

INFORMATION FOR **ZOA EMPLOYEES**

This booklet was prepared to serve as a guide for job and benefits information as well as the policies and procedures of the Zionist Organization of America (ZOA). This document cannot anticipate all possible questions, and you are therefore encouraged to bring any unanswered questions to your supervisor (as designated by the Executive Director) or our administrative office.

Our policies are subject to review and may be modified. Nothing contained in this booklet should be considered to be a contract or any kind of guarantee of employment, as the employment is at-will. That means that you or the ZOA may terminate your employment at any time for any lawful reason, with or without notice. The ZOA requests that employees who voluntarily terminate their employment provide ZOA with at least two (2) weeks' notice, where practical. For senior-level employees who voluntarily terminate their employment, the ZOA requests that you provide us with at least four (4) weeks' notice.

ABOUT THE ORGANIZATION

The ZOA is the oldest pro-Israel organization in the United States, founded in 1897. Past Presidents include Supreme court Justice Louis Brandeis, Rabbi Stephen Wise and Rabbi Abba Hillel Silver. Its mission is to strengthen U.S.-Israel relations, promote the truth about the Arab war against Israel to Congress, the campuses, the media and others, and combat anti-Israel and anti-Jewish bias in the media and on college campuses.

GENERAL WORKPLACE PROVISIONS

EQUAL EMPLOYMENT OPPORTUNITY

The ZOA affords equal employment opportunity to all employees and applicants for employment without regard to race, gender, religion, age, disability,

national origin, sexual orientation or marital status, to the fullest extent that these or any other classifications are protected by federal, state or local law.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The ZOA will not tolerate any form of harassment of its employees by supervisors, co-workers, consultants, members or vendors. Unlawful harassment can be based on sex, race, citizenship, age, national origin, religion, disability and sexual orientation. This policy is intended to prohibit offensive conduct, either physical or verbal, that threatens human dignity and employee morale and that interferes with a positive and productive work environment. Such conduct may result in disciplinary action up to and including termination of employment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, examples of these behaviors include but are not limited to:

- physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults;
- intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body;
- unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo;
- verbal abuse of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering or catcalls;
- insulting or obscene comments or gestures;
- display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and

- other unwelcome physical, verbal or visual conduct of a sexual nature.

No supervisor may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development.

Furthermore, no supervisor may threaten or insinuate, either explicitly or implicitly, that submission to sexual advances, requests for sexual favors or physical conduct of a sexual nature is either explicitly or implicitly a term or condition of an individual's employment, or that submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.

Harassment based on all protected characteristics is strictly prohibited. Such harassment may include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, sexual orientation, disability, citizenship, marital status or any other characteristic protected by law that:

- i. has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- ii. has the purpose or effect of unreasonably interfering with an individual's work performance; or
- iii. otherwise adversely affects an individual's employment opportunities.

This policy applies to all applicants and employees and prohibits harassment, discrimination and retaliation, whether engaged in by co-workers, supervisors or others.

REPORTING DISCRIMINATION OR HARASSMENT

Any employee who thinks he or she is a victim of discrimination or harassment or who has knowledge of such behavior is encouraged to submit a complaint in writing to the Executive Director, the Director of the Center for Law and Justice, the President or any other senior officer, setting forth the facts and

circumstances of the incident(s) or pattern of discriminatory or harassing behavior. Upon receipt of a complaint, the matter will be turned over to the appropriate individual for investigation, using any available methods and/or documents deemed pertinent. The results of the investigation will be communicated to the complainant and the accused, and if the complaint is substantiated, appropriate remedial action will be taken promptly.

NON-RETALIATION

Retaliation against an individual for having in good faith reported or participated in an investigation of a claim of discrimination or harassment is a serious violation of the ZOA's policy. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination. Any employee who thinks that he, she or another has been retaliated against for reporting discrimination, harassment or retaliation, is encouraged to submit a complaint in the same manner as described above for reporting discrimination or harassment.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on the ZOA premises and while conducting business-related activities off the ZOA premises, no employee may use, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

WORK HOURS

WORK SCHEDULE

Work hours for non-exempt employees are generally from 9 A.M. to 5:30 P.M., Monday through Thursday, with ½ hour for lunch, but this may vary according to job requirements. Friday work hours are generally from 9 A.M. to 3:30 P.M., with ½ hour for lunch, except that between dates to be designated each year in mid to late September and early to mid March, employees will generally be permitted to leave at 1 P.M. with no lunch.

Work hours for the days preceding the Jewish Holidays will follow the Friday schedule described above, with the exceptions noted below:

Erev Yom Kippur 9 A.M. – 1:00 P.M., with no lunch
Erev Passover (1st days) 9 A.M. – 1:00 P.M., with no lunch

Meeting the ZOA's needs also may require overtime work from time to time. When overtime is required, it is not optional, but it is mandated only with supervisory authorization. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions, and is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence is not considered hours worked for purposes of performing overtime calculations. Overtime is paid at one and one-half (1-1/2) times an employee's regular hourly rate, and is paid for hours worked in excess of 40 hours per week.

ABSENCES, PUNCTUALITY AND NOTIFICATION

Regular attendance and punctuality are essential, and required of all employees. All employees are expected to report for work at the scheduled starting times each workday unless ill, absent with prior approval or otherwise unavoidably absent. Every effort should be made to schedule personal, business, medical, dental or other appointments so they do not conflict with the work schedule. If this is not possible, time off may be requested by submitting the appropriate form in advance to your supervisor. For nonexempt employees, such leave will be without pay, or at the discretion of the supervisor, these employees may be permitted to work additional hours to compensate for the lost time. Excessive absence or lateness,

regardless of reason or justification, may result in disciplinary measures up to and including termination of employment.

When absent from work for three (3) or more consecutive work days due to illness, you are required to provide a physician's certificate when you return to work, indicating the nature of your illness and your physician's approval for you to resume your normal work responsibilities as well as your written authorization for the ZOA to discuss the matter with your doctor and to obtain pertinent medical information and records.

In the event you take a day off due to illness, an appropriate form must be completed on the first day of your return to work and submitted to our administrative office. For absences planned in advance, such as vacation, jury duty or other authorized leaves of absence, the absence must be approved in advance and the appropriate form must be completed and submitted to our administrative office.

If you expect to be absent or significantly delayed, except in extraordinary circumstances, you must advise our administrative office or your supervisor each day as to the reason for the lateness or absence, the expected time of arrival or day of return to work, and a telephone number at which you can be reached.

LEAVES OF ABSENCE WITH AND WITHOUT PAY

LEAVES OF ABSENCE WITH PAY

SICK LEAVE BENEFITS

Paid sick leave is time off granted to employees unable to work due to illness, and may not be used for planned absences, except for a planned medical appointment or procedure. Time may be charged in units of one hour. While paid sick leave accrues from the initial date of employment, no employee may use accrued sick leave during the first ninety (90) days of employment.

For regular full-time employees, paid sick leave accrues at the rate of two-thirds (2/3) of a day per month, to a total of eight (8) days per calendar year

(prorated for part-time employees). Sick leave may be carried over to subsequent years, with usage subject to the rules stated in the preceding section.

PERSONAL LEAVE

Paid personal leave is time off granted to employees in order to fulfill personal obligations of either a planned or an emergency nature. A planned usage of paid personal leave time requires that you complete and submit the appropriate form for approval at least two (2) weeks prior to anticipated usage. In case of emergency, when prior notice is not possible, you must notify our administrative office on the earlier of either the first day of your return to work or within one (1) week of the start date of your absence, of the cause and need to take such leave. An appropriate form must be completed on the first day of your return to work and submitted to your supervisor for approval and submission to our administrative office.

While paid personal leave accrues from the initial date of employment, no employee may use accrued personal leave during the first ninety (90) days of employment. Paid personal leave accrues at the rate of one-sixth (1/6) of a day per month, to a total of two (2) days per calendar year for regular full-time (prorated for part-time) employees.

BEREAVEMENT LEAVE

In the event of the death of an employee's spouse, child, parent or sibling, up to five (5) consecutive work days of paid bereavement leave will be granted, not charged to accrued paid personal leave.

JURY DUTY

In the event you are summoned to jury duty, please notify your supervisor immediately so that arrangements can be made to have your duties covered until you return to work. If this time is not convenient for the ZOA, you may be asked to try to have your jury duty postponed, and will be provided a letter for this purpose. While you serve as a juror, you will be entitled to the difference between your straight time earnings and your jury duty pay for up to three (3) working days. Should you be excused early or for a day from jury duty, you are required to

contact your supervisor to determine whether you should return to work. Upon your return to work from jury duty service, you must submit certification of such service to our administrative office.

VACATION

Employees are entitled to vacation. While paid vacation time accrues from the initial date of employment, no employee may use accrued vacation time during the first ninety (90) days of employment. Annual vacation time earned (and prorated for part-time employees) is determined by length of employment, and is accrued as follows:

- Five-twelfths [5/12] of a day per month (or one week per year) during the first year of employment;
- Five-sixths [5/6] of a day per month (or two weeks per year) during the second (2nd) through eighth (8th) years of employment;
- One and one-quarter [1-1/4] days per month (or three weeks per year) during the ninth (9th) year and thereafter.

Vacations may be taken at any time during the year, but must be scheduled to avoid conflicts with other employees' vacations and with the ZOA's busy periods during the year. Requests for specific vacation dates must be approved in writing by your supervisor and submitted to our administrative office, for approval, at least 45 days prior to the anticipated vacation.

Vacation days may not be taken in conjunction with paid sick leave, and vacation approvals are contingent upon your having sufficient vacation days available to cover the requested vacation time. Vacation days may not be "advanced" to any employee.

The maximum vacation time permitted to be accrued, for use in a succeeding calendar year is limited to five (5) days, and may be carried over for one (1) year only. Any accrued time beyond this will be forfeited by the employee. Financial compensation is not provided in lieu of vacation. Employees will be paid for accrued vacation time only upon termination of employment after a minimum of five (5) years of continuous employment.

HOLIDAYS

The ZOA observes the days listed below as paid holidays:

- New Year's Day (January 1)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday and Friday in November)
- Christmas (December 25)

In addition, the office closes at 4 P.M. on Election Day, and employees will be paid for the full day. A holiday that falls on a Saturday will ordinarily be observed on the preceding Friday. A holiday that falls on a Sunday will ordinarily be observed on the following Monday. This may be modified at the discretion of management.

In addition, the ZOA will be closed on:

- Rosh Hashanah (2 days)
- Yom Kippur (1 day)
- Succoth (2 days)
- Shmini Atzeret (1 day)
- Simchat Torah (1 day)
- Pesach (first 2 days and last 2 days)
- Shavuot (2 days),

when such days fall on weekdays during which the office would otherwise be open. Whenever such days fall on weekdays, these will be paid days off.

LEAVES OF ABSENCE WITHOUT PAY

DISABILITY LEAVE

The Family and Medical Leave Act (FMLA) is currently not applicable to the ZOA. Nonetheless, if you are ill or have a disability which will extend beyond

your accumulated sick leave, you may request an additional leave of absence without pay which normally can extend for up to thirty (30) calendar days in any twelve (12)-month period. The ZOA reserves the right to contract or extend this additional leave in accordance with the circumstances and the law, on a case-by-case basis.

EMPLOYEE BENEFITS

VOLUNTARY BENEFITS

MEDICAL BENEFITS

All regular employees are eligible, after completing their first ninety (90) days of employment, for health insurance benefits, by submitting the completed enrollment form to the administrative office. Please be sure to notify this office as soon as possible if there is a change in your name, address, and telephone number or family status.

Both individual and family coverage are available. A portion of the coverage is paid for by the ZOA, with the remainder being picked up by the employee.

LIFE INSURANCE BENEFIT

All regular employees are eligible for a group term life insurance benefit in the amount of \$10,000. The cost of this benefit is paid by the ZOA.

TAX DEFERRED BENEFIT UNDER IRC SECTION 403(b)

All non-seasonal employees working at least 20 hours per week are eligible to participate in the ZOA's 403(b) Thrift Plan. As an added benefit, there is a limited employer contribution matched to employee contributions, after the first two years of employment. Contribution limits are established by the Internal Revenue Code, generally increasing each year. Detailed information, including one-on-one counseling, is available free of charge. Counseling appointments and

applications for enrollment are available in our administrative office, and an updated Summary Plan Description is also available for distribution.

STATUTORY BENEFITS

WORKERS' COMPENSATION INSURANCE

The ZOA provides workers' compensation benefits for covered job-related accidents or illnesses at no cost to employees. Employees who sustain work-related injuries or illnesses should report them to their supervisor and our administrative office immediately.

Cash benefits are not paid for the first seven (7) days of the disability, unless it extends beyond fourteen (14) days. In that case, the employee may receive cash benefits from the first work day(s) he had to take off. Necessary medical care is provided no matter how short or long the disability lasts. Of course, the benefits are subject to legal requirements and limitations, and forms for filing claims may be obtained from our administrative office.

UNEMPLOYMENT INSURANCE

Unemployment Insurance provides temporary financial assistance to individuals actively seeking employment while out of work through no fault of their own (as determined under State law), who meet other eligibility requirements of State law.

Each State administers a separate unemployment insurance program within Federal guidelines. Therefore, the State laws under which unemployment insurance claims are established determines eligibility, benefit amounts and the length of time benefits are available. In all States but New Jersey, Pennsylvania and Alaska, benefit funding is totally the employers' responsibility. These three State exceptions require minimal employee contributions.

You must file a claim at your local State Unemployment Insurance agency office as soon as possible after becoming unemployed.

SOCIAL SECURITY BENEFITS

These benefits are provided to all ZOA employees and are paid for jointly by the ZOA and the employees. Your portion is deducted from your paycheck as provided by law.

The Social Security Administration provides benefits in five areas: lump sum at death, survivorship payments, disability and retirement income and Medicare coverage. Please contact your local Social Security office for information concerning the many benefits available.

DISABILITY BENEFITS

This coverage compensates an employee for loss of income resulting from an off-the-job injury or illness in an amount equal to approximately half your weekly wage up to a statutory maximum.

In the event of a covered claim, eligibility for disability payments begins on the eighth (8th) consecutive day of absence due to injury or illness, and continues for a maximum of twenty-six (26) weeks in a fifty-two (52) week period. The benefit consists of cash payments only. Medical care is the responsibility of the employee. The ZOA or the insurance carrier does not pay for it.

The ZOA pays most of the cost of this protection, and the employee's share is automatically deducted from his or her paycheck.

HEALTH BENEFITS CONTINUATION

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees who lose their health benefits the right to elect to continue group health benefits provided by the plan under certain circumstances. Under COBRA,

the employee or family member may qualify to keep their group health plan benefits for a set period of time, depending on the reason for the loss of coverage.

Qualified individuals are required to pay the entire premium for coverage at the ZOA's group rates.

Several events that can cause employees and their family members to lose group health coverage, which may result in the right to COBRA coverage include:

- Voluntary or involuntary termination of the covered employee's employment for reasons other than gross misconduct
- Reduced hours of work or a leave of absence for the covered employee
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of a covered employee
- Death of a covered employee
- Loss of status as a dependent child under plan rules

The ZOA will provide each eligible employee with a written notification describing rights granted under COBRA at the time coverage under the ZOA's health plan commences. The employee will also receive notification of the right to choose continuation coverage when a "qualifying event" causing the loss of coverage occurs.

The employee or a family member has the responsibility under COBRA to inform the ZOA of a divorce, legal separation, disability or a child losing dependent status under the plan.

COBRA allows the employee or qualified beneficiary 60 days from the date the election notice is provided to inform the ZOA that an election for continuation coverage has been made.