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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Frank P. Phillips Memorial YMCA**  
**EMPLOYEE HANDBOOK**  
**Revised January 1, 2017**

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# Frank P. Phillips Memorial YMCA

## 100. INTRODUCTION

### **Introduction/About This Handbook**

This Employee Handbook is designed to answer some of the questions employees may have concerning this Y and its policies. It is for informational purposes only. The contents of the Frank P. Phillips Memorial YMCA Employee Handbook are not an employment contract or agreement; rather, they represent a general outline or guideline of the human resources policies, benefits and expectations and are subject to modification, revocation, suspension, termination or change, in whole or in part, with or without notice, at the sole discretion of the Y.

Nothing contained in this handbook, or any other handbooks, employment applications, memorandum and other materials given to employees in connection with their employment, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment, shall create a guarantee of assurance of employment or shall create any right to an employment-related benefit or procedure.

Employment at the Frank P. Phillips Memorial YMCA is "at will," which means that either the employee or the Y may terminate the employment relationship at any time, for any or no reason. No one except the Executive Director of the Y is authorized to make binding employment contracts, and such contracts will be recognized only if they are in writing and signed by both the employee and the Executive Director.

This handbook supersedes and replaces all previously existing personnel policies, handbooks, manuals, guidelines, correspondence, rules and oral or written representations previously given or advised by the Frank P. Phillips Memorial YMCA. Employees are required, as a condition of their employment, to read this Employee Handbook and sign the Acknowledgment Form provided to them. Y management will interpret and amend these guidelines as necessary and communicate changes accordingly.

If you have any questions regarding your employment, please discuss them with your supervisor.

Again, welcome to the Y. We're glad you're here!

### **Welcome from CEO**

The Y is a powerful association of people of all ages and from all walks of life joined together to strengthen community. You have been hired to join a team of staff and volunteers who are committed to ensuring that every individual has the opportunity to learn, grow and thrive. We are proud of the work we do, and we hope you will quickly understand how important your success at your position is to the overall success of our Y. Service to our community, members, families and children is always foremost in our minds. Your ability to help us serve others is vitally important to fulfilling our mission, cause and values. And remember to have fun along the way.

Please read About This Handbook to understand the purpose and uses of this guide. If you

have questions about the information in this handbook, please ask for clarification. Your supervisor can answer most questions, or you can contact the Business Manager within your office.

Again, welcome! We wish you the best in the YMCA.

Signed

Executive Director

## **Diversity and Inclusion**

The Young Men's Christian Association is one of the largest volunteer organizations in the world, serving more than 45 million people in 124 countries.

The YMCA is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together, we work to ensure that every individual has the opportunity to live life, to grow, and thrive. Our core values are caring, honesty, respect, responsibility and faith; we aim to let all that we do stem from these.

We are committed to nurture the potential of every child, foster a sense of belonging, provide healthy options for those with limited options, and improve the health and well-being of all individuals. We seek to provide all of this in a safe and wholesome environment.

We recognize the benefit of the unique talents of our diverse staff, volunteers, and members. The YMCA recognizes our need for togetherness and we promote the unity of working together to insure growth and fullness of life in all of our programs, events, and partnerships.

Our volunteers, members, program participants, families, leaders, staff, donors, contributors, and partners all contribute to our efforts to make positive, lasting personal, and social change. We seek to be agents of encouragement for those around us.

## **History - How We Started and Where We're Headed**

The Y was founded in London, England, in 1844 as the Young Men's Christian Association to help young men develop character and avoid the unhealthy social conditions of the times. The Y Movement reached the United States by 1851. By the early 1900s, the Y began serving boys and older men in addition to young men. After World War I, women and girls became an active part of the Y Movement, and in the 1960s and 1970s, families became a major focus. Today, more than half of all YMCA members and staff are women and girls.

Today, the Y engages more than 10,000 neighborhoods across the U.S. As the nation's leading nonprofit committed to helping people and communities learn, grow and thrive, our contributions are both far-reaching and intimate—from influencing our nation's culture during times of profound social change to the individual support we provide an adult learning to read.

By nurturing the potential of every child and teen, improving the nation’s health and well-being and supporting and serving our neighbors, the Y ensures that everyone has the opportunity to become healthier and more confident, connected and secure.

Since its founding, the Y has grown into one of the largest volunteer organizations in the world, serving more than 45 million people in 120 countries. Y’s in the U.S. have played a key role in the growth and strength of our global organization and continue to partner with Y’s around the world to address critical social issues. Collectively, we use the knowledge and resources of our global network to help people reach their potential. From welcoming newcomers in the U.S. to working to prevent the spread of HIV/AIDS in Ethiopia, Ys have the expertise and commitment to strengthen communities and bring about positive change.

## **Mission, Values and Cause**

**Our Cause Defines Us:** At the Y, strengthening community is our cause. Every day, we work side by side with our neighbors to make sure that people of every age, income level and background have the opportunity to learn, grow and thrive. To fulfill this promise, the Y requires strong cause-driven leaders to effect lasting personal and social change in our organization’s three areas of focus: youth development, healthy living, and social responsibility. At the Y, we strive to put the following values into practice in everything we do: caring, honesty, respect, responsibility, and faith.

**Our Impact Is Felt Every Day:** Driven by our mission—to put Christian principles into practice through programs that build healthy spirit, mind and body for all—our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

**Our Commitment Is to Social Good:** Frank P. Phillips Memorial YMCA is an independent 501(c)(3) tax-exempt organization under the IRS code, which means that donations to the Y are tax deductible. It is the goal of the Y to provide programs and services regardless of an individual’s or family’s financial ability to pay for participation. Every day, the Y brings together people of all ages and from all walks of life with a shared commitment to ensuring that everyone has the opportunity to live life to its fullest.

## **200. EMPLOYMENT PRACTICES**

### **At-Will Language**

The employment of all Frank P. Phillips Memorial YMCA employees is always on an at-will basis. This means either the employee or the Frank P. Phillips Memorial YMCA may end the employment relationship at any time, for any reason, with or without cause, and without any previous warning or notice. This policy of at-will employment can be changed only by an express written agreement signed by the CEO of the Frank P. Phillips Memorial YMCA and the employee.

### **Discipline**

The Y strives to use constructive discipline processes that build and reinforce positive working relationships. This discipline process serves only as a guideline and the Y reserves the right to skip any or all steps in the process at the sole discretion of management. Disciplinary action may include the following:

- Verbal counseling
- Written counseling
- Suspension with or without pay
- Immediate termination

Nothing in this policy is intended to alter the rights of the Frank P. Phillips Memorial YMCA to terminate an employee at will, for any or no reason, and at any time.

### **Employment of Relatives**

Employing relatives has the potential to create real or perceived conflicts of interest. It may also result in favoritism or partiality toward an employee, whether real or perceived.

Relatives of employees are not to be employed in a position that entails direct supervision where one relative reports to the other. Relatives may also not be employed to occupy a position in the same line of authority (i.e., chain of command) where a relative can initiate or directly participate in an employment action. Relatives are defined as follows: parents, children, spouse, siblings, family members living in the same house, domestic partners, and others who may not be related but who occupy equivalent roles.

Any exception to this policy must be approved by the CEO or other designated member of management, who will determine whether the working relationship would create a conflict of interest or the appearance of favoritism.

If two employees become involved in a relationship after employment occurs, they must report it to the supervisor. Management reserves the right to transfer or ask for a resignation from either party.

### **Ending Employment**

All employees of Frank P. Phillips Memorial YMCA are employed "at will." In part, this means you may end your employment whenever you wish, although the Y requests that you provide a two-week notice to assist with scheduling and planning (a four-week notice is requested of exempt staff). Similarly, the Y may terminate the employment of any employee at will; that is, at any time, with or without cause or notice, at its discretion.

As a courtesy, however, the Frank P. Phillips Memorial YMCA may at its option provide a two-week termination notice, or two weeks' pay in lieu of notice, to full-time employees who have 90 or more days of service. In instances of misconduct, however, termination of employment occurs immediately and without advance notice or pay.

Should you choose to resign, give your resignation notice in writing to your supervisor, including your reason for leaving and a current address so that your year-end tax information (Form W-2) and other correspondence can be sent to you. Return all Y-owned property, including keys, no later than your last day of work. If you wish, you may request an exit interview with your supervisor.

If you have questions about benefits or other matters, contact Business Manager. Premiums for health insurance will be paid until the last day of the month in which employment ends.

If you have health insurance with the Y, you have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the COBRA policy in the benefits section of this handbook.

### **Equal Employment Opportunity**

The Frank P. Phillips Memorial YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, genetic information, or marital status in accordance with applicable federal, state and local laws. The Frank P. Phillips Memorial YMCA complies with applicable federal, state, and local laws governing nondiscrimination in employment, including all terms and conditions of employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs.

### **Expense Reimbursement**

The Y will reimburse reasonable expenses incurred by employees who travel on business or to Y sponsored and approved events provided such expenses are accounted for in a timely fashion within business office deadlines on a designated expense report. Employees must provide a written receipt for all expenses. Employees may keep for personal use any "frequent traveler" or similar "perk" rewards.

### **Individuals With Disabilities**

The Y prohibits discrimination against employees and applicants with disabilities in all aspects of employment including, but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. The Y's commitment to this policy includes making reasonable accommodation to persons with disabilities, to enable them to perform the essential functions of their jobs, unless to do so poses an undue hardship on the Y or a direct threat to health or safety.

The employee should make his/her supervisor aware of the need for an accommodation. The Y will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

A "reasonable accommodation" is any change or adjustment to a job, the work environment, or the way things usually are done, that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the Y or create a direct threat to health or safety. Qualified individuals with disabilities are individuals with disabilities who have the required education, skills, and experience for the job and who can perform the essential functions of the job with or without reasonable accommodation. The term disability is defined by applicable law.

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. Although the Y will consult with the employee to understand his or her precise limitations and to learn the types of accommodations the employee feels would be most effective, the ultimate decision as to whether a particular accommodation will be made rests with the Y. When the appropriate

accommodation is not obvious, the Y will assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the Y reserves the right to choose which accommodation it will make.

### **Recruitment and Placement**

The Y selects employees who

- meet high standards of character, education, and qualifications;
- will effectively advance the cause, mission, and objectives of the Y; and
- demonstrate the capacity for personal and professional growth.

In recognition of the mission and charitable purpose of the Y, employees are expected to possess a collaborative, cooperative spirit and uphold the good will of the organization.

The Y supports and participates in an open application process and usually advertises vacancies. The Y strives to select the most qualified person for the job. Employees are encouraged to apply for open positions.

All individuals seeking employment will complete the appropriate employment application and consent forms and must consent to a criminal background check, a reference check, and all other requirements.

### **Remaining Union-Free/Interacting Directly with Employees**

It is the policy of the Frank P. Phillips Memorial YMCA that the Y can better carry out its mission and serve the needs of each participant by interacting directly with its employees, not indirectly through a union. The Y strives for good and effective direct communication with employees that emphasizes their worth and their valued contribution to the mission and the movement as they work each day to build better communities. To this end, the Y encourages its employees to work directly with one another to solve problems, in keeping with the spirit of the core values of caring, honesty, respect, responsibility, and faith. The Y recognizes that employees have the lawful right to fair wages and good working conditions and considers meeting the needs of employees essential to fulfilling its mission.

### **Salary Administration**

The Y maintains a wage and salary administration plan to ensure all employees are paid in relation to their responsibilities and their contribution to the Y's success. Within its capability to do so, the Y also pays its employees at a level that compares favorably with salaries of similar organizations.

Wage and salary adjustments are made at the sole discretion of management, which may consider factors such as performance, position in salary range, promotion and budget guidelines and constraints. There is no guarantee of a salary increase.

## **300. WORKING HOURS, PAY, CLASSIFICATION AND RECORDS**

### **Breaks for Nursing Mothers**

The Y complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Y will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public.

### **Changes in Personal Information**

You are responsible for notifying the business office immediately of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation.

### **Employment Classifications**

The Y uses the following categories for its payroll system:

#### *A. Nonexempt and exempt employees*

1. Nonexempt employees are paid on an hourly basis and are eligible for overtime pay at the rate of 1½ times the normal hourly rate for hours worked in excess of 40 per week. Sick leave, holiday, and vacation time do not constitute hours worked.
2. Exempt employees are paid a salary for meeting agreed-upon management objectives and are not eligible for overtime pay.

#### *B. Full-time and part-time employees*

1. Full-time employees consistently work at least 40 hours per week in a position that is not seasonal in nature.
2. Part-time employees work less than 30 hours per week in a position that is not seasonal in nature.
3. Seasonal employees usually work for a period not to exceed six months out of a twelve-month period. Seasonal staff members are not considered full time, although they often work a full schedule during the season. Employees must be in good standing at the end of a season in order to return the following year.

If you are a full-time employee who has been previously employed by another Y, you will be credited for those prior years of continuous Y service.

### **Hours of Work and Work Week**

Supervisors generally prepare and communicate work schedules to their staff in advance of the workweek. Requests for schedule modifications must be made to the supervisor as early as possible.

## **Overtime**

Working overtime hours without first getting supervisor approval may lead to disciplinary action.

## **Pay Practices**

You will be paid on the 15<sup>th</sup> and the last day of the month for time worked. If the 15<sup>th</sup> falls on a Saturday, payday will be the Friday before that Saturday, if the payday falls on a Sunday, payday will be the following Monday. It is your responsibility to accurately record your hours worked. Most staff will record hours using the electronic time clock. It is your responsibility to ensure your supervisor has a complete record of your time by the payroll deadline.

Your supervisor or the Business Manager will have your paycheck [or paystub if the Y uses direct deposit] on paydays. It is your responsibility to either pick up your check/stub in person or to make other arrangements with your supervisor the Business Manager.

## **Payment during Severe Weather or Disasters**

The Y will make every effort to maintain normal operations during periods of severe weather or natural or human-made disasters.

When the Y delays or closes its operations before the work day begins, the following pay practices will be followed:

- Exempt employees will be paid for the day;
- Full-time, non-exempt employees will be paid for all regularly scheduled work for the day;
- Part-time, non-exempt employees will be paid only for time actually worked on that day.

When a decision is made to close a branch after the work day has begun, the following practices will be followed:

- Exempt employees will be paid for the day;
- Full-time, non-exempt employees will be paid for all regularly scheduled work for the day;
- Part-time, non-exempt employees who are on site at the time the decision to close is made and are prepared to fulfill their duties will be paid for all regularly scheduled work for that day. All other part-time, non-exempt employees will be paid only for time actually worked on that day.

In the event a Y location remains closed for more than one day, employees may use paid time off (PTO) or vacation. Exempt employees may not be docked pay when their work location is closed; however, they may be required to work at another location or work from home.

Employees who miss work when their work location is open will not be paid for missed work time unless they utilize their accrued paid time off [or vacation]. Exempt employees must use whole days of paid time off. If none are available, their salary will be docked for the whole day if no work was performed.

## **Personnel Records**

Employees may periodically review their personnel file by making an appointment with the business office. The employee's supervisor and other members of management with a business-related "need to know" also have access to personnel records.

A copy of the personnel file will be provided as requested in accordance with state law.

## **Reporting Time**

Payroll and time records for all employees will be maintained to meet federal and state regulations and Y policies.

- Nonexempt employees are required to record time completely and correctly on a daily basis. You are responsible for preparing accurate, timely records of your working hours so that accurate payment can be made to you.
- Exempt employees report exceptions on a [describe: typically monthly or pay period] basis.

Employees are responsible for ensuring accurate payment is made by reviewing each paycheck and notifying their supervisors of any concerns in a timely manner. A schedule of paydays is available with the Business Manager.

Failure to properly record time worked and absences may be considered misconduct, which could lead to disciplinary action up to and including termination of employment.

## **400. CODE OF CONDUCT**

### **Arrest or Criminal Conviction of a Staff Member**

An employee is required to report an *arrest* to the YMCA, when the employee's position at the YMCA involves activities with children under 16 years old, developmentally disabled people and vulnerable adults. *All employees are required to report any criminal conviction to the YMCA, regardless of their position.* The report of arrest or conviction should be made promptly, within five days of when the arrest or conviction occurred. The report should be made in writing to the CEO and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Failure to report arrests or convictions as required is considered misconduct.

### **Attendance and Tardiness**

At the Y, regular attendance is required of all employees and is an important part of your job performance. You are expected to be at your work site and ready to work at the start of your assigned hours, and to remain at your job until the end of your assigned work hours, except for approved breaks and lunch. Attendance will be monitored on an ongoing basis and will be included as part of an employee's performance review.

There are times when an unscheduled absence is unavoidable. If you need to be absent from work, you must contact your supervisor (not a coworker or front desk staff) as soon as possible, and no later than two hours prior to the start of your scheduled shift. Your

supervisor may require you to take initial responsibility for locating a substitute to cover your shift.

Failure to observe scheduled working hours disrupts Y operations and places an unfair burden on fellow staff members. Unexcused, repeated tardiness or absences and/or failure to personally notify your supervisor of an absence can result in disciplinary action up to and including termination. If you are absent for three consecutive work days without contacting your supervisor, you will be considered to have voluntarily resigned your position.

Staff may be required to provide a note for being absent for three consecutive days.

## **Confidentiality**

In the course of their job duties with the Y, many employees have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Y staff members have a duty to keep information confidential. Staff members are not allowed to share passwords or login information with others. The misuse, unauthorized access to, or mishandling of confidential information will result in disciplinary action, up to and including termination of employment.

## **Confidentiality of Medical Information**

All medical information is sensitive. Employees are expected to treat medical information as confidential, whether it is related to employees, members, youth, volunteers, or donors, and should not disclose it to others. If you are unsure whether someone needs to know, you should check with your supervisor before disclosing. Furthermore, medical information regarding Y participants may be subject to certain federal privacy rules.

The Y and its employees will respect and protect the privacy of medical information, medical records, and related information about participants who request or receive direct services from the Y. The Y safeguards all confidential information about participants consistent with federal and state laws and regulations and Y policies. Questions about compliance should be directed to your supervisor.

## **Conflict of Interest**

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interests of the Y. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with the Y are to act in the best interest of the Y.

All employees have a duty of loyalty to the Y, to further its cause and goals and, in general, to work on behalf of its best interests. In the event that an employee's actions or decisions could result in improving their own personal interest or monetary gain with a concurrent depreciation of the YMCA's interest, or otherwise affect the YMCA adversely, this creates a conflict of interest.

Employees should make prompt and full disclosure in writing to the CEO of any potential situation which may involve a conflict of interest.

Examples of such conflicts include, but are not limited to, the following:

- ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y, or competes with the Y
- staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y
- personal benefit from any Y transaction including sale, purchase, rent, lease of property, services, or supplies
- any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Y
- unauthorized use of materials, equipment, facilities, or other YMCA assets for personal purposes

In connection with any actual or possible conflict of interest, an employee must disclose the existence of the financial interest to the CEO. (If the conflict involves the CEO, the CEO must disclose such to the board chair.) The CEO will determine the existence and nature of the conflict of interest and determine the appropriate course of action.

### **Dress Code and Uniforms**

By dressing appropriately for our work and our positions and by modeling good personal hygiene, our employees help create a welcoming environment and favorable professional image of themselves and the Y. Our grooming and dress standards include the following:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- When attending business meetings with community members, business attire is advised.
- All staff members must meet uniform and/or dress codes that may be required for their particular jobs.
- All clothing should be neat, clean, and in good repair at all times. Clothing should not be distracting to others, expose undergarments, or present a safety hazard. Appropriate dress at the Y does not expose one's midriff, bare shoulders, or chest.
- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps are not appropriate for indoors.
- In consideration of others who may have allergies, wearing perfumes or other scented personal care products at work is strongly discouraged and may be prohibited.

An hourly employee reporting to work in violation of these standards will be sent home without pay until dressed in accordance with the standards. Supervisors can answer any questions about what is considered proper attire. Employees whose religious beliefs and practices require a change or modification (an accommodation) to these standards may submit a request to their supervisor.

Program staff at Y facilities, program sites, and other locations, with the exception of aquatic team members in swimsuits, must wear Y identification badges. Badges must be worn above the waist and be visible at all times.

## **Gifts or Gratuities**

Employees have an obligation to act solely in the Y's best interest; therefore employees should not accept any gifts, favors, or entertainment valued at more than \$25.00 from any member, vendor, potential vendor, or other outside party. An exception may be made for infrequent gifts (or other items) which are less than \$100 in value. Tips or other gratuities may not be accepted in any amount.

Employees may accept meals, refreshments, or entertainment of a nominal value (less than \$100 depending on your community) in connection with business discussions; for instance, occasional luncheons or dinner meetings, held to conserve time and build relationships. All employees have a personal responsibility to ensure that their acceptance of such gifts, meals, refreshments, or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

## **Harassment Prevention**

The Y takes all reasonable steps to prevent harassment from occurring. In addition to prohibiting other forms of discrimination, the Y prohibits harassment because of gender, genetic characteristic or information, race, color, national origin, religion, disability, age, and any other basis protected by applicable federal, state, or local law. All such harassment is prohibited.

The Y protects employees from harassment by other employees, including supervisors, as well as volunteers, members/parents, vendors, or others doing business with the Y. Harassment refers to actions that create an intimidating, offensive, or hostile working environment, and other acts that have the purpose or effect of unreasonably interfering with an individual's work performance, when harassing acts are based on a protected characteristic such as, but not limited to, race, color, sex, age, disability, religion, national origin, or genetic characteristics.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or any such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment include, but are not limited to, vulgar remarks, pinching, jokes, teasing, and uninvited touching.

If you believe you have been harassed in violation of this policy, you should promptly report your concerns to the supervisor. Your complaint will be investigated promptly and confidentiality will be maintained to the greatest degree possible. It is the intention of the Y that any reporting employee or employee participating in the investigation of a harassment complaint will not be retaliated against in any way. If you feel that you have been retaliated against for reporting a claim, you should contact the CEO/Executive Director.

If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. An employee who has violated this policy will be subject to disciplinary action, up to and including termination. Any conduct prohibited by this policy is unacceptable in the workplace, and at any work-related setting outside the workplace, including business travel,

business meetings, and Y-related social events. Off-duty conduct that violates this policy and affects the work environment is also prohibited.

## **Misconduct**

In order to provide a productive, caring work environment consistent with Y values, the Y does not tolerate misconduct. Some examples of misconduct include the following:

- Discrimination in violation of our equal opportunity policy
- Harassment
- Child abuse, molestation, or indecent exposure; having unapproved off-hours contact with children in Y programs or other violations of its child abuse prevention policies
- Mistreatment or neglect of members, guests, or participants
- Failure or refusal to carry out job assignments or to follow instructions as management requests
- Falsification of records, for example, employment, accounting, or financial records
- Failure to properly record time worked or to make a timely report of hours worked
- Conviction of a crime, if job related; failure to notify the Y of a conviction or an arrest if required to do so
- Theft or willful damage to Y property or to the property of others; the removal of property without permission from Y management
- Dishonesty in any form
- Abusive or profane language
- Unsafe behavior, for example, fighting or threatening another person
- Carrying or concealing weapons, devices, or objects that may be used as weapons
- Reporting to work or being under the influence of drugs or alcohol during work time or on Y premises or at Y program locations; possessing, distributing or manufacturing controlled substances
- Inefficient or substandard performance of an assigned duty or responsibility
- Absenteeism or tardiness in reporting to work or returning from breaks; absence without proper notification to supervisor; or unexcused absence
- Horseplay, unsafe or dangerous behavior, or unauthorized sleeping on the job
- Use of Y equipment or facilities for personal gain
- Violation of policies or of commonly accepted rules of responsible personal conduct
- Conduct that does not support the purpose and values of the Y

The above list is illustrative of the type of conduct that is not tolerated. This list is not all inclusive. Misconduct results in disciplinary action, up to and including termination of employment.

## **Political Activity**

Encouraging participation in the political process in general, such as voting, is congruent with strengthening communities and promoting social responsibility. While the Y recognizes the importance and responsibility of staff to participate in the political process, in accordance with Section 501(c)(3) of the Internal Revenue Code, Ys are prohibited from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office or political cause.

No employee shall be compensated or reimbursed for personal political contribution; and efforts devoted to political activities must be outside of working hours. No employee may solicit for any campaign or cause during working hours or while on Frank P. Phillips

Memorial YMCA time, nor use Y resources to do so. Employees may not wear or post campaign/political paraphernalia on Y premises or during working hours. It must also be made clear that any statements regarding public issues, candidates, or office holders are the opinion of the individual, not the Y.

### **Solicitation and Distribution**

Solicitation and distribution of literature by non-employees (including by members or volunteers) on Y property is prohibited.

Solicitation by employees on Y property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks.

Distribution of literature by employees on Y property is allowed only in nonworking areas and then only during nonworking time.

The above restrictions apply to solicitations on behalf of organizations, including charitable organizations, with the limited exception of campaigns in support of the Y or the United Way.

## **500. EMPLOYEE SAFETY**

### **Alcohol and Drugs Prohibited**

To protect youth, families, members, and staff, the use, sale, manufacture, or possession of alcohol or non-prescribed drugs is prohibited in any Y workplace including, but not limited to:

- any Y facility,
- property owned by the Y or used to run Y programs,
- YMCA rented, leased, or owned vehicles, or
- while conducting Y business.

An employee may not report to work under the influence of alcohol or non-prescribed drugs. Additionally, alcoholic beverages and non-prescribed drugs are not permitted in Y facilities or on Y property and Y funds may not be used to purchase alcohol. Employees using prescription drugs that may affect their job responsibilities (example, the use of drugs that induce feelings of sleepiness) should discuss the restrictions with their supervisor prior to their shift.

Treatment programs may be available through the medical insurance plans offered by the Y. Treatment programs may help individuals deal with an alcohol and/or drug problem before the problem affects performance and becomes a disciplinary issue. Employees with concerns regarding their own or another person's use of drugs or alcohol are encouraged to seek and obtain assistance from [a supervisor or the Human Resource Department].

All bus drivers and others with commercial drivers licenses ("CDLs") are enrolled in a federally mandated drug and alcohol testing program, which includes random testing. Employees who test positive for the presence of alcohol or drugs are subject to disciplinary action, up to and including termination of employment.

## **Background Checks**

All individuals seeking employment must consent to a criminal background check. Employment is contingent on the results. Convictions will be evaluated on a case-by-case basis. Applicants who fail to fully disclose their criminal convictions as required will not be hired or will be terminated if hired.

## **Bloodborne Pathogens**

The Y seeks to minimize the risk of exposure to blood-borne pathogens by periodically training employees who may encounter blood-borne pathogens in the course of their work. The Y subscribes to the concept of "universal precautions," which means that all employees are required to treat all human blood or other body fluids as if the substance were contagious (i.e., were contaminated by blood-borne pathogens). Universal precautions mean that you are expected to exercise work-practice controls and to use personal protective equipment, such as gloves for example, when necessary.

The Y has procedures for confidential medical evaluation and follow-up in the event an employee reports exposure to blood-borne pathogens. Should an exposure incident occur, immediately inform your supervisor. Each exposure must be documented on an incident report and submitted to your supervisor.

## **Building Security**

Because security and safety are always a priority for the Y, employees are expected to follow all procedures for ensuring the security of our facility, including the grounds. Effective security requires appropriate identification of everyone present at the Y.

After hours, no visitors or unauthorized persons are allowed in the building under any circumstances.

## **Chemical Hazard Communication**

The Y is committed to offering a safe and healthy workplace. Employees are trained in hazard awareness to ensure they are fully informed and aware of any chemical hazards in the workplace.

In your work at the Y, you may come in contact with hazardous material that you need to know how to handle. The Y makes available MSDS (Material Safety Data Sheets) for all products used at the facility. Your supervisor or business office can tell you the location of the MSDS sheets.

The directions of the MSDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc.) must be used as directed on the MSDS sheets. Please ask your supervisor where this equipment is stored, and how to use it, if you have not already been trained.

Any accidents pertaining to chemicals or hazardous materials should be reported immediately to your supervisor.

## **Child Abuse Prevention**

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Thus, child abuse, and the resulting severe effects, are of primary concern to the Y. Child abuse is the mistreatment or neglect of a child, by parent(s) or others, resulting in injury or harm. Because of our concern for the welfare of children, the Y has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, background checks are conducted upon hiring, and staff members who have contact with children receive training in recognizing, reporting, and preventing child abuse. Some of the guidelines for employees are as follows:

1. At no time during a Y program may a staff person be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them.

2. A child may not be left unsupervised.

3. Staff shall not abuse or mistreat children in any way, including

- a. physical abuse-striking, spanking, shaking, slapping, and so on;
- b. verbal abuse-humiliating, degrading, threatening, and so on;
- c. sexual abuse-touching or speaking inappropriately;
- d. mental abuse-shaming, withholding kindness, being cruel, and so on;  
and
- e. neglect-withholding food, water, or basic care.

No type of child abuse will be tolerated. Any abuse by a staff member will result in disciplinary action, up to and including termination of employment.

4. Staff members may not transport children in their own vehicles.

5. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.

6. Outside of the Y, staff members may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.

7. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.

8. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.

9. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.

10. Staff members may not date program participants who are under the age of 18.

11. Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (authorization on file with the Y).

12. Staff members are to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules to their supervisor or next level of supervision.

13. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.

14. Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.

15. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.

## **Employee Safety**

Employees are required to exercise the necessary precautions in the course of their work to prevent injuries to themselves or others and to prevent loss or damage to property. The following standards are expected of each employee:

- Immediately report any potentially unsafe condition to your supervisor.
- Maintain a clean and orderly work area at all times.
- Immediately report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem.
- Avoid engaging in any horseplay or distracting others.
- Adhere to all safety rules and work instructions.
- Only operate vehicles, machines, or equipment that you are authorized and trained to use.
- Wear required protective equipment when working in hazardous areas or conditions and when working with chemicals or potentially harmful substances.
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures.
- Follow proper lifting procedures at all times.
- Report any damaged or defective equipment or other unsafe condition to your supervisor promptly.

Safety is one of our Y's fundamental responsibilities. For this reason, we are committed to maintaining a standard of excellence that ensures continual improvement in health and safety performance. All activities will meet or exceed the requirements of applicable health and safety laws and regulations and other requirements defined by the Y's standards and procedures.

## **Operation of Vehicles**

Vehicles owned, operated, or under the control of the Y are to be used only for Y business purposes. No personal use is allowed.

You may drive a Y vehicle only if you are properly trained, licensed, and authorized to do so. While driving, you are required to drive in a safe and reliable manner and adhere to state

laws. When driving or riding in any Y vehicle or when driving your own vehicle on Y business, you and all passengers are required to use seat belts. Employees should never operate a vehicle under the influence of drugs or alcohol, including prescription and over-the-counter drugs that may affect their ability to safely operate a vehicle.

You may not use mobile communication devices (e.g., mobile phones) while driving a vehicle for the Y. If you need to contact someone, you are expected to safely park before doing so. This applies to making or receiving calls, texting, emailing, etc.

All violations received while operating a YMCA vehicle must be reported as soon as possible but no later than 24 hours after receipt of violation.

### **Smoke-Free Workplace**

Because the Y is committed to promoting healthy living, all facilities, programs, vehicles and property are smoke-free. Smoking is prohibited when involved in any YMCA activity.

### **Workplace Searches**

The Y provides its employees with the use of various properties and facilities for their convenience and which are necessary in the performance of their work. The Y owns and at all times retains full title and control, including the right of inspection, over such properties, vehicles, or facilities.

To the extent allowed by law, the Y reserves the right to inspect all Y furniture and furnishings such as desks, filing cabinets, lockers, and drawers. Whenever necessary, the Y will conduct the inspection in the presence of the employee working at that particular location. However, in emergencies or other circumstances determined by management, the Y reserves the right to conduct an inspection without the presence of the employee involved. A refusal to permit a search requested by Y management may result in disciplinary action, up to and including termination of employment.

### **Workplace Violence**

The Y seeks to provide a safe, secure and violence-free environment for all. This applies to Y facilities and all other places where the Y provides programs and activities. The threat or occurrence of violence in the Y is in direct conflict with the Y's mission and values and will not be tolerated.

Examples of unacceptable behavior include the following:

- Acts of physical violence such as hitting, slapping, kicking or punching
- Acts that threaten physical violence
- Acts of intimidation, stalking, horseplay, verbal abuse or harassment
- Behavior indicating potential for violence, including throwing objects, brandishing weapons, or using any tool, supply, product or other item in a manner that implies it is a weapon
- Acts that endanger the safety of others
- Acts of destruction of property or any substantial threat to destroy property

If an employee is harmed or in fear of imminent harm, he or she should immediately contact law enforcement.

All employees are responsible for helping to maintain a violence-free environment and, therefore, are required to promptly and accurately report concerns, threats and incidents of violence, whether or not physical injury has occurred. Reports should be made to [position title]. As a part of its investigation and corrective measures, the Y may need to coordinate its efforts with law enforcement agencies.

Reports of incidents of violence, threatened violence or violations of this policy will be promptly investigated and, following that investigation, appropriate corrective measures will be taken. Depending on the circumstances, interim corrective measures may be taken before the investigation is completed. Reasonable measures will be taken to preserve the confidentiality of persons reporting possible violations of this policy. The Y prohibits retaliation against anyone who makes a report.

## **600. EMPLOYEE COMMUNICATION**

### **Cell Phone Assignment/ Reimbursement**

#### Assignment of Y-Owned Cell Phones

The Y will consider assigning a Y-owned cell phone when your job requires you to be accessible outside of scheduled or normal working hours and/or outside of Y facilities or program space that does not have access to a phone. Y-provided cell phones are intended for official Frank P. Phillips Memorial YMCA business and, therefore, the Y expects you to exercise prudent judgment in keeping personal calls to a minimum. When an employee leaves employment or changes positions, the Y cell phone is to be returned to the Y immediately.

#### Reimbursement of Personal Cell Phone Costs

In cases when the Y determines that a cell phone is needed but usage is expected to be low, your personal cell phone may be used and the Y will provide a modest monthly amount through payroll to reimburse you for the business-related portion of your monthly cell phone costs. In such situations, you should understand that your personal phone number may be published for business use.

Reimbursements will end when an employee changes jobs or leaves employment.

### **Electronic Communication Systems**

The Y provides a variety of electronic communication systems for use in carrying out its business, including telephones, cellular phones, voicemail, e-mail, computer stations, networks, and other devices. The purpose of these systems is to facilitate operations and business communication. All information and communications transmitted by, received from, or stored in these systems are the property of the Y and the Y reserves the right to access all of these systems at any time without advance notice. An employee's improper use of Y electronic communication systems can waste time and resources, cause embarrassment for both the Y and its employees, and create potential legal liability.

Employees should have no expectation of privacy or confidentiality with respect to use of the Y's electronic communication systems.

Employees may not use the Y's systems to conduct personal business or non-work-related tasks, and employees should not maintain personal files on the Y's electronic communication systems. The Y maintains the right to monitor and access its electronic communications systems including, but not limited to, all messages and communications sent or received on the systems, and all files or documents on the systems, at any time without notice to employees.

Employees who use Y computers to perform their job functions may not install software or additional hardware onto such computers or the Y network without first receiving the express written authorization to do so from the Business Manager or CEO.

The electronic communication systems may not be used to create any offensive, profane, threatening, discriminatory, or disruptive messages, communications, or materials. This includes, for example, messages, communications, or materials that are sexually oriented, racially derogatory, those that depict pornography or nudity, or any other content that could reasonably be construed as offensive to other employees.

The electronic communication systems may not be used to send or receive copyrighted materials, trade secrets, proprietary information, financial information, or similar materials without prior authorization from a member of management.

Employees may not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages, files, or other electronic information without the employee's permission or permission from a supervisor.

### **Electronic Communication with Youth Participants**

The Y takes very seriously its obligation to protect children. Y staff should not have contact or communication with minors (under age 18) who participate in Y programs outside of Y work time. With today's electronic communication options (e-mail, text messages, blogging, social networking sites) it is more important than ever that all employees understand the Y's policy on such contact or communication in order to protect youth and staff. For purposes of this policy, a "youth" is anyone under eighteen (18) years of age who participates in Y programs or whom a Y employee has met through Y programs.

- Employees should not initiate personal phone calls with or receive personal phone calls from youth. A call is considered "personal" if it does not involve both a Y phone and Y-specific subject matter. When employees receive calls from youth on non-Y phones and/or regarding a non-Y subject, this must be immediately reported to a supervisor.
- Text messaging or other electronic communication with youth is not permitted. If an employee receives a text message from a youth, a supervisor must immediately be made aware.
- Employees must not share any personal e-mail addresses or instant message names or nicknames with youth. Employees should not initiate or respond to e-mail or instant messages from youth while using any personal (non-Y) connection to the Internet.

- Use of social networking sites to communicate with youth is only permitted if done through a Y-sponsored or approved site. No personal blog or social networking site should be used. Any website or blog maintained by an employee should not have pictures of or make reference to any youth, and employees should not request or accept to be linked as “friends” or connections with youth via social networking sites.
- Communication between employees and youth should only be through Y e-mail accounts and phones, and any such communication with youth should be immediately reported to the employee’s supervisor.

Employees violating this policy or using electronic communication systems improperly are subject to disciplinary action, up to and including termination of employment. Employees using Y electronic communication systems for defamatory, illegal, or fraudulent purposes also are subject to potential civil liability and/or criminal prosecution.

### **Employee Complaints**

The Y has an open communications policy and welcomes any suggestions, questions, or concerns about your job, your working conditions, or the treatment you are receiving as an employee. Your suggestions for improving the Y are always welcome. Your questions and concerns are also of interest to management.

To utilize the open communication policy regarding concerns, problems, or complaints, we ask that you communicate first to your supervisor, following the steps below. Note that your confidentiality will be maintained to the extent possible.

1. Bring your concern to the attention of your immediate supervisor, who will investigate and provide a solution or explanation. If the problem is not, or you believe cannot be, resolved with your supervisor, you may ask the next level of supervision to review the problem with all appropriate parties. It is preferable to put your concerns in writing.
2. If the problem is still not resolved, you may refer it to the next level of supervision or the Human Resource Department.
3. If a complaint is not resolved through the previous steps, you may take it to Executive Director, who will work to resolve the matter. The decision of this individual regarding the resolution of the complaint is final and cannot be appealed.

### **Media Relations**

Communication with members of the media is managed through the Executive Director or Marketing Director, which manages contacts with all media, including television, radio, newspapers, and other publications. In an emergency communications situation, or any time when a media representative requests information directly from you, you are expected to consult the Executive Director or Marketing Director for counsel and support.

### **Personal Phone Calls**

If your position involves providing direct service to members and/or participants, you are not permitted to use your personal mobile communication device(s) while working. If you have an emergency situation that requires you to use your mobile device, you must notify

your supervisor before taking or making the call or text so that you can be relieved from your duties to attend to the situation. Phones are to be silenced or on vibrate while working.

You may not use mobile communication devices (e.g., cell phones) while driving a vehicle for the Y. If you need to contact someone, you are expected to safely park before doing so. This applies to making or receiving calls, texting, emailing, etc.

## **Social Media**

The Y recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers. In order to protect the Y, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

Many Y employees maintain individual pages on social media sites and/or use other online communication tools to connect and communicate for personal purposes. While the Y does not mean to interfere with anyone's private life, the Y also realizes that publicly observable communications, actions, or words are not private. Individuals' online activities are accessible to the community at large; therefore, all of a Y employee's online activities must be consistent with the Frank P. Phillips Memorial YMCA's mission and values.

Accordingly, the following guidelines must be followed by all employees when using social media or other online communication tools:

The use of photos, video, or images of the Y or its programs, members, or participants is prohibited. Use of the Y logo is prohibited. If an employee uses the Y name (including names of camps or other programs) in any such communication, they should be especially careful to support the Y's image and mission while making it clear that they are speaking for themselves and not on behalf of the Y. Employees must also keep in mind that they may not post an endorsement of Y programs without disclosing their employment relationship with the Y.

Staff should recognize that they are personally responsible for the content they publish on social media sites. Employees may be subject to discipline for online commentary, content, or images that are defamatory, pornographic, harassing, or otherwise inappropriate. Examples of inappropriate content include, but are not limited to, references to or photos of alcohol or illegal substance use; disclosure of confidential information about other people; and posting false, disparaging, or inappropriate information about other people.

When using social media, employees should keep in mind that other policies apply to its use, including, for example, the Y's policies on confidentiality, preventing child abuse, and use of electronic communications systems. Employees who violate Y policies are subject to disciplinary action, up to and including termination of employment.

Accessing any social media site or online communication tool for personal purposes while at work is strictly prohibited. This includes accessing pages via office computer, laptop, mobile phone, or in any other way.

## **Whistleblower**

The Y is committed to the highest ethical standards and to providing the best possible working conditions. Y employees are encouraged to report orally or in writing to their immediate supervisor (or an alternate line of authority as described below) any evidence of activity by a Y department, employee, member, or board member that may constitute

- instances of fraud,
- unethical business conduct,
- violations of state or federal law, or
- substantial and specific danger to an employee's or the public's health and safety.

Any Y employee who in "good faith" reports such incidents as described above, will be protected from threats of retaliation, discharge, or other types of discrimination including, but not limited to, loss of compensation or terms and conditions of employment that are directly related to the disclosure of such reports. In addition, no employee may be adversely affected because s/he refused to carry out a directive that, in fact, constitutes fraud or is a violation of state or federal law.

Any employee who wants to report evidence of alleged improper activity, as described above, should contact his/her supervisor or the supervisor's manager. If the employee is not satisfied with the supervisor's or manager's response, or is uncomfortable for any reason addressing such concerns to their supervisor or their supervisor's manager, the employee is encouraged to mail their report to a member of the Y's executive management team (i.e., CEO, CFO, human resources officer, etc.) or its Audit or Finance committee chair. Reports should be mailed to 602 2<sup>nd</sup> Avenue North, Columbus, Ms 39701.

Employees are encouraged to provide as much specific information as possible, including names, dates, places, events that took place, and the employee's perception of why the incident(s) may be a violation. Violations or suspected violations may be submitted on a confidential basis by the employee or may be submitted anonymously.

The employee submitting the report is encouraged to include an address and telephone number where s/he may be contacted. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The employee will receive a reply in compliance with the law.

Employees with concerns that are unrelated to fraud, unethical business conduct, or possible legal violations or that do not pose substantial and specific danger to anyone should use regular channels for making a complaint, as described under Employee Complaints in section 600.

Retaliation against any individual who makes such a bona fide report is prohibited.

## 700. TRAINING AND DEVELOPMENT

### Individual Training and Development

The Y strongly encourages all employees to seek out and engage in activities that help them grow in their YMCA careers. As an expression of our mission, the Y supports the professional development of staff in a variety of ways.

Individual career development is provided through:

- On-the-job training and experiences such as committee work, stretch assignments and networking activities,
- Supervisory coaching, mentoring and other guidance, and;
- Opportunities to participate in Y and non-Y conferences and training events.

Each employee is encouraged to work with his or her supervisor to create an individual training and development plan. This should be a written plan that serves as a general guide for participation in training and development activities, subject to budgetary and other considerations.

To help develop cause-driven leadership at all staff levels across the Y, YMCA of the USA has created a Leadership Competency Model that we use to guide our efforts. The model comprises the knowledge, skills and behaviors required for success in the Y. It is organized by the four disciplines of cause-driven leadership:

- Mission Advancement
- Collaboration
- Operational Effectiveness
- Personal Growth

The Leadership Competency Model is also organized into four leadership levels:

- Leader: Any staff member without supervisory responsibility performing a direct service to members; an individual contributor.
- Team Leader: Any staff member performing supervisory duties with direct reports; or who regularly leads teams of staff or volunteers; or who regularly leads a process, project or function with significant scope and potential impact.
- Multi-Team or Branch Leader: Any staff member managing multiple team leaders and/or supervisors representing multiple departments; or who regularly leads multiple teams of staff or volunteers; or who provides tactical and operational leadership to multiple teams with in a Y branch or association office; or who regularly leads multiple processes, projects or functions with significant scope and potential impact.
- Organizational Leader: Any staff member who provides strategic and visionary leadership to the organization.

For more information about the Y's Leadership Competency Model, please speak with your supervisor or visit the Leadership Development section of Exchange.

### Performance Appraisals

Performance appraisals are a key part of the Frank P. Phillips Memorial YMCA's performance management process and are usually conducted once a year. This process typically includes informal and formal feedback sessions during the year to foster dialogue, shared understanding, and increased effectiveness.

## **Required Training and Certifications**

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, first aid, driver training, and other topics. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If your required certifications expire, you may not be allowed to work until you re-certify. You may also be subject to disciplinary action, including termination of your employment.

## **800. EMPLOYEE BENEFITS**

### **Benefits Eligibility**

Employee benefits represent a significant part of a staff member's compensation package. Benefits help provide security and protection against stresses that otherwise disrupt the individual employee's work and family life.

Completion of 90 days of employment as a full-time employee, you are eligible to participate in the benefit plans offered to employees of the Y. Information detailing these benefits is available by the Business Manager. Eligibility and enrollment are subject to the terms, conditions, restrictions, and other requirements set out in the plan documents available from your Business Manager. Benefits may be modified or terminated at the discretion of the YMCA. This handbook outlines current YMCA benefits but is subject to change without notice. In the event of any discrepancy between the description in the handbook and each benefit document, the applicable benefit document shall prevail. This description of benefits does not create a contract for benefits. If you have questions about current eligibility requirements or other provisions of the plan, please contact Business Manager.

Premiums are deducted from your pay on a pretax basis.

### **COBRA (Continuation of Health Care Benefits)**

Federal law provides for continuation of health benefits for employees or dependents who lose their health coverage. This temporary extension provides eligible employees/dependents continuation of benefits on a private-pay basis (group rate plus a 2% administrative fee) for up to 18 months. In some circumstances, this benefit can be continued for 26 weeks. Qualifying events include, but are not limited to, employees who leave the Y or are terminated (except for gross misconduct), employees who lose coverage due to reduction of hours, or circumstances in which covered dependents lose coverage.

The Y will provide the necessary paperwork that fully explains rights and requirements. There is a 60-day period in which the employee/dependents must make a decision. If an employee elects not to continue coverage or fails to make an election within the 60-day period, insurance will end which is typically the last day of the month in which the qualifying event occurs. Once someone qualifies for another insurance plan, this benefit will end.

### **Health Insurance**

The Y provides medical insurance plans for eligible employees and their eligible dependents. The Y and its employees share the cost of the insurance.

Insurance coverage is effective the first of the month following 90 days of continuous employment. Written material related to benefits is provided to benefits-eligible employees during their first week of work. Terms of coverage under each benefit plan are defined by the governing plan document.

## **Holidays**

The YMCA does not recognize all national holidays as paid time off due to the nature of our community services during those times. Frank P. Phillips Memorial YMCA grants only the holidays whereupon the YMCA facility is closed to the public for services, as paid time off for full time or salaried employee's. The observed holidays are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## **Membership and Program Benefits**

You are encouraged to fully participate in Y programs, classes, and activities; however, all employees are expected to defer to members during peak hours for classes and equipment use.

If you are a full-time employee, you and your immediate family receive a Y membership, for as long as you remain a full-time employee. For the purposes of this benefit, "immediate family" is considered to be spouse and children under the age of 23 living at home. If you (or your family member) wish to enroll in a program, you may register for the program at 50% of the regular fee, or pay the direct costs, whichever is more. Child care is not included in this benefit.

Retired full-time employees may retain their memberships on the same basis as during their employment. In all other circumstances, when employees leave the employment of the Y, they begin paying regular rates for membership and programs.

## **Retirement Benefits**

The YMCA Retirement Fund was incorporated in New York in 1921 and is a 501(c)(3) not-for-profit corporation, organized and operated for the purpose of providing retirement and other benefits for employees of participating Y's throughout the United States.

The Fund sponsors the Retirement Plan, which is a defined contribution, money purchase, church pension plan intended to satisfy the qualification requirements of Section 401(a) of the Internal Revenue Code. The Fund also sponsors the Tax-Deferred Savings Plan, which is a church retirement income account plan as defined in Code Section 403(b)(9).

For the most up-to-date information about the plans sponsored by the Fund, visit their website at [www.yretirement.org](http://www.yretirement.org). You will find the latest Fund news, frequently asked questions, quarterly investment and performance results, forms, and publications.

Contact the Fund's Customer Service Department at (800) RET YMCA (800 738 9622), or via email at [info@ymca.org](mailto:info@ymca.org).

#### Retirement Plan

As a condition of employment, all Frank P. Phillips Memorial YMCA employees who meet eligibility requirements are enrolled in the Retirement Plan.

Interpretations, definitions, and requirements related to this Plan are determined by the Retirement Fund's board of trustees, and each participating Y administers the Plan locally.

In order to be eligible, employees must be 21 years of age or older and complete two 12-month periods of Y service, working at least 1,000 hours in each, beginning with the date of hire. The two years do not have to be consecutive. All hours of Y service count toward eligibility, even in cases where the employee is under age 21 or works at multiple participating Y's. Employees meeting these qualifications are automatically enrolled and immediately vested. If an employee was previously enrolled by the Frank P. Phillips Memorial YMCA or another Y that participates in the YMCA Retirement Fund, he/she is immediately eligible for enrollment in the Plan.

The Frank P. Phillips Memorial YMCA contributes on behalf of each eligible employee an amount equal to 8% of his/her compensation. In addition, each eligible employee is required to contribute an amount equal to 0% of his/her compensation. The Y reserves the right to amend its participation in the Plan at any time within the terms and conditions set by the Y, the Plan, and the YMCA Retirement Fund. The Fund may amend the Plan at any time, and it may also be amended at any time to conform to applicable federal law.

#### Tax-Deferred Savings Plan

Since the Frank P. Phillips Memorial YMCA and its eligible employees together contribute 8% to the Retirement Plan, each employee is encouraged to make additional voluntary contributions to the Tax-Deferred Savings Plan in order to achieve at least 15% total retirement savings, a goal recommended by many financial planners. Employees not yet eligible for the Retirement Plan are encouraged to save 15% on their own each year while they await eligibility.

Opening a 403(b) Smart Account in the Tax-Deferred Savings Plan allows employees to save these additional pre-tax amounts through payroll deduction. This account is available to all employees of Frank P. Phillips Memorial YMCA, regardless of age, service, or number of hours worked. Contributions are subject to certain limitations under federal law.

Employees can also roll over money from eligible employer plans or IRAs into a Rollover Account in the Tax-Deferred Savings Plan.

Any employee interested in opening a 403(b) Smart Account, or rolling in eligible amounts to the Tax-Deferred Savings Plan, should contact the Frank P. Phillips Memorial YMCA Business Manager.

If any inconsistencies arise between this material and the Retirement Fund Plan Documents, the language in the official Plan Documents will govern.

## **Sick Leave**

In an effort to minimize the economic hardship that may result from an illness or injury or from time away for medical appointments, full-time employees accrue sick leave.

Full-time employees accrue sick leave at the rate of one day per month up to a maximum of not more than 60 work days. Once the maximum sick-leave accrual is reached, additional time is not accrued. Sick days that have been accrued and not used will not be paid upon termination of employment.

Employees do not accrue sick-leave benefits during any leave of absence or during their first three months of employment.

The Y may require you to provide a statement from your health care provider any time you are absent due to illness. Further, if you have a medical problem that could limit your work duties or hours, you may be asked to provide a statement from your medical provider detailing the restriction, which should include the length of time the restrictions are to remain in place.

Sick-leave benefits are designed to be used for absences due to your own illness or injury. You may also use sick leave to care for an ill or injured member of your family living in your household. Sick leave may also be used for your own or your dependents' health appointments.

## **Social Security and Medicare**

All employees of the Y participate in the Federal Income Contributions Act (FICA) for social security income benefits. The Y and the employee finance the cost of this benefit equally through payroll tax deductions.

## **Unemployment**

The Y complies with state laws governing unemployment benefits. Unemployment is designed to provide security for those persons unemployed through no fault of their own. Information regarding claims procedures is available through the state's website at <http://unemploymentapply.com/MS.html>.

## **Vacation**

The Frank P. Phillips Memorial YMCA paid vacation policy for full time employees is as follows:

- Vacation eligibility begins January 1<sup>st</sup> after employment date and after employee 90-day probation period is up.  
**\*Example:** March 1<sup>st</sup>, 2016 Employment Date would be eligible for vacation day January 1<sup>st</sup>, 2017. Employees hired December 1<sup>st</sup>, 2016 would be eligible March 1<sup>st</sup>, 2017 for vacation days.

- At first January 1<sup>st</sup> anniversary date, 5 vacation days are eligible
- At second January 1<sup>st</sup> anniversary date, 10 vacation days are eligible.
- At seventh January 1<sup>st</sup> anniversary dates, 15 vacation days are eligible.

The year begins on January 1 after they have been employed. Vacation days do not accrue.

\*\*\* If a Frank P. Phillips Memorial YMCA employee is terminated you will be paid for vacation days that have been properly earned until such time. If however, the employee resigns, no PTO days are included in last payment.\*\*\*

In the case of a part time YMCA employee becoming a full time employee, his/her calendar years worked will be divided in half to determine vacation day eligibility.

**\*Example:** If an employee worked part time for 10 years prior to full time employment, he/she will be granted five years worth of vacation days.

Employees must submit vacation requests to their supervisor.

### **Personal Days**

Since the Frank P. Phillips Memorial YMCA is proactively focused on health and wellness for our members and community, we also strongly value the spiritual, mental, and physical health of our employees. Personal days are encouraged to be used for increasing health in spirit, mind, and or body. These days are rewarded to staff who have demonstrated commitment to the organization by remaining employed with full time status for 5 actual consecutive years or more. Once an employee attains 5 consecutive full years of employment, that employee receives an additional 2 personal days of paid time off.

### **Workers Compensation**

The Y contributes to the state workers' compensation fund, as required by law.

As a self-insured employer, the Y covers you for the hazards of occupational accidents and on-the-job illnesses through workers' compensation.

If you sustain an injury/illness while performing your job duties, workers' compensation may cover the cost of treatment and provide compensation for lost time. You should notify your supervisor about any on-the-job illness or injury immediately and complete necessary documentation. The determination about whether an illness/injury is compensable through workers' compensation is made by Mississippi Workers' Compensation Commission.

## **900. EMPLOYEE LEAVE BENEFITS**

### **Bereavement Leave**

Paid time off is available for full-time employees in the event of the death of a family member or household member. The Y provides full-time employees up to three days off

with pay, with the supervisor's approval, upon the death of an employee's spouse/domestic partner; member of the employee's or spouse/partner's immediate family (for example, child, grandchild, parent, grandparent, brother or sister); or household member. Bereavement leave may be taken only at or immediately following the time of death.

### **Family and Medical Leave Act [include only if your Y is subject to FMLA]**

The Y strives to support the family and medical needs of employees and will grant family and medical leave in accordance with the requirements of applicable state and federal law, including the Family and Medical Leave Act (FMLA). Please contact your supervisor and Business Manager as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions:

To be eligible for family and medical leave benefits, an employee must

- Have worked for the Y for a total of at least 12 months (may be non-consecutive)
- Have worked a total of at least 1,250 hours during the previous 12 months; and
- Have worked at a location where at least 50 employees are employed by the Y within 75 miles.

Eligible employees may receive up to a total of 12 work weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period. A 12-month period begins on the date of an employee's first use of federal family and medical leave. Successive 12-month periods commence on the date of an employee's first use of such leave, after the preceding 12-month period has ended.

Leave may be used for one or more of the following reasons:

- The birth of a child or placement of a child for adoption or foster care
- The care of an immediate family member (spouse, child, or parent) with a serious health condition
- Inability to work because of his/her own serious health condition
- Qualifying exigency leave for families of members of the National Guard or Reserves or a regular component of the Armed Services, when the covered military member is on covered active duty or called to covered active duty
- Military caregiver leave to care for an injured or ill service member or veteran

Under some circumstances, employees may take family and medical leave intermittently, which may mean taking leave in blocks of time or reducing their normal weekly or daily work schedule.

Within five (5) business days after the employee has submitted the appropriate certification form, the Business Manager will send a notification and response to the employee.

Employees seeking to use family or medical leave may be required to provide one or more of the following:

- Thirty day's advance notice when the need for the leave is foreseeable.
- Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).

- Periodic recertification.
- Periodic reports during the leave when the leave is needed to care for an immediate family member or the employee.
- To return to work, a fitness-for-duty report may be required, if the leave is due to the employee's medical situation.

When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Y's operation.

Family and medical leave is unpaid; however, the Y requires an employee to use accrued sick and/or vacation time, prior to taking time without pay. The use of sick leave or vacation will not extend the length of the leave to which the employee is otherwise entitled.

The Y will continue to pay its share of an employee's health insurance premiums for up to a maximum of 12 work weeks, on the same terms as if the employee had continued to work. The employee will be responsible for making arrangements to pay his or her portion of the insurance. Premiums not paid will result in a termination of benefits. In some instances, the Y may recover premiums it paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

Under most circumstances, upon return from family and medical leave, an employee will be reinstated to his or her previous position. However, an employee returning from a family and medical leave has no greater right to reinstatement than if the employee had been continuously employed. For example, if an employee's position is eliminated during the leave, the employee would not be entitled to reinstatement. An employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

### **Jury Duty**

It is a moral and civic obligation for all persons to serve jury duty when called. You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. Any exempt [and full-time hourly] employee serving jury duty during regularly scheduled workdays will receive full compensation for such days.

The Y does not compensate hourly employees for jury duty service. If you are summoned, you may take the time unpaid or utilize your earned benefit personal, vacation time.

Employees may keep/return to the Y what they earned as pay for their jury duty service.

### **Medical Leave**

If you do not qualify for a leave of absence under the FMLA (Family and Medical Leave Act), you may request a medical leave for absences due to your own illness or injury; however, the Y cannot guarantee that it will have a position available to which you can return. Employees are required to use their available vacation time/sick time/paid time off (PTO) during the absence prior to taking time without pay. Medical certification of the necessity for leave is required, and upon return, a fitness for duty report may be required.

## **Military Leave**

If you are called or recalled for active duty, an official leave of absence without pay and with continuation of benefits will be granted. Re-employment rights shall correspond with those provided by federal and state regulations.

If you are completing your compulsory military training by service in the active reserves of the United States Armed Forces, you may use your earned vacation time for such training.

## **Other Leave**

Employees who have had a minimum of one year of continuous employment may be considered for a leave of absence (without pay and benefits) for a maximum of six months for circumstances such as personal reasons, education, or other unusual situations. The Y does not guarantee that it will hold a position; however, employees may reapply for open positions at the conclusion of their leave.

A leave is generally described as an absence from work, which may be short term or extended. Leave time is unpaid; however, available vacation time/sick time/paid time off (PTO) must be used during the absence prior to taking time without pay. During the unpaid portion of the leave, holidays are unpaid, and additional vacation time/sick time/PTO does not accrue.

All leave requests should be made in writing at least 30 days in advance of the date the leave begins, except in true emergency situations. Leave requests are initially submitted to the supervisor, who will consult with Business Manager.

Employees generally may not work for themselves or another employer while on leave or the leave will be terminated by the Y. Exceptions must be approved in advance by Business Manager.

During leave, employees may be able to continue health benefits under COBRA provisions. If employees discontinue benefits coverage while on leave, they must meet eligibility and coverage terms set by insurance carriers upon return.

Inquiries about leaves should be directed to both employees' supervisors and to Business Manager.