

New Employee Handbook

January 2025



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Jewish Educational Loan Fund

Interest-free Loans
for Higher Education

Introduction and Objectives:

Background:

- Last update to Employee Handbook in 2019

Purpose:

- New practices and policies needed
- Ensure clarity and address new workplace needs
- Eliminate gray areas for employees

Objectives:

- Explicit language throughout the handbook
- Aligning JELF policies with current best practices



New Sections:

- Inclusion and Diversity at Work Statement
- Payroll
- Background and Reference Checks
- Overtime Policy
- Working Remotely
- ADA Accommodations
- Parental Leave
- Jury Duty
- Employee Compensation during Leave of Absence

New General JELF Policies:

- Open Door
- Courteous Behavior
- Conduct at JELF Events
- Conduct & Employment Outside Work
- Ethical Conduct & Integrity
- Professional Appearance
- Employee Illness
- Operation of Vehicles
- IT/Security
- Workplace Violence
- Employee Family Loan Assistance
- Use of JELF Office & Entry Systems
- Reference Checks and Outside Inquiries
- Salary Advances & Loans
- Solicitations, Distributions & Use of Social Media
- Phone Use
- Visitors
- Notice of Resignation
- Termination of Employment Exit Interview
- Document Retention



Employee Family Loan Assistance

- Purpose
- Parameters
- Confidentiality

Enhanced Sections

PTO Changes:

- Part-time (0-4 years): Increased from 5 to 7
- Full-time (0-4 years): Increased from 12 to 15
- Part-time (10+ years): Increased from 12 to 15
- Full-time (15 years+): Increased from 20 to 25



Medical Benefits

Employee-Paid:

- Access to short-term disability
- Access to long-term disability

Employer-Paid:

- Insurance benefits
- Monthly HRA coverage

Q&A



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