

## **VII. PERSONNEL**

### **VII.A.1. Personnel Policy Manual**

This manual describes, in general terms, JRC's current personnel policies. The full manual is here: <http://www.jrctogether.org/wp-content/uploads/2021/02/JRC-Personnel-Policy-Manual.pdf> (2/13/2013)

### **VII.A.2. Hiring**

**VII.A.2.a.** JRC employee resolutions:

**VII.A.2.a.i.** That positions for employment by JRC shall be adjudged on the merits on a case-by-case basis. (2/21/1984)

**VII.A.2.a.ii.** That JRC should make every effort to employ the most competent and resourceful persons available. (2/21/1984)

**VII.A.2.a.iii.** That membership in JRC is only one of a number of factors to be considered in hiring. (2/21/1984)

**VII.A.2.a.iv.** To render advice and support to persons with the authority to employ, discipline and discharge when and as those authorized persons have the occasion to exercise that authority. (2/21/1984)

**VII.A.2.a.v.** To advise the Board and, subject to approval of the Board, to define the terms and conditions of employment of the several JRC employees. (2/21/1984)

**VII.A.2.b.** Hiring of the following personnel requires JRC Board approval: Rabbi, Cantor, Executive Director, Assistant Rabbi for Education/Religious School Director, Early Childhood Education Director. (Approved 3/12/1997; "Assistant Rabbi for Education" added 11/7/2018)

### **VII.A.3. JRC Employee/Member**

**VII.A.3.a.** (Approved 5/10/1995; rescinded and replaced 4/10/2019)

**VII.A.3.b.** For Early Childhood Center staffing, JRC members may be hired as teachers and part-time employees. Children of "member" teachers can enroll their children in the school--but cannot have his/her child in the same class. (4/8/1992)

**VII.A.3.c.** When a JRC employee is also a member of the congregation, that employee and their immediate family members may not serve on the Board of Directors. Further, such employee and their immediate family members may not vote as members of any committee(s) directly involved with the duties of the employee for as long as the member is an employee of the congregation. (4/10/2019)

### **VII.A.4. Teachers' Meal Benefits**

When teachers are required to attend professional, non-school functions, JRC will pay for their meals. (6/9/1971)

## **VII.A.5. Child Protection**

### **VII.A.5.a. POLICY STATEMENT**

**VII.A.5.a.i.** Jewish Reconstructionist Congregation (JRC) aims to provide a safe and secure environment for the children who attend our synagogue and participate in our programs and activities. We prohibit and do not tolerate abuse, molestation, harassment, or misconduct of a sexual or any other nature, in the synagogue or during any congregational activity or program. No employee, volunteer, board member, or other person, regardless of his or her title or position, has the authority to commit or allow abuse, molestation, harassment, or misconduct. *(9/11/2019)*

**VII.A.5.a.ii.** JRC provides procedures for employees, volunteers, board members, and any other witnesses to or victims of abuse, molestation, harassment, or misconduct to report such acts to the proper authorities. *(9/11/2019)*

**VII.A.5.a.iii.** Those reasonably suspected or believed to have committed abuse, molestation, harassment, or misconduct will be properly disciplined, up to and including termination of employment or membership, removal from volunteer positions, banning from the facility, and/or being referred for criminal prosecution. *(9/11/2019)*

### **VII.A.5.b. DISSEMINATION OF POLICY AND PROCEDURES**

**VII.A.5.b.i.** All JRC members and staff should be aware of this policy. *(9/11/2019)*

**VII.A.5.b.ii.** A printed copy of and/or electronic links to this policy and related procedures will be disseminated during training with JRC staff and volunteers working directly with children. *(9/11/2019)*

**VII.A.5.b.iii.** A copy of this policy will be accessible on the JRC Website. *(9/11/2019)*

### **VII.A.5.c. SCREENING**

**VII.A.5.c.i.** Screening of all employees is an important step in protecting children within their care. The screening process will consist of reviewing written applications, conducting face-to-face interviews, and conducting background checks. *(9/11/2019)*

**VII.A.5.c.ii.** Background checks will be conducted on all adult staff currently employed (including clergy, administrators and educators) at a minimum of every three years. *(9/11/2019)*

**VII.A.5.c.iii.** All new adult teachers and adult volunteers directly working with children will complete the screening processing as part of their onboarding. *(9/11/2019)*

**VII.A.5.c.iv.** Coordination of background checks will be the responsibility of the Executive Director. *(9/11/2019)*

### **VII.A.5.d. TRAINING ON ABUSE AND REPORTING**

**VII.A.5.d.i.** JRC staff (including educators, clergy, and administrators) and volunteers working directly with children will be provided training on reporting abuse, sexual misconduct prevention, handling sexual attractions and boundaries, offering pastoral responses to disclosure of past and present abuse, and other relevant topics. *(9/11/2019)*

**VII.A.5.d.ii.** Teen leaders participating as *madrichim* in the Religious School will attend an education session on child abuse prevention and will be supervised by an adult. *(9/11/2019)*

### **VII.A.5.e. PREVENTATIVE MEASURES RELATED TO SUPERVISION OF CHILDREN**

**VII.A.5.e.i.** JRC staff, teen leaders, and volunteers working with children will be provided with specific procedures on how to interact with children in a way that protects them from known risks. These procedures will include, but are not limited to, working with children in open areas, in spaces

that allow easy observation, and whenever possible having at least two adults present at all children's programs or meetings. *(9/11/2019)*

**VII.A.5.e.ii.** Adults should not meet one-on-one with a child in a closed environment, use any means of intimidation or coercion, or use physical forms of discipline. *(9/11/2019)*

#### **VII.A.5.f. ANTI-BULLYING**

JRC is committed to providing a safe, secure, and caring learning environment for all our students and members. JRC will not tolerate bullying in any form. It is entirely contrary to the values and principles we work and live by. Members, staff, and students are encouraged to contribute, in whatever way they can, to the protection and maintenance of such an environment. *(9/11/2019)*

#### **VII.A.5.g. PHYSICAL CONTACT AND VERBAL INTERACTIONS**

**VII.A.5.g.i.** JRC promotes a positive, nurturing environment while protecting our children and staff. We encourage appropriate contact with children and prohibit inappropriate displays of physical contact. *(9/11/2019)*

**VII.A.5.g.ii.** Definitions and specific examples of appropriate and inappropriate physical and verbal interactions will be included in training materials and written procedures. *(9/11/2019)*

**VII.A.5.g.iii.** Any inappropriate physical contact or verbal interactions by staff towards children in our programs will result in disciplinary action, up to and including termination of employment. *(9/11/2019)*

#### **VII.A.5.h. CONFIDENTIALITY**

**VII.A.5.h.i.** JRC recognizes that all matters relating to child protection are confidential. Disclosure of any information about a child to other JRC members or staff is on a need-to-know basis only. *(9/11/2019)*

**VII.A.5.h.ii.** Mandated reporters are aware that they have a responsibility to share information with the Illinois Child Abuse Hotline or DCFS online reporting system. *(9/11/2019)*

**VII.A.5.h.iii.** Specific procedures on confidentiality and disclosure of information will be included in training materials and written procedures. *(9/11/2019)*

#### **VII.A.5.i. REPORTING**

**VII.A.5.i.i.** If the clergy, Executive Director, Early Childhood Director, or other employee of JRC who is a mandated reporter under the Illinois Abused and Neglected Child Reporting Act suspects that a child known to them in their professional or official capacity may have been harmed or is at risk of being harmed by abuse or neglect, they will call Illinois Child Abuse Hotline (800-252-2873). If it is believed that the child is in immediate danger of harm, they will call 911 first and then the Abuse Hotline. In non-emergency situations, mandated reporters may report suspected child abuse or neglect using the DCFS Online Reporting system. This information will be distributed to employees during training and in the written procedures. *(9/11/2019)*

**VII.A.5.i.ii.** After meeting any requirements for mandated reporting, any employee, member, or volunteer of JRC who has reasonable suspicion that a child may have been abused is asked to report this information to our clergy, educational director, or other JRC supervisor, who, in turn, will report it to the Executive Director and Board President. *(9/11/2019)*

**VII.A.5.j. CRISIS RESPONSE PLAN**

**VII.A.5.j.i.** JRC will maintain written procedures for responding to allegations of abuse, contacting the authorities, dealing with the media, documenting the actions taken, maintaining records, ensuring confidentiality, and providing follow-up support in a timely fashion. *(9/11/2019)*

**VII.A.5.j.ii.** JRC employees and volunteers are not trained investigators and the official inquiry into allegations of abuse will be left to the authorities. *(9/11/2019)*

**VII.A.5.k. MONITORING AND REVIEW OF POLICIES AND PROCEDURES**

JRC, through its committees and Board of Directors, will review the effectiveness and implementation of these policies every two years, and will revise these policies and procedures in light of legislation changes or as a result of any other significant change or event. *(9/11/2019)*

