POLITZ

Yeshiva & Bais Yaakov

EMPLOYEE POLICY MANUAL
2025-2026

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PREFACE

Politz Yeshiva & Bais Yaakov has developed this manual to acquaint staff with the policies, practices, and benefit programs of the school and to ensure equitable and consistent treatment of all employees. This manual is effective August 27, 2025.

This manual is presented for information and reference only, and is not intended to, and does not create a term of employment or an employment contract, express or implied, between employees and the school. No changes to the policies or practices stated in this manual can be made without approval from the Head of School.

The policies and practices in this manual are not contractual. However, employees are expected to abide by the policies set forth in this manual. Policies, procedures, and benefits are reviewed on a regular basis. The school reserves the right to alter, suspend, interpret, or eliminate, in whole or in part, any portions of the manual at any time, at its sole discretion.

Every effort will be made to inform employees of the changes to the manual in a timely manner. Employees are required to familiarize themselves with the contents of this manual and to comply with all school policies. Please direct any questions about these policies to the Head of School.

MISSION STATEMENT

Politz Yeshiva & Bais Yaakov, founded in 1982, is dedicated to providing a quality Orthodox Jewish education in grades kindergarten through 8th grade. We are a school rooted in the values and teachings of the Torah. We are committed to helping our children achieve academic standards to the best of their abilities and to prepare them for life as productive and ethical members of society. The academic, social, emotional, and spiritual well-being of each child is developed in a secure and encouraging environment so that the child will be able to meet challenges with faith, fortitude, and intelligence for years to come.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy and practice of the school to offer equal employment opportunities to all qualified applicants and employees without regard to race, color, age, religion (except where there is a bonafide requirement for the position), ancestry, national origin, sex, sexual orientation, gender identity, marital status, disability, veteran status, genetic information or status, family responsibilities, or any other characteristic protected by law.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, termination, layoffs, compensation, benefits, and all other terms, conditions and privileges of employment.

DISCRIMINATION and HARASSEMENT

The school will not tolerate discrimination or harassment based upon race, color, age, religion, ancestry, national origin, sex, sexual orientation, gender identity, marital status, disability, veteran status, genetic information or status, family responsibilities, or any other characteristic protected under federal, state or local anti-discrimination laws.

Any employee who feels as though he or she has been subjected to discrimination or harassment is strongly encouraged to utilize the reporting procedure described below. Any employee or manager who is found to have engaged in discrimination or harassment will be subjected to disciplinary measures, up to and including termination.

The school will not tolerate any form or degree of harassment based on a protected classification, including sexual harassment.

COMPLAINT PROCEDURE

The school urges any employee who feels as though he or she has been subjected to retaliation, discrimination or harassment, including sexual harassment, to use the following reporting procedure.

The employee should promptly report any incident of retaliation, discrimination or harassment to the Head of School. Employees can report instances of retaliation, discrimination or harassment regardless of the identity of the offender without fear of reprisal or retaliation.

Upon receiving any report of retaliation, discrimination or harassment, the school will promptly conduct a thorough and confidential investigation of the allegations, which may include interviews with available witnesses or other parties who may be involved. Any employee, supervisor or manager involved in the investigatory process has an obligation to cooperate completely and truthfully with any such investigation and maintain confidentiality with respect to any information discussed or disclosed during the investigation. Following the conclusion of the investigation, a determination will be made regarding the allegations and appropriate action will be taken.

ADA/DISABILITY ACCOMMODATION

In compliance with the Americans with Disabilities Act (ADA) and applicable state and local law, the school will not unlawfully discriminate against qualified applicants or employees with disabilities who can perform the essential functions of their jobs with or without reasonable accommodations.

The school will not discriminate based on disability or perceived disability in hiring, promotion, discharge, compensation, job training, benefits, classification, referral, or any other aspects, terms, or conditions of employment.

In accordance with the law, it is the school's policy to provide such qualified applicants and employees with reasonable accommodations, except where such accommodations would impose an undue hardship on the school. Any employee who requires accommodation to perform the essential functions of the job should contact the Director of Operations and request such an accommodation.

The individual with the disability should be prepared to discuss what type of accommodation is needed to perform the job. In collaboration with the candidate or employee, the school will make every effort to identify and implement an accommodation that is reasonable and will not impose an undue hardship on the school.

CRIMINAL BACKGROUND CHECK

Pennsylvania law requires all new employees, including temporary staff, substitutes and tutors to provide the school with documentation of fingerprinting/background checks as well as child abuse clearance. Further, these employees are required to complete and sign a sworn statement or affirmation disclosing the existence of a criminal conviction.

AT-WILL EMPLOYMENT

Politz Yeshiva & Bais Yaakov is an "at-will" employer and operates under the provision that employees have the right to resign their position at any time, with or without notice, and with or without cause. The school may terminate the employment relationship with or without cause or notice, at any time.

Only the Head of School has the authority to modify this arrangement, enter a contract for employment for a specified period of time, or make any agreement contract to this policy. If such an agreement is reached, it must be presented in writing and signed by the Head of School and the employee.

EMPLOYMENT CONTRACTS

For all employees who have been offered and have signed an employment contract, the terms of employment are governed by the employment agreement. In the event of any conflict between the terms of the employment contract and the policies of this manual, the terms of the employment contract will prevail.

PAYROLL POLICY

It is the policy of the school to pay employees in a timely and consistent basis and in accordance with local, state, and federal laws and regulations. Compensation is considered a personal matter; therefore, individual compensation should not be disclosed.

All school employees are paid twice per month. Employees are paid on the 5th and 20th of the month except if those days fall on a weekend, in which case, employees will be paid on the preceding workday.

Employees are paid by direct deposit. **All employees will have the ability to check their itemized statement of earnings showing year-to-date wages paid, taxes withheld and other deductions via the online payroll portal.**

PAYROLL DEDUCTIONS

The statement of earnings lists all payroll deductions. Certain deductions are required by law and others are determined by the employee's participation in benefit plans and similar programs.

Payroll deductions are made in equal installments from each payroll check. Employees who believe that improper deductions have been made from their pay, or that there are other errors in their pay, should contact our Human Resources Department at hr@politzyby.org.

REQUIRED WITHHOLDING

Federal Income Tax—
This deduction is computed from Internal Revenue Service tax tables, based on the number of exemptions claimed by the employee on the Employee's Withholding Allowance Certificate (W-4 form). If the employee wishes to change the number of exemptions or requests additional withholdings, a new form must be completed and submitted to Human Resources.

Withholding of State Income Tax—
This deduction is computed from State tax tables, based on the number of exemptions claimed on the appropriate state form.

Federal Social Security and Medicare Tax—
This deduction is computed by percentage of the gross pay. A portion of this amount is for Social Security and the remainder is for Medicare.

ANNUAL W-2 STATEMENT

A statement of deductions and earnings (IRS Form W-2) for the preceding calendar year is issued each January, no later than the last business day of the month, as required by law. If your employment with the school terminates prior to January, your W-2 form will be mailed to the last address on record at the school.

ATTENDANCE

Employees are expected to model regular and punctual attendance. School is in session Monday through Thursday 8:15 a.m. to 3:40 p.m., Fridays 8:15 a.m. to 1:00 p.m., and Sunday 9:30 a.m. to 12:30 p.m. Employees will be on dismissal duty on a rotational basis which will require on site supervision until 3:50 p.m. Monday through Thursday and 1:10 p.m. on Friday. Summer Friday schedule is at the discretion of the Head of School. Please see our calendar for the schedule of working days.

SALARY ADMINISTRATION FOR NON-FACULTY

Compensation for non-faculty employees will reflect the skill requirements and responsibilities of the position as well as the individual's experience in the specific area for which s/he is employed by the school. All employees' wages or salaries are reviewed annually. An individual's initiative, performance, attendance, and other factors will be considered in making compensation determinations subject to budget approval by the Executive Director and Board of Directors.

Information concerning employment agreements, wages, salary, and other compensation should be kept confidential.

PAID TIME OFF

The school recognizes the need for occasional absences from work for personal and other reasons. Accordingly, the school provides paid time off for full-time and part-time employees who have obtained prior approval from their supervisors in accordance with the policies stated in this manual.

Paid time off is inclusive of vacation, sickness, and personal time off.

Employees are accountable and responsible for managing their own paid time off hours to allow for adequate reserves to cover vacation, illness, appointments, emergencies, or other needs that require time off from work including:

1) The employee's own mental or physical illness, injury, health condition, or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;

2) Care of a family member who needs medical care or treatment of a mental or physical illness, injury, or health condition or who needs preventive medical care.

This includes time off for general doctor, dentist or eye doctor appointments, regardless of whether these appointments are necessary due to an emergency.

Politz Yeshiva & Bais Yaakov urges staff to use their paid time off during the year in which it is accrued. Unused paid time off days does not carry over to the following year.

First year employees receive 6 paid days off per year. Returning employees receive 9 paid days off per year for 10-month employees who work Monday through Friday. Rebbeim and 12-month employees receive 10 paid days off per year.

The day proceeding or following a holiday break counts toward 1.5 days of paid time off.

At least a week's notice should be given for a requested day off. If less than a week's notice is given, the request must be discussed with the Head of School. **All requests for personal leave must be done in writing by completing the appropriate form.** This form can be found in both faculty rooms and may be obtained from the office or front desk in either building.

BEREAVEMENT LEAVE

The school recognizes that circumstances may arise when an employee may require time off from work for a death in the employee's immediate family. Bereavement leave is granted upon the death of a parent, parent-in-law, spouse, child, or sibling. Leave consists of the days necessary to include the Shiva period. The school grants bereavement leave with pay up to a maximum of five days. The Head of School may grant additional days if needed to complete the Shiva period. The school also grants, if needed, one day of bereavement leave upon death of a grandparent or grandparent-in-law.

Approved leave in excess of the period permitted under this policy will be charged to the employee's applicable leave account or, in the event no leave balance is available, to leave without pay (LWOP).

EMPLOYEE DRESS CODE

Employees are expected to dress professionally, appropriately, and in accordance with the school's guidelines. Cleanliness, neatness, and modesty should be the general guidelines followed by the employee in making his/her clothing choices. The following specific guidelines are in effect:

Women: skirts and dresses should be knee-length or longer. Shirts and blouses must cover the shoulders and elbows. Low-cut or revealing clothing is not appropriate.

Men: Shirts with collars are appropriate for men.

PERSONNEL RECORDS, CHANGE OF STATUS AND THE RIGHT TO PRIVACY

Personnel files are the confidential records of the school. Access to one's file is restricted to the employee, the Head of School, Executive Director, Director of Operations and Human Resources Department. Upon 48 hours of notice request, an employee may view his/her personnel file at the school in the presence of the Head of School. The school, in its sole discretion, shall determine the contents of the personnel files.

EMPLOYMENT VERIFICATION AND REFERENCES

It is the school's policy to maintain the confidential nature of employment information on current and former employees. Only the Head of School or Director of Operations may respond to requests for verification of employment and provide references.

SOCIAL MEDIA

The school has in place policies that govern use of its own electronic communication systems, equipment, and resources, which employees must follow. We encourage you to use good judgment when communicating via social media.

"Social media" includes all means of communicating or posting information or content of any sort on the internet, including on one's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the school, as well as any other form of electronic communication.

The same principles and guidelines found in the school's Employee Policy Manual policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind, that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects students, vendors, suppliers, people who work on behalf of the school or its legitimate

business interests, may result in disciplinary action up to and including immediate discharge.

No postings on social media, including blogging, are allowed:

- to solicit employees or others during work time.
- to attempt or to gain unauthorized or unlawful access to computers, equipment, net- works, or systems of the school or any other person or entity.
- in connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- in connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using electronic communications; make changes to electronic communications; make changes to electronic communication without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of the school or others without appropriate authorization.

All systems passwords and encryption keys must be available and known to the school.

You may not install password or encryption programs without the written permission of your Human Resource Manager. Employees may not use the passwords and encryption keys belonging to others.

Numerous State and Federal laws apply to electronic communications. The school will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the school may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our systems or the content of electronic communications, please speak with the Head of School for clarification.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-school systems. Nothing in this policy is meant to restrict an employee's right to engage in Section 7- protected communications on non-work time.

ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using school communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks during working time.

"Electronic communications" includes, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, phone, iPod tablet, smart phone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

1) Employees may use our Systems to communicate internally with co-workers or externally- with students, parents, guardian suppliers, vendors, advisors, and other business acquaintances for business purposes during working time.
2) All electronic communications contained in school Systems are school records and/or school property. Although an employee may have an individual password to access our Systems, the Systems and electronic communications belong to the school.
    A. The Systems and electronic communications are accessible to the school at all times including periodic unannounced inspections.
    B. Our Systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice.
    C. Our Systems and electronic communications are not confidential or private.
    D. The school's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the school's business or violate policy is permitted, personal communications in our Systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by the school at any time without further notice.

Since all electronics communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, Confidentiality of Student Matters, Care of Student, Protecting School Information, Non-Solicitation, Distribution, E-Mail Monitoring, and Internet Usage.

Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of school policies or federal, state or local law.

In addition, employees may not use our Systems:

- To download, save, send or access any discriminatory or obscene material.
- To download anything from the internet (including shareware or free software) without the advance written permission of your human resource manager.
- To download, save, send or access any site or content that the school might deem "adult entertainment".
- To access any "blog" or otherwise post a personal opinion on the internet during work time (see Social Media policy).

PRINCIPLES OF CONDUCT

All school employees must adhere to high standards of professional conduct and are expected to maintain a positive attitude and demeanor at all times. Employees of the school are visible representatives and must conduct themselves in a manner that reflects favorably on the school both during and outside of school hours. All school employees must behave as role models for students. Profanity and expressions of anger in public are particularly inappropriate in the presence of students and other colleagues.

The work performed by school employees requires the exercise of professional judgment to protect the students, parents, staff or other individuals associated with the school. All school employees must be professional and circumspect in the way they communicate information about students to others. A discussion of a particular student's or family's problems or issues must be limited to other adults with the need-to-know and in offices with doors closed. Release of information may occur only with the approval of the Head of School.

HEALTH, SAFETY AND SECURITY

To ensure a safe environment at Politz Yeshiva & Bais Yaakov, all school employees are responsible for the safety and security of students and other employees. Employees are required to comply with all security policies and procedures. Failure to do so may result in disciplinary sanctions against the employee.

Staff members must be vigilant with regard to the building exterior and grounds and report strange cars, objects or people to the Head of School immediately.

All staff members are required to carry their identification fobs with them at all times when on school property in order to enter the school building when needed. All visitors to the school must wear a guest sticker.

All staff are required to know the procedure for Fire and Lockdown Drills and must participate in all drills.

INCLEMENT WEATHER

In the event of inclement weather resulting in the closing of school, delayed opening, or early dismissal, the school follows the decision of City of Philadelphia Public Schools for the first day of the closure/delay. For example, if Philadelphia Public Schools are closed for the full day, Politz is closed for the full day. If Philadelphia Public Schools open two hours late, Politz will open two hours late.

In cases that may necessitate an unscheduled early dismissal, the Head of School will make an independent decision as to the time of the dismissal.

ACKNOWLEDGMENT OF RECEIPT

By signing and accepting the terms of your offer letter, you are acknowledging that you have received a copy of the Politz Yeshiva & Bais Yaakov Employee Policy Manual and agree to review the policies and procedures contained in the manual and agree to abide by them.

Your acceptance of the terms of your offer letter also affirms the following:

I understand that I should consult with the Head of School regarding any questions not answered in the manual.

I understand that the school may make exceptions to the policies, benefits and procedures set forth in the manual, and that the policies, benefits and procedures described in the manual may be changed from time to time, with or without advance notice.

I understand that the manual is provided to me for information and reference only and is not intended to and does not create a term of employment or an employment contract between myself and Politz Yeshiva & Bais Yaakov.

I understand that, unless modified by a separate employment contract between me and Politz Yeshiva & Bais Yaakov, my employment is "at will" and that neither I nor the school is bound to continue the employment relationship if chooses at its will, to end the relationship at any time for any reason.