



# The Emanuel Synagogue

## Employee Handbook

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The Emanuel Synagogue

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# WELCOME AND INTRODUCTION

## Welcome to the Emanuel Synagogue

*This Employee Handbook, also referred to as the Emanuel Synagogue Personnel Practices Manual, contains policies, procedures, and guidance to provide you with an understanding of The Emanuel Synagogue's rules and regulations and expectations and enable all to operate as a team.*

*The Board of Trustees of The Emanuel Synagogue sets personnel policy and adopted this Handbook on March 19, 2024. It supersedes all prior editions and previous communications.*

*The contents are applicable to everyone, regardless of position, unless an exception to specific sections or provisions is made by way of contract or separate written agreement between you and The Emanuel Synagogue or is otherwise stated in writing<sup>1</sup>.*

*Please read the entire Handbook promptly so you have a complete understanding of the Synagogue's policies and procedures. You are required to sign a form acknowledging receipt of this Manual and should reference the Manual as needed.<sup>2</sup>*

The Board of Trustees of The Emanuel Synagogue reserves the right to revise, delete, or supplement, any and all policies, procedures and benefits stated in this Manual for any reason and at any time without advance notification, except for those required by State and Federal Law. All revisions, deletions, or additions to the Manual will be in writing and approved by the Board of Trustees of The Emanuel Synagogue.

## The Emanuel Synagogue's Mission

*The Emanuel Synagogue is a vibrant, egalitarian Conservative Jewish community that empowers its members to seek a meaningful and robust path to Jewish values for everyday living. Our members, consisting of approximately 550 diverse households, embrace our deep and rich history and the innovative spirit that has made our congregation a dynamic home for Jews of all ages. Our aim is to connect our members to each other and to G-d by engaging in the important acts of loving kindness (Chesed), life-long learning (Talmud Torah), participatory prayer (T'filah), repairing the world (Tikkun Olam) and love for the people and state of Israel (Ahavat Yisrael).*

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<sup>1</sup> See Personnel Classification (pages 4 – 5) for further explanation on applicability of Manual to various types of employees.

<sup>2</sup> Appendix A: Receipt of The Emanuel Synagogue Employee Manual

## DEFINITION OF TERMS

In the context of this Handbook, the term ‘personnel’ refers to any individual working for The Emanuel Synagogue regardless of whether the individual is paid (hourly or salary) or is hired under a contract letter of agreement, *unless the specific section of the Manual is superseded by provisions of a written contract or agreement* signed by the President of The Emanuel Synagogue. In the absence of such an agreement, this Manual sets forth the understanding between all personnel at The Emanuel Synagogue during their tenure, until the termination of employment and/or service.

### Personnel Classifications:

**All personnel performing work for The Emanuel Synagogue** are subject to the entire contents of this Manual and are classified into one of the following categories:

1. **Full-Time:** Employees who work **30 hours** or more per week on a regularly scheduled basis are considered full-time employees and are eligible to receive all full-time benefits as outlined in pages 12 - 18. Full time employees may be hired according to a written agreement or contract signed by the President of The Emanuel Synagogue and may be paid either by **salary** (classified Exempt or Non-Exempt), or on an **hourly** (Non-Exempt) basis.
  - a. **Exempt:** An exempt employee is one who, because of positional duties, responsibilities, and level of decision-making authority, is **exempt from overtime**. Exempt employees are generally paid a set salary.
  - b. **Non-Exempt:** A non-exempt employee, hourly or salaried is **eligible** for overtime. Non-Exempt<sup>3</sup> salaried and hourly employees are paid overtime (time plus one-half) for all hours worked over 40 hours in each week, in accordance with the overtime policy discussed later in this Manual.
2. **Part-Time:** Employees who work less than 30 hours per week on a regularly scheduled basis are considered part-time employees and are not eligible for benefits, as long as they consistently remain under 30 hours per week. A part-time employee, however, would become benefit eligible should they consistently work a minimum of 30 hours/week during any 90 - day measurement period. Additionally, should a part-time employee work more than 40 hours in any given week, they would receive overtime pay for all hours worked over 40.
3. **Independent Contractors**<sup>4</sup>: These individuals serve under a contractual agreement, providing services to The Emanuel Synagogue without regular supervision, generally using their own materials, for a specified period. *Independent contractors are subject to the policies and provisions of this Manual except in relation to the terms of employment, compensation, and benefits or other provisions, which are specified in their written service agreement.* Any violation of Synagogue policy and procedure, or any failure to meet the expectations of their agreement, can result in termination without following the course of disciplinary action detailed in this document.

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<sup>3</sup> The Fair Labor Standards Act (FLSA) governs the conditions on which overtime must be paid and therefore, sets the definition of Exempt and Non-Exempt employees. Additionally, Connecticut labor laws require employers to pay employees overtime at a rate of 1-1/2 times their regular rate when they work more than 40 hours in a week.

<sup>4</sup> Internal Revenue Service (IRS) rules determine the definition of an independent contractor. According to the IRS “A general rule is that the Exempt Organization as the payer, has the right to control or direct only the result of the work done by the independent contractor, and not the means and methods of accomplishing the work.”

# EMPLOYMENT POLICIES

## Employment At Will

Employment with The Emanuel Synagogue is “at will.” This means the Synagogue may terminate employees at any time, without cause, with or without notice for any reason, explanation, or prior warning, provided it does not violate any state or federal anti-discrimination laws, contract or agreement in place. Similarly, employees can quit a job at any time without reason or notice.

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 has the authority to make a promise of continued employment, without the signed approval of the President of The Emanuel Synagogue.

## Equal Opportunity Employment

In accordance with federal and state laws, The Emanuel Synagogue does not discriminate in hiring, training, compensation, benefits, promotion, transfer, layoff, discipline or termination because of an individual’s race, ancestry, age, color, religion, gender, sexual orientation, veteran status, national origin, physical or mental disability unless the position qualifies for a religious exemption.<sup>5</sup> The Emanuel Synagogue bases all employment decisions on selecting the applicant who is best qualified for the position and possess the necessary skills, education, experience, and qualifications.

The Emanuel Synagogue personnel will not discriminate against other personnel for any of the reasons named above. If you believe that you have witnessed or are a victim of unfair treatment from personnel, members or stakeholders in accordance with this policy, please report it immediately to your supervisor or the Executive Director.

All reports will be promptly investigated by the Executive Director or designee. Should the complaint be against the Executive Director or if you are dissatisfied with the results of the investigation, it may be brought directly to the Rabbi or the President of The Emanuel Synagogue for an immediate investigation and follow up. Any personnel who are found to be in violation of this policy will be subject to disciplinary action, up to and including termination.

All investigations will be documented.

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<sup>5</sup> With the respect to the employment of individuals of a particular religion to perform work connected with the carrying on of those religious organizations’ activities, such as but limited to: Rabbi, Hazzan (Cantor), or Ritual Director.

See: [Religious Exemption Final Rule Frequently Asked Questions](#) | [U.S. Department of Labor \(dol.gov\)](#)

## NEW HIRE PROCESS

### **New Hire Application (Required)<sup>6</sup>**

By completing and signing the application, all potential new hires are promising that the information provided in this employment application (and in any related documents or interview) is true and complete. Any false or misleading information or significant omissions may disqualify the applicant from further consideration for employment, or be grounds for potential dismissal from employment, if discovered at a later date.

### **Background Check and Drug Screen<sup>7</sup>**

The Emanuel Synagogue is committed to providing a safe and secure environment for all personnel, congregants, and guests. Therefore, all prospective employees are **required to submit and to successfully pass** a background check and drug screen prior to any final offer of employment. **Background checks also mandatory for any volunteer who serves as a caretaker or educator of children.** The Emanuel Synagogue may, at its option, require employees to submit to random substance abuse screening.

### **Job Descriptions**

All employees will have a job description on file detailing the responsibilities and expectations associated with the position. The Emanuel Synagogue reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions, or assign additional job responsibilities, as long as the change(s) do not violate the terms of the agreement in place, or any applicable state or federal law.

### **New Hire Evaluation Period – paid staff**

Upon completion of the initial ninety (90) days of employment, **paid staff** will be evaluated and the Employee Performance Review<sup>8</sup> completed by their immediate supervisor, to determine whether continued employment with The Emanuel Synagogue is appropriate. If the employee fails to meet the established standards, the evaluation period may be extended for an additional thirty (30) days, or employment may be terminated. Newly hired paid staff who satisfactorily complete the evaluation period will be notified of their new employment classification.

During the evaluation period, employees are not entitled to any benefits.

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<sup>6</sup> Appendix B: New Hire Application

<sup>7</sup> Appendix C: Disclosure and Authorization for the Release of Information

<sup>8</sup> Appendix D: Employee Performance Review

## Work Schedule

Employee schedules are determined by the supervisor, in compliance with State and Federal Law. The Synagogue Main office is staffed Monday through Thursday, 9:00 A.M. to 5:00 PM and Friday, 9:00 AM to 1:00 PM, however Synagogue personnel work a variety of hours, including evenings and weekends, depending on Synagogue needs. From time to time, you may be asked to temporarily modify your work schedule. If you are a non-exempt employee, and the schedule modification requires you to work more than 40 hours in the work week, you will be compensated according to the overtime provisions described in the Compensation section of this Handbook.

Religious school schedules and hours of operation are determined by the Director of Youth and Family Learning, subject to all State and Federal Laws. Compensatory time may be accrued by school faculty should the need arise for the faculty member to work additional hours beyond the normal schedule, during regular religious school hours of operation. This compensatory time must be approved by the Director of Youth and Family Learning and must be used within 30 days after it is accrued.

## HARASSMENT POLICY

### Anti-Harassment Policy

The Emanuel Synagogue is committed to maintaining an environment that is free of harassment, and discrimination, and any form of harassment by or against any personnel will not be tolerated. Harassment or discrimination based on race, religion, gender, color, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity/expression, veteran status, pregnancy, and/or marital status will not be tolerated. **Any alleged occurrence of harassment or discrimination should be reported immediately to the Executive Director** (or Rabbi or President of The Emanuel Synagogue) **for prompt investigation.** The investigation will be led by an unbiased group (appointed by the President) of no less than 3 qualified members of lay leadership, resulting in appropriate disciplinary action if harassment and/or discrimination is determined.

### Definitions

Harassment is generally defined as unwelcome verbal or non-verbal conduct that denigrates or shows hostility or aversion toward the person (either directly or indirectly, in person or via electronic medium), and has the purpose or effect of unreasonably interfering with the person's work performance and/or creates an intimidating, hostile, or offensive work environment. Harassing conduct includes, but is not limited to: epithets, threats, insults, slurs, negative stereotyping, jokes, gestures, inappropriate written or printed words, pictures, or materials.

- **Bullying** is considered a form of harassment and will not be tolerated. Bullying is defined as the persistent and unwelcome mistreatment of others through words, actions, communications or other demeaning and intimidating behavior.
- **Sexual Harassment** is any unwelcome advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can include but is not limited to: sexual innuendo or suggestive comments, offensive language, inappropriate physical contact, display of sexually oriented objects, pictures, or gestures. Sexual harassment also includes offensive images and language, or explicit images of a sexual nature utilizing the Internet, electronic mail, voicemail, or text message.

## **Reporting Harassment**

Anyone who feels she/he has been subject to harassment is encouraged to promptly report the incident to their immediate supervisor. Should the incident involve the employee's immediate supervisor, the employee should report the incident to another supervisory staff member or a member of the board of trustees with whom they are comfortable discussing the incident. Board members who are approached about incidents that may be construed as harassment, are required to forward the issue to the Executive Director and/or the President for follow up.

## **Retaliation**

No personnel will be retaliated against for making a complaint in good faith regarding a violation of this policy or for participating in good faith in an investigation pursuant to this policy. Anyone who retaliates against any personnel for making a complaint under this policy will be subject to corrective action up to and including termination.



## **Complaint (Whistleblowers) Policy**

If you believe that some policy, practice, or activity of The Emanuel Synagogue is in violation of law, including the possible fraudulent or dishonest use of Synagogue resources or property by management, personnel or members, you need to file a written complaint with your supervisor. If for any reason you find it difficult to report your concern to your supervisor, you can report it directly to the Executive Director or the President.

It is the intent of The Emanuel Synagogue to adhere to all state and federal laws and regulations that apply to the organization. The purpose of this policy is to support our goal of legal compliance. You are protected from retaliation only if you bring the alleged unlawful activity, policy, or practice to the attention of The Emanuel Synagogue or a State or Federal Agency. The protection described below is only available to personnel who comply with this requirement:

*The Emanuel Synagogue will not retaliate against anyone who, in good faith, has made a protest or raised a complaint against another Synagogue employee, member or volunteer, or practice of The Emanuel Synagogue, or of another individual or partner entity of The Emanuel Synagogue, based on a reasonable belief that the employee, volunteer, practice, or partner entity is in violation of law, or mandated public policy.*

## **CONCERNS AND PROBLEM RESOLUTION**

The Emanuel Synagogue is committed to providing the best possible working conditions for its personnel. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question brought forth by Synagogue personnel receives a timely response from The Emanuel Synagogue Leadership.

The Emanuel Synagogue strives to ensure fair and honest treatment of all personnel. Supervisors, managers, employees, and volunteers are expected to treat each other with mutual respect. Personnel are encouraged to offer positive and constructive criticism.

If any person disagrees with currently established rules of conduct, policies, or practices, he/she/they may express this concern. No employee should be penalized, formally or informally, for voicing a complaint with The Emanuel Synagogue in a reasonable, business-like manner, adhering to the following procedure:

### **Grievance Procedure**

1. Should any person feel that there is inappropriate conduct or activity on the part of the organization, management, other personnel, vendors, congregants or any other person or entity related to The Emanuel Synagogue, the concern should be documented and brought to the attention of the immediate supervisor. If the problem involves the immediate supervisor, the individual should contact the next level of supervision according to the organizational chart (see page 33).

2. The documentation should include a statement about the problem, the individuals involved and any suggested resolution.
3. The supervisor receiving the grievance notification must ensure there is a response to the written complaint within 3 business days. If a response is not received within this time frame, the individual submitting the complaint should contact the next level of supervision according to the organizational chart, OR the Rabbi, Executive Director, or President of The Emanuel Synagogue for follow up.
4. To resolve the issue, a follow up in person conference with different levels of leadership and the individual submitting the grievance may occur. If it is not resolved to the satisfaction of the complainant, this should be documented, and a meeting requested with The Emanuel Synagogue's President.

Not every problem can be resolved to everyone's total satisfaction. But only through understanding and discussion of mutual problems can personnel and leadership develop confidence in each other. This process is important to an efficient and harmonious work environment.

Employee termination during the evaluation period is not subject to this grievance process and is final.

### **MANDATED REPORTER: Child Abuse and Neglect**

Employees, Independent Contractors and Volunteers (who have contact with children) at the Emanuel Synagogue are required to comply with the Synagogue's Child Abuse and Neglect Policy and Guidelines, approved by the Board of Trustees in September 2019, along with all state and/or federal laws on this subject. The Synagogue Policy is included In Appendix E of this Handbook. All Employees, Independent Contractors and Volunteers (who regularly interact with children) are required to take online child abuse training courses. Proof of completing this training will be shown by completing Appendix F, Notice of Receipt of Understanding – Child Abuse and Neglect Policies and Guidelines. The state Child Abuse and Neglect Reporting Form is in Appendix G.

# COMPENSATION

## Wages

Wages for each job are set in accordance with individual agreements. Please discuss your wages only with your supervisor or the Executive Director.

The Emanuel Synagogues pays by direct deposit on a bi-weekly basis and will provide each employee with an electronic pay stub.

Hourly personnel are paid for actual hours worked. Salaried personnel are paid according to their bi-weekly rate for their established schedule.

Deductions will be withheld from pay in accordance with federal, state, and local regulations. W2 or 1099 forms will be mailed by January 31<sup>st</sup> of the following year. It is your responsibility to notify your supervisor promptly of changes in name, address, marital status, dependents, or other tax withholding information.

Employees should report any apparent error in payroll to your supervisor as soon as possible. Any error in a paycheck will be corrected in the next regular paycheck. If a material error is made, or if a shortage represents a hardship, you may receive a special supplemental check.

## Time Reporting

Hourly Non-Exempt employees are required to punch in and out on their own timecard and report their hours weekly. Salaried Non-Exempt employees will record their time weekly through the online system. The workweek runs from Monday to Sunday. Exempt employees must report any time off (whether it be paid or unpaid) for vacations, holidays, sick leaves, or other absences in writing to their supervisor.

## Overtime

Hourly Non-exempt and non-exempt salaried employees will be paid at the rate of 1 1/2 times their regular hourly rate for time worked over 40 hours in a workweek (Monday – Sunday), while the first 40 hours are paid at the regular rate. Overtime must be approved in advance by the supervisor.

## Meal Break

Under **Connecticut** law, employers must provide a 30-minute **meal break** to employees who work at least seven and a half consecutive hours. An employer does not have to pay for this time; in other words, **meal breaks** are unpaid. The **break** must be provided after the first two hours of work and before the last two hours of work. Any approved breaks of 20 minutes or less are paid.

## EMPLOYEE BENEFITS

### Paid Time off & Holiday Pay Guidelines

**PAID TIME OFF (PTO): Full Time Hourly Non-Exempt and Salaried (Exempt and Non-Exempt employees)** (Approved Policy Emanuel Board of Trustees Jan 2019) (Salaried employees hired according to a written agreement or contract signed by the President of the Emanuel Synagogue with alternative terms are excluded from this policy.)

Rather than separating Vacation, Sick, and Personal days, **Paid Time off** can be used by a Full-Time employee as needed for their circumstances. (See Employee worksheet for approval details)

PTO begins to accrue once an employee completes their Evaluation period. Benefits then accrue on the schedule set forth below, and cannot be used prior to earning **unless approved by the immediate supervisor**:

<u>Years of Completed Service</u>	<u>Total PTO/year</u>	<u>PTO earned</u>
0 to 5 years	15 days per year	1.25 days/month <sup>i</sup>
6 to 12 years	20 days per year	1.67 days/month
12 plus years	25 days per year	2.08 days/month

### Accumulation of PTO Benefits

The Emanuel Synagogue encourages Full Time employees to take their PTO each year as it accrues. **Beginning at the start of each calendar year in January**, employees are allowed to transfer a **maximum of 5 unused PTO days** to the nextcalendar year.

The total amount of available PTO is not to exceed a 6 week\* available total in any individual year.

Once the 6-week total is reached the employee discontinues earning new PTO time until some of what is banked is used. A payout of unused earned PTO is only permitted upon termination of employment.

*\*Week is based on 5 days (30 total days or 240 hours)*

**Planned PTO** requires pre-approval by the employee's supervisor to minimize any adverse effect on Synagogue operations. Employees should try to plan for their vacation in advance (at least 60 days is preferred) and should inform their supervisor of their plans. Supervisors will make a sincere effort to accommodate requests.

PTO benefits do not accrue when an employee is on an unpaid leave of absence.

If a paid holiday occurs when employees are on PTO, employees will not be charged for using a PTO day, assuming the employee is eligible for such holiday pay.

## Holiday Observance and Pay

Holiday per day max is 8 hours and is NOT included in overtime calculations.

### Secular Holidays

Religious School will continue to follow the West Hartford School district holiday calendar; The Emanuel Administrative Office & Operations staff will continue to observe the following **8 secular holidays**:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day

**When a holiday falls on a workday**, that workday is the holiday. When a holiday falls on a Saturday, the preceding Friday is treated as the holiday. When a holiday falls on a Sunday, the subsequent Monday is treated as the holiday.

All Full-Time hourly/non-Exempt staff will be eligible to receive holiday pay for the hours they would have normally worked **when the secular holiday of observance falls on a normally scheduled workday** (so if the secular holiday falls on a Friday, FT office staff would receive ONLY 4 hours of holiday pay).

**Full time hourly / non-Exempt staff** that WORK on a secular holiday of observance will receive *their regular rate for the hours worked, plus holiday pay for their regular scheduled hours* (e.g.: if a FT Maintenance staff person works a 4-hour event on a secular holiday, that person would receive *4 hours regular pay and 8 hours holiday pay*).

### Jewish Holidays

As a Jewish organization we will continue to observe the **14 Jewish holidays** (below) closing the office and not holding religious school:

2 days of Rosh Hashanah	1 day for Simchat Torah
½ day for Kol Nidre	½ day of Erev Passover
1 day of Yom Kippur	4 days for Passover (first 2 and last 2)
2 days for Sukkot	2 days for Shavuot
1 day for Shimini Atzeret	

However, UNLIKE the secular holidays, staff compensation for the Jewish Holidays will follow the following guidelines:

Full time and part-time hourly/non-Exempt staff will **ONLY be compensated when the Jewish holiday falls on a normally scheduled workday** for the hours they would normally work; there will be no alternative day of observance or payout should the Jewish holiday fall on a non-scheduled workday. (e.g.: Should the Jewish Holiday fall on a Saturday, the full-time office staff would NOT get holiday pay because the office is not normally open, however the FT Maintenance staff who is normally scheduled WOULD get holiday pay for the scheduled hours.

Full time hourly / non- Exempt staff **who WORK** on a Jewish holiday will receive their regular rate for the hours worked, plus holiday pay for the regular scheduled hours; if the Jewish holiday falls on a day the FT Maintenance staff does not normally work (i.e. Sunday) but is SCHEDULED to for that week (with an alternative day off) then that staff person will still receive both regular pay for hours worked and 8 hours holiday pay for that day.

## **LEAVE OF ABSENCE**

### **Medical and Family Leave of Absence**

The Emanuel Synagogue provides a medical and family unpaid leave of absence for employees who are temporarily unable to work because of an injury or illness, including pregnancy-related conditions, or because of serious illness in the employee's immediate family or for maternity or paternity purposes, including adoption.<sup>9</sup> Employees must provide documentation from a qualified medical practitioner supporting the reason for the leave based on the above guidelines, and leave may extend up to 16 weeks.

The Connecticut Paid Family and Medical Leave Act created a program to be entirely funded by employees through a payroll tax that began in **January 2021**, with benefits available to eligible employees beginning in January 2022.<sup>10</sup> Please see your supervisor for more details.

### **Bereavement Leave**

Paid bereavement leaves for both full time and part time employees are available in the event of the death of someone in the employee's immediate family. Immediate family includes spouse, child, mother, father, sibling, parents-in-law, grandparents, stepparents, stepchildren, stepsiblings, domestic partners or the parents or children of domestic partners. Bereavement leave begins at the time of notification of death and extends through Shiva<sup>11</sup> and must be approved by his/her/their supervisor. Compensation shall not exceed 10 days for full-time employees; part-time employees will receive compensation equivalent of what would have been normally worked over a consecutive 10-day average. Bereavement leave occurring during a scheduled vacation or leave of absence will not be paid as bereavement leave.

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<sup>9</sup> The following was developed in conjunction with: Connecticut Leave Laws – Employment Law Handbook

<sup>10</sup> CT Paid Leave Authority (PFMLA) | Home | Official Site

<sup>11</sup> For staff who do not observe Shiva, the 10-day maximum will still apply

## **Educational Leave**

The Emanuel Synagogue recognizes that the skills and knowledge of its personnel are critical to its success and encourages the pursuit of personal development through formal training programs, and conferences relevant to their job functions. A paid employee becomes eligible for these types of training opportunities upon completion of six months of employment per the terms and the approval of either the President of The Emanuel Synagogue, Executive Director or the Rabbi.

Attendance at training or conferences is subject to the approval of the supervisor and is dependent upon the Synagogue's financial capacity to pay for the programs or conferences as well as the ability of the specific department to maintain effective functioning in the absence of the personnel. In return, the employee or volunteer must commit to reporting back to his/her team or department what was learned and how the new knowledge/skills can benefit the Synagogue.

## **Jury Duty**

Full-time paid employees who serve on a jury are paid the difference between Court pay and their regular compensation for the first 5 days of Jury service. Part-time staff will receive the balance of what they were *scheduled to have worked over the initial 5 consecutive days* of jury service. Employees are required to provide their supervisor with evidence of the jury pay received.

You are expected to provide The Emanuel Synagogue advance notice of a call for jury duty, and present proper documentation of your jury service. If an employee reports for jury duty on any day and is subsequently released by the court after fewer than five (5) hours, the employee should report back to work to complete the regular workday.

## **Military Leave**

Military Leave is available and will be administered in accordance with applicable laws regarding notification to the employer for departure and reinstatement upon return from service. If any personnel are a member of an Active Reserve Unit or the National Guard and need time off for military leave, they must notify their supervisor immediately and provide a copy of their military orders.

## **Time off to Vote**

We encourage you to vote. You will be provided with paid time off to vote. This should be coordinated with your supervisor.

## **Leave of Absence without Pay**

Subject to the approval of the immediate supervisor and the Executive Director, leave without pay may be considered on the merits of each individual case with due regard for job performance, reason for request, length of time requested and other relevant factors. The immediate supervisor will determine the duration of permitted leave without pay.

If approved, leave without pay does not interrupt a continuity of service record for establishing the starting date of employment. The absence, however, is not counted as part of the employment period required for eligibility for Paid Time Off (PTO), nor will holidays or PTO accrue during Leave of Absence without Pay. The employee must exhaust all PTO before qualifying for a Leave of Absence without Pay.

## **Insurance Benefits**

Insurance benefits will be made available to all full-time salaried and hourly employees who consistently work 30 hours or more each week. Eligible employees may enroll their eligible dependents, as appropriate, after the full-time employee successfully completes the 90-day Evaluation Period. Employees shall be responsible for the entire benefit cost for any dependents enrolled in these plans.

Insurance benefits are not available to volunteers.

### **Medical Insurance**

The Emanuel Synagogue will pay 95% of the premium for staff employees electing coverage and 92% for Clergy and Senior Staff. The employee will pay the remaining 5%/8% respectively of the premium, plus 100% of the premium for any dependents added to the employee's medical/dental/vision plan.

If an employee waives their right to medical insurance, the employee will be eligible to receive a Pay Stipend of \$100 each pay period. This payment is fully taxable. According to the eligibility rules of the Plan, the employee will be able to enroll in Medical Insurance in the future and this Pay Stipend will immediately cease.

### **Dental Insurance**

The Emanuel Synagogue will pay 80% of the premium for all employees electing coverage. The employee will pay the remaining 20% of the premium, plus 100% of the premium for any dependents added to the employee's dental plan.

### **Vision Insurance**

Any employee electing this coverage will be responsible for paying 100% of the premium cost for their coverage and any dependents they include in the coverage.

### **Life Insurance**

The Synagogue provides life insurance of 1X salary up to a maximum of \$50,000, through two policies. Additional Supplemental Life may be purchased at the employees' expense.

### **Disability Insurance**

The Synagogue provides a basic disability benefit to all eligible employees. Specific details will be provided to you during the annual open enrollment period.



## **Other Benefits**

### **Membership Dues**

Full time Jewish employees, or full-time non-Jewish employees with a Jewish spouse, and their families, may become members of The Emanuel Synagogue at no charge.

### **Religious School Tuition**

Full time Jewish employees, or full-time non-Jewish employees with a Jewish spouse, who elect to enroll their children in The Emanuel Synagogue's religious school will not be charged for tuition or fees.

### **Synagogue Events**

Employees and their families will be able to attend Synagogue sponsored events at no cost. The ARMs will establish their own policies on paying for the events they sponsor.

## **STANDARDS OF CONDUCT**

### **Conflicts of Interest**

The Emanuel Synagogue Board of Trustees has approved a Conflict-of-Interest policy which applies to all employees. You will be provided a copy of this policy by your supervisor, which you will be required to review and to sign an Acknowledgement that you have received and read the policy.<sup>12</sup> Any questions that you have should be reviewed with your supervisor or the Executive Director.

### **Business Attire**

Personnel are representatives of The Emanuel Synagogue and are expected to project a professional image to other personnel, congregants, and visitors. Personnel should always be neat, employ good personal hygiene and wear attire appropriate for their position, work environment, and occasion. Note that no political statements are appropriate when you are representing The Emanuel Synagogue, including, but not limited to, partisan political paraphernalia, such as campaign buttons, hats, or slogans on clothing.

### **Attendance**

Good attendance and punctuality are vital to the proper functioning of The Emanuel Synagogue. Therefore, all personnel are expected to be at their respective work areas and to begin performing their job duties at their scheduled starting time. The Emanuel Synagogue recognizes that illness or other circumstances will occasionally prevent an employee from working, but any excessive, chronic or pattern of absenteeism, tardiness, leaving early, or failure to give proper notice of an absence to their supervisor simply cannot and will not be tolerated. Such misconduct will result in disciplinary action up to and including termination.

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<sup>12</sup> Appendix H: Employee Acknowledgement of Understanding Conflict-of-Interest Policy

On each day of absence, it is the employee's responsibility to notify his/her supervisor of the absence as early as possible. Failure to report an absence in accordance with this procedure on each day of absence, except where bona fide emergency conditions deemed valid by the Executive Director exist, will be considered an unapproved absence, and may result in disciplinary action up to and including termination.

**Should it become necessary for an employee to leave work before the end of the scheduled shift, the employee must notify their supervisor immediately, and receive confirmation of approval.**

## **Alcohol and Controlled Substance Misuse**

The Emanuel Synagogue seeks to provide a drug-free, healthful, and safe working environment. To promote this goal, personnel are required to report to work in appropriate mental and physical condition to perform duties in a satisfactory manner.

Any personnel, who sells, transfers, manufactures, distributes, or purchases any unauthorized controlled substance OR participates in the unlawful sale/or distribution of any controlled substance (i.e., such as the sale of alcohol to minors) on the premises of The Emanuel Synagogue or while conducting business on behalf of The Emanuel Synagogue will be terminated.

Any personnel whose use or abuse of prescription or over-the-counter medication causes him or her to become a threat to him/herself or to the safety and well-being of others, or to adversely affect work performance, will be subject to disciplinary action up to and including termination.

Whenever The Emanuel Synagogue has reasonable cause to suspect that any personnel are under the influence of or are impaired by alcohol or any controlled substance while on The Synagogue premises, the individual shall cooperate with fair and reasonable tests conducted at the request of The Emanuel Synagogue. Any personnel refusing to submit to testing in any of the circumstances set forth above will be terminated.

The Emanuel Synagogue encourages any personnel who wish to do so, to seek treatment for drug or alcohol abuse. The Emanuel Synagogue reserves the right to request any personnel to submit to random drug or alcohol testing when on Synagogue property. Positive results will lead to disciplinary action, up to and including termination.

# PERFORMANCE MANAGEMENT

## Performance Evaluation

The purpose of the performance evaluation is to assess performance in relationship to the job responsibilities. This is to help supervisors measure the quality and effectiveness of performance, clarify job goals and objectives to help the individual be successful. The supervisor monitors how well the duties and responsibilities in each position description are accomplished. Supervisors will meet face-to-face with employees to review and discuss the written evaluation.

All newly hired employees will be evaluated after 90 days of initial employment and annually thereafter. Employees are expected to maintain satisfactory performance while carrying out their duties and responsibilities, and continued employment depends upon satisfactory job performance. Failure to maintain satisfactory or better performance will result in progressive disciplinary action which may include a performance Improvement Plan.

A Performance Improvement Plan (PIP)<sup>13</sup> will include specifically identified steps for improvement, with specific time frames for follow-up. If additional evaluation is needed after the initial time frame is concluded, the plan may be extended up to 30 days.

## Misconduct

The Emanuel Synagogue expects that all personnel are mature and responsible people who behave professionally. If the conduct is found to be unsatisfactory, he/she/they may be subject to disciplinary action, up to and including termination.

The degree of discipline resulting from unsatisfactory conduct or behavior is a function of the following:

- The seriousness of the offense
- Whether there are multiple offenses
- The occurrence of any prior offenses

For serious offenses, such as the examples listed under Category 1, termination will be the disciplinary action. Other offenses, such as the examples listed in Category 2, will follow the progressive disciplinary process beginning with verbal and/or written warnings which may lead to termination due to continued or repeated unsatisfactory behavior or conduct. The Emanuel Synagogue, after investigating and analyzing the total situation, past practices, and other circumstances, reserves the right, as per the organizational chart, and at the discretion of the Rabbi, and/or Executive Director together with the President of The Emanuel Synagogue, to skip any progressive disciplinary action step.

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<sup>13</sup> Appendix I: Performance Improvement Plan

The following is a list of impermissible activities and objectionable behavior which will result in disciplinary action, up to and including termination of employment, categorized according to the seriousness of the offense. Some of these activities are discussed in more detail elsewhere in this Manual. These lists provide examples of inappropriate conduct, and are not intended to be all inclusive:

<p align="center"><b>Category 1- Impermissible</b> <i>Termination will be the disciplinary action</i></p>	<p align="center"><b>Category 2 - Objectionable</b> <i>Will follow progressive disciplinary action process</i></p>
<ul style="list-style-type: none"> <li>• Committing any act of violence on The Emanuel Synagogue premises or while conducting business on behalf of The Emanuel Synagogue</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive absence, tardiness or unapproved absences, or failure to follow The Emanuel Synagogue’s absence notification procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Bribes, kickbacks, or similar behavior</li> </ul>	
<ul style="list-style-type: none"> <li>• Deliberate destruction of The Emanuel Synagogue’s or co-worker’s property</li> </ul>	<ul style="list-style-type: none"> <li>• Smoking on Synagogue premises</li> </ul>
<ul style="list-style-type: none"> <li>• Physical assaults or serious verbal abuse of co-workers, congregants, or visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Violation of safety or security rules</li> </ul>
<ul style="list-style-type: none"> <li>• Possession of guns or other dangerous weapons on Synagogue premises.</li> </ul>	<ul style="list-style-type: none"> <li>• Intentionally giving false or misleading information</li> </ul>
<ul style="list-style-type: none"> <li>• Sexual or other harassment based on race, ancestry, age, color, gender, religion, national origin, veteran status, disability, or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Personal conduct offensive to fellow employees, congregants, or visitors</li> </ul>
<ul style="list-style-type: none"> <li>• Discrimination based on race, ancestry, age, color, gender, religion, national origin, veteran status, disability, or sexual orientation</li> </ul>	
<ul style="list-style-type: none"> <li>• Theft, misuse, or misappropriation of The Emanuel Synagogue’s property</li> </ul>	<ul style="list-style-type: none"> <li>• Violation of ordinary and reasonable rules of conduct necessary for the welfare of The Emanuel Synagogue, its members, and its employees</li> </ul>
<ul style="list-style-type: none"> <li>• Violation of confidentiality of Synagogue, congregant, or employee information</li> </ul>	<ul style="list-style-type: none"> <li>• Use of vile, foul, or abusive language in the presence of fellow employees, congregants, or visitors</li> </ul>
<ul style="list-style-type: none"> <li>• Working while under the influence of alcohol or drugs</li> </ul>	

## **Progressive Disciplinary Guidelines**

The purpose of discipline is generally corrective. The Emanuel Synagogue's goal is to bring the infraction of work rules and standards of conduct or performance deficiencies to the employee's attention and provide an opportunity to correct performance or conduct. The type of disciplinary action taken by The Emanuel Synagogue depends upon several factors, including the severity of the employee's misconduct and the surrounding circumstances. Ordinarily, the disciplinary process begins with a verbal warning, that is recorded as a documented discussion<sup>14</sup> in the employee personnel file. If the infraction occurs again, the employee will receive a written warning<sup>15</sup> which goes into the employee personnel file. A written warning may also include a plan for corrective action (i.e. PIP as previously identified).

The employee may receive up to two written warnings. Continued misconduct or unsatisfactory performance will result in placement on a probationary period or termination.

Employees may request a conference with the next level of The Emanuel Synagogue management (refer to the organization chart) to discuss the disciplinary action.

The Emanuel Synagogue reserves the right to immediately terminate an employee for serious infractions of the standards of conduct or performance.

The final paycheck will be withheld until all The Emanuel Synagogue property is returned. The Emanuel Synagogue reserves the right to deduct payment for lost or misused property.

## **TERMINATION OF EMPLOYMENT**

### **Voluntary Resignation (Employee)**

The Emanuel Synagogue requests two weeks advance notification, in writing, of an employee's intent to resign and supervisors are required to provide an exit interview questionnaire<sup>16</sup> for the Employee to complete prior to their final day of work.

Prior to receiving the final paycheck, the employee must return all Synagogue property.

Employees will receive compensation for unused but accrued PTO time as described in the section on Employee Benefits, Accumulation of PTO Benefits (page 12).

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<sup>14</sup> Appendix J: Documented Discussion

<sup>15</sup> Appendix K: Written Warning

<sup>16</sup> Appendix L: Exit Interview Form

## **Termination by Synagogue**

### **For Cause**

Serious offenses (as outlined in Category 1, page xx) can lead to immediate termination. Continued documented misconduct (such as in Category 2, page xx) and/or unsatisfactory job performance that continues even after the need for a behavior change is brought to the employees' attention can be cause for termination.

### **For Business Reasons**

The Emanuel Synagogue may need to terminate an employee for business reasons such as reduction in staff or reorganization and abolishment of job position. In these cases, The Emanuel Synagogue may provide severance pay, determined by the Board of Trustees of The Emanuel Synagogue and subject to its approval.

ALL Emanuel Synagogue property, including equipment, books, congregant or student lists, resource materials, etc. must be returned.

## **ADMINISTRATIVE POLICIES**

### **Emergency Closing**

In case of inclement weather, the following guidelines apply relative to whether the religious school and/or the synagogue will close and how that impacts work schedules.

### **Religious School**

The Director of Youth and Family Learning and the Rabbi will determine whether closing is appropriate, in consultation with the West Hartford School District. The Director of Youth and Family Learning is responsible to then inform the Executive Director, staff, local and social media as well as ensure all parents and students are appropriately notified. Religious school teachers are compensated for one emergency closing (snow day) for each day worked per week per contract year. Emergency closing days (snow days) are not transferable.

### **Synagogue**

The Executive Director will decide whether the situation warrants closing The Emanuel Synagogue. Salaried staff are compensated for emergency closing (snow days) and hourly staff are compensated for the hours scheduled to work. The Executive Director will notify the media if The Emanuel Synagogue is closed and ensure all members and Synagogue personnel are properly notified.

### **Employee Personnel Files**

All employees of The Emanuel Synagogue will have a personnel file. The file will be created when the job offer is accepted. All personnel files, except for the Rabbi and Executive Director, will be stored in a locked area with access limited to the Executive Director, Rabbi, and the President of The Emanuel Synagogue or designee. Personnel files for the Rabbi and Executive Director will be stored separately in a locked area with access limited to the President of The Emanuel Synagogue or designee.

An employee who wishes to view their own file must request access in writing at least 24 hours in advance.

The Executive Director will maintain a master log sheet. This log sheet will track date, time, personnel files reviewed, who is the reviewer, and date and time that the file(s) is/are returned.

### **Reviewing Personnel Files**

Files can be reviewed, but not removed from the file area. Personnel files will be retained for all employees for 5 years past termination.

Once a year, preferably when the yearly performance evaluation is conducted, each employee (except for the Rabbi) will have their personnel file reviewed by the Executive Director. During this review, the documents in the file are screened for accuracy, timeliness, and completeness. Some questions to consider:

- Does the file contain every written evaluation of the employee?
- Does the file reflect all the employee's raises, promotions, and commendations?
- Does the file show every warning or other disciplinary action taken against the employee?
- Has the file been updated to reflect the employee's current status, in relation to an evaluation and/or training period, or performance improvement plan?
- Does the file contain a notice that the employee has knowledge of and has read any changes to the Emanuel Synagogue personnel practices manual?
- Does the file contain current versions of every contract or other agreement between the Synagogue and the employee?
- Are all required Federal and State documents up to date?

### **What to keep in a Personnel File?**

The following items should be retained in each employee file with a check list on the folder cover:

- Employment Application
- Resume (if applicable)
- Job description
- References
- Offer of employment
- IRS Form W-4 (the Employee's Withholding Allowance Certificate)
- Receipt of signed acknowledgments: COI, Employee Handbook, Child Abuse policy
- Performance evaluations
- Employee benefit forms
- Next of kin and emergency contacts
- Leave requests and status
- Comments from other personnel
- Awards/citations for performance
- Completion of training or continuing education programs
- Warnings and/or other disciplinary actions
- Attendance records
- All contracts, agreements, receipts, or acknowledgment between the employee and the Synagogue
- Documentation relating to termination of employment from The Emanuel Synagogue (including unemployment, insurance continuation forms, etc.)

**The following documents should be kept in a SEPARATE file with limited and secure access:**

- Medical records
- Form I-9s
- Background screening materials

## **Confidentiality**

All Personnel with access to confidential Emanuel Synagogue information should not share or discuss such information with others. Unless specifically authorized otherwise, employees may not speak on behalf of The Emanuel Synagogue to the media, public officials or governmental entities.

It is essential to the continued operation of The Emanuel Synagogue that congregants and personnel are assured that their identity and the information they share with The Emanuel Synagogue remains confidential and is used only for Synagogue purposes. The term “confidential information,” as used in this section, includes, but is not limited to, the following examples:

- Records pertaining to any congregant or Synagogue personnel
- Non-published committee or meeting minutes, financials, etc.
- Compensation data
- Computer processes
- Computer programs and codes
- Financial information
- Projects and proposals
- Security codes and procedure

Personnel who improperly use or disclose confidential information may be subject to disciplinary action, up to and including termination. Employees are expected to maintain these confidences even after they cease being Synagogue personnel.

Employees may have access to other information necessary for the operation of The Emanuel Synagogue. In all cases, personnel must not disclose any sensitive Synagogue data for personal benefit, nor for the benefit of others or any outside entity. All requests for confidential information outside of normal job responsibilities must be directed to the Executive Director.



## Synagogue Property

Employees may not use or permit the use of The Emanuel Synagogue property, including property leased by The Emanuel Synagogue, for anything other than officially approved activities. Employees have the duty to protect and conserve The Emanuel Synagogue property, including the building itself as well as any equipment, or other property within that is entrusted to them. Theft, abuse, damage, or negligence in handling any Synagogue property are grounds for disciplinary action up to and including termination. Any employee witnessing such theft, abuse, damage, or negligence has the obligation to report it in writing to their supervisor.

Upon the termination of employment with The Emanuel Synagogue, the replacement costs for any property issued to the employee and not returned to The Emanuel Synagogue will be deducted from the employee's final paycheck. The Emanuel Synagogue reserves the right to utilize other means provided by law to recover any additional amounts that exceed the final paycheck.

## Electronic Media: System Use

All Synagogue electronic media, including all software, databases, hardware, communications, and digital files remain the sole property of The Emanuel Synagogue and are to be used exclusively for Synagogue business purposes. Personnel are prohibited from downloading any non-approved software onto the Emanuel system.

Additionally, authorized personnel are **required to utilize Emanuel approved communication systems for all Synagogue business** to best ensure against potential breaches.

If you misuse electronic communications, media and/or engage in defamation, discrimination, harassment, or related actions, you will be subject to disciplinary action, up to and including termination.

Use only software packages authorized and installed by The Emanuel Synagogue. Personal passwords should be used for purposes of security and does not affect The Emanuel Synagogue's ownership of the electronic information. The Emanuel Synagogue may override personal passwords, if necessary, for any reason.

All electronic information created utilizing Emanuel Synagogue systems and/or for the promotion of Emanuel Synagogue programs, is to remain the property of The Emanuel Synagogue, unless specifically permitted per contract or letter of agreement.

Employees who use devices on which information is received and/or stored electronically, including but not limited to, portable computers, fax machines, and voice mail are required to use these methods in strict compliance with The Emanuel Synagogue's confidentiality policy.

Any personnel who become aware of misuse of The Emanuel Synagogue's equipment and electronic information systems should report the matter to the Executive Director.

## **Electronic Communication and Social Media**

Electronic communication and social media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against The Emanuel Synagogue policy or not in the best interests of The Emanuel Synagogue.

It is the expectation that all personnel publishing information on the internet in any fashion, including but not limited to web sites, chat rooms, message boards, Weblogs ("blogs") or social and/or professional networking sites such as Facebook®, X® (formerly Twitter®) or LinkedIn® are expected to do so responsibly and should not violate any of The Emanuel Synagogue policies.

Personnel shall only engage in electronic communications with students via email, text, social media and/or online networking media, such as Facebook, X® (formerly Twitter, YouTube, blogs, etc., when such communications is related to said staff person's duties and responsibilities as outlined in his/her job description.

The Emanuel Synagogue reserves the right to access and review electronic files, messages, mail, and other digital archives on all Emanuel Synagogue owned electronic platforms, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of The Emanuel Synagogue policy or law occurs.

## **Credit Card Usage**

Staff who have been issued Synagogue credit cards must complete and return the appropriate form,<sup>17</sup> to the Executive Director. Major purchases, as identified by the Executive Director, must be pre-approved. The receipt for the purchase should be annotated and ascribed to a designated program and turned into the Executive Director.

Credit cards must be returned upon termination of employment at The Emanuel Synagogue.

## **Security and Safety**

The safety of our employees, congregants, and visitors is important. The Emanuel Synagogue is committed to providing a safe environment for all.

### **Security**

Everyone has a responsibility to be constantly alert for potential security risks and to take reasonable steps to ensure security for everyone. Immediately notify a supervisor of suspicious events, items or any unknown persons on The Emanuel Synagogue's premises. Remember to lock doors, protect building access codes, and observe other established security procedures. Only individuals authorized by the Executive Director may unlock and disarm the building's security system.

You are responsible for safeguarding your personal property and should refrain from bringing valuable to The Emanuel Synagogue. The Emanuel Synagogue is not responsible for any personal articles that may be lost or stolen on the premises.

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<sup>17</sup> Appendix M: Employee Issued Credit Card Form

## Safety

Become familiar with the location of exits, fire alarm devices and fire extinguishers. Employees should report any conditions which seem to be a safety or health concern to your supervisor or the Executive Director. **Any individual (employee, contractor, congregant, or guest) injured while at The Emanuel Synagogue** should report the injury to the Executive Director or, in the Executive Director's absence, to the Office Manager. The Executive Director or the Office Manager will work with the individual to obtain medical help in the most efficient manner. After treatment, a report form<sup>18</sup> on the incident must be completed as soon as possible, but no later than 24 hours following the occurrence.

Personnel must submit all receipts and papers from the hospital and physician to the Executive Director. In the absence of receiving these documents, The Emanuel Synagogue cannot approve claims or bills submitted to The Emanuel Synagogue, Bureau of Workers' Compensation, or insurance.

## Expense Reimbursement

If you incur expenses on behalf of The Emanuel Synagogue such as travel, training, or office supplies, you will be reimbursed, provided that 1) the expenditure was approved by the supervisor before it was incurred and, 2) the request for reimbursement includes the appropriate receipts, explanations, and supervisory approval. All claims for reimbursement must be submitted within 30 days of the expense being incurred or they will not be reimbursed. As The Emanuel Synagogue is a non-profit organization and exempt from paying sales tax, a tax-exempt form should be obtained from the Executive Director before the purchase of any item. Specific procedures for requesting expense reimbursement are in The Emanuel Synagogue's Standard Operating Procedures.

## Employment of Relatives

The Emanuel Synagogue may hire immediate family of existing employees. However, no employee should have supervisory responsibility over a member of his/her immediate or extended family **without the prior approval of the Executive Director, who first must notify and receive approval from the President.**

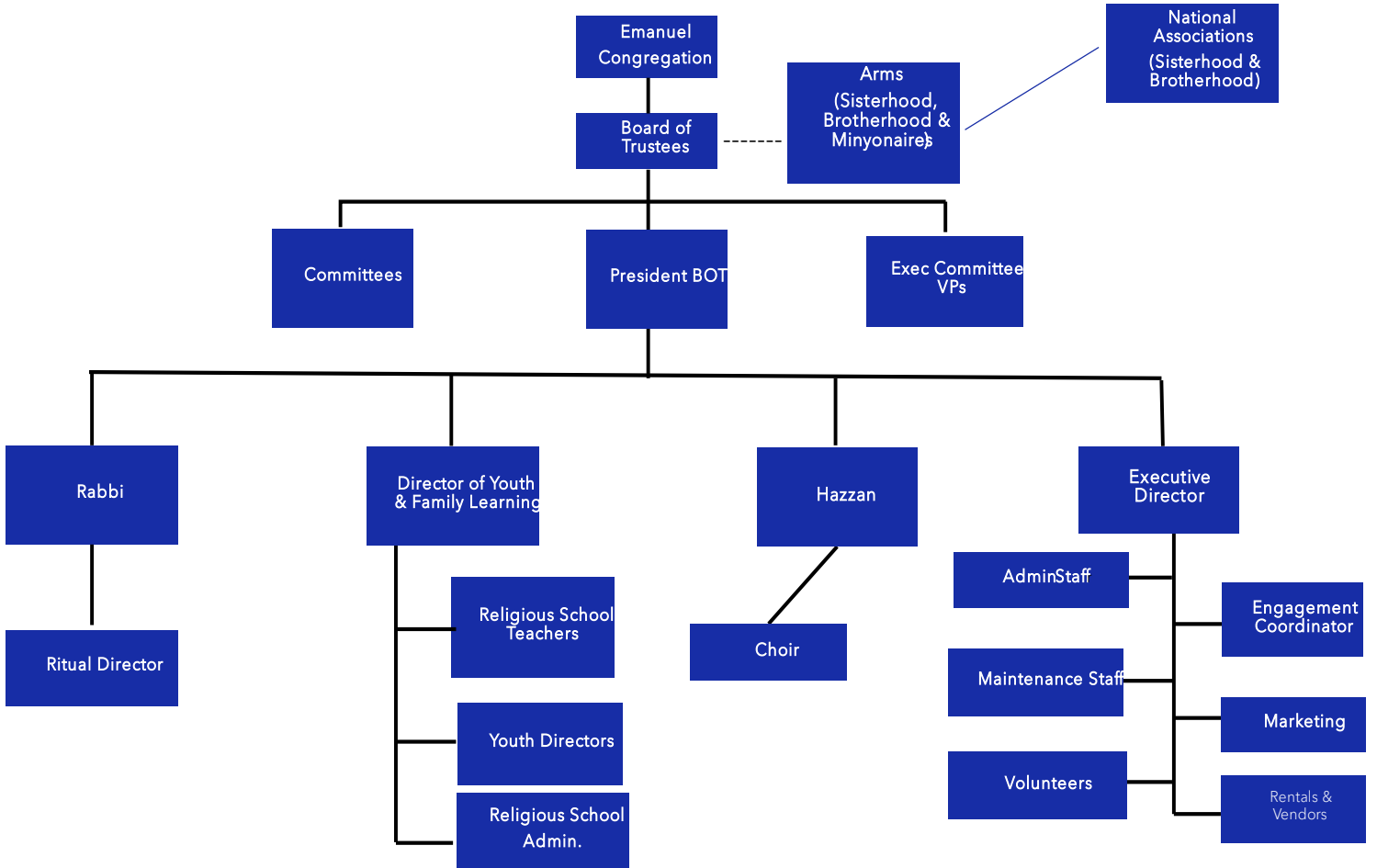
## Personal Information

Please notify your supervisor of changes to personal information such as tax status, emergency contacts, home address and phone number as soon as possible.

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<sup>18</sup> Appendix N: Incident Report Form

# ORGANIZATIONAL CHART



## APPENDIX (Forms)

### Appendix A



### Notice of Receipt and Understanding The Emanuel Synagogue Personnel Practices Manual

Date: \_\_\_\_\_

\_\_\_\_\_ Employee \_\_\_\_\_ Volunteer (please select one)

I, \_\_\_\_\_ (print name of employee or volunteer), have received, read and understand The Emanuel Synagogue Personnel Practices Manual, and agree to follow all policies and procedures as outlined.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Staff (receiving document)

## APPLICATION FOR EMPLOYMENT

**The Emanuel Synagogue, 160 Mohegan West Hartford, CT 06117 - (860) 236-1275 - <https://emanuelsynagogue.org/>**

All questions must be answered carefully and completely. If any information is missing, your application may be rejected.

*Please return completed application for Employment to the designated hiring manager,*

Date: \_\_\_\_\_ Position Sought: \_\_\_\_\_

**PERSONAL DATA**

Name \_\_\_\_\_ Social Security No \_\_\_\_\_  
*Last First Middle*

Have you ever worked under any other name(s)? If so, please indicate: \_\_\_\_\_

Address \_\_\_\_\_  
*Number & Street* *City State Zip Code*

\_\_\_\_\_ \_\_\_\_\_  
*Day Phone/ Cell Phone* *Email*

Date Available for Work \_\_\_\_\_ Desired Salary Range: \_\_\_\_\_

Type of Employment Desired (check):  Full-time  Part-time  Temporary  Seasonal

If hired, can you furnish proof that you are legally eligible to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Answer the following ONLY if applying for a Driver's Position:</i>  Do you hold a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No  Have you had any major moving violations within the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you furnish proof that you are of legal age to perform the duties of the position for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever applied to The Emanuel before? If yes, give date(s) and position(s): _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been employed by this Synagogue before? If yes, please indicate when: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you able to perform all essential functions of the position for which you are applying with or without reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**EDUCATION:**

TYPE OF SCHOOL	NAME AND LOCATION	COURSES MAJORED IN	DEGREE/CERTIFICATE
High School/Trade			
College/University			
Business /Tech School			
Other			

**EMPLOYMENT HISTORY:** Provide the following information regarding your current and former employers for the past 10 years, starting with the most recent. Use additional sheets if necessary, including explanation in any employment gaps.

Employer/Company:	Dates Employed:
Address:	Starting Salary:
Telephone Number:	Ending Salary:
Position/Title:	Supervisor's Name/Title:
Job Responsibilities:	Reason for leaving:
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Contact phone/email:</b>

Employer/Company:	Dates Employed:
Address:	Starting Salary:
Telephone Number:	Ending Salary:
Position/Title:	Supervisor's Name/Title:
Job Responsibilities:	Reason for leaving:
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Contact phone/email:</b>

Employer/Company:	Dates Employed:
Address:	Starting Salary:
Telephone Number:	Ending Salary:
Position/Title:	Supervisor's Name/Title:
Job Responsibilities:	Reason for leaving:
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Contact phone/email:</b>

**REFERENCES:** List name, address, and telephone number of **three business/work references**, not related to you.

1) NAME	CONTACT NUMBER / EMAIL	BUSINESS RELATIONSHIP	# YEARS ACQUAINTED
2) NAME	CONTACT NUMBER / EMAIL	BUSINESS RELATIONSHIP	# YEARS ACQUAINTED
3) NAME	CONTACT NUMBER / EMAIL	BUSINESS RELATIONSHIP	# YEARS ACQUAINTED
<b>ADDITIONAL INFORMATION:</b> List any special accomplishments, publications, awards, membership in professional, trade, business, or civic associations and any offices held			

**NOTICE TO APPLICANTS:**

The Emanuel Synagogue is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law. Those applicants requiring reasonable accommodation in the application and/or interview process should notify The Emanuel Synagogue hiring manager.

All qualified applicants receive consideration for employment without regard to race, color, religion, sex, age, national origin, handicap, or veteran status.

**In accordance with Connecticut Statutes 31-51i (d):** An applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the following: records pertaining to a finding of delinquency or that a child was a member of a family with service needs (section 46b-146), an adjudication as a youthful offender(section 54-76o), or a criminal charge that has beendismissed or nulled, or for which the person has been found not guilty or received an absolute pardon (section 54-142a); that any person shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

**PLEASE READ CAREFULLY APPLICANT’S CERTIFICATION AND AGREEMENT**

By my signature below, I promise that the information provided in this employment application (and in any related documents or interview) is true and complete. I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date.

**I understand that applicants for employment in certain positions are required to successfully complete a pre- employment substance abuse screening and criminal background check prior to any final offer. Random substance abuse screening may be required of employees performing safety-sensitive functions. I agree to submit to such testing if required.**

I expressly authorize investigation by The Emanuel Synagogue, its agents and representatives of all statements, references, and information provided in this application (or in any related documents or interview). I expressly authorize any person, school, current or prior employer named in this form (or in any related documents or interview) to provide any information or opinion requested by The Emanuel Synagogue its agents and representatives in connection with my application, and I release all parties from liability in making such statements.

I understand that this application does not create a contract for employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted company policies. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, at the will of either party with or without cause and with or without prior notice.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**For Office Use Only**

Date reviewed: \_\_\_\_\_

Contact for interview:  Yes  No

Keep on file:  Yes  No

Notes/Follow up:



## Appendix C

### The Emanuel Synagogue Disclosure and Authorization for the Release of Information

The Emanuel Synagogue (hereinafter, "THE EMPLOYER") will use Research Services, LLC, a consumer reporting agency (CRA) as an agent to perform its employment related background check. The agency will provide a written report of its findings to THE EMPLOYER. I understand my prospective employer intends to utilize the background check for employment purposes only and shall not disclose such information to any other party.

Above named CRA, Research Services, LLC. may utilize various sources of information including but not limited to credit reporting agencies, workers compensation records including any and all injuries in compliance with the Federal Americans with Disabilities Act, Department of Motor Vehicle driving records, criminal records, current and former employers, military records, education records, professional and personal references. I request, authorize, and consent to the release and disclosure of any and all information including but not limited to the above to THE EMPLOYER, and Research Services, LLC, a CRA.

I request, authorize, and consent to the procurement of an Investigative Consumer Report and understand that they may contain information about my background, mode of living, character, work history, personal characteristics, professional standing, and general reputation. **This authorization in original or copy form shall be valid from the date signed and remain in effect for the duration of employment.** According to the Fair Credit Reporting Act, I will be notified by THE EMPLOYER if employment is denied because of information obtained from a CRA. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to THE EMPLOYER. I further understand that when requesting a copy of the report, proper identification will be required and I may direct my request to Research Services, LLC 124 Simsbury Road Building One, Avon, CT., 06001. California residents will automatically receive a copy of the report within 7 days of delivery to the employer. I understand that residents of all other states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined above.

**\*\*\*\*\*PLEASE FILL OUT THIS FORM COMPLETELY\*\*\*\*\***

**Print Name Clearly:** \_\_\_\_\_

List ALL other first & last names ever used below, **INCLUDING LAST YEAR USED FOR EACH NAME:**

\_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expires \_\_\_\_\_

CURRENT Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long at address? \_\_\_\_\_

PREVIOUS Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long at address? \_\_\_\_\_

Last School/College Attended \_\_\_\_\_ State \_\_\_\_\_ Last Year Attended \_\_\_\_\_

Did you Graduate? \_\_\_\_\_

If you graduated, circle one GED \_\_\_\_\_ Diploma \_\_\_\_\_ Degree \_\_\_\_\_

Registered and/or graduated under what name? \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**For EMPLOYER Use Only:**

Requested by: \_\_\_\_\_ PH: \_\_\_\_\_ FX: \_\_\_\_\_

Criminal (Indicate States) \_\_\_\_\_ Federal Criminal \_\_\_\_\_ Driver History \_\_\_\_\_ Employment \_\_\_\_\_ (#)

Education \_\_\_\_\_ (#) Social Security \_\_\_\_\_ National Index \_\_\_\_\_ Sex Offender Registry \_\_\_\_\_ Credit \_\_\_\_\_

Phone: 860-678-0066

Fax: 860-678-1996 or 860-678-0099

## Appendix D



## EMPLOYEE PERFORMANCE REVIEW

### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Period of Review: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_ Reviewers Title: \_\_\_\_\_

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Work Consistency					
Enthusiasm					
Cooperation					
Attitude					
Initiative					
Work Relations					
Creativity					
Punctuality					
Attendance					
Dependability					
Communication Skills					
<b>Overall Rating</b>					

### Opportunities for Development


### Reviewers Comments


By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this performance evaluation.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewers Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix E

### The Emanuel Synagogue Policies and Guidelines on Child Abuse and Neglect

*Approved by the Board of Directors Sept. 2019*

*Amended by the Board of Directors Jan. 2024*

*CT General Statutes (State law) identify professionals who, because their work involves regular contact with children, to be mandated by law to report suspected child abuse and neglect.*

In keeping with our commitment to Tikkun Olam (Hebrew: תיקון עולם lit. 'repair of the world'), as well as our dedication to always providing a safe and nurturing environment for all children at The Emanuel, it is our policy that staff, whether employee (full or part time), or independent contractor, whose work involves regular contact with children, will **abide by the Connecticut mandated reporter guidelines**.

Any volunteer who serves as a caretaker or educator of children at The Emanuel Synagogue, is considered a mandated reporter under our policies, and therefore must abide by the same guidelines as that of The Emanuel staff. This includes, but is not limited to aides, instructors, parents, (at events, in class, etc.), para- professionals, tutors, etc. The Emanuel Synagogue will serve as an active community partner with the Department of Children (DCF) in its efforts to strengthen families which, is key to our mission.

#### **Definitions:** Child Abuse & Neglect

1. **Children and youth:** Anyone between the ages of zero and 17 years.

#### 2. **Abuse**

a. **Physical:**

- i. Has been inflicted with physical injury or injuries by other than accidental means.
- ii. Has injuries that are inconsistent with the history given of them.
- iii. Is in a condition resulting from maltreatment that includes, but is not limited to, malnutrition, deprivation of necessities.

b. **Sexual Molestation/Exploitation:** Inappropriate acts of a sexual nature with a child or youth.

c. **Emotional Abuse:** Evidence of emotional maltreatment or cruel punishment.

#### 3. **Neglect**

A child or youth may be found 'neglected' who, for reasons *other than being impoverished*:

- a. Has been abandoned.
- b. Is being denied proper physical, educational, emotional, or moral care and attention.
- c. Is being permitted to live under conditions, circumstances, or associations injurious to the well-being of the child or youth.
- d. Has been abused.

## Identify and Responding to Suspicion of child abuse / neglect:

In order to be able to properly identify and respond to a child in need, all staff and volunteers are required to take--and show proof of completion--the following online mandated child abuse training:

- [School Employees/Volunteers - follow this link](https://www.proprofs.com/training/course/?title=connecticut-mandated-reporter-training-school-employees-june-2023_6470a574a9acd)
- [Other Employee/Volunteers- follow this link](https://www.proprofs.com/training/course/?title=connecticut-mandated-reporter-training-community-providers-june-2023_64760e42c52aa) (Community Providers)



**Staff:** Within 30 days of hire; to be retaken in compliance with state law. A copy of the certificate of completion (right) must be provided to the staff supervisor and remain on file, along with a signed acknowledgment that they comprehend and agree to abide by the abuse/molestation policy.

**Volunteers:** PRIOR to working with children, a copy of certificate of completion (right) must be provided to the Staff Program Director and remain on file, along with a signed acknowledgment of comprehension and agreement to abide by the abuse/molestation policy.

### Reporting Policy

All Emanuel Synagogue mandated reporters are required to follow all Connecticut mandated reporting procedures, as outlined below.

### THE EMANUEL SYNAGOGUE TAKES EVERY ALLEGATION OF ABUSE SERIOUSLY.

The Emanuel Synagogue is committed to creating a safe and nurturing environment that fosters spiritual, emotional, and physical health for all children to whom it serves. We understand a child will report abuse or neglect to someone they trust, so it is important those entrusted to care for children at The Emanuel, at all levels, understand **how to respond** if notified of abuse as well as **recognize the signs** that neglect/abuse may be occurring.

When to report is based on factors, including, but not limited to observations, allegations, facts, or statements by a child, victim, or a third party. Such suspicion or belief does not require certainty or probable cause.

### Standards for Reporting

Citation: Gen. Stat. § 17a-101a: A report is required when a mandated reporter, in the *ordinary course of caring for any child under age 18, be they employee or volunteer*, has reasonable cause to suspect the child:

- Has been abused or neglected, as outlined in 'Definitions' above.
- Has suffered a non-accidental physical injury or an injury that is inconsistent with the history given of such injury and **is at imminent risk of serious harm**.

### Non-Mandated Reporters

In keeping with Kevod HaBeriyot (Hebrew: הבריות כבוד; honor [of/due to] the [God's] creations (human beings), any other person who works, attends, or participates in services and/or activities at The Emanuel Synagogue (whether or not they have the direct responsibility for the care taking of children) who has a **reasonable cause** to suspect a child is being abused or neglected may file a report. In such a case, when the reporter is not mandated, it is encouraged that they reach out to a senior professional staff person to assist in the follow-up process.

## REPORTING PROCEDURES AT THE EMANUEL SYNAGOGUE

*There shall not be any attempt to avoid the reporting process by handling the situation privately or by entering into any private agreement with anyone about next steps.*

**Due to the sensitive nature of abuse and concern for the safety and privacy of all involved, staffmembers and volunteers have a responsibility to report immediately, as outlined below, any actual or suspicion of child abuse:**

- a. When a mandated reporter has reasonable cause to suspect or believe a child at The Emanuel Synagogue has been abused or neglected, they have the *responsibility (as the initial reporter)* to report it immediately to the professional staff/ program supervisor (*secondary reporter*). If the supervisor is absent, or is the alleged perpetrator of abuse/ neglect, then the employee and/or volunteer shall notify the senior Rabbi or the ExecutiveDirector instead, to serve as secondary reporter in order for the proper timeline to be adhered.
- b. Within twelve (12) hours of having a suspicion or belief of child abuse, an oral report is required to the DCF 24 HOUR CHILD ABUSE AND NEGLECT CARELINE:1-800-842-2288. Making the call is mandatory and must be completed prior to submitting a written report. The Careline is open 24 hrs. / 7 days a week and staffed by full time, highly skilled professionals who are available to answer questions and gather critical information from callers, *so it is imperative the initial reporter along with the secondary reporter make the call together*. If the staff supervisor is the initial reporter, he/she/they may make the call directly.
- c. The Executive Director, Rabbi, Director of Youth and Family Learning and the Synagogue President must be notified immediately,that a call has been made to the DCF Careline. Should the report concern suspected abuse or neglect by an Emanuel staff person or volunteer, the Director of Youth and Family Learning (or a designated individual in her/his/their absence), will notify the child's parent or guardian that such a report has been made, unless doing so would put the child in direct or imminent danger. Within 48 hours of making an oral report, the initial reporter and the secondary reporter together shall complete, (both) sign, and submit the written REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT DCF-136<sup>11</sup> to the Commissioner of Children and Families, containing all of the required information. If the staff supervisor is the initial reporter, a secondary reporter is not necessary. The written report will not be accepted if the oral report has notbeen made first.
- d. A copy of the written report must be submitted to the Executive Director, Rabbi, Director of Youth and Family Learning and theSynagogue President.

Except for the reporting process as required by law and/or Emanuel policy, all information related to actual or suspected child abuse or neglect must remain strictly confidential.

### **Investigation Procedure**

It is the policy of The Emanuel Synagogue to cooperate fully with law enforcement investigations. It is the responsibility of staff and volunteers to report, in the manner prescribed above, and not perform an independent investigation. The investigation is the responsibility of the Department of Child and Family Services (DCF).

## **Penalties for Failure to Report and False Reporting of Child Abuse and Neglect**

A failure to report by mandatory reporters within the prescribed time, or any person who intentionally and/or unreasonably interferes with or prevents the making of a report, may be subject to disciplinary action by the Synagogue, and may be guilty of a crime, punishable as provided by law. Any person who is alleged to have knowingly made a false report of child abuse or neglect shall be referred by DCF to the office of the Chief State's Attorney for purposes of a criminal investigation.

## **Immunity for Reporters of Child Abuse and Neglect**

The Emanuel Synagogue will not discharge or in any manner discriminate or retaliate against any employee or volunteer who in good faith makes a report of child abuse or neglect, testifies, or is about to testify in any proceeding involving child abuse or neglect.

The Emanuel Synagogue will not hinder, prevent, or attempt to hinder or prevent any employee or volunteer from making a report as required or testifying in any proceeding involving child abuse or neglect.

**NOTICE OF RECEIPT OF UNDERSTANDING** – must have a signed copy on file for all staff  
(see Appendix F)

## Appendix F

### Notice of Receipt and Understanding *Child Abuse and Neglect Policies and Guidelines*



### Notice of Receipt and Understanding Child Abuse and Neglect Policies & Guidelines

Date: \_\_\_\_\_

\_\_\_\_\_ Employee \_\_\_\_\_ Volunteer (please select one)

I, \_\_\_\_\_ (print name of employee or volunteer),  
have received, read and understand The Emanuel Synagogue Policies and Guidelines regarding  
Child Abuse and Neglect, and agree to follow the reporting procedures as outlined.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Staff (receiving document)





**Appendix H**

**EMANUEL SYNAGOGUE  
ANNUAL CONFLICT OF INTEREST STATEMENT**

I, \_\_\_\_\_, have (check all that apply):

1. \_\_\_\_\_ Received and read a copy of the Emanuel Synagogue Conflicts of Interest Policy.
2. \_\_\_\_\_ Received training by my supervisor or my supervisor's designee regarding the Emanuel Synagogue Conflicts of Interest Policy.
3. \_\_\_\_\_ Received training regarding the Emanuel Synagogue Conflicts of Interest Policy at a meeting of the new Board of Trustees no later than September 30 of this year.
4. \_\_\_\_\_ Have otherwise been informed of each of the obligations under the Emanuel Synagogue Conflicts of Interest Policy.

\_\_\_\_\_  
Name (Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position (i.e. Trustee, Lay Leader, Staff)

## Appendix I



### Performance Improvement Plan (PIP)

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

- Performance area(s) / issue(s) Identified for Improvement:
- Corrective(s) Action Expected:
- Action Steps (s) Required (include dates if applicable):

### Progress Tracker

Date	Corrective Action Step	Comments: Employee	Comments: Supervisor

**Performance Improvement Plan process**

- During this \_\_\_day period, you are expected to set up meetings every 2 weeks with your supervisor prepared to evaluate and discuss your progress towards accomplishing the corrective action established in this plan. You are to document your progress in the chart below forward the report to your supervisor prior to your scheduled meeting.
- Your Supervisor will provide you with feedback in the Supervisory section after each meeting and send the document back to you for your records. This process will repeat throughout the PIP cycle.
- The performance issues that have been identified leading to this performance improvement plan are serious and you must meet the written expectations set forth herein. If during the term of your PIP you are not making satisfactory progress to improve your performance issue(s) described above, or you do not attain a satisfactory level of performance by the end of this process, further action will be taken, up to and including possible termination of your employment. This performance improvement plan does not, in any way, guarantee continued employment during the \_\_\_day evaluation period. You are expected not only to improve on the items outlined in the PIP, but to continue to perform your regular work duties satisfactorily and to continue to follow all Synagogue rules and policies.

**Employee:**

I have had the opportunity to discuss and review this Performance Improvement Plan with my supervisor and understand the areas of improvement that have been outlined. I also understand that failure to improve and correct my performance, meet agreed upon objectives, and sustain a satisfactory level of performance (not just those identified in the PIP), may jeopardize my employment and lead to further disciplinary action up to and including termination of employment. I also understand that successful completion of the PIP does not change the at-will nature of my employment and that the improvements must be sustained.

**Employee (Print):** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor (Print):** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Executive Director (Print):** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Documented Discussion

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

**Reason for Discussion** *(Specify just the FACTS of what occurred leading up to the discussion, - including dates/times):*

**Discussion Details:** *(Who was in there, their role, and what was said)*

**Next Steps**

**Additional comments:**

*By signing below, the employee agrees to abide by the next steps.*

\_\_\_\_\_  
*Employee (Print Name)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (Print Name)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee (Signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (Signature)*

\_\_\_\_\_  
*Date*

## Written Warning

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Reason for Warning** Specify the FACTS of what occurred previously (including dates) that led to today's written warning:

**Policies Violated:**

**Next Steps/Expectations and Corrective Actions:**

**Employee comments:**

*By signing below, the employee agrees to abide by the above expectation and corrective actions listed above. The employee understands that should the behavior continue the employee is subject to further disciplinary action up to and including termination of employment.*

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (Signature)

\_\_\_\_\_  
Date

## Appendix L

### Exit Interview Questionnaire

To be provided by supervisors to Employees  
for completion prior to their final day of work.



1. What is your reason for leaving your employment at the Emanuel Synagogue?

---

2. Do you feel that you were sufficiently trained and oriented for your job?

---

3. Were you treated respectfully and responsibly by your co-workers and management?

---

4. Could you have performed better if you had been provided with other resources? Such as?

---

5. Did you feel free to discuss suggestions or problems with your supervisor?

---

6. Did your supervisor provide you with clear instructions and expectations?

---

7. Were your working conditions satisfactory?

---

8. How would you improve the following?

• Motivating employees: \_\_\_\_\_

• Communication: \_\_\_\_\_

• Congregant Relations: \_\_\_\_\_

• Synagogue Operations: \_\_\_\_\_

9. Other Comments?

**The Emanuel Synagogue Employee Credit Card Usage Form**

I, \_\_\_\_\_, an employee of The Emanuel Synagogue, accept the responsibility of having a business credit card provided by the Synagogue in my name. I fully understand that said credit card is for Synagogue use only and that I must turn in receipts within one week of the purchase for all expenditures. Receipts must be annotated and assigned to a budget line.

Date and initials: \_\_\_\_\_





## Incident Report

Date form completed: \_\_\_\_\_

<b>Name and role of person completing form:</b> _____
<b>Signature of Person completing form:</b> _____
<b>Incident:</b>
<b>Date and time of incident:</b>
<b>Name/s of person/s involved in the incident and their Synagogue association:</b>
<b>Description of incident:</b>
<b>Was there an injury? ____ (Yes/No) If 'yes', please describe what medical attention follow up was taken and who was involved:</b>
<b>Witnesses (include contact details):</b>