

ADDITIONAL POLICES - JCHC

The following are additional Jewish Community Housing Corporation (JCHC) policies effective immediately:

- A medical note is required in order to be paid for a sick day before or after a holiday or vacation.
- Compensation days (as defined in the JCHC employee handbook dated May 2004) are to be used within 30 days of being earned. Additionally, compensation days can only be used one day at a time.
- Employees who terminate and are vested in our pension plan need to update us with a change of address.
- Dress Code Policy (attached)
- Inclement Weather Guidelines (attached)
- Personal Telephone Calls, Cell Phone, Personal Electronic Devices, E-Mails, Social Media and Electronic Equipment Guidelines (attached)
- Work Performance/Progressive Discipline Policy (attached)
- Nepotism Policy (attached)
- Holiday Pay and Schedule Policy (attached)

Employee Acknowledgement

I acknowledge receipt of the above memo regarding additional JCHC policies.

Employee Name

Date

Employee Signature

DRESS CODE GUIDELINES

The Jewish Community Housing Corporation believes that the personal appearance of our employees must convey positive, respectable impression of JCHC to our residents and our visitors. We have the expectation that employees will come to work dressed in a professional manner. Clothing should be neat and clean. Good personal hygiene is important.

Employees who are unsuitably dressed may be sent home to change and will be subject to discipline. Non-exempt employees will not be paid for this time away from work, but may, at their supervisor's discretion, be permitted to make up the time lost.

The Jewish Community Housing Corporation requires its employees to dress appropriately given their job title and responsibilities.

Executive Team, Management, Coordinators and Office Staff

In general, business dress implies conservative, tailored and pressed clothing; without visible logos or advertising.

For men, this will generally mean:

- Dress slack
- Dress shirt
- Shirt with collar

For women, this will generally mean:

- tailored skirts or slacks
- suits, jackets or sweaters
- appropriate stockings

Nursing Team: RNs, LPNs,

In general, this will mean:

- white uniform or colored scrubs
- closed toe and closed back shoes
- no long fingernails or 'fills'
- long hair will need to be neat and contained as to not impede providing services
- no excessive jewelry or dangling earrings. Watch and simple rings are acceptable.

Home Health Aides, Certified Nursing Aides, Medication Aides

- Weston Assisted Living Uniform.
- Closed toe and closed back shoes
- No long fingernails or 'fills'
- No excessive jewelry or dangling earrings. Watch and simple rings are acceptable.

Dining Service Team

- Kitchen Team: white jackets with black or checkered black pants for men
- Kitchen Team: white smock with black or checkered black pants for women

- Wait Staff: approved JCHC polo shirts with collar and black pants
- Wait Staff will be provided white shirts and black bow ties for Shabbatot and other holiday meals.
- All staff will wear closed toe shoes. No high heels or pumps
- Hairnets or Chef Hats must be worn in kitchen

Housekeepers/ Porters

- khaki or black pants
- smock approved by Jewish Community Housing Corporation
- Collared shirt, blouse
- Closed toe shoes

Superintendents, Maintenance Techs, Porters, Painters

- Uniform of the Day” will include but, not limited to the following:
- JCHC White /Navy Blue FM Shirt
- JCHC Navy Blue FM Pants
- JCHC FM Work Shoe (Stiffened shank w/non-skid sole)
- JCHC FM Lower Back support
- Protective belts, suspenders, gloves, goggles etc. are to be worn as necessary or as instructed.

Security Team, Drivers:

- The uniform shall consist of the following:
- Suite Jacket (Navy Blue)
- 2ea. Pairs of pants (Grey)
- 2ea. Polo style shirts (White)
- 2 Button down collared shirt (White)
- 1 tie (Black)
- Shoes, belts and name tags are to be worn by each guard/ officer (Black in color)

Unacceptable dress:

- Denim jeans;
- Sweatpants or sweatshirt;
- Spandex;
- Shorts or other exercise attire;
- Sneakers;
- Flip-flops;
- Excessively short shirts/ dresses;
- Tight or revealing clothing;
- Low cut blouses or shirts; and,
- Clothing containing any slogans or symbols, but not including with discreet manufacture’s logos.
- Personal headwear
- Ear buds with use of electronic devices

If you have questions whether something is appropriate to wear, please ask your supervisor or simply err on the conservative side and refrain from wearing the items in question. Exceptions to the policy can be considered for valid medical reasons on a case-by-case basis.

INCLEMENT WEATHER GUIDELINES

Inclement Weather Closure

There will be times during occurrences of severe weather, natural disaster, major utility failure or other circumstances when coming to work is not feasible. When that time comes, the Chief Executive Officer or the Chief Operating Officer will make a decision on inclement weather closings.

Chief Executive Officer or Chief Operating Officer will contact Regional Directors and Managers with inclement weather closing information. Each manager will provide information to teams as appropriate.

Additionally, a work closure message will be announced on the Jewish Federation Plaza answering machine. The phone number is: 973-731-2020. Employees can call this number for weather / work information.

First rule: Be here

All staff needs to make every effort to come to work during inclement weather. Our communities remain open at all times in order to maintain services to our residents.

First rule exception: Be safe

If you feel that reasonable attempts to come into work will jeopardize your personal safety, stay home and immediately notify your supervisor. If an inclement weather closure has not been announced, and you still chose not to come in, you may use a vacation day or a personal day as compensation for that date.

How does an emergency closure affect you?

Even in the event that the Chief Executive Officer or the Chief Operating Officer declares an emergency closure, direct service employees are expected to report to work.

All scheduled employees will be paid for the closure. If your supervisor asks you to provide direct service for the residents during the closure, you'll receive a compensation day. This compensation day is to be used within 30 days of the event.

Policy Statement

It is the position of Jewish Community Housing Corporation of Metropolitan New Jersey (JCHC) that all employees should enjoy the same treatment during their employment. As such JCHC has implemented policies to prevent unfairness in the employment relationship between blood relatives, members of the same household or related parties.

A JCHC employee may not recruit, hire or determine the terms and conditions or employment or directly or indirectly influence decisions concerning the recruitment, hiring or the terms and conditions of employment of a person who is a member of the employee's immediate family, someone in the same household, or with whom he or she has a personal or business relationship.

Management and Supervisors must avoid conflicts of interest, situations that might be perceived of as conflicts of interest or situations that might impair objective judgment or be perceived as biased.

If two employees become related after hire, the employees must notify their supervisors of this new change.

Procedures

1. Members of the same immediate family, the same household, or those involved in a personal relationship (Related Parties) are not permitted to work in the same department, unless said relationship has been disclosed to and explicitly approved by the department head in writing. Under no circumstances shall one of the Related Parties report to or supervise the other Related Party.
2. Employees must make known to their immediate Supervisor any Related Party applying for any position at the JCHC as soon as said Employee becomes aware of such an application. Failure to make such disclosure may be grounds for disciplinary action, up to and including termination.

3. Applicants must disclose any Related Party currently serving as an Employee as soon as said Applicant becomes aware of the situation. Failure to make such disclosure may be ground for rejection of the Applicant’s application for employment, or if the Applicant is hired, disciplinary action, up to and including termination.

4. If an applicant is otherwise qualified and might be selected for an available position but is a Related Party to an existing employee in the same department, the Department Head should consult with the Chief Operating Officer (COO) or, if the COO is not available, the Chief Executive Officer (CEO), on the applicability of this policy and its motivating concerns before completing the hiring process. Failure to follow this procedure may result in disciplinary action, up to and including termination.

5. If an employee learns of another JCHC employee who is a Related Party, said employee should promptly report that fact to each employee’s supervisor and both employees will be treated in accordance with this policy. Under such circumstances, one of the employees may be transferred at the earliest practicable time.

6. If two employees working in the same department are found to be Related Parties, the Department Head should consult with the COO, or, if the COO is not available, the CEO on the applicability of this policy and its motivating concerns before determining the appropriate course of action. Failure to follow this procedure may result in disciplinary action, up to and including termination.

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WORK PERFORMANCE – PROGRESSIVE DISCIPLINE POLICY

The Jewish Community Housing Corporation disciplinary procedure is intended to be a fair, thoughtful, consistent process to correct problems with employee work performance and behavior in a constructive manner. Notwithstanding anything written below, the Jewish Community Housing Corporation retains the right to immediately terminate employees without progressive discipline.

Verbal Warning/Counseling

The employee may receive a verbal first warning from a supervisor should an employee fail to perform his/her work or conduct himself/herself in accordance with the standards of the Jewish Community Housing Corporation as outlined in the *employee handbook, Section 5/ rules and regulations for employees*.

If the problem persists longer than two weeks, or more incidents of same poor job performance, this may lead to the formal warning stage.

Written Warning

For continued problems requiring action beyond oral warning/counseling sessions, a formal written work performance review may be given.

Probation

Whenever a formal written warning fails to correct an employee's conduct or performance, placing him/her on probation is the next progressive step to correcting the problem. A probationary period may last from two to four weeks, at the discretion of the employee's supervisor, depending upon the nature of the problem. At the conclusion of a probationary period, an employee on probation will be informed whether:

- The probationary period has been completed satisfactorily;
- The probationary period will be extended for another two to four week period; or,
- The employee's employment with the JCHC is being terminated.

Termination

Termination should be used as a last resort for uncorrected performance and conduct problems. Termination may be initiated by the immediate supervisor, the department head or member of the Senior Management Team (CEO, COO or CFO) without prior warning for serious offenses, including, but not limited to, dishonesty, accepting tips from residents or family members, abuse or neglect of residents, theft of Jewish Community Housing Corporation property, insubordination, and abandonment of job.