

The Family YMCA

Employment Handbook



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

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Revision History		
8-27-20	V1.0	Complete Update of Existing Handbook – Initial Version

INTRODUCTION TO THE HANDBOOK

The name of our organization is The Family YMCA; in this document we will be referred to as the Y.

Purpose

This Handbook aspires to guide personnel administration decisions in a manner that is equitable to employees and in accordance with the YMCA’s objectives. **This Handbook does not constitute, or reflect the terms of, an employment contract.** All employees of the Y are employed at-will.

Administration

The Board of Directors (BOD) of the Y employs the Chief Executive Officer (CEO), to whom it delegates all authority and responsibility for the overall administration and interpretation of this adopted Handbook. The direct administration of the Handbook, the policies and principles set forth herein, and the supervision of staff are sole responsibilities of the CEO. These responsibilities may also be delegated to designated representative(s), where appropriate. The CEO consults with, and requests approval from the Executive Committee or the BOD, when necessary or appropriate.

Policies set forth in this Handbook do not create, or reflect the terms of a contract, nor are they to be construed to constitute contractual obligations of any kind of a contract of employment between the Y and any of its employees. The provisions of the Handbook have been developed at the discretion of management and may be amended or canceled at any time at the sole discretion of the BOD.

Interpretation

All matters pertaining to the interpretation of this Handbook and the policies and principles set forth herein are referred to the CEO, CVO or designated representative(s).

Review

This Handbook will be reviewed at least every two years but may be changed at any time upon approval of the Y’s BOD. It does not preempt or replace applicable laws. This Handbook supersedes and replaces all previous handbooks of our organization. Employees will be provided access to copies of any subsequent revisions. Any revisions to this handbook may require a new acknowledgement to be signed by staff.

Scope of Coverage

All employees (including exempt, non-exempt, full-time, part-time, instructors, temporary, and seasonal) of the Y are covered by this Handbook as it pertains to them and are subject to all policies established by the BOD.

Changes in the Handbook

Since this employee handbook is based on the Y's operational policies and procedures, policies and procedures required by federal and state statutes, and present employee fringe benefits programs, all of which are subject to change, so also must this handbook be subject to change. Any changes to this handbook must be approved by the Y’s BOD.



SECTION 100. INTRODUCTION TO THE FAMILY YMCA

100.1 WELCOME TO THE Y!

We are pleased to provide you with this Employment Handbook which is a compilation of the employment policies, procedures, rules and regulations of the Y which govern all employees. It has been prepared for informational purposes to help provide for orderly and efficient operations which result in the achievement of the purpose and goals of the Y.

This Handbook covers all employees of the Y and should be considered a guide. Changes in legislation, business conditions, administrating policies or other such factors may require management to change policies outlined in the Handbook without notice. While the Handbook will be updated whenever possible, please contact your supervisor/manager or Human Resources (HR) if any questions arise. This Handbook is a guide and is not an employment contract.

The Y's core values guide our everyday decisions and actions. We expect everyone involved with the Y to accept and demonstrate our core values.

Caring is accepting others. It is being compassionate, generous, sensitive and thoughtful.

Honesty is shown through integrity, fairness and sincerity in words and deeds. It is being trustworthy and trustful.

Respect is acknowledging the inherent worth in oneself and others. It is treating others fairly and justly.

Responsibility is being accountable for one's behavior, obligations and actions. It is doing what is right.

As a Y employee, these values should guide you in every decision you make, in every word you speak, every behavior and action toward those with whom you come in contact.

100.2 At-Will Policy

New Mexico is an "At-Will" state. This means that employment with the Y is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Y may terminate the employment relationship at will at any time, with or without notice or cause, subject to the provisions of applicable federal or state law.

100.3 Introduction

The goal of the Y's HR Department and its management staff is to consistently recruit, develop, motivate, reward and retain the most competent employees possible in aiding the Y's achievement of its mission and values. We strive to build character by incorporating our mission and values into all of our activities, interactions and decisions.

100.4 Mission, Values, Vision, Focus

Our Mission: To build individual, family and community strength by focusing on youth development, healthy living and social responsibility.

Our Values: Caring, honesty, respect and responsibility will guide all interactions and decisions.

Our Vision: The Family YMCA will be the regional leader in strengthening communities through Youth Development, Healthy Living and Social Responsibility programs and initiatives.

Impact: To serve and nurture the potential of individuals of all ages and abilities, improve our community's health and well-being; provide opportunities to give back, and help neighbors in need.

Inclusion and Engagement: To ensure everyone feels welcome at the Y, has equitable access to programs and services, and has opportunities to build meaningful relationships with other members, staff and volunteers at all levels.

Our Focus is:

- **FOR YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen.
- **FOR HEALTHY LIVING:** Improving the nation's health and well-being.
- **FOR SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors.

100.5 Statement of Corporate Goals

The primary goals of the Y are:

- To provide quality wellness and community programs that anticipate and meet community needs and that sustain personnel, equipment, and facilities;
- To provide training and development for staff and volunteers;
- To maintain financial strength;
- To upgrade facilities and support systems so that we can continually improve the quality and safety of our services.

Staff and Board work together to establish annual objectives that connect to our goals and Strategic Plan. You may find the most recent Strategic Plan on our website: www.laymca.org.

In order to fulfill these and other objectives, we as employees must all:

- Know our jobs and perform them consistently to the best of our ability;
- Accept the responsibilities of our jobs, and assume accountability for the results;
- Be willing to accept new ideas and techniques that are geared to improve the quality of life in our community, and the processes and systems within our organization on which our very working careers are so dependent; and
- Work together as a team. Management (defined as the BOD and the CEO) must communicate with employees and employees must communicate with management.

An Organizational Chart is available on ADP's (Automated Data Processing) home page: www.portal.adp.com. Please become familiar with the structure of our Y.

SECTION 200. EMPLOYMENT PRACTICES

200.1 Employment Mission

The Y selects applicants who meet the necessary standards of educational and occupational qualifications; who can effectively advance the objectives of the Y; who have the capacity for personal and professional growth; and who can become a viable part of the organization. All employment practices shall be consistent with applicable laws and other acts and regulations which control the employment relationship. As we serve the needs of our community, all employees should possess a cooperative spirit and hold the goodwill of their associates, the members they serve, and the public at large.

200.2 Dating or Fraternizing Policy

The Y strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is essential for effective business operations. Although this policy does not prevent the development of friendships or relationships between co-workers, it does require the establishment of professional conduct and business appropriate boundaries during working hours and within the work environment.

Socialization or associating with program participants who are under the age of 18 outside of Y activities (such as baby-sitting, private lessons, etc.) requires a permission form signed by a Y program supervisor, CEO, and parent(s).

200.3 Employment of Relatives or Near Relatives (Spouse, domestic partner, parent, child, sibling, step-relative, or in-law)

The Y may hire qualified relatives or near relatives of employees as long as the employment does not create a real or apparent conflict of interest. Relatives or near relatives are not permitted to work together in a manager-subordinate relationship or in a position where an employee could influence the hiring, career development, career advancement, performance rating, or pay rate of a relative or near relative. Employees who are or become engaged or married to another employee at the Y may not remain employed if one is in a supervisory position to the other. If this situation occurs, a position may be offered to one spouse in another department, if available and the employee is qualified. Hiring of relatives or near relatives of management staff must be pre-approved by the CEO in writing in advance of any offer.

200.4 Americans with Disabilities Act

The Y is committed to complying fully with the Americans with Disabilities Act (ADA) and state law concerning the employment rights of qualified persons with disabilities. It is the policy of the Y to conduct all employment practices and activities on a non-discriminatory basis. The Y prohibits discrimination against qualified individuals with disabilities in the job application process, hiring, advancement, seniority, discharge, compensation, job training, and in all other terms, conditions and privileges of employment.

Consistent with this policy of nondiscrimination, the Y will make reasonable accommodation to the known physical or mental disabilities of qualified applicants or staff members to the extent necessary to enable the applicant or staff member to perform the essential functions of the position held or sought, unless the accommodation imposes an undue hardship on the Y. This policy works to ensure equal opportunity in the application process and to enable staff members with disabilities to enjoy equal benefits and privileges of employment. The Y will not place persons in jobs in which they pose a direct threat to themselves or others.

The Y encourages individuals with disabilities to request needed reasonable accommodations.

Procedure for Requesting an Accommodation

Staff members with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should complete a Reasonable Accommodation Request Form available from HR. Upon receipt of an accommodation request, the staff member requesting such accommodation, a member of HR, and the staff member's supervisor will meet to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Y might make to help overcome those limitations.

200.5 Employee Volunteering Policy

Non-exempt employees may not volunteer their time to the Y in their own or a similar position. An employee may volunteer his or her time in a different capacity with pre-approval from their direct supervisor; for instance, an office employee may volunteer time to coach a youth sports team.

200.6 Expenses and Allowances

Appropriate expenses incurred while on approved Y business will be reimbursed in accordance with the Y accounting procedures set in the Y's Business Guide. See the Business Guide for more details.

200.7 Equal Employment Opportunity (EEO) Statement

The policy of The Family YMCA is to comply with all federal and/or state laws regarding Equal Employment as they relate to employees and applicants for employment with The Family YMCA. Accordingly, The Family YMCA is committed to:

- Ensuring that all personnel decisions for all job classifications are made without regard to gender, gender identity, sexual orientation, religion, age, marital status, citizenship, national origin, ethnic identity, veteran status, disability or any other status protected by law.
- Analyzing personnel actions periodically to ensure equal employment opportunities do exist.
- Ensuring equal access to professional development, through training.

200.8 Other Employment (Moonlighting)

Full-time, exempt staff may hold jobs outside of the Y with written, pre-approval by the CEO, as long as they do not compete with, conflict with or compromise the Y's interests or adversely affect job performance and the ability to fulfill all job-related responsibilities. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, the employee may be asked to discontinue the outside employment. An employee may be subject to the normal disciplinary procedures for dealing with the other job-related problem(s).

200.9 Progressive Discipline Policy and Procedure

Purpose

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed to be consistent with our organizational values, HR best practices and employment laws. Outlined below are the steps of our progressive discipline policy and procedure. The Y reserves the right, in its sole discretion, to combine, modify or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on our organization.

Procedure

• Step 1: Counseling and Verbal Warning

Creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of company policies

and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

The supervisor will prepare written documentation of a step 1 meeting. Management will document the verbal warning and the employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed.

- **Step 2: Written Warning**

While it is hoped that the performance, conduct or attendance issues that were identified in step 1 have been corrected, the Y recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences.

- During step 2, the immediate supervisor will prepare a Corrective Action Notice (CAN) and have HR approve it prior to meeting with the employee. The supervisor will meet with the employee, present the CAN and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans, depending on severity of situation, HR may or may not be present during this meeting. The supervisor will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. A formal Performance Improvement Plan (PIP) requiring the employee's immediate and sustained corrective action may be issued within five business days of a step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

- **Step 3: Suspension and Final Written Warning**

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the CEO and HR.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Per the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

- **Step 4: Recommendation for Termination of Employment**

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, the Y will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by HR. Final approval will be required from the CEO.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Y and its employees.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, violations of Child Protection policies, fighting, and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination. This is not an exclusive list.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. An employee can refuse to sign the progressive discipline documents. If so, they will be asked to state the reason on the progressive discipline documents and the supervisor will check the "Employee Refused to Sign" box at the bottom of the Corrective Action Notice and sign. Copies of these documents will be placed in the employee's personnel file.

200.10 Recruitment and Placement **Employment Procedures**

The BOD selects the CEO, who in turn authorizes the selection of all other staff. Employment responsibility and authority may be delegated by the CEO.

Open Application/ Job Posting

The Y strives to provide the opportunity for promotion from within the organization by first posting job opportunities internally whenever possible. However, it also supports and participates, at its sole discretion, in the YMCA of the USA's open application process for staff placement.

Employment Applications

The Y relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented by a candidate for employment throughout the hiring process and employment. Any misrepresentation, falsification, or material omissions in any of this information or data may result in the Y's exclusion of the individual from further consideration for employment or termination of employment.

Best Qualified Applicants

The Y endeavors to hire and promote people who are best qualified to meet the needs and serve the mission of the Y. Consideration of an applicant's qualifications shall include, where appropriate, the applicant's education, background, experience, commitment to demonstrating sound character in personal and professional life, commitment to the Y's mission, and capacity for professional growth.

200.11 Rehire of Former Employees

Employees who terminate employment voluntarily and are employed again are rehired as new employees and will serve the stated introductory period of employment, no matter how short or long the period of time between termination and rehire. However, newly rehired employees are given credit for all past service with our Y. Vacation and sick leave eligibility begin after the successful completion of their 90-day introductory period.

200.12 Hiring of Employee from Another Y

Hiring of another employee from another Y will be handled case by case. Any service credits will be stated in the Y offer letter.

200.13 Separations

The term "separation" refers to any and all terminations of the work relationship between the staff member and the Y, regardless of the reason. Separations are categorized as either voluntary or involuntary. Employment with the Y is **employment-at-will**. See section 100.2 for definition.

Discharge for Cause

Discharge for cause happens for violating the Y's policies and procedures or inability or unwillingness to perform job duties. Should a staff member be discharged for cause, all vacation and sick leave hours may be forfeited.

Voluntary Separation

Resignation notice is a decision freely made by a staff member to end his/her work relationship with the Y. In such cases, notice of such decisions must be provided to the Y on the following basis in order for the staff member to be eligible for rehire and vacation accrual payout:

Resigning staff, exempt and non-exempt, are required to give at least a 14-day resignation notice. A staff member may not take vacation or sick leave during their resignation notice period, unless approved in writing by HR and the CEO. Failure to provide full notice, and to work through such notice, will result in the forfeit of any vacation payout.

Work Force Reduction

A workforce reduction refers to those terminations imposed by the Y may occur due to economic necessity, operation/program changes, re-organization or other reasons requiring a reduction in the number of employees. Seniority and performance in any department will be considered when a reduction in work force occurs and employees may receive separation pay as determined by management. Employee benefits will be affected by employment termination due to a reduction in work force. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Furloughs

A furlough is a mandatory temporary leave of absence from which the employee is expected to return to work or to be restored from a reduced work schedule. Furloughs are often used when the employer does not have enough cash for payroll (for example, government shutdowns due to lack of budget approval) or when there is not enough work for all employees during a slow period and, by reducing employee schedules, the employer can avoid terminating employees.

Furloughed employees may be required to take a certain number of unpaid hours off over a number of weeks, take a specified number of unpaid days or hours throughout the year, or take a single block of unpaid time off.

Depending on the specific circumstances, furloughed employees may be able to continue benefits coverage and also collect unemployment insurance for the reduction in the time worked.

Layoffs

A layoff is a separation from employment due to a lack of work available. The term "layoff" is mostly a description of a type of termination in which the employee holds no blame. The Y may have reason to believe or hope it will be able to recall workers back to work from a layoff, and, for that reason, may call the layoff "temporary," although it may end up being a permanent situation.

To encourage laid-off employees to remain available for recall, some employers may offer continued benefits coverage for a specified period of time if the benefit plan allows. Most laid-off workers will typically be eligible to collect unemployment benefits.

For employees on layoff status, after 6 months the layoff is considered permanent. In the event that the employee is rehired due to layoff status change these employees will not be required to serve the normal 90-calendar-day introductory period before their fringe benefits i.e. sick leave and vacation accruals will be restored

Reduction in Force

A reduction in force (RIF) occurs when a position is eliminated with no intention of replacing it and results in a permanent cut in headcount. An employer may decide to reduce its workforce by terminating employees or by means of attrition.

Unexcused Absences/Absent With Out Leave (AWOL)

Employees who are absent from a scheduled work shift without prior notice may be subject to disciplinary action up to and including termination of employment. Unexcused absences of 3 consecutive work days may be considered abandonment of job and may result in termination.

Exit Procedure

As soon as the supervisor becomes aware of a resignation an exit interview is to be scheduled with HR. The purpose is to discuss with the employee the reasons for the separation and to provide the employee with an opportunity to provide the Y with information concerning his/her experience while employed.

Exit Procedure:

- Return of all Y property to supervisor or HR including: Keys, uniforms, personnel and activity files, manuals, hardware, staff badge, member cards (unless converting) Y passes, etc.
- Leave a forwarding address, if applicable.
- Complete Exit Survey—return to HR.

200.14 Promotion/Transfer Policy

The Y strives to provide greater opportunities for promotion and transfer from within and to improve the upward mobility potential for qualified Y staff. The policy is designed to provide equal employment opportunity to all employees and job applicants.

- Employee eligibility is met when an employee has satisfactorily completed 6 months of continuous service before requesting a promotion or transfer; any exceptions must be approved by the CEO, and deemed necessary for the Y. Employees receiving any written warnings within the past 12 months, unsatisfactory performance evaluations or who are on disciplinary probation may not be eligible for transfer or promotion.
- Only employees that meet eligibility requirements are permitted to apply for a transfer or promotion. Generally, an employee who transfers under this policy shall not be eligible for a subsequent transfer for one (1) year following the transfer.
- Knowledge, skills, ability, and competencies will be considered in evaluating current employees for promotions, voluntary transfers, and voluntary demotions. A department may not deny an employee the opportunity, if he/she qualifies, to accept a promotion, voluntary transfer, or voluntary demotion.
- Transfers resulting from reorganizations to avoid layoffs may take precedence over this policy. It is also understood that the BOD and the administration of the Y will not relinquish any of its legal responsibilities to appoint or remove employees, or fix compensation, terms and conditions of employment.
- The Y informs employees of transfer and promotional opportunities through the Human Resource Information System (HRIS) when a vacancy occurs.
- The primary objective is the selection of the best qualified applicant for each position opening. Selection shall be based upon job-related factors which shall include, but are not limited to, relevant work experience and performance history, applicable education and/or training, and required skills, knowledge and abilities.
- HR may also post and advertise the position for external applicants.
- All transfers must be approved by the CEO and HR.

Procedure for Internal Promotion/Transfer within a Department

- After CEO approval, HR will prepare, review, and update the job description.
- The supervisor should establish a deadline for submission of resumes that is at least five (5) work days following the date of the vacancy announcement.
- Announcement will be posted through the HRIS.

Procedure for Open Recruiting

- Open Recruiting provides for public posting of position openings. This procedure permits consideration of both eligible Y employees and qualified outside applicants.
- A minimum Open Recruiting period of five (5) work days is required.
- Once the search has been initiated, departments will follow the customary search process.

200.15 Work from Home Guidelines

The majority of jobs at the Y need to be conducted primarily within the workplace. Generally, non-exempt employees may not work remotely or from home. Any exceptions must be pre-approved by the Supervisor, HR and CEO.

SECTION 300. WORKING HOURS, PAY CLASSIFICATION, AND RECORDS

300.1 Definition of Employment Status

The Y uses the following classifications as a basis for its payroll system and for the purpose of describing and reviewing policies:

300.2 Fair Labor Standards Act (FLSA) Classifications

Each employee of the Y is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws as follows:

- **NON-EXEMPT** employees are paid on an hourly basis and are entitled to overtime pay at one and a half times their hourly rate for hours actually worked over 40 hours in a work week and under the specific provisions of federal and state laws.
- **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. They earn a salary which is paid pro-rata on a semi-monthly basis and are not entitled to overtime or compensatory time. Exempt status is determined by specific criteria outlined by the federal and state wage and hour laws, which is determined by base salary, job duties and expectations, and decision making authority. Exempt employees are obligated to complete the objectives and purpose of their position and are not entitled to overtime compensation for hours worked over 40 hours in a workweek. Exempt employees may be provided flexibility in their schedules to accomplish required job tasks.

An employee's EXEMPT or NON-EXEMPT classification is based on the job description and may only be changed if job duties change.

300.3 Employee Classifications

- **Full-time regular employees** are those who are regularly scheduled to work at least 40 hours per week. If a full-time employee's regularly scheduled work hours are reduced to less than 40 per week for more than 4 consecutive weeks, the employee becomes part-time.
- **Part-time regular employees** are those who are scheduled to work less than 40 hours per week. Part-time employees may be eligible for other benefits as provided by law and Y policy, and a free Y membership.
- **Seasonal Employees and Temporary Employees** are those persons who are hired for the summer or limited program term (such as Summer Camp, Sports, etc.) regardless of the number of hours worked per week. Seasonal and temporary employees are eligible only for benefits provided by law and free Y membership.

- **Employment of Minors**–The Y operates in accordance with the requirements of the Federal Child Labor Act and applicable state laws including terms of occupations, work hours and days. All youth under the age of 16 employed by the Y must have a work permit, obtained from designated issuing authorities on or before the first day of employment.
- **Government or other specially funded projects/programs** – The Y operates a variety of projects/programs in conjunction with, or funded by, governmental or other entities. Often, these projects/programs have a specified duration or budget. Persons working for the Y in conjunction with such projects/programs will be classified in accordance with the above except as expressly prohibited by contract. When funding ends, project/program employees will be terminated.

300.4 Changes in Personnel Records

All employees will be required to complete all forms deemed necessary by the Y for purposes of payroll and benefits administration and reporting procedures on, or before, the **first day** of their employment. To ensure personnel records are accurate and up to date, it is the responsibility of each employee to notify HR in writing immediately if there are any changes in their personal or contact information.

Supervisors should notify HR immediately, in writing, when there are any changes to an employee’s status. HR will contact the employee to discuss benefit eligibility as soon as possible after their status changes, if applicable.

Employee files are the property of the Y and access to the information they contain is restricted. Employees may not remove their file from the HR office. Generally, only supervisors and management personnel of the Y who have a legitimate reason to review information in a file are authorized to do so.

300.5 Direct Deposit/Automated Clearing House (ACH)

The Y requires all employees to provide account information for initiation of (ACH) credits before their first payroll date. The automated deposits start on the second payroll date.

300.6 Personnel Records

Pre-Hire

Individuals seeking employment must submit the appropriate application forms, and licenses and certification if applicable. A minimum of two reference checks will be completed prior to offer of position.

Employment Reference Checks

The Y performs a background investigation on all staff upon hire and once a year thereafter. This may involve contacting some or all of the following sources: Criminal Offense Records Check, past employers, references, and any other relevant agency or person. Following an initial background investigation, current staff will be required to undergo a criminal background check on a yearly basis. HR may likewise respond to reference inquiries submitted by other organizations. If contacted by outside employers, HR will only disclose an employee’s dates of employment and position title without employee permission. All other employment information is kept confidential unless there is written consent from the employee or is required by law.

300.7 Personnel Records Related to Legal Compliance

Immigration Law

The Y is committed to employing only United States citizens and non-citizens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if their previous I-9 is no longer on file or valid.

300.8 Hours of Work and Work Week

Immediate supervisors are responsible for the preparation and supervision of employee work schedules. Overtime for non-exempt employees must be approved in advance by the employee's supervisor and is computed at 1 ½ times the employee's regular hourly rate when the employee has worked more than forty hours in the work week. The work week is defined as 12:00 a.m. Saturday to 11:59 p.m. Friday. Paydays are the 7th and 22nd of each month. If payday falls on a holiday or weekend, employees are paid on the business day before.

Rest Breaks

Rest breaks may be granted by the Y as long as they do not interfere with job duties or service to members. As such, no member-service department will be left unattended at any time (front desk, child care programs, classes, etc.). Employees must work at least four consecutive hours to request a rest break. Employees may not leave the Y premises during a break unless they receive special permission to do so from their immediate supervisor.

300.9 Inclement Weather/Emergency Closings/Reduction in Hours

The safety of our staff is of utmost importance to us. At times, severe weather, fires, power failures, or other emergencies can disrupt Y operations. In extreme cases, weather conditions may require the closing of a Y facility. The CEO will make the final decision on any or all facility closings. Child Care programs will adhere to the Los Alamos Public School's decision regarding inclement weather/emergency closing. The Inclement Weather/Emergency Closing Policy is posted on ADP and the Y's database.

The Y will be sensitive to employees, to the extent possible whose travel to work imposes an unnecessary risk to their safety due to emergency conditions. When operations are officially closed due to emergency conditions, the time off from scheduled work hours may be paid for hourly employees. Employees in essential positions may be asked to work on a day when operations are officially closed. Extended closures may result in changes to this policy that will be communicated to the extent possible to impacted employees. It is the responsibility of the employee to keep their contact info updated in ADP and at the front desk.

300.10 Payroll Records

Payroll and timekeeping records for all employees will be maintained to meet applicable federal and state reporting requirements. Both the employee and supervisor are held accountable for the accuracy of timekeeping records by entering time worked into ADP. Hours must be entered in ADP by the employee on the day worked for all hours worked that day, using a computer or phone clock-in.

By entering time worked into ADP, the employee is certifying to the Y that the timecard accurately reflects all hours worked by the employee whether or not the employee had authorization to work the hours listed. Non-exempt employees of the Y will be paid for all unauthorized hours worked but may be subject to discipline. No non-exempt employee is permitted to perform work for the Y without recording such time worked on the employee's time card or time sheet. No Y supervisor or manager is permitted to direct or request a non-exempt employee to perform work without recording such time worked on the employee's time card or time sheet.

If the Y determines that a non-exempt employee has willfully or repetitively worked unscheduled, unauthorized hours, the Y shall have the discretion to take further disciplinary action up to and including termination of employment.

HR will provide employee training on basic computer functions and Internet/ADP usage. All new hire paperwork must be completed and submitted to HR before an employee's paycheck may be processed.

SECTION 400. EMPLOYEE CONDUCT

400.1 Employee Conduct and Work Rules

To promote orderly operations and provide the best possible work environment, the Y expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. We expect employees to know what behavior is acceptable and what is not. Certain types of actions or conduct are unacceptable. Engaging in these activities may subject you to discipline, including termination.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is not exhaustive or restricted to:

- Theft of any kind.
- Falsification of Y documents, including timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or while operating Y-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of Y-owned or customer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety rules.
- Smoking in prohibited areas.
- Violation of the Y's policies regarding solicitation, sexual or other harassment or equal employment opportunity.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Defrauding or attempting to defraud the Y or dishonesty.
- Loafing or doing other than Y work while on company time.
- Excessive absenteeism, tardiness or any absence without notice.
- Unauthorized absence from work station during the workday.
- Violation of personnel policies;
- Wearing inappropriate attire or any other violation of Y dress code, including not wearing employee name badge.
- Any other acts of misconduct, including those that could result in injury to yourself or others.
- Violation of the Information Systems Policy.
- Failure to immediately report all accidents or injuries while on the job, regardless of their severity.
- Placing the Y in liability jeopardy.

This above list does not list every infraction which would be cause for disciplinary action or termination of employment. Infractions will be considered on a case-by-case basis.

400.2 Appearance/Clothing

Professional dress is an expectation of administration, program directors and management, unless the employee is working in a program service area. Employees whose position requires uniforms will have at least one uniform furnished upon the date of employment at the expense of the Y. Subsequent uniforms and related expenses are the responsibility of the employee. Employees

should wear appropriate nametags. Employees whose appearance causes disruption in the workplace may be sent home and time away from work will be unpaid. All employees should observe good personal hygiene practices at all times and should endeavor to present a neat, clean, and well-groomed appearance while working. Employees are expected to wear clothing appropriate for their work assignment. Excessive tattoos and those not conforming to the Y's mission and values must be covered up. In some cases and work environments, an employee may be asked to remove piercings. Y Staff attire may not be worn while participating in political activity or behavior that is inconsistent with the Y's values and standards.

400.3 Arrest or Criminal Conviction of a Staff Member

An employee is required to IMMEDIATELY report his/her arrest to the Y. All employees are required to report any criminal conviction to the Y regardless of their position. The report of arrest or conviction should be made immediately. The report should be made as soon as possible in writing to the CEO and employee supervisor 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 grounds for immediate termination of employment.

400.4 Attendance

The Y expects every employee to be at work on time as scheduled. The Y recognizes, however, that some absences or tardiness are unavoidable. If you are going to be absent or late, you must notify your supervisor or the CEO, before, or as early as possible, to the start of your work shift. . If you must report to work late, notify your supervisor at once, stating the reason for your tardiness. Unexcused tardiness and absences will not be tolerated. Unapproved (or unexcused) absence, tardiness (arriving any time after your scheduled work time begins), or early departures (meaning leaving any time before your work is scheduled to end) may result in disciplinary action. Improperly leaving your job during work hours without permission, and absence without prior notice, may be considered a voluntary termination of your employment. In the case of absence, you must notify your supervisor as far in advance as possible in order that a substitute may be arranged. Excessive absenteeism may result in disciplinary action up to and including termination of employment.

400.6 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. All staff members will maintain confidential information collected relating to: members, program participants, staff members and volunteers. Staff is not allowed to share passwords or login information with others.

Disclosure of confidential information is limited to Y staff members with a need for the information in the performance of their duties. Intentional or unintentional release of confidential information, verbal or written, to an unauthorized person or agency is considered a violation of this policy and will be subject to disciplinary action up to and including termination.

400.7 Conflict of Interest (COI)

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Y wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Y's business dealings. Contact HR for more information or questions about conflicts of interest. Employees should report any actual or potential COI to their supervisor.

400.8 Employee Relations and Concerns

Employees should endeavor to promote and support their coworkers in the workplace. An employee should never make negative or critical statements regarding a coworker in discussions with members, participants, coworkers, or customers. The Y recognizes there may be problems or disagreements in the normal work environment. Employees are expected to resolve disagreements professionally between themselves. If resolution is unsuccessful, a meeting with a direct supervisor is appropriate. Supervisory staff will recognize and strive to resolve employee concerns at the beginning stage. Employees are expected and encouraged to discuss work-related issues in supervisory and departmental meetings as well. If still unsuccessful, a meeting with HR or the CEO may be requested.

400.9 Gifts and Gratuities

The Y wishes its employees to make responsible purchasing decisions for the Y without being improperly influenced or creating the appearance of being improperly influenced. Employees, therefore, may not accept a commission, payment, reward or gift in any form (except those of nominal value not to exceed \$50, anything above that amount must be reported to management). The meaning of gifts include without limitation, travel, lodging, and entertainment, except business lunches and dinners.

All donations, including cash and property, become the property of the Y. Employees may not under any circumstances accept personal payment for services performed at or through the Y.

400.10 Harassment Policy

It is the policy of the Y to expressly forbid any forms of harassment of employees. The term "harassment" may include, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct which relate to an individual's race, color, gender, religion, national origin, citizenship, sexual orientation, age or disability. The Y will not tolerate harassment of any Y employee by anyone, including any supervisor, co-worker, vendor, or member. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment. Subjecting employees to unwelcome sexual conduct as a condition of their employment is prohibited by Title VII of the 1964 Civil Rights Act.

Examples of conduct that may constitute sexual harassment include, but are not limited to explicit sexual propositions, sexual innuendoes, suggestive comments, sexually oriented kidding or teasing, telling sexually oriented jokes, making sexually offensive remarks or engaging in unwanted sexual teasing, subjecting another employee to pressure for dates, making sexual advances or engaging in unwelcome touching such as patting, hugging, pinching or brushing against another person.

All Y employees are responsible for helping to ensure that our workplace is free from harassment. Any Y employee who believes that he or she has been subjected to harassment by anyone, including supervisors, co-workers, vendors, members or visitors are required to bring the matter to the attention of his or her supervisor, the CEO and HR so that we may investigate and deal with the issue. Employees can raise concerns and make reports without fear of reprisal. The Y will investigate all complaints and will endeavor to handle these matters expeditiously, confidentially and in a professional manner so as to protect the offended individual. Confidentiality will be maintained insofar as practical. If an investigation confirms that any harassment has occurred, corrective action will be taken and disciplinary measures instituted, as appropriate, up to, and including immediate termination of employment.

The Y forbids retaliation against anyone who has reported harassment and any such instances will be deemed extremely serious. Any employee who is found to have retaliated against an individual reporting an instance of harassment shall be disciplined and is subject to immediate termination of employment. Any employee whom the Y determines has engaged in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

Protection against Retaliation

Any employee who, in good faith, reports an alleged incident of harassment will under no circumstances be subject to reprisal or retaliation of any kind. Any employee, however, who is found to have knowingly made a false accusation of harassment or retaliation, may be subject to appropriate disciplinary action.

400.11 Parking on Y Premises

The Y provides parking for all of its employees. The employee parking is on the north or east side of the building, near the gymnasium. Employees are to use these areas at all times. The exception to this is staff working at the Y when it's dark. All Y parking areas are provided with lighting for your protection. All Y vehicles are to be parked in the Y-vehicle area.

400.12 Political Activities

Due to IRS regulations for tax exempt organizations such as the Y, Y employees may not campaign for a candidate or otherwise engage in political activities during work time, on Y premises, or with the resources of the Y. This prohibition includes, for example, wearing clothing or buttons with political slogans or displaying stickers, posters and other political items at work or during work time.

400.13 Professionalism

As representatives of the Y, employees must maintain a high degree of professionalism and act responsibly in carrying out day-to-day work duties. This includes everything from how you carry out your job responsibilities to how you treat each other in the workplace.

Attitude and Emotional Maturity: Employees are expected to contribute to good working relationships with other staff members, volunteers, members, program participants, and the general public. Immature and juvenile behavior is not tolerated, including jokes, pranks, profanity, pouting, tantrums, participating in cliques and emotional outbursts. Employees are expected to adjust, modulate and direct their emotions.

Intimate displays of affection towards others are inappropriate in the workplace environment.

400.14 Role Modeling

It is the employee's responsibility to portray a positive role model, including maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

400.15 Solicitation and Distribution

The Y limits non-Y solicitation, surveys, petitions and distribution on its premises. This limitation extends to any form of communication including but not limited to face-to-face, electronic, telephone/cell phone, mail, etc.

400.16 Telephone Etiquette

Good telephone manners include answering promptly, identifying yourself and transferring or ending calls courteously and correctly. All staff is required to return calls promptly.- Employees may only make personal calls during breaks or lunch. Personal long distance calls are prohibited on Y phones.

400.17 Use of Supplies and Equipment

Y supplies and equipment, including copy machines and postage meters, are for business use only. Equipment and supplies purchased by or donated to the Y belong to the Y, and not to individual employees. This includes, but is not limited to computers, software, cell phones, keys, program supplies and materials.

SECTION 500. EMPLOYEE SAFETY & SECURITY

500.1 After Hours Facility Usage

Individuals, including Y staff, are not permitted to be in any Y facility after business hours or on holidays. Exceptions to this may be granted by the CEO if the Y staff member's specific job duties require them to be in the Y facility after business hours i.e., custodial staff or contractors.

500.2 Drug Free Workplace

The Y is committed to maintaining a drug and alcohol free work environment. The Y prohibits the use, sale, possession, and/or distribution of any controlled substance, alcohol, or related paraphernalia while working, while present on Y owned or leased property, and/or while operating a Y vehicle. (Reasonable use of alcohol is permitted upon approval of management for events where alcohol is serviced.)

Additionally, the Y forbids those working or present on Y owned or leased property and those operating Y vehicles from being under the influence of any controlled substance or alcohol. Detection of unlawful drugs or alcohol may result in disciplinary action, up to and including termination.

Controlled substances include any drug that is considered illegal under state or federal law, or the use of prescription drugs obtained illegally or used against the directions of a licensed professional.

In addition to the above policies, staff members must adhere to the following:

1. No staff member shall be on duty or operate a vehicle while the staff member possesses alcohol or controlled substances. *Exception to this is picking up donated alcohol for events.
2. No staff member shall use alcohol during work hours except while participating in work events where alcohol is served.
3. No staff member shall report for duty or remain on duty if they are not alert and fit to perform their duties safely and efficiently.

500.3 Medical Marijuana

Staff members who have obtained a registry identification card from the New Mexico Department of Health for medical marijuana use remain subject to disciplinary action if they use, possess, or are impaired by or under the influence of marijuana while on The Y's premises or leased properties or vehicles, during work hours, or while performing duties for the Y.

Applicants and staff members who have obtained a registry identification card from the New Mexico

Department of Health Services for medical marijuana use will be excluded from working in safety-sensitive positions, including, but not limited to:

1. Driver
2. Childcare positions

A safety sensitive position is any job designated by the Y any job that includes tasks or duties that could affect the safety or health of the staff member performing the task or others. Staff members who use medical marijuana may be re-assigned to available non-safety sensitive positions for which they are qualified, placed on unpaid leave of absence, or terminated.

500.4 Prescribed Over the Counter Medications

Staff members are required to notify their supervisor if the staff member has good reason to believe that a staff member's use of any lawful prescription drug or over-the-counter medication will negatively affect job safety or performance. Any reporting of such use will be handled confidentially and whatever action is taken, if any, will depend on all available facts. Although the use of prescribed medications is not in itself grounds for disciplinary action, improper abuse of such medications or the failure to report use that affects job performance may result in disciplinary action.

500.5 Drug and Alcohol Testing Circumstances

The Y requires the following types of drug/alcohol testing:

Reasonable Suspicion Testing

The Y has the right to test any employee if reasonable suspicion exists that the employee is under the influence of drugs or alcohol. At no time will an employee, who in good faith is suspected of being unfit for duty, be allowed to perform any assigned duties, or operate any moving machinery, including the employee's personal vehicle.

Reasonable suspicion testing may result from one or more of the following:

- Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee; or
- Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) to believe that the employees functioning is impaired; or
- Other physical, circumstantial or other contemporaneous indicators of impairment.

When a supervisor has reasonable suspicion to request testing, the supervisor will arrange for the employee to be tested, and will arrange for the employee's transport home. The employee will continue in a paid status pending the receipt of testing results. If an employee refuses testing, or is a no-show, it will result in termination.

Post-Incident Testing

Any staff member who is involved in an incident or accident that involves an injury or who in the Y's view warrants drug and alcohol testing, the staff member may be tested for drugs and alcohol as soon as practicable, subject to any need to seek or receive emergency medical treatment.

Other Instances for Drug Testing

In addition to those instances listed above, drug testing may be required under the following circumstances:

When a staff member is found in possession of illegal drugs or alcohol or when suspected illegal drugs or alcohol are found in an area controlled or used exclusively by the staff member, such as a staff member's locker, desk or workspace.

Testing

Refusal to submit to drug or alcohol testing procedures or a failure to cooperate with the implementation of this policy and the Y's efforts to maintain a drug and alcohol free workplace will result in discipline, up to and including termination.

Any alteration, adulteration or contamination of a test sample or its identification, or tampering with such sample or its identification will result in termination of the staff member's employment.

Drug and alcohol urine, hair, blood, saliva or breath screening tests will be conducted at the Y's expense. All testing will be conducted consistent with state law, if applicable.

Test Results and Confidentiality

Any Y staff member may request in writing a copy of his/her written test result report. Any test subject who tests positive on a verified test may submit additional information, in a confidential setting, to provide an explanation for the verified positive test result within 30 days of notification of a verified positive test.

The Y will make reasonable attempts to keep confidential the results of any positive drug or alcohol test by releasing the test results only to authorized representatives and agents to the extent authorized by law.

Drug and Alcohol Searches

Drug and alcohol searches may be conducted when there is reason to believe that a specific staff member or group of staff members may be in possession of substances that are prohibited.

The Y has the right to inspect staff member's personal property at any of their premises or site of operations for drugs or alcohol. Failure of a staff member to cooperate is grounds for immediate termination.

500.6 Use of Personal Cell Phones, Texting and Cameras

Employees are required to adhere to all policies regarding cell phone usage during work hours. It is the responsibility of your supervisor to address department specific policies regarding cell phone usage during work hours. Employees are strictly prohibited from using cellular phones or other electronic devices for Y business purposes while driving any vehicle, including Y-owned vehicles, their personal vehicle, or any borrowed or rented vehicle. Employees are not allowed to use electronic devices in an illegal, illicit, or offensive manner. Violation of these policies will result in disciplinary action, up to and including termination. Taking pictures of Y facilities, members, or employees is not allowed without expressed permission from the CEO and/or Marketing Director and should be limited to business purposes only.

In the event an employee needs to use a cellular phone for an emergency, they will park their vehicle in a safe location before using the phone. Employees understand that all costs for damages to themselves and others related to the use of their cellular phone or other electronic devices while driving will be their full responsibility.

500.7 Safety

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.

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.
- All staff is expected to ensure that all work spaces, walkways, parking lots and restrooms are kept neat and free of clutter, spills, and obstacles that could pose potential safety hazards.

- Personal items such as, posters, pictures, notes, etc. are permitted in the staffs designated work space provided they are tasteful, professional, and do not offend other employees, members, or customers.
- 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.
- Be familiar with our safety plan and with the Emergency and Accident/Incident Reporting Procedures.
- Ladder Safety Training is required of all staff prior to using ladders of any kind.
- If ever an injury occurs or an employee is in danger, call 911, protect life and safety, and then call your supervisor or CEO.

500.8 Security

Security is every employee's responsibility. Please be alert at all times when working. Any questions about unauthorized personnel, unsafe practices, or other security matters should be reported immediately to your supervisor. Other security matters should be reported to your supervisor. However if you ever feel unsafe, call 911.

500.9 Smoke/Tobacco/Vape-free Workplace

The Y provides a tobacco, smoke and vapor-free environment. Smoking, vaping or tobacco use (including chewing tobacco) of any kind is prohibited in any Y facility, program, vehicle, or on any Y property.

500.10 Use of Personal/YMCA/Rented Vehicles

Use of Personal Vehicles

Personal vehicles may be used for Y business with the prior approval of the CEO. The following conditions apply before you may use your personal vehicle:

- Employees may request travel mileage reimbursement upon approval of the CEO. Fines for violation of traffic laws are not reimbursable. The Y does NOT reimburse for commuting to work.
- The driver must have a valid driver's license for their car.
- There must be proof of insurance on the private car (collision, liability, property, and bodily injury for car occupants, \$100,000 minimum coverage), and current vehicle registration.
- Employees may not transport participants under the age of 18, involved in Y programs, in personal vehicles unless they have a parent-signed **Parental Consent For Child Activity Outside Course And Scope of The Family YMCA Program and Release Waiver**.

Y Vehicles (including Rental Vehicles used for Program Use)

Employees whose work requires operation of a motor vehicle must complete the Y Van Driver Training and present and maintain a valid driver's license, current liability insurance, and a driving record acceptable to the Y's insurer. Employees will be asked to submit a copy of their driving record to the Y annually. Any changes in the employees driving record must be reported to his/her supervisor within 48 hours of a traffic violation. Accidents involving a Y vehicle must be reported to the CEO and/or Facility Manager ASAP. Employees are expected to follow the accident procedures kept in Y vans. **Use of Y vehicles requires training and certification.**

500.11 Weapons

In the interest of maintaining an environment that is safe and free of violence, the Y prohibits the wearing, transporting, storage, presence or use of dangerous weapons in our buildings regardless of whether or not a person has a license to carry the weapon. Any employee who violates this policy is subject to termination of employment.

Any individual who violates this policy may be removed from the property and reported to police authorities. This policy does not apply to any law enforcement personnel engaging in official duties.

If an employee should become aware that an individual possesses a weapon on the Y's premises, the employee should contact the most senior member of the staff available immediately and/or 911. Employees should not put themselves in a dangerous situation. If an employee feels that s/he is in danger, the employee should leave the area and notify the police immediately.

500.12 Workplace Searches

The Y reserves the right at any time and at its discretions to search all briefcases, purses, lockers, backpacks, desks, and persons entering our buildings and/or company owned vehicles for purpose of determining whether any dangerous weapons or substances have been brought into the premises in violation of safety, weapons, or alcohol and substance Abuse policies. The Y may retrieve, inspect and review both business and personal information and items stored on or in Y property such as computer hard drives, and other storage media, desk, lockers, cabinets, work areas, and vehicles. If an employee refuses such inspection, law enforcement will be contacted immediately. Any employee found to be in violation of this policy will be subject to disciplinary action up to and including termination.

SECTION 600. EMPLOYEE COMMUNICATION

600.1 Media Relationship

Communication with the media is managed through administrative staff. In general, only authorized staff members may initiate contact with newspapers for news or feature coverage in their service area. In an emergency communications situation or any time when a media representative requests information directly from a staff member or volunteer, that individual is expected to refer to the CEO or Chief Volunteer Officer (CVO). It is the Y's position to cooperate fully with the media, furnishing requested information if it is clearly in the public interest, as determined by Y management.

600.2 Office Technology and Privacy Policy

All technology provided by the Y, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of the Y. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. The Y reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external email, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities.

Employees may not use the Y's internet, email or other electronic communications to transmit,

retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or email—are forbidden.

Copyrighted materials belonging to entities other than the Y may not be transmitted by employees on the company's network without permission of the copyright holder.

Employees may not use the Y's computer systems in a way that disrupts its use by others.

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use.

Every employee of the Y is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's Internet and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else.

Staffing Issues

- **Hiring:** Some positions may require pre-qualification testing regarding the use of technology.
- **Terminating:** When a staff person terminates their position, their network account will be closed immediately to prevent further access to Y information. Any files not specifically designated by their supervisor to be retained will be deleted. Terminating staff are not allowed to keep Y information in any form (e.g., computer files, emails, hard copies, etc.) unless with a written authorization from the CEO.
- **Leave Of Absence (LOA):** When a staff person takes a LOA, their network account will be placed on hold. Prior to LOA, all Y property must be returned to their supervisor.

Confidentiality

Staff is responsible for protecting confidentiality of Y information by following all given guidelines including:

- Protecting their computer login account with a password.
- Keeping passwords confidential and changing them when directed.
- Logging out of workstation and/or remote connection when not in use.
- Not attempting to bypass or improperly use an administrative password.
- Not allowing any other staff or resident access to your workstation while you are logged in (e.g., DAXKO, ADP, etc.).
- Locking offices when not present.
- Reporting lost or stolen keys.
- Not copying Y information onto other media without authorization, except for backup.
- Staff is prohibited from accessing another user's files without specific authorization.

600.3 Personal Expression on Public Policy Issues

Employees are free to exercise their full liberties as citizens outside of the workplace, including the right to express their personal convictions on issues, such as social, economic, religious and political subjects. Employees must make clear that any statements outside of the workplace on public issues are their own and not those of the Y. Employees, however, are cautioned not to make public statements or engage in activities that are in conflict with the Y mission.

While employees are on Y premises, they may be regarded as Y representatives by members, the media, the general public and others. Accordingly, while employees are on Y premises, they should

not make statements which could be construed as: a) critical of the Y; b) statements of policy; or, c) official declarations of the Y regarding public policy issues or other sensitive matters. All requests for comment from the media must be referred to the CEO or CVO.

600.4 Social Media Policy

See Social Media Policy on Y database. Failure to follow these guidelines may result in disciplinary action, up to and including termination of employment.

600.5 Whistleblower Policy

The whistleblower policy of the Y is to provide a mechanism for the reporting of illegal activity or the misuse of Y assets while protecting the employees who make such reports from retaliation.

Questionable Conduct:

This policy is designed to address situations in which an employee suspects another employee has engaged in illegal acts or questionable conduct involving the Y's assets. Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents
- Outright theft (of equipment or cash)
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Fraudulent expense reports
- Misappropriation or misuse of Y resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Use of Y credit cards for personal gain

Making a Report:

If an employee suspects illegal conduct or conduct involving misuse of the Y assets or in violation of the law, he or she may report it, anonymously, if the employee wishes, and will be protected against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith.

Employees may make a report to the CEO, CVO or other board member. The Y will promptly conduct an investigation into matters reported, keeping the informant's identity as confidential as possible consistent with our obligation to conduct a full and fair investigation.

No Retaliation:

An employee who has made a report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation of any kind by any Y employee is directed to immediately report it to the CEO, CVO or other board member. Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as practicable; consistent with a full and fair investigation. The party conducting the investigation will notify the employee of the results of the investigation. The Y strongly disapproves of and will not tolerate any form of retaliation against employees who report concerns in good faith regarding the Y's operations. Any employee who engages in such retaliation will be subject to discipline up to and including termination.

Reporting Procedures:

The reporting procedure is intended to describe the process through which concerns about the possible misuse of Y assets are handled pursuant to the Y's whistleblower policy.

1. An employee makes a report of suspected misuse of Y assets by reporting in person to a Y supervisor, CEO or reporting anonymously to the CVO.
2. The report is promptly reviewed by the CEO, and/or the CVO to determine whether the report constitutes a complaint or a non-complaint.

- A complaint means any report involving (i) questionable accounting, auditing, financial reporting, or internal controls; (ii) suspected fraud, theft, or improper use of company assets; (iii) a violation of the Y's conflict of interest policy that results in a financial harm to the Y; or (iv) a claim of retaliation against any employee making a good faith report regarding any of the preceding matters.
 - A non-complaint means a report of any other matter not involving a misuse of the Y's assets.
3. If the report is deemed to be a complaint, it will be promptly investigated and forwarded to the CVO. If the report is deemed to be a non-complaint, it will be referred to the appropriate manager or CEO for follow-up. Some non-complaints may involve serious matters and may require prompt investigation, but may not involve misuse of the Y's assets.
 4. Each complaint is fully investigated, and as far as possible handled so as to protect the privacy of the employee making the complaint. A written report of the outcome of each investigation is prepared and delivered to the BOD.
 5. The audit committee chair decides whether the report involves a matter that is material. If it is deemed material, it is reviewed by the full committee, which may forward it for disposition to the board or may direct senior management to take actions to resolve the situation. If the report is deemed nonmaterial, it is not reviewed by the committee but is instead addressed by the chief financial officer, as appropriate.

***Baseless Allegations:**

Individuals making allegations with reckless disregard for their truth or knowingly making false allegations, may be subject to disciplinary action by the Y, and/or legal claims by individuals accused of such conduct.

SECTION 700. TRAINING AND DEVELOPMENT

Staff and Career Development

700.1 Onboarding and Orientation

A new employee onboarding will be provided for all new employees of the Y and will be scheduled by HR. The supervisor will provide a facility orientation within 3 days of hire.

700.2 Performance Appraisals

Performance appraisals are a key part of the Y's performance management process, employee performance appraisals are typically (except in the case of seasonal employees) conducted annually coinciding with the employee's anniversary date (initial hire date). Performance appraisals for seasonal employees are typically conducted prior to the end of the seasonal project term. Additionally, performance appraisals may be conducted for any Y employee at the discretion of the supervisor and provide an opportunity to discuss job tasks, identify and correct any weaknesses, encourage and recognize strengths, schedule training, and discuss positive approaches to meeting goals. Supervisors and employees are also encouraged to discuss job performance and goals on an on-going basis. Employees may also request a meeting with their supervisor at any time to review progress.

700.3 Staff Development and Training

Employees are expected to maintain all required trainings and certifications for their position.

SECTION 800. EMPLOYEE BENEFITS

800.1 Benefits

Employee benefits represent a part of an employee's compensation package. The Y's benefit program complies with, and supplements, government-mandated laws and regulations. Benefits may be modified or terminated at the discretion of the Y.

800.2 Eligibility for Benefits

Employee benefits will be communicated upon time of hire. Employees are responsible for maintaining eligibility and returning enrollment forms.

Benefits Provided by the Y for Full-Time Employees

800.3 Health Benefits, Long Term Disability (LTD) and Group Life Insurance

The Y provides health benefits, LTD and Life Insurance to qualifying employees as outlined in our benefits package.

800.4 (COBRA) Continuation of Health Coverage

Federal law requires those employees and/or their dependents be offered the opportunity for a temporary extension of their existing health coverage (at the group rate) in certain cases where it would otherwise terminate.

Eligible individuals are:

- Employees who lose coverage because of a reduction in the hours of their employment.
- Terminated employees (except for those terminated for gross misconduct).
- Covered dependents in certain circumstances as prescribed in the federal statutes.

Individuals, who are eligible for this extension of coverage, must request it in writing within 60 days from the date on which their existing coverage would end. They must also agree to pay the full premium cost of such coverage plus a 2% administrative fee. If a terminated employee does not choose continuation coverage, health insurance will end on the last day of the month in which the premium has been paid.

Benefits Provided to Both Full-Time and Part-Time Employees

800.5 Employee Leave Benefits

Employees classified as non-regular (instructors, seasonal and temporary) are not eligible to accrue and use paid time-off. Part-time employees must work a minimum of 50 hours in a pay-period to accrue vacation and sick leave benefits. Any accrued vacation and/or sick leave may be used as approved by the employee's supervisor.

800.6 Holidays

- Only full-time employees receive paid holidays each year, consistent with the Y's holiday schedule.
- All full-time, non-exempt, employees will be paid for such holidays, provided they work all of the last scheduled workday immediately prior to and first scheduled workday immediately following the holiday, unless approved by supervisor. Holidays on which an employee does not work will not be included when computing overtime for the week in question.
- Any holiday taken, such as a religious holiday not included in the Y's holiday calendar, must be approved by the employee's supervisor in advance and will be charged as a vacation day.

800.7 Vacation

The Y believes it is beneficial to employees and the Y for employees to take a paid vacation annually. The amount of annual vacation available for each employee depends upon the number of

years the employee has been employed by the Y on a full-time basis, and is set forth in the chart below:

Years of Service at our Y	Annual Vacation Earned
0-3 years	5% of Regular Hours, up to 13 days
4-5 years	7% of Regular Hours, up to 18 days
6+ years	8% of Regular Hours, up to 20 days

- Full-time employees: Vacation time accrual begins the first working day after the 90-calendar-day introductory period, and shall accrue according to the chart above. Maximum number of accrued vacation hours is **160 total hours**. Upon termination of employment the balance of accrued vacation, up to 160 hours, will be paid in the final paycheck.
Part-time employees: Vacation time accrual begins the first working day after the 90-calendar-day introductory period. Part-time employees who work 50 hours or more per pay-period shall accrue vacation time at a rate proportional to the full-time rate (above) to a maximum of **71 hours**.
- Vacations must be scheduled with and approved by the employee’s supervisor using ADP and the leave slip process prior to taking vacation time off. Monetary compensation will only be paid in lieu of vacation in the event of termination of employment. Employees may only use vacation time that has been accrued, i.e., you may not borrow vacation time in advance.

800.8 Sick Leave

The Y grants paid sick leave to employees to guard against loss of earnings due to illness. Sick leave is not part of salary or wages to which an employee is entitled regardless of need; it is not payable upon termination. Sick leave may not be taken, and shall not accrue, until the first working day after the 90-calendar-day introductory period.

Acceptable and legitimate uses of Sick Leave are for personal illness, doctor’s appointments, and illness in the immediate family (parents, children, siblings, and spouse). You may not use sick leave for vacation purposes. You must notify your supervisor if unable to work and submit a sick leave form ASAP upon returning. Upon 3 consecutive days off, the employee’s supervisor may request a physician’s verification of illness.

- Full-time employees accumulate sick leave at the rate of 8 hours a month, to a maximum of **320 hrs**.
- Part-time employees who work 50 hours or more per pay period shall accrue sick leave at a rate proportional to full-time, to a maximum of **160 hrs**.
- A return to work or light duty plan may be initiated depending on the nature of the sick leave and medical requirements. Please discuss this with your supervisor.
- On occasion, and with the CEO’s permission, an employee may go into a negative sick leave balance. Should a negative balance remain upon the employee’s termination, the cost will be deducted from the employee’s final paycheck.

800.9 Unpaid Leave

When requesting unpaid leave, all 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.

All unpaid 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 HR and the CEO.

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

During unpaid 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.

Note: Employees do not accrue vacation or sick leave hours when on paid or unpaid leave including sick, vacation, holidays, bereavement, and jury duty. See also Sick Leave Sharing (Catastrophic Leave) Policy.

800.10 Bereavement (Personal Emergency Leave)

Three days of bereavement leave may be used in the case of death in the immediate family (i.e., spouse, child, domestic partner, parent, parent-in-law, brother, sister, grandparent, sister-in-law, brother-in-law, grandparents-in-law). After three days, sick leave or vacation time may be used. Additional days may be permitted with CEO approval. There is no waiting time to be eligible for bereavement. Proof may be required.

800.11 Family Medical Leave Act (FMLA)

Eligible Employees

To be eligible for FMLA leave, an employee of the Y must:

- Have been employed with the Y at least 12 months;
- Have worked at least 1,250 hours for the Y during that previous twelve-month period; and,
- Be assigned to a worksite where 50 or more employees are employed by the Y within a 75 mile radius of the worksite.
- The FMLA entitles employees an unpaid leave of absence for up to 12 weeks during any 12-month period. Employees are required to use their earned vacation and sick leave benefits concurrent with the family and medical leave of absence. Once these are exhausted, the leave will continue without pay, for a total leave period of 12 weeks. Parents of newborn and adopted children can exhaust up to a maximum of 6 weeks of their vacation and sick leave. Employees are entitled to FMLA for the following reasons:
 - The birth of a child
 - The adoption of a child or placement of a foster child
 - The care of a sick spouse, child, or parent
 - The employee's own serious health condition
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status

Definitions

- Child – anyone under 18 years old who is the employee's biological, adopted or foster child, stepchild, legal ward, or an adult legally-dependent child. This may also include a child for whom the employee has a day-to-day relationship.
- Parent – Biological, foster or adoptive parents, step-parents, legal guardians.
- Spouse – A legal marital relationship
- Serious Health Condition – A "serious health condition" is a physical or mental impairment which involves one of six items:
 - Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay);
 - A period of incapacity requiring absence for more than 3 consecutive days that also involves continuing treatment by or under the supervision of a health care provider;
 - A period of incapacity due to pregnancy or for prenatal care;
 - Any period of incapacity or treatment therefore due to a chronic serious health condition, such as diabetes, epilepsy, etc.
 - Permanent or long-term period of incapacity due to a condition for which treatment may not be effective, such as terminal cancer or a severe stroke; or,
 - Absence to receive/recover from multiple treatments by (or on referral by) a health care provider for a condition that likely would result in incapacity of more than three

consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.)

- **Please note:** unless complications arise, a cold, flu, earache, upset stomach, minor ulcer, non-migraine headache or minor dental problem will ordinarily not constitute a serious health condition. Likewise, taking over-the-counter medications, getting bed rest, drinking fluids or exercising do not constitute "continuing treatment." Last, the FMLA does not provide leave for cosmetic treatments.

Intermittent Leave

The employee may take FMLA leave intermittently or on a reduced work schedule with prior approval when medically necessary due to the employee's or a family member's illness (such as for periodic medical treatments like chemotherapy).

Notice Required

Employees are to provide at least 30-day notice, if possible, of their intention to take leave. It is best to request a leave in writing.

Medical Certification

The Y may require Medical certification that the leave is needed due to the employee's own serious health condition or that of a family member. This may include the date a condition began and its expected duration; diagnosis; treatment, including hospitalization; and if applicable, a statement that you can't perform the essential functions of your job or that you're needed to help with a seriously ill family member. We may also, at our expense, require a second medical opinion. If the first and second opinions differ, we may request a third opinion, at our expense, which is binding. Employees are expected to report periodically to your supervisor, on request, about your status and intent to return to work. (You may be asked to provide re-certification of your own or your family member's medical condition).

Continuation of Benefits

We will continue the employee's health insurance under the same conditions as if the employee were working. Under this circumstance, the employee will still be required to pay his or her share of the premium for health insurance. Leave under this Act is not a "qualifying" event under COBRA. An employee's use of the leave is not allowed to result in the loss of any employment benefits that accrued prior to the start of the employee's leave. However, we are not required by law to accrue the employee's seniority or employment benefits during the leave time.

Return to Job

Upon the conclusion of an FMLA leave, you are generally entitled to reinstatement to the same position, including shift, you held before your absence or to an equivalent position. Reinstatement can be denied under the following circumstances:

1. Where you would have been removed from the position irrespective of the FMLA leave (e.g. if the firm abolished the position).
2. If you are requested to provide a certificate which confirms that you are fit for duty following the conclusion of an FMLA leave and you are unable to provide such a certificate.
3. If you do not/cannot return to work after exhausting all the FMLA leave available to you.
4. If you are a highly compensated key employee.
5. If you lose your qualification for the position due to an inability to renew a license, attend a training course, etc. (an employee will, however, be given a reasonable opportunity to fulfill such conditions).

800.12 Jury Leave

Full-time employees, who are called for jury duty, will receive their regular pay for up to 10 business days during such time of service; and may retain any fees, paid to them, for their duty. Loss of time due to jury duty shall not affect an employee's benefits. Documentation of jury duty will be requested by the Y in order to be paid.

800.13 Military Service

The Y complies with all standards established by **USERRA** (Uniformed Services Employment & Reemployment Rights Act).

800.14 Catastrophic Leave Program

The Catastrophic Leave Program allows employees to voluntarily donate sick and/or vacation leave credits to employees that are incapacitated due to a catastrophic illness or injury, and have exhausted all leave credits, including any sick and vacation. Illnesses of immediate family members that are deemed catastrophic, requiring an employee to be absent to care for an immediate family member, are also eligible. Catastrophic Leave/Illness is defined as an illness or injury resulting in a medical condition for which a physician has certified the condition is likely to result in a loss of 20 or more work days during a 12 month period. Any exceptions to this policy must be approved by the CEO.

Employee Requesting Donated Leave:

For an employee to be eligible to request donated leave the following must be true:

- Employee must have documented approval of eligibility due to a "serious health condition" of either themselves or a family member. Documentation must be by a physician.
- FT employee who is eligible to accrue and use vacation and has exhausted all paid leave credits who meet the definition standard and provide required certification that they will miss at least 20 days of work.
- Employee must have exhausted all paid leave available to them under the Y's annual, sick or compensatory time. and are not receiving any other supplemental payments (ie. long-term disability, Worker's Compensation)
- An application for Catastrophic Illness Leave Donation and Physician Verification form must be filled out and returned. This form may be obtained by contacting Human Resources.
- Employee understands that the decision to donate sick leave is voluntary on the part of the donor and neither the Board nor The Family Y will be held responsible should a donor be sought, but no donors come forward.

Employees Receiving Donated Leave:

If the employee is eligible to receive donated leave the following guidelines will apply:

- A recipient is limited to receiving a total of forty (40) Catastrophic Leave Days per calendar year. Under extenuating circumstances the forty (40) day limit may be waived only by the CEO.
- Donated Leave Days will be added to their leave balance.
- Recipient will respect the rights of the donor(s) to remain anonymous and will make no attempt to seek out the donor(s).

Employees who wish to Donate Leave:

An employee who wishes to donate leave must have a balance of more than 120 hours of sick leave, and must not result in the donating employee having a balance less than 80 Hours after donation is made.

- The sick leave day donated will be in full day increments of 8 hrs. for full time employees and for part-time employees at increments proportional to regular hours employed by recipient.
- Donations are made only on a voluntary basis and are to be kept confidential.
- Donations may only be made with completion of a "Catastrophic Leave Donation Form" by the donor, and approved by Human Resources and the CEO.

Note: Information regarding an employee's catastrophic leave status will not be released for this purpose, without the written consent of the employee who is approved for such leave; the employee's eligibility status for catastrophic leave would be the only information released.

800.15 YMCA Retirement Fund

The Y participates in the YMCA Retirement Fund. This benefit provides retirement, permanent disability and death benefits for employees of participating Y's across the United States. The Y and

participating members are subject to the Retirement Fund by-laws and the Y reserves the right to amend its participation in the Fund at any time within the terms and conditions of the Plan. The Fund may amend the Plan at any time and may also be amended at any time to conform to applicable federal law.

- The Y contributes 7% of each participating employee's monthly compensation to the plan; employees contribute 5%.
- Eligibility, benefits, definitions, and requirements related to the plan are determined by the Fund in agreement with the Y and in compliance with all federal laws.
- Employee participation is a condition of employment for all full and part-time employees 21 years or older who work 1,000 hours within two twelve month periods. Retirement enrollment for these employees will be effective the first of the month immediately following completion of the second twelve-month period, beginning with the employee's initial or rehire anniversary date.
- Employees who are current participants of the Retirement Fund and who transfer from another Y will have this benefit continued without interruption.
- Eligible employees who are under the age of 21 at the time of hire will be required to participate as a condition of employment after their attainment of age 21; on the first of the month following the anniversary date of their hire date provided they meet the requirements above.
- Employees will receive specific information regarding the retirement plan that pertains to them upon hire for full-time employees or at the time they become eligible for retirement benefits.
- The YMCA Retirement Fund has established the normal (non-mandatory) retirement age to be 59 ½. Early retirement is available at age 55.
- Participants may make additional after-tax contributions or tax-deferred contributions by payroll deduction to the YMCA Retirement Fund 403(b) Smart Account to provide increased benefits at retirement. New employees are eligible immediately to contribute to the 403(b) Smart Account on a voluntary contribution basis regardless of age.

Benefits Required by Law for All Employees

800.16 Social Security/Medicare

All employees are required to participate in the Federal Insurance Contributions Act program known as Social Security and Medicare. Employees and the Y share in the contribution to Social Security and Medicare in proportions mandated by law.

800.17 Workers' Compensation

- The Y provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course and scope of employment that requires medical, surgical or hospital treatment.
- **It is the employee's responsibility to inform their supervisor immediately if he or she has a work-related accident or illness. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. For more information, contact Human Resources.**
- Neither the Y nor the insurance carrier will be liable for the payment or workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Y.
- All employees requiring medical attention as a result of a work-related injury must select a physician, provider or specialist who takes workers' compensation patients. If emergency treatment is required, treatment should be obtained at the nearest available facility. If an employee selects not to use a physician referred to him/her, the employee will be personally responsible for paying for treatment.

800.18 Unemployment Compensation

The Y complies with the state laws governing unemployment benefits. Information regarding claims procedures is available through the state's website at <http://www.dws.state.nm.us/>

800.19 Other Benefits

Y Membership

- When participating in programs offered by the Y, employees and their families are reminded that they represent the Y and are "role models" for our regular members and guests.
- Employees classified as full-time and their dependent members of their households will be granted family memberships for the duration of their employment in the Y.
- Employees classified as part-time employees will be granted an individual membership for the duration of their employment. Part-time staff wishing to upgrade to a family membership may do so by paying the difference in the rates.
- The Y reserves the option of placing restrictions on staff use during peak time usage of regular members.
- Memberships and admission to Y programs provided to employees and their family members may be revoked by the Y at any time at the sole discretion of the Y and will create no vested rights.
- Employees who work an average of 18 hours or more per week are eligible for discounts on some programs.

Membership in Professional Club(s)

For Full-time employees the Y will pay the initiation and membership fees in one community service and one professional club if approved by the CEO.

SECTION 900. OTHER ORGANIZATIONAL POLICIES

900.1 Policies Affecting Y Work

All other policies are available on the Y's database under Organizational Policies. Employees are expected to comply with all published and approved policies. Failure to comply may result in disciplinary action up to and including termination.

900.2 Privacy Policy

The Y maintains a copy of its approved Privacy Policy on its Internet web site: www.laymca.org

How may you contact us?

The Family YMCA: 505-662-3100

The Family YMCA Business Office: 505-500-8026

The Family YMCA Human Resources Office: 505-500-8026

The Family YMCA

Employee Handbook Acknowledgement

This handbook reflects a general description of the policies, procedures, rules, services and benefits of employment with The Family YMCA and supersedes any previous version.

The management of the Y reserves the right to revise by addition, reduction, correction, deletion or upgrade of any part or all of the materials in this handbook at any time.

I acknowledge that online access to this handbook has been granted and will remain effective throughout the duration of my employment with the Y.

I understand that I may request a printed copy of this handbook at any time during active employment with the Y. I understand that the Employee Handbook is the property of the Y and must be returned to my supervisor upon separation from employment at the Y.

I understand that this handbook is not intended to be, and is not to be construed as an employment contract, and that the Y has the right at all times to review, amend, modify and rescind any or all of the policies or benefits described in this handbook, and to institute new policies, with or without advance notice to me. I acknowledge that my employment is at-will and that the Y reserves the right to terminate my employment at any time, for any or no reason, with or without notice, and without following the progressive discipline policy described in this handbook.

I agree to adhere to and follow all policies and procedures contained within this handbook.

Employee Printed Name

Employee Signature

Date

[To be kept in this employee's personnel file]