

CONGREGATION BETH EMETH

PERSONNEL MANUAL

July 2009

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This Personnel Manual is not a contract. Nothing in this manual should be considered as creating a contract or any other form of assurance, either express or implied. Any employment relationship which you establish with Congregation Beth Emeth will be at will and terminable by either you or Congregation Beth Emeth with or without cause at any time. Congregation Beth Emeth reserves the right to unilaterally change the policies and procedures described in this manual at any time.



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Section 1- INTRODUCTION

As an employee of Congregation Beth Emeth (CBE), you are an integral part of this thriving Congregation and we hope that you will find a home here as so many of us have. The continued success of CBE depends on the quality, integrity, expertise, and professionalism of you and the CBE staff. This Personnel Manual is for you to answer most of the questions you may have while employed at CBE. It includes information about CBE's benefits, policies and procedures, and our responsibilities to you and your responsibilities to the Congregation. Please take the time to read it and, if anything is unclear, discuss the matter with your supervisor or with the Executive Director. You are responsible for reading and understanding this Manual and for adhering to the policies. Every effort will be made to keep you informed of changes or additions at staff meetings, by e-mail notices, or through personal contact with your supervisor.

This CBE Personnel Manual is designed to provide in one place the policies and procedures of CBE that are meant to make your employment successful and enjoyable. It is not intended to create an employment contract. It is our hope that your employment will be mutually satisfactory. However, CBE has the right to terminate the employment relationship at any time, with or without cause. CBE furthermore reserves the right to modify or delete all policies, procedures, and benefits outlined in this Manual at any time, with or without notice.

This Manual supersedes all prior policies or procedures as to subjects addressed in the manual and all representations, oral or written, regarding an employee's employment status or duration of employment, except those signed in writing by the Executive Director. In the event of a contradiction between this Manual and the representation of a supervisor, the terms of this Manual will govern.

History

A serious commitment to the expansion of Jewish education in Northern Virginia led several families to organize a new center of Conservative Judaism in Reston, culminating in the official organization of Congregation Beth Emeth on June 14, 1979 by fifteen founding families.

Four years later, CBE merged with B'nai Shalom, a Conservative congregation in Sterling, Virginia, affiliated with the United Synagogue of Conservative Judaism, AND purchased land for the construction of our current building. Pretty impressive for a small number of dedicated families!

In the autumn of 1988, our membership had grown to 175 families and realized all three of our initial long-range goals: operating a six-hour/3-days per week religious school, hiring a full-time Rabbi, and dedicating our own building in Herndon, VA.

Education has always been the keystone of our Congregation, where we provide educational opportunities for everyone in your family through the Beth Emeth Early Childhood Center

(BEECC), our pre-school; through the family learning programs; through the CBE religious school starting with kindergarten and going through Chai School; and a wide variety of adult education classes.

Over the years, we have expanded our services to include evening and morning *Shabbat* services, twice-weekly *minyanim*, and *Yom Tov* and High Holy Day services. Our egalitarian services are led primarily by CBE members who are encouraged to develop pulpit skills through mentoring by the Rabbi and lay leaders. We now boast a substantial number of regular and active Torah readers who join with the Rabbi to read the Torah on a triennial cycle.

In addition to these services, CBE has developed monthly family services: a *Shabbat* morning program for pre-schoolers, Torah for Tots, and Shabbat service for primary grade students, K'tongregation. We are particularly proud of our religious school students who lead Junior Congregation services on *Shabbat* and *Yom Tov* mornings.

In 1992, CBE celebrated its Bar Mitzvah with the purchase and dedication of a new sefer Torah and the establishment of a Scholar-in-Residence Fund to ensure continuation of torah scholarship at CBE. Five short years later, we dedicated a Czech Holocaust Memorial Scroll by a Holocaust survivor and completed an expansion of our building that tripled the size of facility, adding much needed classroom space.

In 1995, Rabbi Steven M. Glazer joined CBE to serve as our spiritual leader.

In 1999, we received a \$1 million gift from a CBE family that is the foundation for future expansion. That year also marked our twentieth birthday party with a sense of pride and astonishment at how far we've come, a celebration of what we are today, and a sense of confidence in the future.

CBE has been characterized from its earliest days by warmth, independence, determination, and unbridled chutzpah. We have met controversy with sensitivity and reconciliation, striving to meet the varied needs of our congregants. As we approach our 30th birthday, we continue to strive to maintain the unique sense of family that CBE generates, providing a solid foundation for Conservative Judaism for now and for the future.

Congregation Beth Emeth Mission Statement

The mission of Congregation Beth Emeth is to foster a welcoming Jewish community, committed to the tenets of the United Synagogue of Conservative Judaism that promotes and strengthens ritual observance, knowledge, and identity, including the fulfillment of mitzvot.

Within our *Beit Knesset*, our House of Gathering, we have created a community that is inclusive, warm and open, and whose members feel part of an extended family, wherein there is a sense of belonging that encourages volunteerism and participation.

As a *Beit Tefillah*, a House of Prayer, our members gather to participate in egalitarian religious services and to mark Shabbat, holiday, and life cycle events. Under the guidance of our rabbi and knowledgeable lay leadership, we encourage our members to experience Conservative rituals, while nourishing a desire to move up the stepladder of observance.

As a *Beit Midrash*, a House of Learning, education and life-long study are top priorities, as exemplified by our well-established pre-school, religious school, religious high school, and adult education programs. We stay connected to our young people on college campuses through a program of outreach. Under the leadership of our directors, our students — young and old alike — become able bar and bat mitzvah, confirm their dedication to Judaism, and join the learning continuum by participating in youth activities, family learning, and continuing education.

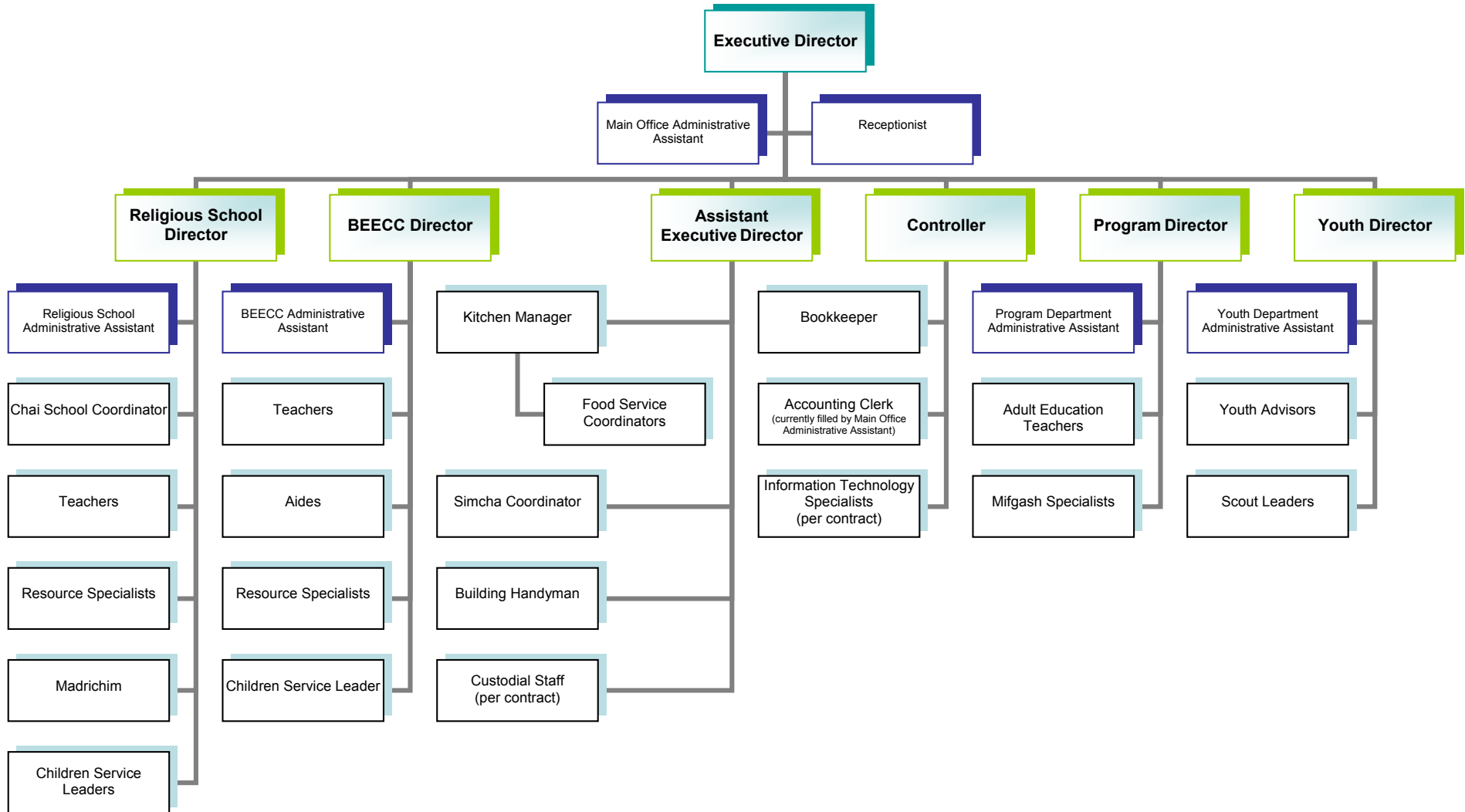
As a *Beit Emeth*, a House of Truth, we are focused on the building blocks of Jewish identity, enabling our congregants, who come from diverse backgrounds, to encounter a range of Jewish experiences. These include the performance of communal and personal — public and private — mitzvot. We encourage involvement in social action, music and culture, social events, and support of Israel. We explore and practice the precept of tikun olam, striving to make our world a better place.

At Congregation Beth Emeth, we are dedicated to strengthening our community and carrying our Jewish legacy into the future—l'dor v'dor—from generation to generation.

Adopted by the Board of Directors

July 2003

CBE Organizational Chart



The **Rabbi** shall be in charge of all religious activities; shall be the Mara D'atra (final authority) in all matters of halakhah that may come before the Congregation; and shall provide advice and guidance in the educational activities of the Congregation.

This Manual contains the following sections:

Section 1 – Introduction

Section 2 – Definitions

Section 3 – Benefits

Section 4 – Policies

Section 5 – Employee Performance and Evaluation

Section 6 – Attachments

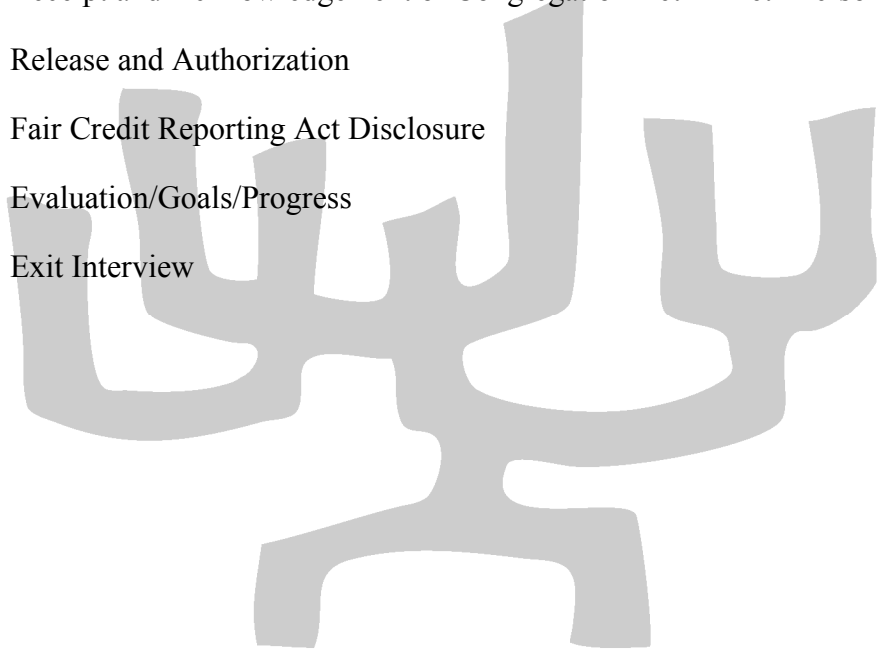
Receipt and Acknowledgement of Congregation Beth Emeth Personnel Manual

Release and Authorization

Fair Credit Reporting Act Disclosure

Evaluation/Goals/Progress

Exit Interview



Section 2 - DEFINITIONS

Categories of Employment

Each employee shall be in either Category 1 or 2; and in Category A or B. The categories of employment are:

1. Salaried: A salaried employee is one whose pay is calculated by the week, month, or year.
2. Hourly: An hourly employee is one whose pay is calculated by the hour.
 - A. Exempt: An exempt employee is one who is exempt from overtime as defined under the Fair Labor Standards Act. Holiday hours may vary by letter of engagement.
 - B. Non-exempt: A non-exempt employee is one who is eligible for authorized overtime under the Fair Labor Standards Act. Holiday hours may vary by letter of engagement.

Definitions

For purposes of application of employment benefits, the Congregation uses the following definitions:

- A. **Full-time personnel** are those employees who are scheduled to work 25 hours or more per week on a 12-month regular basis (1300 hours per year).
- B. **Part-time personnel** are those employees scheduled to work less than 25 hours per week.

Position Description

Each employee will receive and sign a Position Description. The Position Description may include the minimum qualifications for the job (such as education requirements, experience, and special skills needed), and outlines the position's major responsibilities, regular tasks, schedule, and reporting relationships. The position description will be updated as needed. Position descriptions may be changed at any time at the discretion of the Congregation and the employee shall have no vested rights based on any prior position description.

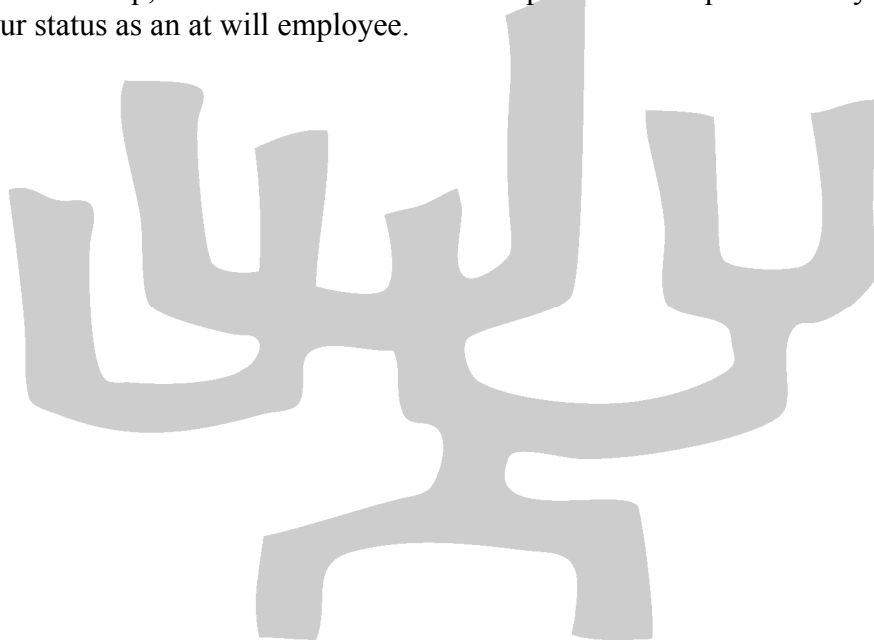
Documentation

- A. Federal law requires the Congregation to acquire proof of authorization to work in the United States. To comply with this law, all employees must produce proof of identity and employment eligibility and complete INS Form I-9. Each new employee must produce the required document(s) no later than the third day of employment.

B. Employees will be asked to authorize release of records or information requested to CBE (see Release and Authorization Form, Section 6) and may be required to complete criminal background investigation paperwork (see Section 4).

Probationary Period

Beginning with the first day of employment, all new employees are subject to a probationary period of ninety (90) days. During this time your work, performance, and progress is carefully reviewed by your immediate supervisor. The probationary period is when CBE gets to know you and for you to become familiar with CBE and your responsibilities as an employee. While CBE hopes that your employment will be satisfactory to both parties, if at any time either during or after the ninety (90) day probationary period, this is not the case, either CBE or you may terminate the relationship, with or without cause. Completion of the probationary period does not change your status as an at will employee.



Section 3 – BENEFITS

Holidays

Shown below are the religious and secular holidays observed at CBE and the number of days off. Your supervisor will provide you with a statement of holiday pay benefits that apply to your position.

HOLIDAY	NUMBER OF DAYS OFF
RELIGIOUS	
Rosh Hashanah	2
Yom Kippur	1
Sukkot	2
Shemini Atzeret	1
Simchat Torah	1
Passover	4 (first and last 2)
Shavuot	2
SECULAR HOLIDAYS	
New Year's Day	1
Martin Luther King Day	1
Presidents' Day	1
Memorial Day	1
Independence Day	1
Labor Day	1
Columbus Day	1
Thanksgiving	1
Day after Thanksgiving	1
Christmas Day	1

- A. Holiday pay for holidays listed above for full-time employees shall be equivalent to their regularly scheduled work day rate. Employees who are paid on an annual basis will not receive any additional pay for holidays.
- B. Eligible employees will receive holiday pay provided the employee works a regular schedule the day before and the day after the holiday, unless leave is otherwise approved in advance.
- C. Holiday hours (time not worked) will not be included in the computation of overtime hours.
- D. If a holiday, as listed above, occurs during an employee's regular vacation he/she is entitled to an additional day of vacation.
- E. If a religious holiday and a secular holiday occur on the same weekday, it shall be considered one holiday.
- F. Holiday hours may vary by letter of agreement.

Salary/Payroll

CBE maintains various pay periods depending on the job classification. Check with your supervisor for your specific payroll schedule.

Salary and pay levels are a function of the budget, which is approved by the Board of Directors and the Congregation. Many needs of the Congregation, including payment of salaries, must be accommodated in the budget. Therefore, all policies pertaining to salary levels are subject to that constraint.

Hours of Work

Hours of work vary according to employee classification and specific job description. Category work schedules are determined by the appropriate supervisor. For discussion of time off, including annual, bereavement, compassionate, or military leave see Section 4.

Employee Healthcare

CBE provides the opportunity to participate in the Congregation employee health care plan to all full time employees. See Section 4 for Employee Healthcare Policy.

403(b) Retirement Plan

CBE has established a 403(b) Employee Retirement Plan for all employees of CBE through an approved independent organization. You may participate in this plan by designating an amount to be withheld from your paycheck on a pre-tax basis. This amount will then be deposited in an account that will be set up in your name with the independent plan administrator. You will be able to manage the investment direction of your account and are always 100% vested. Withdrawals are subject to qualified plan restrictions. The Executive Director will provide contact information to you at your request.

Section 4 – POLICIES

Attendance

Regular attendance according to the terms of employment is required for all employees. Continued occurrences of lateness or absenteeism will result in disciplinary action.

If you are unable to report for work, if you will be late coming to work, or if you plan to leave early, notify your supervisor as soon as you are aware of the situation so that alternative plans can be made.

Attire and Conduct

All employees are representatives of CBE. Employees are required to dress in appropriate attire and to behave in a professional, businesslike manner at all times. Please use good judgment in your choice of clothes and remember to conduct yourself at all times in a way that best represents you and CBE. It is against Congregation policy for employees to wear clothing containing offensive or provocative phrases or slogans. The employee's immediate supervisor will determine what is considered inappropriate attire or offensive or provocative phrases.

Background Investigation

It is the policy of CBE to conduct a criminal background investigation for all new employees. Forms will be provided along with a Release and authorization (see Section 6). Criminal background reinvestigations for adult teachers and aides will be conducted every three years.

Communicable Diseases

“All staff is expected to follow instructions of safe practice in work activities and to act in a manner that does not place others at risk of contracting infectious or communicable diseases. In particular, staff members, who know they have an infectious or communicable disease, are expected to exercise their duty of care towards other people with whom they come into contact to minimize the risk of transmitting infection.”¹

Compassionate Leave

In the event of the death of a member of an employee's immediate family (spouse, parent, child), the employee shall receive compassionate leave with pay for up to seven (7) calendar days.

Computers, Internet & Electronic Mail Policy

It is the CBE policy that the use of its computers, software, internet access and e-mail is generally limited to appropriate work related use. Employees should use these resources

¹ Excerpted from the *Congregation Beth Emeth Infectious and Communicable Disease Guidelines for Staff in the Religious School and Early Childhood Center*, April 1999. For complete CBE policy and requirements, please request a copy from your supervisor.

responsibly, professionally, ethically and lawfully and are expected to use good judgment and to limit the length and frequency of computer usage for personal reasons. The uses which are prohibited include but are not limited to: 1) ordering personal merchandise or services from commercial or retail web sites, 2) viewing of websites that are not in good taste or would violate Congregation policies, 3) accessing sites which are solely for entertainment such as computer game, movie, television or video sites, or 4) otherwise creating excessive network traffic.

CBE has the right to monitor the usage of e-mail and Internet usage at any time whether or not there is a suspicion of a violation of the Congregation's policies. There is no expectation of privacy or confidentiality when employees use either e-mail or the Internet. Excessive use of the Internet for personal or outside business or abuse of Internet access provided by the Congregation may result in the loss of that privilege, or disciplinary action, up to and including termination of employment.

Employees must not install software onto the system without the approval of the Executive Director and may only use the software installed by the Congregation according to the license agreement. The Congregation prohibits the illegal duplication of software and its related documentation. Due to the prevalence of computer viruses, employees should not open file attachments to e-mails unless the person or organization that sent it can be confirmed. Employees must exit all computer programs and log out when leaving for the day unless an exception is approved by the Executive Director in writing.

Privacy: All communication and information transmitted by, received from, or stored in the Congregation's computer system are the property of CBE. CBE reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received or sent via e-mail or other forms of on-line communications, for any reason and without the permission of any employee. Employees using the Congregation's computer equipment should have no expectation that any information stored on their computer – whether the information is contained on a computer hard drive, computer disks or in any other manner – will be private. CBE reserves the right to retrieve, read and disclose to third parties, such as law enforcement, any message composed, sent or received on our computer equipment or e-mail system. Employees should be aware that even when a message is deleted, it is still possible to recreate and retrieve it.

All computers and information stored on them are and remain at all times the property of CBE, excluding any agreements, policies, or situations related to intellectual property. As such, all messages created, sent or retrieved over the Internet or on the Congregation's e-mail system are the property of CBE.

Passwords and Codes: Although the Congregation provides certain codes to restrict access to computers, voice-mail and electronic mail, employees should understand that these systems are intended for business use, and all passwords, computer information, voice mail and electronic mail messages are to be considered as property of CBE and employees waive any right to privacy in their use. The use of passwords does not in any way diminish CBE's rights to access materials on its computer system, or create any privacy rights of employees in messages and files on the system. Employees will not share or divulge passwords except in exceptional circumstances as warranted by Congregation needs.

Any employee who violates this Computer, Internet and E-mail Policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Confidentiality

As a CBE employee, you are required to maintain the confidentiality of all information pertaining to the Congregation or its members received during the course of your employment whether in oral or written form. This includes, but is not limited to, member information, parent/teacher communications, business documents, files, and correspondence. Congregation mailing lists, rosters, and other lists of congregants or their family members belongs to the Congregation, and may not be used for any purpose other than the Congregation's affairs. Under no circumstances should you disclose information pertaining to the Congregation or its members to third parties or use such confidential information for any purpose other than performing your job, without appropriate authorization or consent. Breach of confidentiality or misuse of the Congregation's records, lists, or information, may result in disciplinary action. Any questions or inquiries regarding confidential or sensitive information should be directed to your supervisor or the Executive Director.

Document Retention and Destruction

CBE acknowledges its responsibility to preserve information relating to litigation, audits and investigations. It is a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against CBE and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Executive Director or President of the Congregation of a potential or actual litigation, external audit, investigation or similar proceeding involving CBE that may have an impact as well on the approved records retention schedule. All requests for information or documents received in connection with any litigation, audit, or investigation should be brought to the attention of the Executive Director or President of the Congregation.

Employee Healthcare Policy

Effective November 1, 1999, any full-time employee of CBE is eligible to participate in the CBE Employee Healthcare Plan. The CBE contribution will be provided as specified in the employee contract, or if none, at 50% of the individual's monthly premium.

Equal Employment Opportunity

Except as stated below, the Congregation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, other characteristics protected by federal or local law, or status as a Vietnam-era or special disabled veteran, in accordance with applicable federal and state laws. In addition, the Congregation complies with applicable federal and Commonwealth of Virginia laws governing non-discrimination in employment. This policy applies to all terms and

conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation or training.

Courts have held that there is a “ministerial exemption” to various EEO laws if the employee's primary duties consist of teaching, spreading of the faith, church/synagogue governance, supervision of a religious order, or supervision or participation in religious ritual and worship, which exemption arises out of the First Amendment to the U.S. Constitution. Further, the Civil Rights Act provides that sex or gender may be a bona fide occupational qualification (“BFOQ”) in certain circumstances.

Any employee who feels he or she is a victim of unlawful discrimination by any supervisor, Congregation official, or other employee, shall bring the matter to the immediate attention of his or her supervisor.

Inclement Weather, Snow, or Emergency Closing Policy

In the event of snow, inclement weather, or other emergency, a decision to close, or delay opening of, the building will be made by the Executive Director. S/he will develop a plan for notifying employees regarding closing or late opening of the building. As of July 1, 2007, that plan includes posting a message to the General Announcements electronic mailing list and updating the greeting on the telephone auto answering system.

When Fairfax County Government opens late or closes early, the Congregation offices will also open late or close early, respectively. The Congregation, generally, follows the policies of the Fairfax County Government, at the discretion of the Executive Director.

Closing:

When the Fairfax County Government closes due to inclement weather, generally, the Congregation will do the same. Employees who are on vacation or have a scheduled day off will be charged with paid time off (PTO).

Liberal Leave:

In cases when the Fairfax County Government announces a "liberal leave policy" to be in effect, employees who do not come to work will be charged with PTO. If the road conditions are hazardous and a staff member feels it is unsafe to drive, s/he should call her/his supervisor.

Essential Personnel:

Certain staff members, who are considered essential to the basic functions of the operations/building, may be asked to report to work even if the offices are closed. For instance, the Congregation may be open for services even during inclement weather.

The Religious School (RS), BEECC, Youth Program (YP) and Adult Program (AP) Departments, generally, follow the policies of Fairfax County Public Schools, at the discretion of the Executive Director. Closing of the RS, BEECC, YP and AP Departments will be decided by the RS Education Director, the BEECC Director, the Youth Director and the Program Director, respectively, in consultation with the Executive Director, and will only affect teaching and

advisory staff of these organizations. See the specific department guidelines for closing/cancellation policies and procedures for that department. The administrative staff of these departments will adhere to the building closure policy as outlined above.

Jury Duty

After completing the probationary period, employees who are regular full-time employees who are required to serve as a juror will be paid the difference between their jury duty pay and regular straight-time pay for any scheduled work time that the employee misses during jury duty. To be reimbursed for jury duty service, the employee must submit a court voucher and proof of actual jury duty service. Further, to receive jury duty pay, employees must provide the Executive Director with a copy of the jury duty notice as soon as it is received.

An employee required to be available for jury duty, but not required to be in court, must report to work. Utilization of any court call-in system that may be available is required.

Laws Relating To Religious Institutions

Courts have held that in certain instances, laws generally applicable to religious institutions (e.g., Title VII, FLSA, etc.) are subject to a "ministerial exception", that is, these laws will not apply to clergy, and employees whose primary duty includes duties such as spreading the faith, or participation in religious ritual or worship. CBE reserves all of its rights under the "ministerial exception". Policies and payments described in this manual shall not be construed as a waiver by CBE.

Leave Policies

Paid time off (PTO) and sick will be specified in your annual letter of engagement or per contract.

(See also Compassionate Leave, Jury Duty and Military Leave, Section 4.)

Military Leave

In addition to other applicable leave, unpaid military leave will also be granted to employees who enter active military service in the Armed Forces or who are ordered for an initial period of active duty for training in the Reserves or the National Guard. Employees will be paid for any unused leave, if eligible, on a pro rata basis for that year in accordance with the CBE general leave policy. Employees who return to work after an extended absence for military service are eligible for reinstatement in accordance with applicable law. They must, however, seek reinstatement within the required time and be qualified for work. Notwithstanding the foregoing, courts have held that there is a "ministerial exemption" to applicable laws if the employee's primary duties consist of teaching, spreading of the faith, church/synagogue governance, supervision of a religious order, or supervision or participation in religious ritual and worship. Military leave for employees who may be subject to the "ministerial exemption" will be determined by the Executive Committee on a case-by-case basis.

Open Door Policy

If you have questions, concerns, problems, or require clarification about any matter relating to your job or your work, present them first to your immediate supervisor. If the response from your immediate supervisor is not acceptable to you, you may then request that such matter be considered by the Executive Director, who will provide a response to you within a reasonable time under the circumstances.

Professional Ethics

The Congregation expects our employees to conduct business according to the highest ethical standards of conduct. Business dealings that appear to create a conflict between the interests of the Congregation and an employee are unacceptable.

Staff members must, at all times, avoid conflicts of interest particularly in financial areas of the Congregation, outside business interests, or favorable treatment. Full disclosure of any potential conflict is expected.

Employees are required to inform the Executive Director of any medical condition that might interfere with the ability to perform their job and of any communicable, contagious diseases they have contracted (e.g. tuberculosis). (See also, Communicable Diseases.)

Employees are required to inform their immediate supervisor promptly of any arrest or conviction for a felony or non-traffic misdemeanor during employment at the Congregation. Failure to list any arrest or conviction for felony or a misdemeanor on the personnel application or to inform the immediate supervisor shall be grounds for termination of employment.

Staff members may not use the tax-exempt status of the Congregation for personal benefit.

If you are in doubt or have questions about any specific standard, please speak to the Executive Director. Employees failing to adhere to proper standards with respect to appearance and demeanor are subject to disciplinary action or dismissal.

Public Relations

To assure the accuracy of any statements made in the name of CBE, any requests for information about the Congregation's operation, members, policies, funding, staff, philosophy, statistics, etc. must be referred immediately to the Rabbi, Executive Director, or Congregation President. Except as otherwise directed by the Executive Committee, or the Executive Director in any particular instance, only the Rabbi, Executive Director, and Congregation President are authorized to speak to the press on behalf of the Congregation.

Safety & Work Place Injuries/Accidents

It is the policy and intent of CBE to provide and maintain a safe working environment for all employees,

members and visitors. All employees must become familiar with the location of exits, fire alarm devices and fire extinguishers and automatic external defibrillators. Employees should immediately report any unrecognized or poorly identified hazard or potential hazard to the Executive Director.

Employees must report any on-the-job injury or accident requiring first aid or medical attention, whether or not work time is lost, to the Executive Director, within 24 hours. Even minor injuries and accidents should be reported. If you fail to report an injury, you may jeopardize your right to collect Workers' Compensation payments as well as health benefits.

Security

Employees are expected to observe all established security procedures, either now in effect or those that may come into existence in time. The Congregation regards the safety of our students, staff, members and visitors to be of primary importance. Employees encountering any circumstances that they believe do not comply with safety or security procedures or fire codes should contact the Executive Director immediately. In addition, employees should notify the Executive Director immediately of any suspicious activity or persons.

Under no circumstances should employees give out any information about the security at the Congregation. Please refer any callers asking about security procedures to the Executive Director.

If an employee sees a photographer taking photographs of the building, please inform the Executive Director or your supervisor immediately. If they are in a car, please try to write down license plate numbers and descriptions to provide to the Executive Director or your supervisor.

From time to time, circumstances may require a heightened sense of alert and added security precautions. Employees will be informed of specific steps to take should events warrant.

Sexual Harassment & Discrimination

It is the policy of the Congregation that all employees should be able to work in an atmosphere free from all forms of unlawful or improper harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

These policies prohibit harassment, discrimination and retaliation whether engaged in by employees or by someone not directly connected to the Congregation. Conduct prohibited by these policies is unacceptable in the offices or building of the Congregation, in any Congregation related setting outside of the actual offices of the Congregation, such as during meetings, trips or social events, or in the homes or offices of Congregation members where related services are being provided.

Employees may not engage in any unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal statements about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures (including through e-mail), sexually explicit or offensive jokes, and physical assault.

Any employee, who feels he or she is a victim of sexual harassment by any supervisor, management,

official, other employee, or representative of any member of the Congregation, should bring the matter to the immediate attention of his or her supervisor. An employee who is uncomfortable for any reason in bringing such matters to the attention of his or her supervisor shall report the matter to the Executive Director. Any question about this policy or potential sexual harassment should also be addressed to the same individuals.

The Congregation will investigate all credible allegations of sexual harassment. Any employee who it has been determined, after an investigation, to have engaged in harassment shall be subject to discipline, up to, and including termination where warranted. Subject to the Congregation's need to investigate claims of sexual harassment, or to report them to appropriate Congregational officials, such claims will remain confidential.

CBE is also committed to fostering a Congregation environment in which professional and other employees provide services to members in an atmosphere that is not hostile, offensive or intimidating to the congregant.

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

Solicitations

Employees may not make solicitations of any kind on the Congregation's premises or during working hours, except with permission of the Executive Director.

Employees may not distribute printed materials of any kind on the Congregation's premises, including parking areas, except with the permission of the Executive Director.

Use of Congregational Assets

CBE's assets are for Congregational business only. In this context assets include, but are not limited to, computer software and equipment, copiers and fax machines, office equipment and supplies, as well as miscellaneous equipment, such as cameras, video equipment, microphones, etc. The Executive Director should approve any off-site usage of Congregational property. Unauthorized, inappropriate, or excessive use of Congregational assets or Congregation-paid services for personal reasons could lead to corrective action, up to and including termination.

The use of CBE's postage machine for personal correspondence is not permitted.

Section 5 – EMPLOYEE PERFORMANCE AND EVALUATION

All CBE employees will normally be evaluated on an annual basis. You will be evaluated based on your performance of the duties and responsibilities of your position and how you contribute to CBE's mission and to discuss your goals for the coming year. Evaluations are an opportunity for you and your supervisor to assess your work, progress, and performance. You will be given the opportunity to comment on your evaluation. You and your supervisor will also discuss goals for the coming year.

You are expected to perform to the best of your ability and to conduct yourself in a professional manner.

Performance Review Process

Goals

The Performance Review Process is a system in which supervisors and employees share responsibility for documenting accomplishments, assessing competency, targeting areas for improvement, and setting realistic goals. It is designed to ensure fair and consistent evaluation of employee performance, maximize individual productivity and competence, and improve the quality of services to congregants.

Schedule

Newly hired employees will have a review after three months. Performance reviews are then normally performed on an annual basis, either on the yearly anniversary of employment or consistent with the normal cycle for the position. Certain positions will be evaluated on a rotating cycle. Individual supervisors will provide details. Off-cycle review can occur at any time as deemed appropriate by the supervisor to recognize excellent performance or to begin the progressive disciplinary process.

Review Meeting

At the scheduled time, you and your supervisor will meet privately to discuss the performance review form (a sample form is attached Section 6). At that time, your supervisor will go over the form's contents, reviewing your job performance and establishing goals for the coming year.

Appraisal

During the performance review, your supervisor will review the position description and specific goals and objectives for the performance period. Your performance review will include a discussion of your particular skills and strengths in accomplishing your responsibilities, a plan for the next period to provide objectives and performance development needs, and recognition of major accomplishments, and any areas that need improvement.

Conclusion

You will be asked to provide any comments and annotate the review form should you chose to. You and your supervisor will both sign in acknowledgement of having participated in the performance review process. You will be provided with a signed copy of the form for your personal records. A copy of the signed review will be maintained in your personnel file.

Performance Improvement

Employees should expect on-going feedback with regard to their performance, both positive and negative. The purpose of such feedback is to help each person to achieve their potential, while meeting the needs of the Congregation.

Performance problems such as excessive absences or tardiness, unsatisfactory performance, or personal problems that affect work quality should be handled through a “progressive discipline” process by the employee’s supervisor. Documentation is necessary throughout the process to explain and defend any employment action.

Verbal Coaching: At the initial stage, the supervisor will verbally describe the unacceptable behavior to the employee and explain what the appropriate behavior is. Examples of new behaviors will be described to replace the problem and improve performance. The supervisor will briefly document these counseling sessions.

Follow-Up: After initial coaching, the supervisor will provide follow-up feedback, indicating improvement or further corrective suggestions. Feedback will be documented.

Written Problem Notification: If the poor performance has not improved after verbal coaching and follow-up, the supervisor will provide the employee with:

- Written notification that includes a description of the unacceptable behavior(s),
- Information about previous discussions,
- The expected performance improvement, and the
- Specific actions that have been taken and still need to be taken for the problem to be corrected.

The employee will be asked to sign the written notification indicating that the material has been read. A copy will be placed in the employee’s personnel file.

Continuing Follow-Up: The employee will be given verbal reinforcement to continue the improvement process. The supervisor will document as necessary.

Probation: If previous steps have not resolved the problem, it may be necessary for your supervisor to put you on formal probation. (This requires approval of either the Executive Director or President of the Congregation.) The probation memorandum will include the following:

- The specific, unacceptable behaviors
- An employee action plan to correct those behaviors
- A schedule of weekly update meetings between the supervisor and employee
- A time frame for correcting the problem and any required follow-up meetings, and
- A potential outcome if the behaviors are not corrected, i.e., “further disciplinary action, which may include termination.” The employee will be given a copy of the memorandum once he/she has signed in acknowledgement.

Problem Resolution: If the employee has satisfied the requirements outlined in the probationary memo, then probation is ended. If no progress has been made, further action described in the memo, including termination, will be considered. (Note: Termination requires approval of either the Executive Director or President of the Congregation.)

Employee Appeal: An employee who disagrees with the outcome of any step in the progressive discipline process may appeal to either the Executive Director or the President of the Congregation. The Executive Director or the President can choose to have the Personnel Committee review the appeal and recommend action to the President. Each appeal should be in writing and the outcome placed in the employee’s file.

Discipline

The following is a list of some of the more common issues that may result in discipline up to and including immediate termination. This list is not exhaustive and CBE reserves the right to take the appropriate corrective action for issues not listed which are considered inappropriate in the exclusive judgment of CBE.

- a. Unsatisfactory job performance
- b. Falsification of records, reports or information
- c. Improper handling or disclosing of confidential information, including compensation information of employees and personal information about Congregation members
- d. Unsatisfactory attendance patterns (absenteeism, tardiness)
- e. Unauthorized removal or use of property belonging to the Congregation or another person
- f. Acts or threats of physical violence
- g. Violation of the law or Congregation policy
- h. Other unlawful, unethical, unprofessional or inappropriate conduct

- i. Excessive conduct of personal business to include, but not limited to, telephone use, computer use, personal conversations, etc.
- j. Inappropriate use of the computer system as described in Section 21
- k. Conducting work for another employer or for a self-employed business during work hours
- l. Possession of illegal substances, use of alcohol on the job (other than wine used solely for religious ceremonial purposes)
- m. Involvement with a crime or civil matter outside of employment which in the opinion of the Executive Director or Executive Committee, makes continued employment inadvisable, or
- n. Unauthorized or unlawful use or possession of firearms or other weapons while working.

Duties of the Congregation

The foregoing policies and procedures should be followed insofar as practicable, but there may be circumstances of a case that make these procedures impractical or undesirable, and the case should be handled in a manner conforming to the circumstances. Moreover, to meet the responsibilities placed upon the Executive Committee of CBE, and pursuant to the Executive Committee's authority to manage the affairs of the Congregation, any employee may be separated immediately without regard to any suggested procedural steps when the Executive Committee considers it necessary or advisable in the interests of CBE.

Resignation

When an employee resigns from CBE, the Congregation requests that the employee provide written notice to his/her supervisor. CBE, however, reserves the right to immediately separate the employee, if he/she demonstrates unacceptable or undesirable work behavior after giving such written notice. In these circumstances, CBE will not compensate the employee for any part of the notice period not worked. Resignations by employees with signed contracts shall be governed by the terms of those contracts.

Termination

Except for employees with a written contract containing terms to the contrary, employment may be terminated with or without cause at any time. Employees who are separated shall not be entitled to severance payments. Accrued but unused sick leave is not paid upon termination.

Follow-up

An employee who has submitted a resignation or whose employment has been terminated shall return all material or property entrusted to him/her including keys, office supplies, etc. These items are to be promptly returned to your supervisor.

Exit Interview

It is CBE's policy to conduct an exit interview for all separated employees. A sample of the exit interview is shown in Section 6 of this Manual.



Section 6 - ATTACHMENTS

Receipt and Acknowledgement of Personnel Manual

Release and Authorization

Fair Credit Reporting Act Disclosure

Sample Evaluation/Goals/Progress

Sample Exit Interview



Receipt and Acknowledgement of Congregation Beth Emeth Personnel Manual

After you have reviewed this Personnel Manual and the following statement, please sign below indicating your receipt and acknowledgment and return this page your to Supervisor or the Executive Director by your first day of work. The original copy of this agreement will be filed in your personnel file and you will receive a signed copy for your records.

Print Name: _____

I acknowledge that I have been given a copy of the Congregation Beth Emeth Personnel Manual, dated _____ and have read and understand the contents and will comply with the policies stated therein.

I understand that the contents of this Personnel Manual may be changed at any time at the discretion of Congregation Beth Emeth and that Congregation Beth Emeth may require an additional signature from me to indicate that I have been made aware of and understand any new policies.

I understand that it is my responsibility to conduct myself consistently with the Manual’s statements. I further understand that if I have any questions of what the Manual requires of me, it is my responsibility to ask my immediate supervisor or the Executive Director.

I understand that the Personnel Manual is not a contract, and the Congregation may modify or rescind any policy, benefit, or practice described in this handbook without notice to me, with the exception of Congregation Beth Emeth’s employment “at-will” policy. I further understand and acknowledge that if employed by Congregation Beth Emeth, my employment and compensation are “at-will” and may be terminated at any time with or without notice or reason or cause, at my option or at the option of Congregation Beth Emeth. This “at-will” employment relationship will remain in effect throughout my employment with Congregation Beth Emeth unless it is specifically modified by an express written employment agreement. I understand that this “at-will” employment relationship may not be modified by any oral or implied agreement.

I understand that my signature below indicates that I have read, understand, and agree to comply with the above statements and have received a copy of the Congregation Beth Emeth Personnel Manual.

Employee’s Signature: _____

Date: _____

Release and Authorization

I voluntarily and knowingly authorize any present employer or supervisor, past employer or supervisor, college, university or other institution of learning, administrator, law enforcement agency, state agency, federal agency, finance bureau/office, credit bureau, collection agency, private business, military branch or the National Personal Records Center, personal reference, and/or other persons, to give records or information they may have concerning my workers compensation claims, criminal history, motor vehicle history, earnings history, credit history, health, character, and employment records or any other information requested, to Congregation Beth Emeth. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid one year from the date signed and a photographic or faxed copy of the authorization shall be as valid as the original. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a Consumer Reporting Agency. I will be so advised and be given the name of the agency or source of information.

Printed Name: _____

Signature: _____

Date: _____

Fair Credit Reporting Act Disclosure

1. GENERAL INFORMATION ABOUT CONSUMER REPORTS AND THE FCRA: Congregation Beth Emeth may obtain and use a “consumer report” on you from a “consumer reporting agency” in connection with considering your application for employment, making a decision as to whether to offer you employment, deciding whether to continue your employment (if you are hired), and making other employment-related decisions directly affecting you. The terms “consumer report” and “consumer reporting agency are defined in the Fair Credit Reporting Act (“FCRA”), which applies to you. As an applicant for employment or as an employee of the Congregation, you are a “consumer” with rights under the FCRA.

Under the FCRA, a “consumer reporting agency” is a person or business, which for monetary fees, dues, or on a cooperative, non-profit basis, regularly assembles or evaluates credit information or other information on consumers for the purposes of furnishing “consumer reports” to others, such as the Employer.

Under the FCRA, a “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes. “Employment purposes” may include verification of information supplied in employment documents such as applications, resumes, or other documents as well as determining eligibility to drive vehicles.

If the Congregation obtains a consumer report about you, and if the Congregation considers any information in the consumer report when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the consumer report before the final decision is made. You are also free to contact the Federal Trade Commission about your rights under the FCRA as a consumer with regard to consumer reports and consumer reporting agencies.

2. HOW THE CONGREGATION USES CONSUMER REPORTS: Generally, the Congregation uses the following types of consumer reports for relatively limited purposes: criminal, credit and driving records. The Congregation searches criminal histories in connection with background checks for new hires, and occasionally in connection with internal investigations. Driving records are generally used to verify driving histories for employees whose job responsibilities include driving or require special licenses. This paragraph describes the types of consumer reports that are commonly used by the Congregation, but the Congregation may from time to time use other reports that fall within the broad definition of “consumer reports” under the FCRA.

I acknowledge receipt of this Fair Credit Reporting Act Disclosure.

Name (Please Print) _____

Signature _____

Date: _____

Evaluation/Goals/Progress

The following is to be completed by the employee and submitted to his/her supervisor for additional commentary prior to discussion.

1. What have you accomplished in the past year (July 20__ - June 20__) in your position at CBE?

Employee's Comments:

Supervisor's Comments:

2. What do you consider to be your greatest strengths and how have you applied them to your position at CBE?

Employee's Comments:

Supervisor's Comments:

3. What are your goals for the coming year in your position at CBE, and when do you expect to see them met? What will the desired outcomes be?

Employee's Comments:

Supervisor's Comments:

4. Where would you like more development to benefit you in your position at CBE?

Employee's Comments:

Supervisor's Comments:

My signature below indicates we have reviewed and discussed this completed form.

Manager's Signature

Employee's Signature

Exit Interview

Name: _____ Date: _____

Position: _____ Supervisor: _____

Congregation Beth Emeth (CBE) Exit Interview Questionnaire

CBE values your input and appreciates your feedback. Please be as candid as possible. The information you provide is considered confidential and your identity will not be revealed to your supervisor. We will use the information you provide us to understand what your experience was like working for CBE so we can make improvements. Use additional sheets as required.

1. What factors attracted you to CBE and contributed to you accepting a job?
2. What made your employment most enjoyable?
3. What influenced your decision to leave CBE?
4. Did you discuss any concerns you had with your supervisor prior to your decision to leave?
5. What could CBE have done to prevent you from leaving?
6. Are you staying in the same field?
7. If you are going to another job, what does that job offer you that your job at CBE did not?
8. What would make you interested in returning to work at CBE?
9. If you came back to work for CBE, would you work for the same supervisor?

