple will require all full-time employees to contribute a percentage towards their premium.

State and Federal Unemployment Insurance Exemption

Because synagogues are exempt from participation in state and federal unemployment insurance programs, the Congregation does not provide unemployment insurance as an employee benefit.

TIME OFF

I. Vacation The Congregation offers its full-time employees the following vacation time with pay, on a calendar year basis. Full-time employees will earn the following vacation time:

- One year: 5 days
- 2-5 years: 10 days
- 6-11 years: 15 days
- 11+ years: 20 days

Vacation is calculated, based on the employee's length of service. Part-time employees who work less than 20 hours per week are not entitled to paid vacation days. Reduced-time employees who work more than 20 hours are entitled to pro-rated vacation in relation to their regular working hours.

We encourage employees to use and enjoy their vacation days in order to recharge during the year. Therefore, unused vacation days may be carried over up to three months beyond the Oak Park Temple calendar year in which the vacation days were accrued. Unused vacation days carried over for longer than three months will be forfeited. Employees are not paid for unused vacation days during the term of their employment.

Employees accrue vacation time during their first ninety (90) days of employment. Employees are not permitted to take vacation during the first ninety (90) days of employment.

If individual circumstances warrant it, a supervisor may permit an employee to take up to half their vacation in advance of the year in which it is earned. However, if the employee does not complete the full year, any advanced vacation already taken will be deducted from the final paycheck.

Upon resignation with appropriate notice, which is generally required to be two weeks, employees will be paid for unused vacation time that has been accrued in the benefit year of resignation through the last day of work.

The length of eligible service is calculated on the basis of a twelve-month period ("benefit year") from date of hire. An employee's "benefit year" may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Teachers in the Glasser Pre-School and Religious School are eligible for vacation and sick time in accordance with their individual contracts and are not governed by the above policy.

High Holy Days and Vacation

The High Holy Days are an important and busy time for the staff and congregants. Therefore there may be certain restrictions on when vacations can be taken. The Congregation will do its

best to accommodate employees' preferred schedules during the High Holidays. Employees will be paid at their regular hourly rate for the actual hours worked.

2. Holidays

In addition to vacation, full-time employees are eligible for nine (9) paid holidays per year. The office is closed for the following holidays; actual days vary from year to year:

Independence Day (July 4)
 Labor Day (first Monday in September)
 Thanksgiving (fourth Thursday in November)
 Day after Thanksgiving
 Legal Holiday (December 25)
 New Year's Day (January 1)
 Martin Luther King, Jr. Day (third Monday in January)
 President's Day (third Monday in February)
 Memorial Day (last Monday in May)

Paid religious holidays which are observed *if* they fall on a regular workday:

1st Day Rosh Hashanah and 2nd Day Rosh Hashanah
 Yom Kippur
 Sukkot (1st day and last day)
 Passover (1st and last day)
 Shavuot

Employees who are required to work on a holiday will be compensated accordingly.

Holidays that occur during an employee's vacation leave will not count as a vacation day. When a scheduled holiday falls on a weekend, an announcement will be given to staff in advance of the holiday explaining if and how the holiday will be observed by the Congregation's offices.

To observe other or additional religious holidays, employees shall make special arrangements with their supervisor. These days shall be taken as vacation days or, if not available, as unpaid leave.

3. Sick Days

Full-time employees are eligible for 5 sick days per calendar year. Reduced-time employees are eligible for pro-rate sick days in relation to their regular working hours. Part-time employees are not eligible for sick days.

Employees accrue sick days during their first ninety (90) days of employment. Employees are not permitted to take sick days during the first ninety (90) days of employment. If individual circumstances warrant it, a supervisor may permit employees to take sick days before they have completed their first ninety (90) days. Sick days can be used in minimum increments of one-half day.

Employees who are unable to report to work as assigned must notify their Supervisor as soon as possible before the start of their shift. Notice for sick days must be at least one hour prior to the scheduled work period. The supervisor must be contacted on each additional day of absence. The Congregation will require a doctors' note whenever an employee is absent for three (3) or more days. The Congregation may request a doctor's note related to an employee's absence for less than three days.

If an illness continues beyond the number of days of sick days to which an employee is entitled, vacation time may be drawn upon.

Unused sick days will not be paid out at the end of the calendar year. Employees' eligibility to take sick days ends upon the Congregation's receipt of a notice of resignation. Upon separation from employment for any reason, employees will not be paid for any unused sick days.

An employee who is absent from work without notice for a period of three days shall be considered as having "Quit Without Notice" unless at the time of return to work the employee is able to show circumstances that made it impossible to report to work or to telephone his or her supervisor with an explanation.

Teachers in the Pre-School and Religious School will be eligible for sick days in accordance with their individual contracts and are not governed by the above policy.

4. Leaves Of Absence

Employees may be eligible for leaves of absence from the Congregation for special reasons to be approved in the Congregation's sole discretion. Employees should submit a written request for such a leave of absence to their supervisor. Any employee with questions about eligibility and terms of a potential leave should consult his or her supervisor. Leaves of absence are by definition unpaid unless otherwise indicated. However, accrued but unused paid leave may be applied as part of the leave of absence. Vacation and Sick days do not accrue while an employee is on a leave of absence for any reason. Employees must consult their supervisor or the Temple Administrator to determine the amount and type of paid leave that is available for such application.

5. Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 as amended (the "FMLA"), the Congregation will grant up to twelve (12) (or twenty-six (26) weeks in the case of Servicemember Family Leave (as defined below) weeks of unpaid family and medical leave during a twelve (12) month period to eligible employees.

1. Employee Eligibility

To be eligible for family and medical leave, an employee must have at least twelve (12) months of employment with the Congregation, and at least one thousand, two hundred fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

Employees who have worked less than 1,250 hours during the previous twelve (12) months are not eligible for FMLA leave.

2. Reasons for Leave

An eligible employee may take an unpaid family and medical leave:

- for the birth and care of a newborn son or daughter; for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, son, daughter or parent) with a serious health condition;
- because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
- for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active

- duty, in the United States Armed Forces in support of a contingency operation; or,
- to care for a spouse, son, daughter, parent or next of kin who is a covered servicemember with a serious illness or injury incurred while on active duty (referred to as "Servicemember Family Leave"). (Note that the Congregation will grant up to a *combined* total of twenty-six (26) weeks of unpaid family and medical leave (which includes all other FMLA leaves) during a twelve (12) month period for eligible employees taking the Servicemember Family Leave.)

Leave for birth and care, or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement.

3. Definitions

(a) A "*serious health condition*" means an illness, injury, impairment, or physical or mental condition that involves:

i. inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or

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recovery therefrom), or any subsequent treatment in connection with such inpatient care; or

ii. continuing treatment by a health care provider (treatment by a health care provider means an in-person visit to the health care provider with the first (or only) visit taking place within seven (7) days of the first day of incapacity).

(b) A serious health condition involving "*continuing treatment by a health care provider*" includes any one or more of the following:

i. A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom) of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

1. Treatment two or more times by a health care provider within thirty (30) days) of the first day of incapacity, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

ii. Any period of incapacity due to pregnancy, or for prenatal care.

iii. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

1. Requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

iv. A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective. The employee or immediate family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

v. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

(c) A "health care provider" means: (a) doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; (b) podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; (c) nurse practitioners, nurse-midwives, clinical social workers, and physician assistants authorized to practice, and performing within the scope of their practice, under state law; (d) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or (e) any health care provider recognized by the Congregation or the Congregation's group health plan benefits manager.

(d) A "covered service member" means 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.

(e) In the case of a covered servicemember, 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.

(f) "Next of kin" means the nearest blood relative of the individual.

4. Intermittent and Reduced Schedule Leave

Under some circumstances, employees may take family and medical leave intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or workday. The Congregation will consider, but is not required to grant, intermittent or reduced schedule leave for birth and care, or placement for adoption or foster care.

5. Employee Obligations for Foreseeable Leave

Employees must give written notice to their Supervisor and the Temple Administrator at least thirty (30) days in advance of the need for family and medical leave if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or an immediate family member, or planned medical treatment for a serious illness or injury of an immediate family member (or next of kin) who is a covered servicemember. If thirty (30) days notice is not practicable, such as because of lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency,

notice must be given as soon as practicable. If an employee fails to give thirty (30) days advance written notice for foreseeable leave, the Temple Administrator, in consultation with the employee's supervisor, may delay the taking of the leave until at least thirty (30) days after the date notice was provided.

Employees requiring intermittent or reduced schedule leave must attempt to schedule their leave so as not to disrupt the operations of the Congregation, subject to the approval of the relevant health care provider. If an employee needs intermittent or reduced schedule leave that is foreseeable based on a planned medical treatment for the employee or an immediate family member (or next of kin who is a covered servicemember), or if the Temple Administrator agrees to permit intermittent or reduced schedule leave for birth and care, or placement for adoption or foster care, the Temple Administrator, in consultation with the employee's supervisor, may assign the employee temporarily to an alternative position with equal pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

Employees must give written notice to their Supervisor and the Temple Administrator as soon as practicable in advance of the need for family and medical leave if the need for the leave is based on a qualifying exigency arising out of an immediate family member's call or order to active duty.

6. Unforeseeable Leave

If family and medical leave is unforeseeable, an employee must notify the Temple Administrator as soon as practicable under the facts and circumstances of the particular situation. This generally means at least verbal notice to the Congregation within two (2) business days of learning of the need to take the leave.

If the Congregation is not made aware that an employee was absent for family and medical reasons and the employee wants the leave to be counted as family and medical leave, the employee must, upon returning to work, promptly notify the Temple Administrator (generally within two (2) business days of returning to work) that the leave was taken for a family and medical leave qualifying reason.

7. Medical Certification

The Temple Administrator, in consultation with the employee's supervisor, will require employees who request family and medical leave for the employee's own serious health condition, the serious health condition of an immediate family member, or for the serious illness or injury of an immediate family member (or next of kin) who is a covered service member to provide documentation of the need for such leave.

The Temple Administrator, in consultation with the employee's supervisor, will require that employees provide a completed medical certification by a health care provider as to, among other things, (a) the date the condition commenced; (b) its probable duration; (c) appropriate medical facts regarding the condition; (d) in the case of an immediate family member, a statement that the employee is needed to care for the family member and the expected duration of such need; and, (e) in the case of the employee's own condition, a statement that the employee (i) is unable to perform work of any kind; (ii) is unable to perform one or more of the essential functions of the employee's position; or (iii) must be absent from work for treatment. Medical certification forms are available from the Temple Administrator.

If an employee requests intermittent or reduced schedule leave, the Congregation also will require certification that this type of leave is medically necessary and verification of the schedule for treatment, if applicable.

The employee must provide the Temple Administrator with the medical certification

within fifteen (15) days of the Temple Administrator's request. Failure to provide adequate certification in a timely manner may result in delay of leave. Employee leave will not be counted as family and medical leave unless this certification is provided. If the Temple Administrator has reason to doubt the validity of the medical certification, it may require that the employee obtain a second opinion from a health care provider selected by the Congregation at the Congregation's expense. If this opinion differs from the employee's certification, the Congregation will require, at its expense, a third opinion that is final and binding.

8. Substitution of Paid Leave

An employee must first use any accrued, unused paid days off, child care leave, and any other paid leave, as applicable (and, if the employee is requesting family and medical leave due to the employee's own serious health condition, the employee's unused paid sick days) for any family and medical leave and take the remainder of the twelve (12) weeks (or twenty-six (26) weeks, as appropriate) as unpaid leave. In addition, any leave provided for under the workers' compensation laws and family and medical leave run together, provided the injury qualifies as a serious health condition.

9. Maintenance of Benefits During Family and Medical Leave

The Congregation will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee continued to work. If an employee does not return to work following the family and medical leave for reasons within the employee's control, such individual will be required to reimburse the Congregation for the group health insurance premiums it paid during the leave. Paid time off will not accrue during the leave period.

10. Status Reports During Family and Medical Leave

During family and medical leave, employees must report periodically to the Temple Administrator on their status and their intent to return to work. Employees on leave for their own serious health condition, the serious health condition of an immediate family member, or the serious illness or injury of an immediate family member (or next of kin) who is a covered service member may be asked to submit medical re-certifications from time to time during their leave.

Employees are not permitted to engage in other employment while they are absent from the Congregation under this policy without the prior written approval of the Temple Administrator.

11. Return to Work Following Family and Medical Leave

When an employee returns from family and medical leave, the Temple Administrator, in consultation with the employee's supervisor, will return the employee to the same position the employee held when the leave commenced, or to an equivalent position that has equivalent benefits, pay and other terms and conditions of employment.

The Congregation is not required to restore "key" employees to their jobs upon their return to work following family and medical leave when restoration to employment will cause the Congregation substantial and grievous economic injury. The Temple Administrator, in consultation with the Temple President or designee, will notify "key" employees – certain highly compensated, salaried individuals – in writing of the decision denying job restoration.

Such employees will be given a reasonable opportunity to return to work after such

notification.

The Temple Administrator may require employees on leave for their own serious health condition to submit, prior to their return, a medical certification from their health care provider of their ability to return to work and perform the essential functions of their job. The Temple Administrator may delay restoration to an employee who fails to provide such certification.

An employee returning to work from family and medical leave, other than intermittent or reduced schedule family and medical leave, will not be permitted to take paid time off during the thirty (30) day period following his or her return to work.

12. Other Provisions

Any employee who fraudulently obtains family and medical leave will be subject to immediate discipline, up to and including termination of employment.

The Congregation will not interfere with, restrain, or deny the exercise of any right provided by the FMLA or terminate the employment of or discriminate against any individual for opposing any practice because of involvement in any proceeding relating to the FMLA. In addition, the Congregation will not use the taking of family and medical leave as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions.

6. **Bereavement Leave**

Bereavement Leave of up to 7 calendar days is available in the event of the death of someone from an employee's immediate family. For this purpose, the definition of immediate family includes: spouse, child, mother, father, sibling, parent, parents-in-law, grandparents and domestic partners. Employees in this situation may take up to 7 days of paid bereavement leave. To be eligible for pay, the bereavement leave must be taken within thirty (30) days of the death. Bereavement leave occurring during a scheduled vacation or leave of absence will not be paid as bereavement leave.

7. **Disability Leave and Pregnancy**

An employee who is unable to work as a result of pregnancy or a pregnancy-related disability will be entitled to paid sick leave, unpaid family and medical leave, and temporary disability benefits upon the same terms as employees who are unable to work because of other non-work-related illnesses or temporary disabilities.

8. **Jury Duty**

In accordance with applicable laws employees may serve on jury selection, jury duty or witness duty when called. An employee who receives a notice for jury or witness duty should notify his or her supervisor as soon as possible. Non-exempt employees who are called for jury service shall be paid their full salary for the first five (5) days of jury service if they provide written proof of their jury service obligation. Employees shall keep their supervisor advised of their status during jury duty.

9. **Military Leave**

Military Leave is available and will be administered in accordance with applicable laws regarding notification of the Temple Administrator, as representative of the Congregation, for departure and reinstatement upon return from service. If an employee is a member of an Active Reserve Unit or the National Guard and needs time off for military leave, the employee must notify his or her supervisor immediately and provide a copy of the military orders. The Congregation's intention is to comply fully with the law concerning military service.

STATUTORY BENEFITS

Workers' Compensation

The Congregation maintains workers' compensation insurance as required by law. Contact the Temple Administrator for information about claims that may be covered by workers' compensation and about how to file claims. Failure to report work-related illness or injury promptly may result in loss of benefits. All incidents involving workplace injuries or illnesses must be reported immediately to employees' direct supervisors and then to the Temple Administrator.

Chapter 4 – General Policies

SAFETY AND SECURITY POLICIES

Security

The safety of our employees, congregants, students and visitors is important to us. The Congregation is committed to providing a safe work environment for all. Everyone has a responsibility to be constantly alert for potential security risks and to take reasonable steps to ensure security for everyone. Employees should immediately notify a supervisor of suspicious events, items or persons known or unknown who may constitute a potential threat to other persons or property. Employees are reminded to lock doors and observe other security procedures that pertain to the employee's particular duties. If at any time an employee is concerned about his or her physical safety or that of others and neither the Temple Administrator nor a supervisor is available to assist, 911 should be called without delay.

Evacuation Procedures

In the event of a fire alarm or other indication of danger, all employees must leave the Congregation premises as instructed by building plans and fire marshals. In the event of a fire or other evacuation during the hours when Pre- School, Religious School or Congregational programs are in session, all employees are expected to provide support, as needed, for the safe evacuation of children and others who may require assistance. Employees should initially follow instructions provided by the Temple Administrator or designated staff management in the event of a fire alarm.

Accident Prevention and Reporting

Employees are asked to report any conditions which may be a safety or health concern. Such reports may be made to the employee's supervisor or the Temple Administrator.

An employee who is injured on the job should seek appropriate medical care immediately. The employee should then contact his or her direct supervisor and the Temple Administrator as soon as possible after seeking medical help. A Workers Compensation insurance report must be submitted within 24 hours of the time of injury. *Please see the section on Workers Compensation in this Handbook for additional information.*

Defibrillators

The Congregation owns one portable defibrillator, which is kept outside the Temple office. Employees who suspect that another individual may be experiencing a cardiac event should locate the defibrillator and follow the directions for use. The defibrillator door is linked to an automatic notification system, which will alert emergency personnel when opened. Training will be provided at no cost to employees in First Aid and use of the defibrillator.

Inclement Weather and Emergencies

Inclement weather and emergencies may, from time to time, prevent employees from reporting to work as scheduled. Employees are expected to notify their supervisor or the Temple Office as soon as the likelihood of delay due to weather or other emergency is known. Employees who are unable to report to work upon the Congregation's return to a normal schedule are expected to notify their supervisors as instructed above.

OFFICE CONDUCT**Alcohol and Drug Policy**

Employees of the Congregation are expected to adhere to all Federal, State and Local laws while in the performance of their duties either on or off the Congregation's premises. This expectation includes all laws pertaining to regulated substances.

Because alcoholic beverages are part of some ritual and other celebratory practices, such beverages may be served on the Congregation's premises under appropriate circumstances. The Congregation does not condone, enable or permit the consumption of alcohol by any person who is not entitled to do so as defined by applicable Federal, State and local laws or in any circumstance that does not adhere to the terms stated herein. Employees are expected to conduct themselves with dignity and decorum at Congregational functions regardless of the presence of alcoholic beverages.

The Congregation does not condone, enable or permit the use of illegal drugs on premises. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable, but are used for illegal or unauthorized purposes. An employee found to be using alcohol and illegal drugs during work hours is subject to disciplinary action including termination.

Attendance and Punctuality

If an employee is ill or unavoidably delayed it is the responsibility of the employee to notify his or her supervisor at least one hour prior to the time at which the employee is expected to report for work. If this is not possible, the employee is responsible for contacting the supervisor as soon as possible. This same standard applies to an employee's time of return to work at the end of any scheduled or approved leave.

Personal Appointments During Working Hours

Employees are encouraged to schedule medical and personal appointments outside of work hours whenever possible. Time taken during work hours for appointments not related to a specific illness, injury, or request of management should be scheduled with the employee's supervisor. Employees are expected to make up lost time through additional work outside of scheduled hours or to have the time deducted from the employee's allowance of time off. The employee's supervisor must approve all such schedule adjustments. Such arrangements should be made with the supervisor in advance of the appointment.

Dress Code

All employees are representatives of Oak Park Temple and expected to use their best judgment on appropriate dress and consider the day's scheduled events. A neat, clean appearance and appropriate business apparel are requirements of employment. Any questions about the dress code or appropriateness of attire should be directed to an employee's supervisor or the Temple Administrator.

Cell Phone Usage and Text Messages

All employees are expected to use good judgment in using cell phones for personal calls and text messages during the workday. Cell phone calls and text messages should be kept to a minimum. Answering calls and messages during meetings should be limited to emergencies. Teachers in the Pre-School and Religious School are not permitted to use cell phones in the classroom, except in cases of emergency. Misuse or excessive use of cell phones and text messages during working hours is subject to disciplinary action.

PERFORMANCE MANAGEMENT**Supervision and Performance Reviews**

Supervisory staff are responsible for the implementation of the policies in this Handbook. Daily supervision of staff shall also take into account the specifications of an employee's job description as well as any and all departmental policies and procedures designed to enumerate and explain job responsibilities.

Performance and Compensation Review

All employees will be evaluated on an annual basis by the beginning of every calendar year by the employee's supervisor. Religious teachers and camp counselors will be evaluated at the end of their terms. Pre-School teachers shall be evaluated twice a year. The written reviews will become part of the employee's personnel file. Performance reviews are an opportunity for the employee and his/her supervisor to talk about the employee's job responsibilities and objectives and update job descriptions. Evaluations may, but are not required to, include self-evaluation by the employee. A written evaluation by an employee's supervisor is required.

Compensation adjustments, when applicable, for administrative and operations staff are generally effective July 1. Compensation adjustments for Clergy, Pre-School and Religious School teachers are generally effective in accordance with their contracts. Pre-School compensation adjustments are generally effective September 1.

In addition to the foregoing, at the end of the 90-day probationary period, the employee shall provide the employee with a performance review, which shall be documented in the employee's personnel file.

Standards of Conduct

The Congregation has the expectation that all employees are mature, talented people who behave professionally. If an employee's conduct is found to be unsatisfactory, he/she may be subject to disciplinary guidelines discussed below.

Gross Misconduct

The following is a non-exhaustive list of behaviors that are considered Gross Misconduct requiring immediate disciplinary action, up to and including discharge:

- Pattern of poor work performance
- Excessive pattern of absenteeism and lateness, unexcused absence or failure to follow the Congregation's absence notification procedure
- Prolonged breaks during the workday
- Leaving early without permission
- Falsification of employment records or other Congregation records, including falsification of time records are grounds for immediate dismissal.
- Sleeping during scheduled work hours.

Insubordination including but not limited to failure or refusal to follow the instructions of a supervisor and refusal to accept a job assignment or direction.

Use or unauthorized possession of unlawful substances on Congregation premises, or reporting to work under the influence of illegal drugs and/or alcohol.

Possession of a weapon on Congregation premises. Gambling or possession of gambling devices on Congregation premises.

Creating or contributing to unsafe or hazardous conditions or failing to act to prevent unsafe or hazardous conditions.

Physical or verbal abuse of co-workers, Congregation members, or visitors.

Unauthorized possession, use or copying of the Congregation's records or disclosure of confidential information contained in such records to unauthorized persons, or any other violation of the Congregation's Confidentiality policy as described herein.

Dishonesty or negligent or deliberate destruction or misuse of property belonging to the Congregation or to any employee or visitor, including the Congregation's intellectual property.

Soliciting and accepting tips or gratuities

Use of obscene language.

Sexual harassment or any violation of the Congregation's Equal Opportunity Employment policy.

Moonlighting during Congregation work hours.

Inducing another employee to commit any breach of the foregoing rules or regulations.

Theft

This list is not all-inclusive and employees may be disciplined for other "common sense" or un-professional violations of the Congregation's policies and procedures.

Disciplinary Guidelines

The Congregation retains the right, in light of a particular performance problem to take disciplinary action it deems appropriate and necessary, including termination of employment. The following are guidelines of Disciplinary Procedures the Congregation shall follow. In these situations, the President of the Congregation or designee, in consultation with members of the Personnel Committee, must be consulted prior to taking any disciplinary action. In certain circumstances, the severity of the problem may require that any or all steps be eliminated.

First Step: Discussion

The first step is a discussion between an employee and his/her immediate supervisor. The supervisor will define the problem, what improvements are expected, a time frame for improvements and what steps might be taken if improvement does not follow.

Second Step: Oral Warning

If the employee's performance does not improve the next step is an oral warning that the employee's job is at risk. The supervisor will identify and communicate the performance improvement expected and time frame for the oral warning period. The length of the warning period depends on the nature of the improvements needed. At the end of this period, the employee and his/her supervisor will meet again. If the supervisor feels that there have been some improvements but more are needed, the next step may be an extension of the warning period. If performance has become satisfactory the warning period will be removed. If performance deteriorates during the oral warning period it may be appropriate to move the employee into a written warning period.

Third Step: Written Warning

If the problem continues and no improvements have been made, the employee can be placed on written warning. The written warning defines the improvements needed and the timeframe. At the end of the written warning period employees will meet with their supervisor who will either extend the warning period or remove the warning if there has been improvement.

Final Step: Termination

If there is no improvement or if performance deteriorates during the written warning period, or within three months from the end of any warning period it may be appropriate to terminate the employee's employment at the end of the written warning period.

Once an employee has been placed on written warning, even if the warning has been taken off, he/she will be immediately put into a written warning for any subsequent violations.

OFFICE POLICIES

Communicating Concerns

We welcome employees' suggestions for improving the working environment and the physical workplace. The Congregation encourages employees to address matters through a normal chain of work command. The employee should first work effectively with their supervisor to address professional matters. If any employee feels uncomfortable making such suggestions, or feels that a significant matter of professional concern may not easily be addressed through the normal chain of supervision, that employee is encouraged to seek support from the Temple Administrator or, if not appropriate, the President of the Congregation, the Chair of the Personnel Committee, or the Executive Vice President.

Confidentiality

Employees may, from time to time, possess confidential information regarding Congregants and others. Such information must remain strictly confidential. Failure to honor this requirement will be grounds for termination of employment.

The Congregation respects the privacy of its employees. We will not release information about employees to an outside party without written authorization from the employee.

Hiring Relatives

In the event that a Congregant or a family member of a Congregant is being considered for employment, we recognize that potential conflicts of interest may arise. Should a conflict arise, the President of the Congregation shall seek recommendations from the Personnel Committee.

Non-Fraternization Policy

In full understanding of the mission of the congregation, and the Jewish values on which the vision is founded, Oak Park Temple strives to avoid misunderstandings, complaints of favoritism, claims of sexual harassment or discrimination and employee morale problems that can result from personal or social relationships involving supervisors and non-supervisor employees.

Accordingly, supervisors are discouraged from romantic involvement with subordinate employees or employees with whom they have a reporting relationship. As soon as such a relationship exists in the workplace, the employees involved are required to inform their own supervisors and the Temple Administrator of Oak Park Temple. Oak Park Temple reserves all rights to take any action at its discretion, subject to applicable law, to address such a situation, including but not limited to changing the reporting relationships of the employees involved in the relationship.

Nursing Mothers

Employees who are nursing shall be permitted reasonable breaks during the working day to take

care of their needs with respect to nursing. Non-exempt employees will receive unpaid breaks or may use paid break time or meal time, if applicable, for this purpose. There will be no deductions from an exempt employee's pay for nursing breaks. The Congregation will not discriminate in any way against an employee who chooses to nurse in the workplace. If employees have questions about this policy, or need assistance in locating a place to nurse, they should contact their supervisor or the Temple Administrator.

Personal Information

The Temple Administrator and the employee's supervisor should be kept up-to-date with regard to all tax status, emergency contacts, home address, insurance and other information pertaining to an employee's position. Employees are encouraged to notify the Temple Administrator of any change in status at their earliest convenience.

Personnel Files

Personnel files are maintained for all employees. Files are confidential and may be made available to employees' supervisors as needed. These files are property of the Congregation. Employees do not have access to inspect personnel files, except upon request.

Protection of the Congregation's Employees' Personal Information

If through employment with the Congregation, employees have access to "personal identifying information" (as defined below) of Congregation employees, such employees must not distribute or communicate this information to third parties, including clients, visitors, members, service providers, or the general public. Personal identifying information includes the Congregation's employees' personal, non-business related information, including the employees' social security numbers, home addresses and/or telephone numbers, personal email addresses, internet identification names and/or passwords, parent's surname prior to marriage, or drivers' license numbers. Further, if employees have access to the social security numbers of the Congregation's employees, such employees must ensure that the social security numbers are not (i) publicly posted or displayed, (ii) used for identification purposes, (iii) placed in files with unrestricted access, or (iv) visibly printed on badges and cards (including time cards). Employees with questions about this policy or requiring additional information on how to protect the confidentiality of the Congregation's employees' personal identifying information should contact the Temple Administrator.

References/Verification of Employment

Request for references and/or employment verification should be directed to the Temple Administrator. It is the Congregation's policy to only verify dates of employment and job title. Requests for employment verification must be in writing and include written authorization from the employee or former employee.

Kashrut

Congregation premises are kosher-style. Employees are expected to respect kosher food practices for all food and beverages on the premises. Questions about kosher practices can be addressed to the Rabbi..

Outside Employment

Full-time employees of the Congregation are required to notify their supervisor, preferably in writing, before participating in outside work activities. In general, outside work activities are not allowed if they prevent the employee from fulfilling work requirements with the Congregation or if they violate provisions of law or of the Congregation's stated policies. Senior Staff may be

required to donate to the Congregation any honoraria received in recognition of outside work. Employees should consult the Temple Administrator if they have questions regarding outside employment.

Reimbursement Of Expenses and Travel Policies

Employees who incur expenses on behalf of the Congregation such as travel, approved training courses, or office supplies may receive reimbursement by forwarding a description of the type of expense and reason it was incurred along with all receipts to a supervisor who will review the accuracy and completeness of the report and sign off before submitting the request to the Temple Office. Travel should be approved by an employee's supervisor before expenses are incurred.

Return Of Congregation Property

Prior authorization must be obtained before Congregational property may be removed from the premises. Upon an employee's separation from employment, the employee must return all keys, , documents, manuals, computers, computer disk, files, and any other property belonging to the Congregation.

Tipping/Gifts

Employees are not allowed to solicit cash or cash equivalent tips and/or gifts from congregants for themselves.

Chapter 5 – ELECTRONIC INFORMATION SYSTEMS AND EXPECTATION OF PRIVACY

A. Business Use

The Congregation's computers, e-mail, telephone and voice mail systems are intended for business use only, both internally and externally. It is the policy of the Congregation to comply fully with the licensing requirements of the hardware and software it purchases. The Internet offers a range of resources of Judaic and other websites that may be beneficial for employees to consult, and employees are encouraged to use such websites. Although the Congregation permits occasional personal use of the computer, e-mail, telephone and voicemail systems, personal use should be kept to a minimum. Employees who use Congregation equipment for long-distance telephone, fax, postage, or photocopies are expected to reimburse the Congregation for such use. E-mail is only to be used for Congregational purposes.

The Congregation strictly prohibits the use of e-mail, the Internet and other information systems in such a way that may be disruptive or offensive to others, harmful to morale or criminal. Employees are expected to use common sense and good judgment when sending messages to others using e-mail. There is to be no display or transmission of sexually explicit images, messages or cartoons, or any transmission or use of e-mail or other communications that contain ethnic slurs, racial epithets, derogatory or offensive remarks regarding religion or anything that may be construed as discrimination, harassment or disparagement of others based on their race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law. Employees are expected to delete any e-mail which they believe contains any of the unacceptable contact described herein. The Congregation's policy against harassment and discrimination applies fully to the use of the Congregation's electronic information systems.

B. Confidential Information

All employees are expected and required to protect the Congregation's confidential information. The Congregation requires its employees to use e-mail and other electronic information systems in a way that respects the confidential and proprietary information of others. Employees should exercise caution when transmitting information or material over the Internet or via e-mail. Employees are prohibited from copying or distributing copyrighted materials such as software, database files, documentation or articles using the e-mail system. Employees should avoid retrieving or reading e-mail messages or files that are not intended for them.

C. Access to Information

The Congregation reserves the right to review and disclose all electronic documents (including word processing documents, spreadsheets, databases and computer files of all other kinds) and messages (including e-mail, voice mail and any other means of electronic communication) that are stored or processed on the Congregation's computers or other equipment, including such documents and messages that do not relate to the Congregation's business. Authorized representatives of the Congregation may review such information for any purpose related to the Congregation's business. These purposes may include retrieving business information, trouble-shooting hardware and software problems, preventing system misuse, investigating misconduct, assuring compliance with software distribution policies, assuring compliance with applicable legal requirements, and complying with legal requests for information. It is possible that others may access (i.e., view, listen to, copy, print, retain, etc.) electronic documents and messages inadvertently. In addition, in some instances, some degree of retrieval may be possible even of electronic documents or messages that have been "deleted" by individual system users.

D. No Privacy Rights

All forms of communications and information transmitted by, received from, or stored in any of the Congregation's computers or other electronic information systems should be considered the official records and property of the Congregation. The Congregation does not guarantee the privacy of electronic documents and messages stored in Congregation-owned files, disks, storage areas or electronic media (even if password protected). Electronic documents and messages generated or stored on the Congregation's computers and other equipment are potentially subject to discovery in court cases, can be read by others who have the password, and can be read by anyone with access to the system if the document or message is neither password-protected nor secured via system access rights. In using the Congregation's equipment and services, employees waive any right to privacy with regard to any use of the Congregation's equipment and systems. This policy does not apply to any such information that is covered by what would be considered to be pastoral confidentiality or privilege.

E. Social Media

Employees are expected to maintain a high standard of professionalism and ethical conduct when using forms of social media while on Congregation property and while using Congregation property. Employees shall refrain from using social media in any manner that violates Congregation policy; unlawfully discriminates or harasses; discloses information that is proprietary to the Congregation or its employees or members; unlawfully defames or disparages the Congregation, its employees or members; is protected by copyright or trademark law; is protected by pastoral confidentiality or privilege, or is otherwise privileged.

F. Enforcement of Policy

Any employee who becomes aware of misuse of the Congregation's equipment and electronic information systems should report the matter to the Temple Administrator. Violations of this policy may subject an employee to disciplinary action, up to and including termination of employment.

**OAK PARK TEMPLE EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT: *EMPLOYEE COPY***

This is to acknowledge that I have received a copy of the Oak Park Temple Employee Handbook ("Handbook"). I understand that this Handbook sets forth terms, conditions, rights, duties responsibilities and obligations of my employment. I understand and agree that: it is my responsibility to read and familiarize myself with this Handbook and by accepting employment with Oak Park Temple I am expected to abide by the provisions of this Handbook. I understand that the personnel policies, practices and benefits of Oak Park Temple are regularly reviewed and are subject to change without notice; if I have questions about policies or statements contained herein, I will consult with my supervisor or the Temple Administrator.

This copy of the Handbook supersedes all previous descriptions of Oak Park Temple's policies, practices and benefits., This Handbook is not a contract for employment and I understand that my employment with Oak Park Temple is "at will," that is, that both Oak Park Temple and I are free to terminate my employment for any reason or no reason, at any time, with or without notice.

Employee's Name (Please Print): _____

Employee's Signature: _____

Date: _____

OAK PARK TEMPLE EMPLOYEE HANDBOOK (September 2011)

ACKNOWLEDGEMENT OF RECEIPT - EMPLOYER COPY

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Employee's Name (Please Print): _____

Employee's Signature: _____

Date: _____