



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

WORKING TOGETHER

EMPLOYEE HANDBOOK

YMCA of Lincoln, NE

This handbook outlines the basic policies and procedures for full-time and part-time staff.



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EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge I have been advised concerning the Employee Handbook. I understand that I will have full and continuing access to the Employee Handbook through the YMCA's website and agree to familiarize myself with its contents. I understand I may request a copy of the Employee Handbook in print form from my supervisor.

I understand this Handbook reflects the current YMCA policies, regulations and benefits. The YMCA retains the right to administer, interpret, modify, discontinue, enhance or otherwise change all policies and procedures at any time and it is my responsibility to continue to view the handbook for any changes.

I further understand that nothing in this Handbook creates or is intended to create a promise or contract of continued employment and that my employment, job assignment, and compensation at the YMCA are at-will, and may be changed or terminated at the will of the YMCA. I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the YMCA has the same right. I further understand that my status as an "at-will" employee may not be changed except in a document signed by the President/Chief Executive Officer of the YMCA. My signature below certifies that I understand the foregoing agreement that "at-will" status is the sole and entire agreement between the YMCA and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations (whether written or verbal) concerning my employment with the YMCA.

Finally, I agree to be bound by the provisions of this Handbook, and confirm that I will familiarize myself with the policies set forth in this Handbook.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Your Name _____

Employee Signature _____

Date ____ / ____ / ____

EMPLOYEE'S COPY

YMCA OF LINCOLN, NEBRASKA

Welcome to the YMCA of Lincoln, Nebraska! The YMCA is about changing lives for the better. We have been doing this for many years and hope to do it for decades more.

At the YMCA, we view participation in our programs and services as a means to a greater end. We strive to help more kids reach their potential, help more families and individuals achieve better health outcomes, and encourage everyone to get involved and make their community a better place.

We look forward to working with you and seeking opportunities to continue to build on this long standing tradition of youth development, healthy living and social responsibility.

Effective date of this handbook: April 1, 2012.

AT-WILL DISCLAIMER

The policies and procedures in this handbook are designed to serve as guidelines for management action for all employees.

The YMCA is an at-will employer. An employee's employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the YMCA or the employee. No representation, whether oral or written by any representative or agent of the YMCA, at any time, can constitute a contract of employment. The YMCA and all Plan Administrators have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the YMCA, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any employment policy, procedure, benefit or other term or condition of employment other than in a document signed by the President/CEO, or to make any agreement contrary to the foregoing.

If you have questions concerning these guidelines, please consult with your supervisor or Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the YMCA to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, disability, marital status, pregnancy, veteran status, or any other characteristic protected by federal, state or local law.

Appropriate disciplinary action up to and including termination of employment may be taken against any employee willfully violating this policy.

EMPLOYEE CODE OF CONDUCT

Employees of the YMCA must be aware of and demonstrate behavior that supports the purpose, mission and goals of the YMCA. As a result, the YMCA does not tolerate misconduct. In any case, misconduct will result in disciplinary action up to and including termination of employment. The following list is illustrative and not intended to include all types of conduct that is prohibited.

- Discrimination in violation of our equal opportunity policy.
- Harassment.
- Child/adult abuse, neglect, molestation or indecent exposure.
- Mistreatment or neglect of members, guests or YMCA participants.
- Failure or refusal to carry out job assignments or to follow instructions of management.
- Falsification of any work, personnel, accounting or other YMCA records.
- Breach of confidentiality of any YMCA information including but not limited to member, volunteer and guest information.
- Failure to properly record time worked.
- Theft or willful damage to YMCA property or to the property of others; or the removal of property without permission from YMCA management.
- Dishonesty in any form.
- Abusive or profane language.
- Fighting or threatening to harm another person.
- Possession of a weapon.
- Using, selling, manufacturing, distributing, dispensing, possessing or being under the influence of alcohol or illegal drugs while on YMCA premises, while using YMCA property or equipment or while conducting YMCA business.
- Inefficient or substandard performance of an assigned duty or responsibility.
- Tardiness in reporting to work or returning from breaks.
- Absence without proper notification to supervisor or unexcused absence.
- Unsafe or dangerous behavior.
- Unauthorized sleeping on the job.

- Improper use of the YMCA's communications equipment and services.
- Participation in activities or relationships that conflict with the YMCA's interests or adversely affect the YMCA's reputation.
- Violation of stated rules, or commonly accepted rules of responsible personal conduct that may in any way discredit the YMCA.

NON-DISCRIMINATION AND ANTI-HARASSMENT

The YMCA is committed to providing a work environment free of discrimination and harassment. The YMCA strictly prohibits discrimination and harassment based on sex, race, color, religion, national origin, age, disability or other classes protected by applicable law. Prohibited discrimination/harassment includes, but is not limited to, the following:

- Verbal conduct such as epithets, derogatory jokes, slurs or unwanted sexual advances, invitations or comments.
- Nonverbal conduct such as suggestive or insulting noises, leering, whistling or obscene gestures.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures and/or sexually oriented material.
- Physical conduct such as assault, unwanted touching, kissing, blocking normal movement or interfering with work.
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

Individuals And Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees or by a supervisor. Conduct prohibited by these policies is unacceptable in the workplace and in any work related setting outside the workplace, such as during business trips, business meetings and business related social events. Violating this policy will result in disciplinary action up to and including termination of employment.

Reporting An Incident Of Harassment, Discrimination Or Retaliation

The YMCA strongly encourages the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they consider is contrary to the YMCA's policy or who have concerns about such matters should file their complaints with their immediate supervisor, Human Resources or the President/CEO. An individual is not required to present his or her complaint to the employee's immediate supervisor first, before bringing the matter to the attention of one of the other designated representatives identified above. The YMCA reserves the right to provide information regarding any harassment complaint or retaliatory conduct to the necessary legal authorities if the YMCA believes illegal conduct has occurred.

CHILD ABUSE AND NEGLECT

We take our responsibility to those we serve very seriously and at the YMCA, the safety and well-being of children in our care always has been and always will be a top priority. Each employee has an individual and legal responsibility to make sure that actual or perceived child abuse is not happening to our program participants inside or outside of the YMCA.

All employees are screened and background checks are conducted upon hiring or re-hiring. Employees also receive training in recognizing, reporting and preventing child abuse. The guidelines set forth in training and below are designed to hold accountable and protect from false allegations every YMCA employee, part-time, full-time and management. No one is excused from following these guidelines and complying with Nebraska law on child abuse. If at any time an employee does not feel they get the support needed or a situation is not handled appropriately, they must keep addressing the situation until comfortable with the outcome. This includes reporting it to the authorities. Guidelines all YMCA employees are expected to follow are:

- Employees shall not abuse children in any way whatsoever. Abuse includes but is not limited to neglect or physical, emotional, sexual or verbal abuse.
- Employees must avoid being alone with a single child where they cannot be observed by other employees or adults.
- Employees shall not date a program participant under the age of 18 unless disclosed and approved by the Executive Director during hire.
- Employees may not discipline children by use of physical punishment or by failing to provide the necessities of care.
- Employees may only release children to authorized persons in programs with controlled pick-up procedures.
- At the first reasonable cause to believe that child abuse exists, employees must report it to their Supervisor, Program Director or Executive Director who will assist the employee in reporting it to the authorities and documenting it as appropriate to the situation.
- All information regarding abuse or potential abuse must be documented in writing.
- Confidentiality of information related to child abuse is crucial and must be limited to the immediate Supervisor, Program Director, Executive Director and designated member(s) of the YMCA Metro staff. Employees may not contact children or parents involved without the prior express written permission of the appropriate YMCA Director or Executive.

The above are general guidelines for all employees. Specific programs areas/activities may have additional guidelines. Failure to follow any of these guidelines will result in disciplinary action up to and including termination of employment. In the event that the YMCA has reason to believe that an employee abused a child or youth inside or outside of a YMCA program, his or her conduct will be reported to the appropriate authorities, and the employee will be suspended or terminated from employment.

AMERICANS WITH DISABILITIES ACT

The YMCA is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). The YMCA's policy is not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability if the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the YMCA will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the YMCA aware of their disability, provided that such accommodation does not constitute an undue hardship on the YMCA.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job must contact Human Resources.

BACKGROUND CHECKS

Background checks will be completed by the YMCA on all employees and may also be generated when considering an employee for promotion, reassignment or in cases of reasonable cause. Reasonable cause includes but is not limited to an employee's actions, appearance or conduct being indicative of having committed a criminal offense or the YMCA receiving information that the employee has committed a criminal offense.

An employee may be terminated if he or she is involved in conduct which is deemed to compromise the honesty, integrity and judgment of the employee, present safety or security concerns or impact an individual's ability to perform his or her job, regardless of whether an employee is convicted of a crime.

It is the employee's responsibility to immediately inform his or her supervisor if the employee is cited for a criminal offense and follow up with information regarding any convictions. Depending on the nature of the offense and the employee's role within the YMCA, the YMCA may take appropriate disciplinary action up to and including termination of employment. Failure to provide this notification may also result in disciplinary action up to and including termination of employment.

EMPLOYEE CLASSIFICATIONS

Proper classification of employees is important to administering salaries, determining eligibility under the YMCA employee benefits plan, and complying with employment and tax laws.

The YMCA offers full-time, part-time, seasonal and substitute employment opportunities to meet a variety of staffing requirements and to accommodate reasonable employee needs and preferences.

All employees—whether full-time, part-time, seasonal, substitute—are classified as exempt or nonexempt for overtime and minimum wage requirements.

Basic Employee Classifications

The basic employee classifications are:

- **Full-time employees** are employees hired to regularly work 40 or more hours each week for an indefinite period of time. Full-time employees may be exempt or nonexempt (see below).
- **Part-time employees** are employees hired to work fewer than 40 hours per week and may or may not be on a regular schedule. Part-time employees may be exempt or nonexempt.
- **Temporary / Seasonal employees** are employees who are employed for a short-term period or seasonal basis, such as in residence camp. These employees are also considered to be part-time regardless of their work schedule.
- **Substitute employees** are employees hired on an unscheduled basis to work when needed. These employees are also considered to be part-time regardless of their work schedule.

Note: Contract Workers are not considered employees.

Exempt And Nonexempt Status

The YMCA classifies each employee or position as exempt or nonexempt:

- **Exempt employees** are not subject to federal and state overtime requirements as defined by the Fair Labor Standards Act.
- **Nonexempt employees** are entitled to overtime pay for each hour worked in excess of 40 in a workweek.

JOB VACANCIES

To promote the efficient filling of job vacancies and provide opportunities for career growth, the YMCA will, when practicable, hire from within where qualified candidates exist for open positions. At any time, management may consider outside candidates as well. Each hire is judged on an individual basis, depending on the needs of the departments involved. When appropriate, vacant positions are posted on the YMCA website and applications are accepted from interested employees in accordance with the general procedure set forth below. At any time, management reserves the right to fill the position without posting it on the website. Qualified employees who express interest in the position will be considered equally with outside applicants.

Promotions And Transfers

Employees can apply for a posted job on the following conditions:

- They meet the minimum qualifications included in the job description.
- They are meeting the standards of their current position.
- They have a good attendance and productivity record.

Responses To Job Postings

Interested employees must complete an Online Employment Application. Telephone calls or electronic mail are not considered an acceptable or sufficient response to a job vacancy.

Notification To Internal Applicants

All internal applicants who are not selected will be notified.

Eligibility Of Benefits When A Transfer Is Involved

For the purposes of determining benefits (when years of service are the basis for awarding the benefits) cumulative full-time employment in any YMCA (local or national) will be counted.

Relocation

For specific management level positions, the YMCA may agree to an allowance for moving expenses for an internal or external employee. Should an employee voluntarily leave employment within one year, the moving expense will be required to be repaid to the YMCA.

EMPLOYMENT OF RELATIVES

Relatives of a current employee generally are considered for employment on the basis of their qualifications. However, where the employment of an employee's relative would result in the types of prohibited employment relationships identified below, the YMCA will not consider or accept such applications for employment unless approved by the President/CEO.

Definition Of Relatives

For the purposes of this policy, relatives include the following: spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, cousin, step-relative, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other.

Prohibited Employment Relationships

- Immediate family members employed in a full-time position within the same facility.
- A supervisor/subordinate relationship between a relative and an employee. If a supervisory or managerial relationship would be established, relatives of a current employee cannot be considered as applicants for an open position.
- An actual conflict of interest or the appearance of a conflict of interest. Generally, this bars the hiring or employment of an employee's relative in any position that has an auditing or control relationship to the employee's job.

Exempt from the above may be part-time or seasonal employees. However, in such cases they are not to be supervised by a relative.

Marriages Or Relationships Between Employees

Employees who marry or establish a close personal relationship can continue in their current positions as long as a prohibited employment relationship is not created. If one of the prohibited situations does occur, attempts may be made to find another position within the YMCA to which one of the employees can transfer. If accommodations of this nature are not feasible, an employee may be required to resign. The employees will be permitted to determine which of them will resign.

Enforcement Of Policy

All questions and issues relating to an employment-of-relatives situation or concern should be addressed to Human Resources or the President/CEO. Employees who become subject to this policy's provisions due to marriage or commencement of a close personal relationship must immediately inform the Human Resource Director or the President/CEO.

DATING

The YMCA has adopted this policy in recognition of its responsibility to provide guidelines on dating or entering into consensual romantic relationships with other employees, members/program participants or volunteers and to caution employees about the potential problems posed by such relationships. These problems include conflicts of interest, interference with job performance, potential charges of harassment and a negative impact on the work environment. The YMCA strongly believes that an environment where employees maintain clear boundaries between their personal and business interactions is most effective for conducting business. Individuals in supervisory or other influential roles (e.g., where one person has the ability to directly or indirectly affect the other's work or job position) are subject to more stringent requirements under this policy due to their access to sensitive information and their ability to influence others.

Restrictions On Employee Conduct

The YMCA **does not** prohibit dating or consensual romantic relationships except when dating program participants under the age of 18, but it does impose the following restrictions:

- The YMCA strongly discourages supervisors or others of an influential role from dating or engaging in consensual romantic relationships with any subordinates and requires the supervisor disclose the existence of such a relationship. Additionally, supervisors are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees are encouraged to avoid dating or consensual romantic relationships that create conflicts of interest or potential charges of harassment. When consensual romantic relationships exist, employees are expected to keep personal exchanges while on duty limited and are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate. Employees who allow personal relationships to interfere with their performance or affect the working environment will be subject to disciplinary action up to and including termination of employment.

Specific program areas/activities may outline additional restrictions.

Disclosure

Any dating or consensual romantic relationship between a supervisor and subordinate employee, whether or not directly supervised by the supervisor, must be disclosed by the supervisor to Human Resources or the President/CEO who will assess the situation and resolve any actual or potential conflict of interest created by the relationship. The resolution may require the signing of the YMCA's Relationship Acknowledgement Form and the transfer to another department/facility. If a transfer is not possible and allowed, the employees may be required to determine which employee will resign. If a transfer to another area is possible and allowed, the supervisor or the individual in the influential role is prohibited from having any involvement in professional decision-making affecting the employee who transfers. Employees who fail to make required disclosures or comply with the resolution of the conflict with this policy are subject to disciplinary action up to and including termination of employment.

COMPENSATION AND PAY PROCEDURES

Payday Schedule

Employees are paid biweekly with each pay week beginning on Sunday at 12:00 a.m. and ending Saturday at 11:59 p.m. Paychecks or direct deposits are issued on the Friday following the end of the pay period.

Overtime

All employees classified as nonexempt who work in excess of 40 hours in a workweek receive overtime pay at one and one-half times their regular hourly rate for each hour worked in excess of 40 in a workweek. Employees who perform two or more different kinds of work for which different straight time hourly rates are established, will be paid during overtime hours at a rate not less than one and one-half times the hourly non-overtime rate established for the type of work they are performing during such overtime hours. Paid time that is not worked, for example, paid time off hours, does not count as time worked for purposes of determining or computing an employee's entitlement to overtime pay. All overtime must be authorized by the employee's supervisor or the department head. The YMCA attempts to give at least one day's notice when overtime must be worked, but reserves the right to require any employee to work extra hours when the need arises. Employees working overtime without approval will be subject to disciplinary action up to and including termination of employment.

Performance Reviews

Part-time employees do not automatically receive scheduled yearly performance reviews or annual increases.

Performance reviews of full-time employees will be conducted annually in December. Individual salaries will be reviewed at this time and increases may be granted on the basis of performance. Economic conditions, the Association's financial position and input from the Board of Directors will be considered when determining the guidelines for increases.

Lost Or Stolen Paychecks

An employee must report a lost or stolen paycheck to the Payroll Department immediately. The YMCA may issue a new paycheck to the employee after an appropriate guarantee is provided by the employee. However, if a check is lost through no fault of the YMCA and the YMCA is unable to stop payment on the check, the YMCA is not obligated to compensate the employee for the loss. A charge to the employee may be incurred to replace lost or stolen paychecks.

Payroll Deductions

Federal and state withholding taxes and Social Security taxes are deducted from every paycheck. Voluntary deductions for health care benefits, 401(k) deferrals and the like can be made after an employee qualifies for such programs and completes and signs the necessary authorization forms. The YMCA deducts court-ordered garnishments for personal debts—such as child support—without

the employee's prior authorization. Deductions for federal, state, and city tax liens also can be made by the YMCA without prior employee authorization.

Safe Harbor

Under federal wage and hour law, the YMCA may not make certain deductions from an employee's pay if their job is classified as exempt. The YMCA complies with all laws, both state and federal, regarding pay practices. In the event of an inadvertent or improper pay deduction, affected employees should bring the situation to the attention of a Payroll Representative. The YMCA will review the situation thoroughly and make any necessary corrections to an employee's pay.

Approved Reimbursable Expenses

Employees who incur approved business expenses of a reasonable amount will be reimbursed. Examples may include travel expenses, mileage, conference and training expenses and professional membership dues. Employees must document all business expenses on an Expense Report. Expenses must be documented with receipts and/or other proof of expenditures.

Outside Consulting

Employees requested to provide consultant services to other YMCAs and/or kindred organizations with goals and objectives similar to our YMCAs are subject to the approval of their supervisor. If services are rendered as part of the employee's work, an honorarium will be paid to the YMCA. If an employee utilizes their skills for services outside the YMCA or kindred groups, PTO should be taken and the employee may retain the honorarium.

Contract Workers

In order to avoid misunderstanding and comply with regulations, it is against YMCA policy for employees to work perform work and receive pay as both a YMCA employee and a YMCA contract worker (e.g., YMCA Front Desk Staff/Employee and Youth Sports Official/Contract Worker).

Volunteering

In order to avoid misunderstandings and comply with regulations, non-exempt employees may not "volunteer" their time to the YMCA in their own or a similar position. An employee may volunteer time in a different capacity if the volunteer activity occurs outside of the employee's regular work hours; for instance, an office employee may volunteer time to coach a youth sports team. There can be no promise, expectation or receipt of compensation for such volunteer services.

EMPLOYMENT VERIFICATION AND PERSONNEL RECORD REQUESTS

In collecting, maintaining, and disclosing personal information, the YMCA makes a reasonable effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any employee's file.

Access By Employee

Current employees wanting to inspect their personnel records must make their request in writing with Human Resources. The Human Resource Director will schedule an appointment during which the employee can review the file. All appointments are scheduled during regular business hours.

Requests From Outside Parties

The YMCA discloses the following information when responding to requests from outside parties regarding current and former employees:

- The individual's start and end date of employment.
- Title of last position held.
- Location of employment.

Other information may be provided with a signed consent form authorizing the YMCA to release additional information from the individual's personnel records to the specifically named organization. To be acceptable, this consent form must indicate the specific types of information that can be released and release the YMCA from all potential liability related to the authorized disclosure. Human Resources reviews and handles these requests on a case-by-case basis.

Government Requests For Information; Subpoenas

The only exception to the above procedures applies to information requests and subpoenas received by the YMCA from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. The YMCA normally honors all such requests and provides the information sought in the form requested by the agency or official.

Authorized Disclosures

The only individuals authorized to release any information about a current or former employee are Human Resources or the President/CEO.

ATTENDANCE

All employees are expected to maintain satisfactory attendance and report to work on time every scheduled workday.

Notification Guidelines

- If an employee will be late reporting to work or absent without prior approval, the employee must notify their supervisor as soon as possible and no later than 60 minutes prior to the scheduled starting time. We ask that employees call personally and speak directly with the supervisor. In the event an employee is unable to reach the supervisor, clear directions must be left as to how the supervisor may contact the employee. An absence is not considered approved until the employee has personally spoken with their supervisor and received their approval.
- Some positions may require the employee to find another YMCA employee to cover the shift if the employee will be late or absent from work.
- Any employee who is absent without notification for two scheduled shifts will be deemed to have voluntarily resigned.
- Some program areas may require the employee to contact the supervisor about their availability to be placed on the schedule. Unless preapproved by the employee's supervisor, employees who do not make themselves available to be placed on the schedule will be deemed to have voluntarily resigned.

Discipline For Unscheduled Absences/Schedules

Employees who fail to provide proper notification for late arrivals and unscheduled absences are subject to disciplinary action up to and including termination of employment.

BREAK PERIODS

Break periods are solely at the discretion of each Supervisor.

Supervisor's may authorize and set break periods for employees taking into account their department's operational requirements, employee needs (including any disability accommodations), and the following:

- Employees must work more than four hours to qualify for a break period (exception; nursing mothers).
- A break period cannot exceed 15 minutes (from the time an employee leaves their workstation until the time they return to the workstation). These break periods are considered paid time.
- Employees taking a break over 30 minutes must clock out. If the employee is not completely relieved from duty due to YMCA business needs, the employee will be paid.

Changes in scheduled break times must be approved by the employee's Supervisor. Employees who take unauthorized break periods or who extends break periods beyond approved limits may be subject to disciplinary action up to and including termination of employment.

Nursing Mothers

Upon returning to work after the birth of a child, breastfeeding employees will be allowed a flexible schedule for up to one year that will provide reasonable time to express milk during working hours.

An employee wishing to avail herself of the benefit shall provide written reasonable notice of request to her Supervisor. Such notice, preferably, shall be provided to the Supervisor prior to the employee's return to work following the birth of the child in order to allow adequate time to establish a location and schedule break times. An employee is required to work with her Supervisor to develop a schedule for these breaks that ensures the least amount of disruption to the work of the employee's department. An employee is not allowed to excuse herself from her workstation for this purpose without prior approval.

Most YMCA facilities have a refrigerator where breast milk may be stored. Any breast milk stored in the refrigerator must be labeled with the name of the employee. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including but not limited to improper storage, refrigeration, tampering and unauthorized disposal.

Notice to the Supervisor is required when time for expressing breast milk is no longer required.

EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, or power failures may require the closing of YMCA facilities. In all cases, safety will be the primary consideration. In the event that such an emergency occurs, the President/CEO will determine whether to close one or more facilities. The President/CEO may elect to delegate this responsibility and involve others as deemed appropriate.

In the event of severe weather, facilities will remain open for normal operating hours if at all possible.

Pay And Leave Practices

When a partial day closing is authorized, the following pay practices apply:

- Full-time exempt and nonexempt employees will be paid their normal pay for the day.
- Full-time exempt and nonexempt employees already on accrued paid time off during emergency closings are charged with such leave as was scheduled.
- Part-time employees will be paid only for those hours worked.

When a full day closing is authorized, the following pay practices apply:

- Full-time exempt and nonexempt employees will be paid their normal pay for the day.
- Full-time exempt and nonexempt employees already on accrued paid time off during emergency closings are charged with such leave as was scheduled.
- Part-time employees will be required to take leave without pay.

TIMEKEEPING FOR NONEXEMPT EMPLOYEES

All nonexempt employees must keep accurate records of their working hours and report those hours in accordance with this policy.

Beginning Of Shift

Nonexempt employees must clock in at their regular scheduled starting time and work is to commence immediately.

End Of Shift

Nonexempt employees must stop working and clock out at their regular scheduled stop time unless prior approval for overtime has been granted by the employee's supervisor.

Time Clock/Timecard Rules

The following rules will apply to timecards and the use of the time clock:

- Nonexempt employees must record their work at the beginning and end of the workday and before and after their meal period. Employees also must record any period of leave or break of more than 30 minutes.
- Nonexempt employees who forget to clock their working time must notify their supervisor immediately, so the time may be accurately recorded for payroll.
- Employees are strictly forbidden to record another employee's time worked unless approved by their supervisor.

Discipline

Misrepresenting work hours, falsifying signatures or information on a timecard, recording another employee's time or tampering with the YMCA's time clock or other employees' timecards are extremely serious offenses. Employees found to have engaged in any of these prohibited activities are subject to disciplinary action up to and including termination of employment.

COMMUNICATIONS SERVICES AND COMPUTER USAGE

All YMCA communications services and equipment, including the messages transmitted or stored by them, are the sole property of the YMCA and are for business purposes. The YMCA reserves the right to review, audit, intercept, access, copy, monitor, download and/or disclose employee communications and files created, received or sent, as it considers appropriate. Communications equipment and services include but are not limited to mail, electronic mail, facsimiles, telephone systems, voice mail, personal computers, computer networks, on-line services, internet connections, computer files, video equipment and tapes, tape recorders and recordings and cellular phones.

- Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the YMCA's computers. Users encountering or receiving such material should immediately report the incident to their supervisor.
- Users may not install software or equipment onto their individual computers or the network without first receiving express authorization from the YMCA's designated IT provider.
- Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
- Without prior written permission, the computer and telecommunication resources and services of the YMCA may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized use.
- Users are responsible for safeguarding their passwords for the system.
- Limited personal use is acceptable if the use does not violate the above guidelines or interfere with the employee's normal duties or productivity.

Discipline

Employees who fail to comply with this policy are subject to disciplinary action up to and including termination of employment.

ONLINE PROFILES/SOCIAL NETWORKING

The YMCA does not discriminate against employees who use social media for personal interests and affiliations or other lawful purposes. However, YMCA employees should be mindful that information posted on the internet will likely be seen by members of the YMCA community and may reflect poorly on the employee's character. As an organization that holds personal character in the highest regard, the YMCA is obligated to take actions to preserve its core values. The YMCA may pursue progressive discipline up to and including termination of employment for employees who publish pages that are contrary to the YMCA's mission and values or are detrimental to the Association.

- The use of the YMCA trademark or logo on personal social media sites is prohibited. The exception to this would be the posting of photos which contain a YMCA logo on YMCA uniforms or program attire.
- Posting or displaying comments about YMCA employees, members, volunteers or program participants that are vulgar, obscene, threatening, intimidating, harassing or a violation of the YMCA's code of conduct policy or other workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability or other protected class, status, or characteristic are prohibited.
- Posting or displaying photos of YMCA employees, members, volunteers or program participants that are vulgar, obscene, threatening, intimidating, harassing or a violation of the YMCA's code of conduct policy or other workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability or other protected class, status or characteristic are prohibited.
- Employees may not advertise or market YMCA programs as their own or for personal gain without written consent from the YMCA's Marketing Department.
- Use of the YMCA's name (including the names of camps or other programs) in any such communication should support and certainly not harm or ridicule the YMCA's image or mission.
- If a poster chooses to identify themselves as a YMCA employee, posters should make it clear to readers that the views expressed are theirs alone and that they do not necessarily reflect the views of the YMCA.
- Disclosure of confidential and/or privileged information is prohibited.
- In keeping with the YMCA's values of positive and professional behavior both on and off duty, employees should refrain from engaging in pornographic, excessively crude or otherwise objectionable communications on personal social media sites.

Discipline

Employees who fail to comply with this policy are subject to disciplinary action up to and including termination of employment.

PROPERTY AND FACILITIES

YMCA Property

Employees are responsible for properly using and caring for YMCA equipment and property. Employees who misuse YMCA equipment or property may be required to reimburse the YMCA for damage expenses and are subject to disciplinary action up to and including termination of employment.

Personal Property

The YMCA assumes no responsibility for damages, theft or loss of vehicles or other personal property while on YMCA property or in YMCA owned or provided facilities.

PERSONAL CELLULAR PHONES

Employees may carry and use personal cell phones while at work on an infrequent basis. However, specific program areas may prohibit the use of personal cell phones. When allowed, cell phones must be turned off or set on silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. If personal cell phone calls cause disruptions or loss in productivity, the employee may lose this privilege. The use of camera-enabled cell phones in areas where privacy would be expected (e.g., restrooms, locker rooms, dressing rooms and showers) is strictly prohibited.

Personal cell phones may at times be used for YMCA business. Employees will not be reimbursed for these calls unless prior authorization is obtained from their supervisor.

Dependent upon the employee's position with the YMCA, cell phone use may be allowed outside of this policy.

Discipline

Employees who fail to comply with this policy are subject to disciplinary action up to and including termination of employment.

SUBSTANCE ABUSE

The YMCA is committed to maintaining an alcohol/ drug free workplace to protect its employees and the youth, families and individuals served by the YMCA. The use, sale, manufacture, distribution, dispensation, possession or being under the influence of alcohol or illegal drugs while on YMCA premises, while using YMCA property or equipment, or while conducting YMCA business is prohibited. "Illegal drugs" also includes any prescription drugs or over-the-counter medications used in a manner not intended or prescribed.

Notification

It is the employee's responsibility to immediately inform his or her supervisor if the employee is cited for an alcohol/drug violation and follow-up with information regarding any convictions. Depending on the employee's role within the YMCA, the YMCA may take appropriate disciplinary action up to and including termination of employment. Failure to provide this notification may also result in disciplinary action up to and including termination of employment.

Testing

The YMCA may require an employee to undergo a drug and/alcohol test when there is reasonable suspicion that the employee is in violation of the substance abuse policy. The employee will be referred to a certified testing laboratory for completion of the test. An employee who refuses to be tested will be treated as having received a positive test result.

Discipline

Employees who test positive for alcohol or drugs or otherwise violate the YMCA's Substance Abuse Policy are subject to disciplinary action up to and including termination of employment.

SMOKING AND TOBACCO

The YMCA is committed to a smoke and tobacco free environment. All YMCA property and surrounding property, including but not limited to, owned and rented buildings, sports parks, vehicles, parking lots, green space, sidewalks and alleys are designated smoke/tobacco free. Employees are prohibited from smoking and/or using tobacco during paid work time, including break periods.

Discipline

Employees who fail to comply with this policy are subject to disciplinary action up to and including termination of employment.

DRESS AND GROOMING

A professional appearance is a major element of the image the YMCA projects to the families and communities served.

Guidelines For Full-time Employees

Full-time employees are expected to follow a Business Casual dress code that projects an image of professionalism. Casual attire such as jeans are acceptable for casual Fridays, staff retreats, weekend program supervision and other situations where casual attire is specified as being acceptable. Some full-time staff such as custodial/maintenance staff, may wear staff t-shirts as approved by their supervisor.

Guidelines For Part-time Employees

Part-time employees are required to wear:

Program Area	Required To Wear	Provided By YMCA
Aquatics	<ul style="list-style-type: none"> • Guard short sleeve t-shirt or tank top. • Solid black pants, shorts or capris (includes athletic pants/shorts). • Swimwear approved by supervisor. • Footwear is at the discretion of the supervisor and dependent upon responsibilities. 	1 short sleeve t-shirt & 1 tank.
Custodial/Maintenance	<ul style="list-style-type: none"> • Staff short or long sleeve t-shirt or sweatshirt. • Solid khaki or black pants, shorts, capris or blue or black jeans. • Tennis shoes or casual loafers. 	1 short sleeve t-shirt.
Health & Fitness (except exercise instructors)	<ul style="list-style-type: none"> • Staff short sleeve polo or fleece. When training and exercising with participant, may wear staff t-shirt. • Solid khaki or black pants or shorts or capris (includes athletic pants/shorts). • Tennis shoes. 	1 short sleeve polo. 1 short sleeve t-shirt if training.
Membership	<ul style="list-style-type: none"> • Staff short sleeve polo or fleece. • Solid khaki or black pants, shorts, capris or skirts. • Tennis shoes, dress shoes, casual loafers or dress sandals. Flip-flop style shoes are not allowed. 	1 short sleeve polo.
Youth, Teen & Family	<ul style="list-style-type: none"> • Staff short or long sleeve t-shirt or sweatshirt. • Solid khaki or black pants, shorts, capris or blue or black jeans (includes athletic pants/shorts). • Tennis shoes, casual loafers or sandals with a strap on the back. Flip-flop style shoes are not allowed. 	1 short sleeve t-shirt.
Youth Sports	<ul style="list-style-type: none"> • Staff short or long sleeve t-shirt or sweatshirt. • Solid khaki or black pants, shorts, capris or blue or black jeans (includes athletic pants/shorts). • Tennis shoes. 	1 short sleeve t-shirt.

Other

- No garments may be worn over the top of staff shirts except when outside.
- Only white may be worn under staff shirts.
- Skirts and shorts must cover at least 2/3 of the thigh.
- Fitness Instructors may wear a tank top or short-sleeved shirt and nylon shorts or Lycra shorts/leggings.
- Hats are not appropriate for indoor work, but may be worn when leading a fitness class and for outdoor activities.
- Body adornment (tattoos, piercings, etc.) and jewelry/accessories must be professional in nature or concealed from view. The employee's supervisor has the discretion to determine what is appropriate.
- Good personal hygiene habits and appearance must be maintained and present a professional and sociably appropriate image. The YMCA discourages the excessive use of strongly scented products such as perfume and cologne that may distract others or create sensitivity to these products among employees or customers.
- Additional exceptions may be made by the YMCA for different program areas (i.e. summer childcare, Youth Sports, Camp Kitaki, etc).
- The YMCA makes reasonable accommodations for dress or grooming directly related to an employee's religion, ethnicity or disability.

Policy Interpretation

The above listing is a guideline, and is not intended to be all inclusive. An individual supervisor and/or facility has the discretion to set a higher standard of dress for their employees if deemed appropriate.

Discipline

If an employee does not meet the standards of this policy or their supervisor's standards for their department, the employee will be required to take corrective action and may be requested to clock out and leave the premises. A doctor's note of restriction may allow an exception to this policy. Failure to comply with this policy will result in further disciplinary action up to and including termination of employment.

CONFLICT OF INTEREST

All employees must avoid activities or relationships that conflict with the YMCA's interests or adversely affect the YMCA's reputation. No employee shall:

- Accept or solicit gifts, commissions, favors, or services that are intended to, or might appear to, influence the employee's decision-making or professional conduct or place the employee under obligation to members, vendors or other persons with whom the YMCA does business.
- Engage in any outside employment, business, financial or professional activity that might require disclosure of YMCA confidential information.
- Engage in any outside employment, business financial or professional activity that competes or conflicts with the YMCA's programs, business or image.
- Advertise or market YMCA programs as their own or for personal gain without written consent from the YMCA's Marketing Department.

Employees must disclose actual or potential conflicts to their supervisor as soon as they become aware of them. Some exceptions to this policy may be made at the discretion of the employee's Executive Director. Employees who fail to make required disclosures or resolve conflicts of interest satisfactorily are subject to disciplinary action up to and including termination of employment.

Personal Expression On Public Issues

Employees are free to exercise their full liberties as citizens. However, they must refrain from giving the impression that their views and positions are those of the YMCA.

OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or hold other jobs where a conflict of interest does not exist. However, employees are not to solicit or conduct any outside business during paid working time.

Full-time employees must obtain approval from their supervisors before accepting any outside employment. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance or absenteeism. If outside work activity causes or contributes to job-related problems, disciplinary action up to including termination of employment may result.

WORKPLACE VIOLENCE

The YMCA does not tolerate acts of workplace violence committed by or against employees. The YMCA strictly prohibits employees from making threats or engaging in violent acts.

Prohibited Conduct

Prohibited conduct includes, but is not limited to the following:

- Racial or ethnic slurs, sexually harassing remarks, and any other provocative comments or language.
- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury to another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing, displaying, or using a weapon while on YMCA premises or while engaged in YMCA business.
- Intentionally damaging property.
- Threatening to injure an individual or damage property.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Off Duty And Off Site Conduct

Employees are responsible for their conduct on YMCA premises, whether they are on-or off-duty. The YMCA's general rules of conduct and behavior expectations also apply when employees are traveling on YMCA business, as well as any time employees are working for or are representing the YMCA away from the premises.

Discipline

Human Resources will immediately investigate any reported violence, harassment, or threats committed on YMCA premises or on YMCA business. All employees who commit violent acts or who otherwise violate this policy are subject to disciplinary action up to and including termination of employment. Pending the investigation, the YMCA may suspend employees who are involved in workplace violence that results in injury, creates a significant risk of injury, or has a significant adverse impact on productivity, safety or morale. A medical release may be required in order to return an employee to work. The YMCA may seek the prosecution of all of those who engage in violence on its premises or against its employees while they are engaged in YMCA business.

WORKPLACE SEARCH

To protect the property and safety of its employees, members and programs, and to prevent the use and possession of weapons, illegal drugs and alcohol at the workplace, the YMCA reserves the right to question employees and/or conduct a search of an employee's work area or personal property. A search is a part of an investigation and is not an accusation of wrongdoing.

Items Subject To Search

The YMCA may search an employee's work area, including an employee's office, desks, files, computer files, electronic mail, voice mail, containers, lockers, cabins, etc. All offices, desks, files, computer files, telephones, lockers and cabins are the YMCA's property, and are issued to employees for business use for the duration of employment only.

The YMCA may also search an employee's personal property including an employee's vehicle, suitcases, backpacks/duffel bags, tool boxes, lunch boxes, purses or any other container or object brought to and from the YMCA's offices, property, worksites or YMCA sponsored functions.

Search Procedure

The YMCA will search for missing items, inappropriate material or contraband only if the YMCA has a reasonable belief that the item in question may be in the employee's work area or possession. If possible, before conducting the search, the YMCA will ask the employee about the item in question and will give the employee the opportunity to produce the item.

Failure To Submit To A Search

Refusal to submit to a search may lead to subject to disciplinary action up to and including termination of employment.

Possession Of Stolen Items Or Contraband

Employees who are found in possession of stolen property, inappropriate material or other contraband are subject to appropriate discipline up to and including termination of employment and which may also include criminal prosecution.

PROGRESSIVE DISCIPLINE

The YMCA on occasion may respond to and correct inappropriate employee behavior or conduct. If corrective action becomes necessary, the YMCA normally will discipline an employee only after completing an investigation consistent with principles of fairness. Violations of the policies set forth in this Handbook are examples of matters that may result in discipline.

For certain serious policy violations including, without limitation, theft, assault on another employee, unfavorable criminal record or health and human services check, severe or pervasive harassment or a willful violation of a safety policy, the YMCA may find it necessary to terminate employment of the employee for a first offense. However, the YMCA will usually treat policy violations, as well as poor or unacceptable work performance, in accordance with the steps outlined below.

Documented Verbal Counseling

In most cases of misconduct or poor performance, the supervisor issues a documented verbal counseling to the employee. This counseling describes the problem, specifies the improvement that is expected, establishes a time period for improvement if needed, and advises the employee that more serious discipline will occur if the employee fails to correct the problem. An employee may be asked to sign the documented verbal counseling to acknowledge receipt.

Written Warning

The supervisor issues a formal written warning to the employee if a problem is not corrected or if additional problems or policy violations occur. The written warning describes the problem, specifies the improvement that is expected, establishes a time period for improvement if needed, and advises the employee that more serious discipline will occur if the employee fails to correct the problem or if additional policy or procedure violations occur. Disciplinary action at the time of the written warning may include probation or suspension. An employee is required to sign the written warning to acknowledge receipt. A copy of the written warning is given to the employee and the original placed in the employee's personnel file.

Termination Of Employment

If a policy violation is serious, if efforts to correct the employee's deficiency have failed, if additional policy or procedure violations occur, employment is terminated. At the YMCA's discretion, employment may be terminated without progressive discipline.

Modifications And Appeals

Supervisors, with approval from Human Resources or President/CEO, may modify the above schedule of discipline to reflect the particular nature of an offense, mitigating circumstances, the employee's seniority, or the employee's past record. Modifications can include additional warnings, demotion, temporary suspension during an investigation or accelerated discipline, as appropriate. Employees may appeal any disciplinary action to Human Resources or the President/CEO. The disposition of an appeal is at the discretion of the YMCA.

COMPLAINT PROCEDURES

The complaint procedures are intended to ensure employees fair treatment and prompt resolution of disputes. Employees are encouraged to discuss any work-related problem or dispute with management, and are promised that no retaliation will be taken for using this procedure.

The complaint procedure does not replace the YMCA's procedure for filing discrimination or harassment complaints. Those complaints should be immediately submitted to your supervisor, Human Resources or the President/CEO.

Step One

Problems and complaints should be discussed with the employee's supervisor.

Step Two

If the employee and supervisor are unable to settle the dispute, the employee should submit a written description of the dispute to Human Resources. The written description must include all details, a full explanation of why the employee believes the situation or disciplinary action is unfair, and the remedy the employee seeks. Human Resources will conduct an investigation. Human Resources will meet with the employee to discuss the problem. If appropriate, Human Resources will meet with the employee and supervisor together to attempt to resolve the dispute.

Step Three

If the employee is not satisfied with the decision of Human Resources, the employee can appeal to the President/CEO by submitting the step two written description and any additional information within five working days of the Human Resource decision. For all disputes, the President/CEO's decision is final.

REPORTING ILLEGAL OR DISHONEST CONDUCT

Employees are encouraged to report conduct which they believe to be illegal, dishonest, or improper. An employee who reports such conduct is not responsible for investigating the activity or for determining fault or taking corrective measures. Appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; illegal or unethical business practices, such as billing for services not performed or for goods not delivered; other fraudulent financial reporting; harassment, discrimination, hostile workplace, safety and security issues; and misuse of computer or other resources.

If an employee has knowledge of or a concern of illegal, dishonest, or improper activity, the employee should contact his or her supervisor or Human Resources within ninety (90) days of the day he or she first knows of the misconduct. The employee must exercise sound judgment to avoid baseless allegations. An employee who knowingly files a false or misleading report or files a report without a reasonable belief as to its truth or accuracy, will not be protected by this policy and may be subject to disciplinary action up to and including termination.

If an employee makes a report of illegal, dishonest or improper conduct, the employee's confidentiality will be protected to the extent the law allows. Depending on the situation, the identity of the reporting employee may have to be disclosed to conduct a thorough investigation, to comply with applicable laws, or to allow accused individuals to respond to the report fully.

The YMCA will not retaliate against an employee who reports illegal, dishonest or improper conduct. This includes, but is not limited to, protection from retaliation through an adverse employment action such as termination, compensation decreases, or poor work assignments, or being threatened or harassed or discriminated against with respect to terms or conditions of employment. Any person who believes he or she has been retaliated against for making a report under this policy should contact Human Resources immediately. An employee's right to be free of retaliation does not include immunity for any personal wrongdoing of the reporting employee that is alleged and investigated.

Any supervisor who receives a report of illegal, dishonest, or improper conduct should submit it to Human Resources promptly. Human Resources shall be responsible for investigating the report and coordinating any corrective action which is required as a result of the investigation.

NEWS MEDIA INQUIRIES

The President/CEO of the YMCA is the only person authorized to make an official statement regarding actions upon issues affecting the YMCA. The President/CEO may elect to delegate this responsibility or involve others as deemed appropriate.

When the news media requests information or a position statement, employees should:

- Indicate they do not have sufficient facts to comment. Ask for the name and phone number of the reporter, as well as the specific information requested, and determine if there is a deadline to meet.
- Indicate that someone knowledgeable of the situation will call back by the deadline.
- Alert the Executive Director, who will consult with the President/CEO and determine who will make a statement and what information will be released.

PAID TIME OFF

The YMCA believes in providing employees with adequate time away from work so they will remain productive, enthusiastic, and creative while at work. Since YMCA facilities are open and in operation throughout the year, including most holidays, the YMCA provides flexibility to full-time staff members through Paid Time Off (PTO). With Paid Time Off, full-time employees accumulate hours to be used when they wish or need to be away from work for reasons such as vacations, personal or family illness, holidays, personal business, bereavement/funeral leave, or any other time off.

Eligibility

Full-time employees are eligible for PTO. Part-time, seasonal, and contract employees are not eligible for PTO.

Accruing Paid Time Off

An employee will be credited with PTO on a bi-weekly pay period basis and may immediately begin using PTO at the discretion of the employee's supervisor. Employees must be employed by the YMCA at both the beginning and the end of the pay period in order to receive credit for that pay period.

Schedule

Years of Service	Annual PTO Accrual	Hours Accrued Per Pay Period	Maximum PTO Carryover
Less than 1 year	25 days	7.69 hours	100 hours
1 - 4	30 days	9.23 hours	120 hours
5 - 9	35 days	10.77 hours	140 hours
10 - 14	40 days	12.31 hours	160 hours
15+	45 days	13.85 hours	180 hours

Carryover

There are a maximum number of PTO hours that an employee may accumulate as outlined in the chart above. Hours are capped once the maximum is reached, and accumulation of hours stops. As soon as the employee begins to use PTO again, the employee will begin to accumulate hours again.

Rate of Pay

PTO is computed at each employee's straight time pay rate.

Paid Time Off at Termination of Employment

Employee's may not receive pay instead of time off for PTO, except when ending employment. If an employee terminates, unused PTO that has been accrued will be paid to the employee. Unused PTO paid in the final check does not extend the date of termination.

Paid Time Off Scheduling

PTO should be scheduled in advance and approved by an employee's supervisor, except in cases of illness or emergency. At the supervisor's discretion, a doctor's note may be required.

Holidays

Holiday requests will be based on a number of factors including program and facility needs, staffing requirements and number of requests. If a facility is closed on a holiday, employee's must report the time not worked as PTO.

Paid Time Off Tracking

Non-exempt employees are required to take PTO in minimum increments of one hour. Exempt employees are required to take PTO in minimum increments of four hours except when on FMLA, PTO may be used in minimum increments of one hour.

EXTENDED LEAVE PLAN

The purpose of the Extended Leave Plan (ELP) is to provide full-time employees with compensated time off for absences in excess of ten consecutive workdays due to a catastrophic illness or injury.

Definition Of Serious/Catastrophic Illness Or Injury

For purposes of this policy, a catastrophic illness or injury is an illness or injury which is expected to incapacitate the employee for an extended period of time. Catastrophic illness or injury may also include a debilitating illness or injury of an immediate family member that results in the employee being required to take time off from work for an extended period to care for the family member. Immediate family shall mean a parent, spouse or child whether related by blood, adoption or marriage. There may be some exceptions to this definition of immediate family member with approval of the President/CEO.

Pregnancy and childbirth, including a cesarean delivery are not considered a catastrophic illness. However, medical complications that arise from pregnancy and childbirth shall be considered.

Timeframe

Absences must be during a consecutive time period. There may be some exceptions for intermittent absences with approval of the President/CEO.

Accruing ELP

Five days per year, pro-rated per pay period, will be credited to an employee's ELP. The size of an employee's ELP is limited to 40 days (320 hours).

Using ELP

An employee should request to use ELP by first contacting their supervisor then Human Resources who will determine if the absence qualifies for using ELP. Employees must be willing to, at any time, provide additional information and/or a physician's statement upon request. Failure to provide this information may result in denial or discontinued use. Employees that qualify for FMLA may be allowed to use ELP during their absence depending on the qualifying condition. The use of ELP does not, however, extend the twelve weeks of leave available under FMLA. ELP is intended to help alleviate the financial strain of having to take unpaid leave during this period.

Rate Of Pay

ELP is computed at each employee's straight time pay rate.

ELP At Termination Of Employment

Upon termination, there is no cash-out option for unused credits in an employee's ELP.

FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, child or parent (but not in-law) with a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Under the FMLA, eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in any branch of the armed forces in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include, issues arising from a short-notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, and spending time with a service member who is on short-term rest and recuperation leave.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12 month period to care for a covered servicemember. A covered servicemember is a current member of the armed forces who incurred a serious injury or illness in the line of active duty that makes the servicemember medically unfit to perform his or her duties and for which the servicemember is (i) undergoing medical treatment, recuperation or therapy, (ii) is in outpatient status, or (iii) is on the temporary disabled list.

Other military leave provided under state law may also be available to you. Contact Human Resources for determination of eligibility.

Requests For FMLA Leave

An employee should request FMLA leave by first contacting their supervisor and Human Resources, then completing the appropriate certification form and returning it to Human Resources for consideration of eligibility.

Full-time employees may be required to use their ELP and PTO hours while on FMLA leave.

If an employee on FMLA leave fails to return to work or to contact the YMCA no later than the next business day following the expiration of FMLA leave, the employee will be considered to have voluntarily resigned.

FMLA Rights Posted

The foregoing is a general overview of FMLA rights. Specific rights under the Family and Medical Leave Act and Family Military Leave Act are posted at each location.

OTHER LEAVE OF ABSENCE WITHOUT PAY

An employee may be eligible for a leave of absence without pay, if a situation arises that temporarily prevents an employee from working but does not qualify under FMLA.

Requests for a leave of absence must be submitted in writing to the employee's supervisor as far in advance as possible. The request will be reviewed on a case-by-case basis by the employee's supervisor, Human Resources and Executive Director or the President/CEO. The decision to approve or disapprove will be based on the circumstances, length of time requested, job performance, attendance and punctuality record, reasons for the leave, the effect of the employee's absence on the department, and the expectation that the employee will return to work when the leave expires.

Continuing Benefit Plan Coverage

Depending on the length of the unpaid absence, a full-time employee's medical coverage may end. In this case, employees may have the opportunity of continuing their benefits for a period as required by COBRA.

Unemployment Insurance benefits cannot be collected while on a leave of absence without pay.

Returning/Not Returning From A Leave

Due to the nature of our business, the YMCA cannot guarantee that an employee's job will remain available or that a comparable position will exist when an employee returns from an unpaid leave of absence. When an employee is ready to return, the YMCA will attempt to reinstate the employee to the former position or to one with similar responsibilities. If the position or a similar position is not available, the employee's employment with the YMCA will formally end.

An employee who returns to work following an unpaid leave of absence will be considered as having continuous service. If an employee does not return, the termination date is the last day of the authorized leave period or the date the employee notifies his or her supervisor that the employee is not returning, whichever is sooner.

MILITARY LEAVE

Employees, will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Full-time employees on military leave may, but are not required to, substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave, reemployment rights correspond to existing applicable laws.

Requests For Military Leave

Employees should request military leave by first contacting their supervisor, then Human Resources. Requests should be made as far in advance as possible.

JURY DUTY LEAVE

Pay While On Duty

The YMCA pays full-time employees their regular pay while on jury duty. The compensation they receive for serving as jurors is payable to the YMCA upon receipt of jury compensation. Employees may keep their juror travel allowances, which have no effect on how much pay employees receive.

Part-time employees are responsible for notifying their supervisor of their summons and working with the supervisor to secure a substitute. Part-time employees will not be paid their regular pay while on jury duty but will be allowed to keep the compensation they receive for serving as jurors.

Requesting Leave

Employees summoned to jury duty must bring a copy of the summons to their supervisor when they first receive it.

BENEFIT PROGRAMS

The YMCA has established a variety of benefit programs designed to assist full-time employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help plan for retirement. Part-time employees meeting specific hour requirements may also be eligible for certain benefits.

The YMCA reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans without prior notice. Further, the YMCA reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans, and to decide all matters arising in connection with the operation or administration of such plans.

For purposes of determining benefits (when years of service are the basis for awarding the benefits) cumulative full-time employment in any YMCA (local or national) is to be counted. Years of service are counted from the original date of full-time employment and continue to accrue, as long as that employment remains full-time. If an employee's service should be interrupted, the years of service shall revert to zero.

For more complete information and eligibility regarding any of the benefits plans, please refer to the Summary Plan Descriptions or contact Human Resources.

WORKERS' COMPENSATION

The YMCA is committed to meeting its obligation under the applicable state Workers' Compensation Act to provide medical, rehabilitation and wage-replacement benefits to employees who sustain work-related injuries or illnesses.

Employees must immediately report all injuries or illnesses, regardless of severity, to their supervisor. An Accident Report must be filed by the employee with the Human Resource Department as soon as possible, but in any case no later than 72 hours after the injury occurs.

The YMCA works with its workers' compensation claims administrator to investigate any suspected fraudulent workers' compensation claims. The YMCA may seek prosecution of any employees filing fraudulent claims or engaging in other workers' compensation fraud.

SAFETY AND INJURY PREVENTION PROGRAM

The YMCA complies with all applicable requirements issued by the state and federal Occupational Safety and Health Administration and is committed to providing a safe and healthy workplace for all its employees.

Injury Prevention Program

The prevention of accidents affects all levels of our YMCA and its operations. Safety training is available for specific job duties. If an employee is unsure of or has a question about his or her duties, they must ask for assistance. Unsafe conditions must be reported immediately and employees need to be responsible for general housekeeping that pertains to their job duties. Every injury, no matter how slight, must be reported to management as soon as possible. It is up to the management team to ensure the safety of the employees, and therefore is equally the duty of each employee to accept and follow the YMCA's safety regulations and procedures.

Safety Committee

To recognize open communication between management and employees on safety issues, the YMCA has established a Safety Committee. The purpose of the Safety Committee is to bring management and employees together to promote safety throughout the YMCA. The committee will meet quarterly to implement and evaluate safety regulations and procedures.

Responsibilities

Employees are expected to take an active role in promoting workplace safety. If an employee witnesses an accident or an unsafe working situation, the employee must secure the area if it is safe to do so and promptly report the situation to their supervisor.

Management and Supervisors

An important element of safety activity is the leadership and support of management and supervisors. Management and supervisor safety responsibilities include, but are not limited to:

- Sharing relevant educational materials with employees.
- Providing support for all safety policies and procedures.
- Reviewing work performed in their area of responsibility to identify potential safety hazards or unsafe work practices.
- Providing training.
- Keeping informed of YMCA safety policies and relaying such information to their staff.

Employees

Employees, regardless of their position with the YMCA, are expected to understand, cooperate and participate in the YMCA's safety program. No employee is required to perform any job function

known to be unsafe or dangerous to the employee's health. An employee's safety responsibilities include, but are not limited to:

- Reviewing work performed and the work area to identify potential hazards.
- Communicating unsafe conditions to supervisors.
- Following the YMCA safety guidelines, standards, procedures, and policies.
- Taking note of where the fire extinguishers, first-aid kits, material safety data sheets and emergency exits for each facility are located.
- Realizing safety depends on their actions and the actions of co-workers.

Workplace Hazard Evaluation

The YMCA has dedicated personnel who conduct routine inspections and/or investigations of worksites. The YMCA encourages all employees to continuously identify and correct dangers and report potential safety hazards.

Safety Training

Supervisors will ensure the employee receives job specific safety and health training. No employee will be allowed to start a job until he or she has received instructions on how to perform their job properly and safely. Periodic training will be provided to employees regarding the safety rules, policies and procedures, as recommended by the safety committee and/or by changes to the work environment.

Communication

Employees are encouraged to communicate any unsafe or unhealthy conditions to their supervisor. No employee will be retaliated against for reporting hazards or potential hazards related to safety issues.

Discipline

Failure to follow safety procedures could result in serious injury and may lead to disciplinary action up to and including termination.

DRIVING VEHICLES ON YMCA BUSINESS

Employees may operate a YMCA owned vehicle or rental vehicle on YMCA business only if:

- They are acting at the direction, and with the explicit permission, of the YMCA.
- They are age 19 or older.
- They hold a driver's license issued by the state in which the employee resides and are otherwise qualified under federal and state regulations to drive the vehicle in question.
- They complete a Driver Form to be submitted to the YMCA's Insurance carrier.

It is the employee's responsibility to immediately inform their supervisor if they are cited of a traffic offense and to follow-up with information regarding any convictions. Traffic offenses include, but not limited to, driving while intoxicated, driving under the influence, willful reckless or careless driving or one or more speeding violations. In response and depending on the employee's role within the YMCA, the YMCA may take appropriate disciplinary action such as denying or suspending the employee's privilege to drive a vehicle on YMCA business. Failure to provide this notification may also result in disciplinary action up to and including termination of employment.

General Driving Requirements

While driving on YMCA business, employees must:

- Observe applicable speed limits at all times.
- Obey all traffic rules and regulations.
- Refrain from using cellular phones.
- Refrain from eating while driving.
- Immediately report to their supervisor any damage to a YMCA owned or rental vehicle and also any tickets or citations received.
- Immediately report any accidents in which they are involved to the proper law enforcement officials and their supervisor.

Van Driver Training

Employees driving a YMCA van will be required to attend Van Driver Training.

Safety Belts

Safety belts must be worn at all times by drivers and passengers in all vehicles used for YMCA business.

Driving Personal Vehicles For YMCA Business

When personal vehicles are used for work purposes, adequate personal auto liability insurance and a valid driver's license are required. Not carrying insurance, or having a high deductible, does not release the employee from financial responsibility for personal loss or damage, or loss or damage to others, should an incident happen when using their vehicle for work purposes. The YMCA provides mileage reimbursements to offset the costs to employees. Employees may be required to show proof of auto insurance or have their driving record checked and approved by the YMCA's Insurance carrier.

Discipline

Employees who drive negligently or fail to comply with this policy are subject to disciplinary action up to and including termination of employment.

TERMINATION OF EMPLOYMENT

On the last day of employment, employees are required to return all YMCA property. Final paychecks including all wages and PTO earned, less applicable deductions and withholdings, are available on the next regular pay day.

In the event personal belongings are left at the workplace, the YMCA is not responsible for loss, damage or theft of those belongings. The employee shall pick up the property within fourteen days of the date of termination. If an employee does not pick up property or make arrangements to retrieve the property within fourteen days after termination, the property will be discarded or donated to charity.

Resignation Procedures

Employees are requested to give their supervisor two weeks' written notice of their intent to resign. In some circumstances, employees may not be required to work their given notice period.