January 17, 2017

Dear Colleagues,

I am pleased to announce the publication of the new Albert Einstein College of Medicine Employee Handbook available online for easy access by our Faculty, Staff and Union Represented employees. This effort represents a complete review of our policies to ensure they we are fully compliant, competitive and consistent with Montefiore’s workplace policies. Although Einstein is part of the Montefiore Academic Health System we maintain separate employment policies, programs and benefits which recognize the uniqueness of Einstein and the medical school competitive environment. The handbook has been designed and formatted into a user and search friendly document. The handbook also contains several new policies, including: Animals in Workplace, Bone Marrow Donation Leave, Code of Conduct, Overpayment Recovery, Prior Service Credit, Right to Search Property and Safe Harbor. You can access a copy of the handbook by clicking the above link or by visiting the Human Resources webpage.

The Employee Handbook explains in detail our policies, procedures and benefits and serves as a reference guide for you, in your employment with Einstein. You should familiarize yourself with the policies and procedures contained in this handbook, as well any additional updated policies or procedures that may be communicated to you.

Please note, each section of the handbook identifies which group of individuals it applies to (i.e., Faculty, Staff, Union Represented employees). If any provision contained in the handbook conflicts with a faculty handbook, or applicable collective bargaining agreement, the faculty handbook or collective bargaining agreement will prevail.

I trust you will find our handbook to be a valuable resource of information. If you have any questions about this handbook, ask your department head, administrator or supervisor. If you need further clarification, contact a member of our Human Resources team.

Sincerely,

Yvonne M. Ramirez
Vice President for Human Resources and Diversity Officer
Albert Einstein College of Medicine