



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of the Chippewa Valley Employee Handbook

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Approved by the Board of Directors and effective September 24, 2020.

YMCA of the Chippewa Valley

EMPLOYEE HANDBOOK

ARTICLE I – INTRODUCTION

Welcome to the YMCA of the Chippewa Valley

Each person in each job on the YMCA team is entrusted with the responsibility to our members, to himself/herself, to fellow workers, and to the YMCA to do the best job he/she can to assure the success of all. We are dependent on each other. If we can maintain this attitude of team spirit and strive for the goal of quality in work there is no doubt that we will have a successful YMCA.

The goal of the YMCA is to consistently recruit, develop, motivate, recognize and retain the most competent employees possible to aid in the achievement of our mission. We are pleased to have you on the team and hope that your association with the YMCA will be rewarding.

Mission Statement

To put Christian principles into practice through programs that build healthy spirit, mind and body for ALL.

YMCA History

The YMCA (Young Men's Christian Association) was founded in London, England in 1844 by Sir George Williams and came to the United States in 1851. The first Young Men's Christian Association of Eau Claire, Wisconsin was organized in September of 1881. For two years, rooms were rented out at 112 Kelsey Street, which is now East Grand Avenue. From there, the Y was moved to space located over the Post Office, then situated at the corner of South River Street and East Grand Avenue. It remained there until November of 1895. The Association provided a reading room, a physical department, and bathrooms. On March 4, 1912, the new Eau Claire YMCA was opened and was located at the corner of Farwell and Gibson Streets. The facility consisted of a 20'x26' swimming pool, gymnasium, locker rooms, meeting rooms, and 50 residence rooms. A paddleball court was added later. A restaurant was opened in the 1940s. This YMCA was home to many of the Black Eau Claire Bear players during the summer months, including Hank Aaron.

In 1923, a 168 acre piece of land along the Shores of Long Lake was purchased with donations. Camp Manitou was opened as a youth residence camp. Since that time, hundreds of thousands of young people have learned outdoor skills and made friends at Manitou.

During the 1959 capital campaign for the current Eau Claire facility, a sign reading "We want a YMCA" and signed "The Boys" along with a sign from the 1940's campaign and were erected across Barstow Street as a feature point of publicity for the campaign. The new Y was dedicated on May 21, 1961. Over 20,000 people visited the facility during the three-day open house. By 1967, membership had grown so much that that the Board of Directors desired an addition. In March of 1968, Bruce J. Nelson left his entire estate to the Y. That was a starting point for an expansion that included a training pool, three

racquetball courts, a youth center and a gymnasium. A second addition of 7 racquetball courts was completed in 1978.

The L.E. Phillips YMCA Indoor Sports Center, housing tennis and gymnastics, was given to the Y in 1972 by the L.E. Phillips Foundation. In 2018 a new tennis facility was constructed and donated by the Menard Family and the John and Fay Menard YMCA Tennis Center opened in April. In September of 2018, the Y became the owner of the Eau Claire Indoor Sports Center and it was renamed the L.E. Phillips YMCA Sports Center. The Center houses the Y's gymnastic programs as well as various other programs and activities.

The Chippewa Valley Family YMCA, Chippewa Falls, Wisconsin, was formed in 1978 and groundbreaking took place in 1979 for the new building that opened in 1980 to provide expanded programs at the first permanent YMCA site in Chippewa Falls.

In May 2019, the Eau Claire YMCA and the Chippewa Valley Family YMCA were consolidated into the YMCA of the Chippewa Valley, Inc.

More detailed history is available online at the YMCA's website www.ymca-cv.org/ourhistory

About This Handbook

This policy is designed to assist in consistent and objective personnel decisions in a manner that is equitable to all employees and in accordance with the YMCA's objectives.

This policy is not a contract, nor is any portion of it a contract. Employment with the YMCA is employment at will. Employees may end their employment at any time for any reason; and the employer may terminate employees at any time for any reason, with or without cause. All employees covered by this document are considered "at will" employees as that term has been interpreted by the State of Wisconsin.

Because this employee handbook is based on YMCA operational policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all, to some degree, subject to change, so too, then must this manual be subject to change. Therefore, the YMCA reserves the right to revise any part or all of the materials in this handbook. Changes will be communicated to current employees through employee orientations and through corrections to the employee handbook itself. This policy does not preempt or replace applicable laws.

What We Expect From You

Employees are expected to be aware of and subscribe to the purpose and goals of the YMCA. They should possess the special knowledge, skills and ability required for their position. The four core values of **caring, honesty, respect** and **responsibility** will be evident in all aspects of YMCA work.

In recognition of the YMCA's purpose to serve the needs of society and the individuals within it, employees must possess a cooperative spirit and maintain the good-will of their associates, the clientele served and

the public. They should also exhibit the desire and capacity to learn, to grow and to improve their skills and abilities.

ARTICLE II - EMPLOYMENT POLICIES & PRACTICES

Section A. Administration

The Board of Directors of the YMCA employs a Chief Executive Officer (CEO) to whom it delegates responsibility for overall administration and interpretation of this manual.

Section B. Equal Employment Opportunity

The YMCA is committed to providing equal employment opportunity to all persons in all terms, conditions and privileges of employment. The YMCA does not discriminate in employment based on race, creed, religion, sex, color, sexual orientation, national origin or ancestry, age, disability, marital status, arrest and conviction record, or any other characteristic or classification protected by federal, state or local law. This complies with applicable federal, state, and local laws governing nondiscrimination in employment, including all terms and conditions of employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs.

Section C. Americans with Disabilities Act

The YMCA's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities.

The YMCA is committed to ensuring non-discrimination in all terms, conditions, and privileges of employment. Reasonable accommodation will be available to all employees and applicants, including work site accessibility as long as the accommodation does not cause undue hardship on the YMCA. Note: There may be specific situations in which these factors are job-related and may therefore, be taken into account.

Section D. Health Insurance Portability & Accountability Act (HIPAA)

The YMCA will follow all HIPAA federal and state laws, whichever is the most stringent.

Section E. Employment Policy

The YMCA endeavors to select personnel who meet the necessary standards of educational and occupational qualifications, who can effectively advance the objectives of the YMCA, 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 such acts and regulations which control the employment relationship.

Employment with the YMCA is not for any specific term and may be terminated at any time and for any reason by either the employee or the YMCA.

Section F. Official Employer

All persons covered by the provision of this policy are employees of the YMCA and are subject to all policies established by the Board of Directors.

Section G. Employment Procedures

The Board of Directors employs the CEO who in turn employs all other staff. The CEO may delegate employment responsibility and authority to others.

Section H. Letter of Employment

All employees shall be furnished with a letter of employment that includes the following: a position title and pertinent information such as hourly pay, hiring date, hours, and supervisor name. This letter is not to be construed as an employment contract.

Section I. Open Application

When job openings occur, the YMCA supports an open application process.

All individuals seeking employment will complete the appropriate application form and must consent to a criminal records check. Persons invited to a second employment interview may be reimbursed for authorized expenses incurred in attending the interview including mileage, flight and lodging. Tests to ensure that the candidate who has been offered a position can perform the requirements of the position may be required. Fingerprinting of applicants may be required. Any person who provides erroneous information on his/her application shall be terminated.

Employees are required to report any investigations, convictions or suspension of licenses that are directly related to their employment within 24 hours of occurrence.

Section J. Employment of Minors

The YMCA operates in accordance with the requirements of the U.S. Child Labor Act and applicable state laws including terms of occupations, work hours, and days.

Section K. Orientation and Introductory Period

All employees must complete all appropriate forms and other records necessary to be placed on the YMCA payroll. Evidence of certain information for benefits and other personnel records may be required.

An orientation program is a condition of employment. All new or re-hired employees work on an introductory period-basis for the first 90 calendar days after their date of hire. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA and the new employee to assess their respective satisfaction with and suitability to the job. During this period, employees are eligible for all benefits required by law and provided for by this policy. This introductory period is not a guarantee of employment for any specified period of time and employees remain "at will" employees even during the introductory period. The supervisor may extend the introductory period when conditions warrant.

Section L. Employee Contributions

YMCA Capital and Annual Campaigns are highly important to the YMCA's work. Employees are encouraged to participate in keeping with the pillar of social responsibility. Payroll deduction is available.

Section M. Employment Categories

The following definitions apply to this document only and do not necessarily coincide with other "employee" definitions:

Section N. Employee Classification

Classifications are made by the CEO only.

1. **Full-Time Regular Employees.** An employee who is scheduled to work 40 hours or more a week on a regular basis. Such employees are eligible for benefits as provided in this policy. (See benefits section for further details.)
2. **Part-Time Regular Employees.** An employee who is scheduled to work less than 40 hours a week on a regular basis and who works 1 shift per week. They are not eligible for employee benefits except as specifically provided in this policy. (See benefits section.)
3. **Seasonal, Temporary Employees or Limited Term Employees (LTE):** A seasonal, temporary or LTE employment classification shall be used when the intention of length of work is less than six months. They are not eligible for benefits except as specifically provided in this policy.
4. **Government-Funded Projects/Programs.** The YMCA operates a variety of programs that are contracted for a specific period of time. Persons employed by such programs will be considered a YMCA employee, listed on the payroll and receive benefits relative to the provisions as provided for the specific contract.
5. **Independent Contractors** are non-YMCA employees, who are engaged for specific services with established fees, contract expenses and written agreement. They are not eligible for employee benefits.

Section O. Fair Labor Standards Act (FLSA) Classification

1. **Exempt employees** are those persons whose positions meet specific tests established by FLSA and state law and who are exempt from overtime pay requirements.
2. **Non-exempt Employees** are those persons whose positions do not meet FLSA exemption tests and who are paid a multiple of their regular rate of pay for overtime, as required by federal and state law.

Section P. Performance Evaluations

A performance evaluation may be conducted at any time for the purpose of evaluating an employee's performance, assisting in the employee's continued growth and development, and to ensure that the goals and objectives of the YMCA are being met. The performance appraisal shall be conducted by the employee's immediate supervisor, prepared in written form, and reviewed by the supervisor with the employee.

In addition, periodic consultations between each employee and his/her supervisor should be conducted. Career counseling and planning should be an important component of such consultation.

Section Q. Pay Reviews and Compensation

Individual salaries generally are reviewed annually and increments, if any, shall be granted on the basis of merit and current economic conditions of the employer. Such merit increases are determined by the performance appraisal process and will be within the guidelines of the YMCA pay scale.

Section R. Employee Direct Deposit Policy

New and current full- and part-time staff and temporary and seasonal employees will be required to participate in mandatory direct deposit. The YMCA does not issue paychecks.

Employee pay will be electronically deposited directly into a checking or savings accounts designated by each employee. Accounts must be established with banks or credit unions that support direct deposit. Participation in direct deposit will be a condition of employment.

In certain cases the initial pay for a new employee may be provided by paycheck to allow for sufficient time to process direct deposit information with the participating banking institution. The Payroll Office will assist employees with any questions or concerns about direct deposit and also provide assistance with completing the necessary documentation.

Please Note:

- It can take up to 1 or 2 pay cycles from the time the Payroll Office receives your form to take effect. Please complete the form clearly and accurately to prevent any delays in processing.
- To prevent a delay in receiving your pay, please notify the Payroll Office immediately of any changes or closures to the banking information on file. Failure to do so may prevent you from accessing your pay for a period of time.

ARTICLE III – EMPLOYEE BENEFITS

Section A. Career Development and Training Opportunities

The YMCA recognizes that the quality of its work is directly related to continuing career growth and training opportunities for employees. Though professional development is the primary responsibility of the individual, the YMCA also recognizes the obligation to provide all employees with timely and effective training experiences, mutually based upon the YMCA's goals, budget and employees' needs. Consequently, periodic consultations between employees and their supervisors to identify training and career development needs will be conducted.

1. **Full-time, exempt staff trainings.** Training opportunities for full-time salaried exempt staff are to be discussed at the employee's annual review and determined with the YMCA's annual budget.
2. **Required training for full-time, non-exempt staff and part-time staff.** Registration fees, hourly wage and other anticipated expenses will be paid by the YMCA based on the annual budget. Required trainings include but are not limited to:
 - New Employee Orientation
 - CPR, First Aid, AED, Blood Borne Pathogen
 - Child Safety Training
 - Required Department Meetings and All Staff-Meetings
3. **Expenses related to career development and other training opportunities:**
 - Will be paid in full by the YMCA when requests are submitted in advance and are approved by the employee's supervisor and CEO or designate.
 - Deemed to be of mutual benefit to both the YMCA and the employee;
 - Do not interfere with the satisfactory discharge of the employee's responsibilities. Included in these opportunities are the YMCA of the USA's Leadership Training Program (LTP), workshops/seminars, and conferences.

Section B. Benefits Philosophy

Employee benefits represent a significant part of an employee's compensation package. They help provide security and protection against stresses which otherwise could disrupt the individual employee's work and family life. The YMCA's benefits program is designed to enhance the work environment. It is responsive to the increased recognition that employees have different needs depending on a variety of factors. The YMCA's benefits program complies with and supplements government-mandated laws and regulations.

Descriptive materials related to benefits are provided to employees during their initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the YMCA.

Section C. Eligibility of Benefits

All Full-Time Regular employees are eligible to enroll for benefits at the time of their employment. However, full participation may be subject to meeting the plan requirements of specific benefits coverage or by restrictions detailed in other parts of this policy.

Part Time Regular and Seasonal employees are eligible for benefits as specifically stated herein.

For the purpose of determining benefits (when years of service are the basis for awarding the benefits), continuous full-time regular employment in the YMCA of the Chippewa Valley will be counted. Years of service are counted from original date of full-time regular employment and continue to accrue as long as that employment remains full time and continuous. Full time staff transferring from another YMCA shall be credited for their prior years of YMCA service for the purpose of calculating vacation days.

Section D. Categories of Benefits Protection

Legally Mandated Benefits. The YMCA complies with all applicable laws regarding employee benefits such as:

1. Social Security (FICA) – All employees are required to participate jointly with the YMCA in the Federal Social Security Program.

2. Worker’s Compensation Program – All employees are covered against hazards of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by State Worker’s Compensation Laws. Employees will not receive compensation from the YMCA while receiving pay from the worker’s compensation program.

Section E. Provisions for Time Not Worked

1. Holidays – All Full-Time Regular employees receive six paid holidays per year. If an employee is required to work on a holiday, or if a scheduled holiday falls on a Saturday or Sunday, time off within that same pay period week or pay will be arranged through mutual agreement with that employee and the YMCA. Holiday pay will not be granted to employees on a leave of absence. The YMCA observes the following holidays:

New Year’s Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

2. Vacation – The YMCA believes it is beneficial to both the employee and the YMCA that time off be taken annually by qualifying Full-Time Regular employees in order to provide periods of rest and recreation and had established vacation time for this reason. Vacations are to be scheduled with and approved by the employee’s supervisor during those periods that best suit their job responsibilities.

Effective January 1, 2021. Vacation time must be used in the year which it is earned and should not be carried over into the next year. If an employee fails to take his or her earned vacation time before the end of the year in violation of this policy, a maximum of 40 hours of accrued and unused vacation time

may be carried over from one calendar year to the next. Any remaining accrued and unused vacation time will be transferred into sick time up to the maximum allowed hours (90 days sick days total allowed). Final paychecks for employees will include deductions for any negative balance upon termination.

If your employment with the YMCA is terminated for any reason prior to the time that you have accumulated the number of vacation days taken during the vacation year, you will be responsible for reimbursing the YMCA for the amount of used but unaccrued vacation.

Unused vacation pay will not be paid out if an employee quits without giving a 2-week notice with exceptions being granted by CEO for extenuating circumstances. Unused vacation time will not be paid out if the employee is terminated for cause.

Vacation accrual schedule and maximum vacation bank for eligible employees are as follows.

Number of Years of Service	Vacation Earned Per Pay Period	Annual Vacation Accrual
Non-Exempt Employees		
< 5 years	3.08 hours ppp	80 hours
After 5 years	4.62 hours ppp	120 hours
After 10 years	6.16 hours ppp	160 hours
After 20 years	7.70 hours ppp	200 hours
FLSA Exempt Employees		
<2 years	3.08 hours ppp	80 hours
After 2 years	4.62 hours ppp	120 hours
After 5 years	6.16 hours ppp	160 hours
After 15 years	7.70 hours ppp	200 hours
After 20 years	9.24 hours ppp	240 hours

During the first three months of employment, vacation cannot be used or paid out, but will be accrued.

3. Sick Leave - Full-Time Regular employees who are absent due to family illness will receive compensation based on accumulated sick leave. Sick leave will be granted to provide care for self, child, spouse, domestic partner or parent. Physician documentation may be requested. Sick leave is accrued at the rate of 1 day of sick leave for each completed month worked, up to a maximum of 65 days. No sick leave will be accrued during the first 90 days of employment. Upon an employee's separation from the YMCA, there will be no payment for accrued sick leave.

4. Bereavement - Up to 3 days of paid funeral leave will be granted to Full-Time Regular employees in the event of the death of a member of the immediate family of the employee. Immediate family, for the purpose of this section, shall include parent, spouse, domestic partner, child, sibling, or

other relative living in the household. If you have a question about immediate family, please contact your supervisor or the HR Director.

5. Jury Duty - Regularly scheduled employees, Full or Part-Time, who are called for jury duty will continue to receive pay for their scheduled hours on jury duty days up to 10 days per calendar year. Any fees received for jury service during paid jury leave shall be turned over to the YMCA accountant. Documentation of jury duty must be presented to your YMCA supervisor in order to receive compensation. If the employee chooses to use vacation time for jury duty they may keep the fees earned.

6. Military Service - When full or part-time employees are called or recalled for active duty in the military, the YMCA will grant an official leave of absence without pay. Re-employment rights correspond to existing applicable laws. Full-Time regular employees who are in the Armed Forces Reserves or National Guard may use their vacation time for such training and receive full salary from the YMCA for that period. Upon being informed of a military obligation, every effort should be made by the employee to contact their supervisor immediately.

7. Outside Consulting - Subject to the approval of their supervisor, employees are permitted to provide consultant services to other YMCAs and/or kindred organizations (non-competing) with similar goals and objectives for up to 10 days per calendar year. If employees are released from job responsibilities to provide such services during regularly scheduled hours and payment is received, the YMCA must be reimbursed any consulting fee received by those employees. If employees consult during their time-off, then they may retain any payment.

8. Non-FMLA Leave - Leave of absence (up to 6 months) may be granted to employees who have a minimum of 12 months of full-time service to the YMCA for unusual circumstances including personal reasons and continuing formal education. Requests for extended leaves must be made in writing and submitted to the employee's immediate supervisor and must include a full explanation and projected schedule. The final decision rests with the CEO.

During extended leave, employees may request continuation of insurance benefits at their own expense. Upon return from an extended leave, the YMCA will attempt to place the employee in the same or a comparable position to the one held before the leave began. In the event that a position is not available, the leave shall expire and the employee's employment shall be terminated. If rehired within a period of 6 months following such termination, the employee may be given credit for prior service.

Section F. Family and Medical Leave

Child rearing, family member medical leave, and employee medical leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

- 1. Family and Medical Leave.** Employees who have been employed for at least 12 months and

worked at least 1,250 hours during the 12 months preceding the leave are eligible to receive up to 12 weeks (60 days for full-time employees) away from work without pay to attend to specified family and medical needs (as described below) with job protection and no loss of accumulated service.

a. **Specified Family and Medical Needs Defined:**

Newborn or newly-adopted children. Eligible employees may request a leave of absence to provide for a child following the child's birth, adoption, or foster placement within the employee's home. This leave must be taken within a year after the child is born, adopted or placed in the employee's home.

Illness of a family member. Employees may request a leave of absence to provide care for a child, parent or spouse who has a serious health condition.

Illness of an employee. Employees may also request a leave of absence if they are unable to work due to their own serious health condition.

b. Employees are required to use their earned sick leave/vacation benefits prior to commencement of the family and medical leave of absence. Once these are exhausted, the leave will continue without pay. No loss of seniority will occur while the employee is on leave. The YMCA will continue retirement, health and life insurance on the same eligibility and shared-cost basis as when the employee was on active status. Allotment of basic sick leave and vacation will cease until the employee returns to active full-time work.

c. **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, stepparents, legal guardians, or someone who plays or has played the role of a parent, but does not include parents-in-law.

Spouse. A legal marital relationship.

Serious Health Condition. An illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential health care facility, or continuing treatment or supervision by a health care provider. Appropriate medical certification is required before a leave will be granted.

d. **Application and Commencement.** A Family and Medical Leave of Absence form must be completed and submitted to the supervisor 30 days prior to the commencement date, except where medical conditions make such a requirement impossible. When the leave is to care for a sick child, parent or spouse, the requesting employee must submit a letter signed by a physician that states: (a) the date the illness or condition began; (b) the probable duration of the condition began; (c) the estimated time the employee will

need to care for the family member; and (d) a statement that the illness or condition requires the participation of a family member.

When the leave is for planned medical treatment, the employee must attempt, where possible, to schedule it so as not to disrupt the YMCA's operation. When the leave is for an employee, the employee must submit appropriate medical certification.

- e. **Reinstatement.** If an employee takes FMLA they are guaranteed job protection for the duration of the leave if they return within the guidelines of FMLA. If the duration of the leave extends longer than the time allowed by FMLA, the employee will be reinstated in the following priority of position reassignment:

First: Prior position, if available.

Second: A comparable position for which the employee is qualified.

Employees on leave must notify their YMCA supervisor at least two weeks prior to the end of the leave of their availability to return to work. Appropriate medical certification may be required before an employee returns to work. An employee's failure to return from leave, or failure to contact his/her immediate supervisor on the scheduled date of return, will be considered a voluntary resignation.

Insurance Benefits

While an employee is on a child rearing, family medical, or employee medical leave, the YMCA of the Chippewa Valley will maintain group health insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage. The YMCA of the Chippewa Valley has the right to collect from an employee the health insurance premiums the YMCA of the Chippewa Valley paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. An employee must return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health insurance premiums does not apply if his or her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

Return From Leave

An employee returning from employee medical leave may be required to obtain medical certification from the health care provider that she/he is able to resume work. An employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Section G. Provisions For Health Coverage

Health Insurance Coverage – The YMCA currently provides a comprehensive hospitalization and major medical plan for employees who meet the definition of "full-time employee" within the Affordable Care Act, plus their spouses and dependent children. Coverage will be effective the first of the month following the start date as a full-time employee. Determination of "full-time employee" status will be made by the YMCA consistent with the Affordable Care Act and regulations promulgated thereunder. Employees should consult the separate materials prepared by the YMCA and their healthcare insurance company for details of the plan.

COBRA-Health Insurance Continuation – Federal law (COBRA) requires that employees and/or their families 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 change in employee classification.
- Terminated employees (except for those terminated for gross misconduct).
- Covered dependents in certain circumstances as prescribed in the applicable federal statutes.

Anyone eligible for this extension of coverage must request it in writing within 60 days of the date on which their existing coverage would end. They must also agree to pay the full premium of such coverage. If a terminated employee does not choose continuation coverage, health insurance will end on the last day of the month of such termination.

Group Life, Accidental Death, and Dismemberment – The YMCA currently makes provision for protection of the beneficiaries of Full-Time Regular staff through Group Life, Accidental Death, and Dismemberment Insurance.

Long Term Disability – The YMCA currently makes provision for protection of Full Time Regular staff through group long term disability insurance.

Section H. Other Benefits/Expenses

Retirement Savings - The YMCA currently participates in the YMCA Retirement Fund for the benefit of eligible participating employees and their families. The Retirement Fund is a defined contribution money purchase and pension plan that provides retirement, disability, and death benefits. A description of the eligibility rules and benefits is provided in the fund's Administrative Manual. The terms and conditions of the plan control in every case.

Participation in the plan is a condition of employment for eligible employees. An employee must work for two years before being eligible to be enrolled in the fund. Employees must be age 21 or older and work 1,000 hours in each year to be eligible for fund enrollment. If an employee does not work 1,000 hours in a year of employment, then hours will begin being counted at the beginning of the next anniversary year.

The necessary two years are not required to be consecutive. Employees transferring from another YMCA shall be credited for prior service for the purpose of calculating retirement.

The YMCA 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 the plan may also be amended at any time to conform to applicable federal law.

Contributions to the retirement plan equal 12% of an employee's salary (5% personal contribution from salary, 7% Association contribution). An employee may voluntarily contribute above the standard contribution as allowed by IRS limits.

Health Saving Account – A high-deductible policy and health saving account (HSA) plan may be available (depending on plan chosen) and is also deducted on a pre-tax basis with the HSA directly deposited. The HSA is funded entirely by the employee.

YPN Dues - The YMCA encourages all Full-Time to join and participate in the YMCA Professional Network (YPN). To encourage such participation the YMCA may pay for all YPN membership dues annually upon approval of the CEO.

Full-time Employee Membership and Discounts - Full-time employees will be enrolled and their dependent family members will be granted membership to the YMCA of the Chippewa Valley. These privileges will cease upon termination of full-time employment unless other arrangements have been approved by the CEO. Employees and family members must obtain and use membership cards to access facilities and programs, just as all members are required. Also, a membership application must be filled out and signed.

Full-time Employees and their dependent family members may register and participate in most programs or classes offered by the YMCA of the Chippewa Valley at a discount rate of 50% of the regular rate. Some exceptions do apply. See Benefit Sheet attached.

NOTE: Per IRS guidelines dependent child care program fee reduction values may need to be reported as taxable income.

Part-time/Seasonal Employee Membership and Discounts - Part-time/seasonal employees will be enrolled and granted (upon completion of the New Employee Orientation) an adult (or youth if under 18) membership to the YMCA of the Chippewa Valley. These privileges will cease upon termination of employment. Employees must obtain and use membership cards to access facilities and programs, just as all members are required. Also, a membership application must be filled out and signed. Part-time employees may upgrade to a family membership by paying the rate differential established between the adult and family rate.

Part-time employees may register and participate in most programs or classes offered by the YMCA of the Chippewa Valley at a discount rate of 25% off the regular rate. Some exceptions do apply. Family members do not qualify for this discount unless the employee has paid for the upgrade to a family membership.

Travel/Accident Coverage - Each Full-Time Regular employee is currently covered by the YMCA's insurance plan while traveling on assignment or at the direction of the YMCA (for the purpose of furthering the business of the YMCA).

Relocation Expenses - When the relocation of a new employee is required, the YMCA may pay for that employee's related expenses. Terms for such must have prior approval of the CEO or designate and/or President of the Board and be specified in the letter of employment.

ARTICLE IV – CONDITIONS ON THE JOB

Section A. Timekeeping

Payroll and time records of all employees will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of time records to reflect the exact hours and days actually worked. In response to valid requests to verify employment without the employee's written approval, the YMCA will only release dates of employment and last position title. Employees or former employees may authorize the release of salary and other employment related information by granting permission in writing to the HR Director.

Section B. Personal Data Changes

Any changes in marital status, address, etc. must be communicated to the Finance Department within 30 days of change.

Section C. Pay Periods

End bi-weekly on Saturdays. Paychecks are issued bi-weekly on the Friday following each pay period at the YMCA. Bi-weekly pay period calendars are available in December for the following year.

Section D. Overtime

All nonexempt employees are paid one and one-half times their hourly rate when they work in excess of 40 hours in any given week as determined by the Fair Labor Standards Act. Our official workweek is defined as 12:01A.M. Sunday through 11:59 P.M. Saturday.

Employees should obtain prior approval from their supervisor for all overtime worked. Overtime is based on the actual number of hours worked, not paid hours. For example, sick, vacation or holiday time is considered hours paid, but would not be used in the calculations of hours worked.

Section E. Work Schedules

Immediate supervisors are responsible for the preparation and supervision of the working schedule for all of their employees. All such schedules will be governed by applicable laws and the needs of the YMCA. An employee's immediate supervisor must approve overtime work in advance. Scheduled employees are expected to come to work unless notified by their supervisor. In the event of bad weather employees are expected to come to work unless the facility is officially closed or contacted by their supervisor.

Section F. Absenteeism

If an absence is to be excused, the employee's immediate supervisor must be notified as soon as possible prior to the beginning of the scheduled shift. The employee is responsible for scheduling a substitute. If the absence occurs for more than one workday, the employee may be asked to submit a doctor's statement to verify his/her absence. An employee absent for two or more days without notifying their supervisor will be considered to have voluntarily resigned without notice.

Section G. Working at Home

Non-exempt employees are not permitted to take work home unless approved by their supervisor. If approved, accurate reporting of all time worked is mandatory.

Section H. Volunteering

Volunteer opportunities should be limited to opportunities whereby the employee elects to participate or assist in special fundraising activities that are unrelated to their job. Participation is at the sole discretion of the employee.

Section I. Breaks and Meal Periods

Short duration breaks (5-15 minutes) are not automatic and are counted towards hours worked. Unpaid meal periods may be 30 minutes or more in length and the employee must be relieved of all duties. Certain departments may require scheduled breaks and meal periods based on quality and safety requirements of the position (i.e. life guards, instructors, child care staff). Staff should check with their supervisors for requirements. We follow State of Wisconsin DWD requirements. For those employees under the age of 18, breaks and work hours will be in accordance with child and federal labor laws.

Section J. Expenses and Allowances

All YMCA business related expenses (including mileage reimbursement) incurred by the employee with their personal funds are to be reported on the *Employee Expense Reimbursement Form*. Expense reports should be submitted monthly.

Employees incurring YMCA business related expenses should submit their expenses to their supervisors in a timely manner each month. All business expenses must have a valid, clear (easily readable), and unaltered detailed receipt attached. **Expenses submitted without receipts will not be reimbursed – no exceptions.** Costs are to be allocated to the proper expense accounts when completing the expense form. The CEO expense reimbursement and credit card receipts must be approved by the Treasurer, or member of the Executive Committee.

- **Employee Mileage**

Employees who use their personal automobile to conduct YMCA business will be reimbursed mileage expenses at the current rate approved by the YMCA. Only mileage that is **required for business purposes**, authorized by staff supervisors and accurately documented will be reimbursed. All business purposes and details for the trip must be documented on the *Employee Expense Reimbursement Form*.

- **Employee Travel**

Authorized expenses, related to travel when conducting YMCA business or participating in YMCA training events, will be reimbursed when properly documented on the *Employee Expense Reimbursement Form*. Employee travel includes anything outside the YMCA area. A copy of the event registration needs to be attached. Travel expenses include the following:

- Airline coach fares
- Mileage (if using personal vehicle)
- Hotel Rooms (standard room)
- Meals (not alcohol)
- Taxi fare
- Car rentals (if required)
- Gas for rental car refueling
- Checked Bag Fees – 1 bag

Not included for reimbursement are normal personal expenditures and expenses deemed as “non-essential”. These items include, but are not limited, to the following:

- Alcohol
- Clothing
- In-room Movies
- Drinks and Snacks
- Laundry Services
- Hotel Mini-Bar
- Make-up Toiletries and Grooming Items

All business travel must have preapproval from your supervisor prior to purchasing airfare, rental cars and hotels. Employees are expected to seek rates responsibly and prudently. Employees should seek online purchase options directly with the airlines, hotels and car agencies. The length of room/hotel stay must equal the number of conference days, no longer.

Rental car type should be no higher than intermediate class unless there are 4 or more staff traveling on the same business trip. When renting a car for business, the option to pre-pay fuel should not be chosen. Employees must purchase fuel before returning to the rental car on the last day of use. Whoever executes the rental agreement should sign their name/YMCA, to indicate the business relationship to trigger the

business auto insurance coverage. Insurance coverage offered by the rental car company should not be purchased.

- **Business Meals**

Costs for meals will be authorized as a YMCA business expense when employees are conducting YMCA business and/or required to attend events because of official duties. Total meal costs are expected to be reasonable. Typical meals include the meal, a non-alcohol drink and the tip. Suggested daily maximums for meals per person are as follows; this is not a per-diem but rather guidelines:

Breakfast - \$10
Lunch - \$15
Dinner - \$25

Unless traveling out of area for approved business, a single employee should not expense a business meal. The only time an employee should have a meal with only one in attendance is when traveling out of the area. Any meals submitted with one staff in attendance, and no travel involved, will be the responsibility of that staff to pay.

General industry standards define a tip for good to great service equal to 15% - 20% of total meal costs in restaurants. Most restaurants charge an automatic tip for guest groups larger than 8. Maximum allowed tip expense will be equal to 20% for each meal expensed. Tips provided to delivery drivers for delivery of training meals should be nominal in most cases, but not exceed 10% of the total food purchased.

- **Violations**

Violations of this policy may result in disciplinary actions up to and including termination.

Section K. Use of Equipment and Vehicles

YMCA equipment, communication tools, and vehicles are not for personal use without prior approval of supervisor.

Section L. Use of Office Equipment, Phone, Supplies, etc.

To be used for personal purposes with approval of supervisor only.

YMCA telephones are to be used for business purposes in serving our members and program participants. Limited personal use should be for emergencies and essential personal business. The frequency or duration of personal telephone calls must not interfere with the performance of an employee's job duties or the function of YMCA operations. Employees are expected to reimburse the association for personal long distance charges. Employees should not expect that voicemail is private and employee's use of YMCA telephones and voicemail systems grants permission for possible management review. Proper use of telephones and voicemail is a job requirement for all employees.

Section M. Electronic Communications Policy

1. **Purpose:** This policy defines appropriate usage of electronic communication resources provided to YMCA staff members, and appropriate activities and conditions relating to the usage and communication of YMCA information both within the organization and with outside entities. This policy statement covers the security, confidentiality and integrity of information obtained, created or maintained by YMCA staff members.

2. **Usage Philosophy:** The YMCA provides access to various information technology resources for its staff members and, in some cases, to volunteers, members and participants. These resources are provided to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. Resources such as computers, the Internet, e-mail, telephone and fax are intended for YMCA business only. If Computer or other Y equipment is damaged by inappropriate use or action you will be held responsible for repairs or replacement.

All data entered, created, received, stored or transmitted via YMCA equipment is considered YMCA property and is therefore subject to inspection, search and disclosure at all times by the Human Resources Department and senior management. This is to safeguard the interests of the YMCA and protect it from potential liability.

3. Core guidelines

- Communications sent from the YMCA network are identified as originating from the YMCA server and carry the YMCA name. E-mail and Internet usage and communications must reflect well on the organization. Each staff member is responsible for using YMCA e-mail and Internet resources in an acceptable manner.
- Passwords are confidential. Do not provide passwords to anyone except on a "need to know" basis for official YMCA business purposes. Examples of people who may need to know a password are a supervisor needing access to a file in the absence of the staff member or the IT Department. Individual user ID's and passwords shall be protected from unauthorized use and be set in accordance with the policy for resetting a password and strength. The electronic communications systems should be used in ways that further YMCA business interests and support work on behalf of the YMCA. Any use of YMCA information or systems for the financial gain of a staff member or third party not relating to those interests is strictly prohibited. Your YMCA assigned email should be for business uses only and not given out to stores or others for non-business needs.
- Only authorized mobile and computing devices may connect to the trusted internal network.
- All language used in communications should be professional and courteous. Abusive or obscene content in communications is strictly prohibited.
- Use appropriate business English. In a culturally diverse environment such as the YMCA, the use of slang, humor, sarcasm or local terminology may not be correctly interpreted.
- E-mail is no different than a written document. A file can be stored in the system indefinitely and can be reviewed, if necessary, during legal proceedings involving the

YMCA. Take as much care in sending e-mail messages as with any confidential written document.

- Confidential information such as performance or disciplinary communications should never be sent electronically.
- Treat all e-mail messages as public information. Senders have no control over messages once they are sent, and recipients may forward the messages to people not originally intended to receive them.
- All Internet communications should be treated as public information since those messages are not generally encrypted. No confidential or copyrighted information should be sent through the Internet.
- All computing devices must be secured. You must lock the screen or log off when the device is unattended.
- If a computer / laptop must be used away from the YMCA the user will take all measures to ensure protection of the computer from breakage, damage, theft or tampering of the computer. No one except the YMCA IT department or its computer systems company can make changes to the computer system.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

4. **Software/Apps:** Only software (programs) purchased and licensed by the YMCA may be installed on YMCA equipment. The YMCA may periodically conduct an audit of installed computer software. Unauthorized software will be removed. No personal software or diskettes may be used unless approved by the Executive Director.

5. **Personal Use:** As a benefit, Directors and Coordinators are permitted limited use of their office computer equipment to type personal items, access personal e-mail accounts and the Internet. Personal files should be saved in a directory named "personal" to facilitate the identification and backup of those files. All personal use is to be kept to a minimum while at work and is never to conflict with work performance. Extensive personal use of electronic communications resources can disrupt the vital flow of information upon which program participants, volunteers and staff members depend. Any use of YMCA resources must not jeopardize or degrade system performance. Staff members may make or receive limited personal telephone or cellular calls on scheduled breaks. Under no circumstances are personal long distance calls to be made at the expense of the YMCA.

6. **YMCS Social Media Sites:** The YMCA stands for youth development, healthy living and social responsibility. Our core values of honesty, respect, caring and responsibility drive our mission. As such, the Y takes a very encouraging but strict approach when it comes to Social Media Guidelines.

- Employees are allowed to associate themselves with the YMCA when posting but they must clearly brand their online posts as personal and purely their own. The YMCA should not be held liable for any repercussions the employees' content may generate.
- Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated.

- Content pertaining to YMCA information (particularly those found within YMCA internal networks) should not be shared. Giving out personal information about members, volunteers or employees is forbidden.
- For employees managing the YMCA's personal social media sites, the Y will not follow any people 'back'. The YMCA will only follow organizations that are aligned with our values. The YMCA may follow professionals whose posts are directly aligned with our programs values (i.e. professional athletes, health professionals, youth development professionals).

7. **Prohibited Use:** The following are areas that are expressly prohibited by the YMCA. The YMCA strictly prohibits:

- Sending or receiving any data that may be construed to violate the values or policies of the YMCA. This prohibition includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that may be construed as harassment or disparagement.
- Accessing another staff member's personal files without their consent.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network.
- Intentional misuse of data or equipment.
- Collection and/or transmission of materials in violation of any federal, state or local law.
- Chain letters that are mailings with a request to recipients to continue distribution to others.
- Messages to other staff members that serve as advertising or solicitation for personal gain.

Section N. Use of Cell Phones

Use of personal cell phone/text messaging when performing duties at the YMCA follow the guidelines of Use of YMCA Equipment, "Limited personal use should be for emergencies and essential personal business only. The frequency or duration must not interfere with the performance of an employee's job duties or the functioning of YMCA operations." Use of cell phone is forbidden in certain job descriptions (i.e. lifeguards, day camp counselors). Employees should check with their supervisor for clarification.

Section O. Child Abuse Prevention

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. All YMCA employees are mandated reporters. Employees are required to report known or suspected child abuse immediately to their supervisor. The employee and supervisor will determine the appropriate action. Failure to report any suspicions is grounds for disciplinary action up to and including termination. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. All YMCA employees must read and sign the Code of Conduct prior to employment.

Section P. Babysitting Policy

The YMCA does not sanction, encourage, or endorse the use of YMCA employees or volunteers for non-YMCA child care activities. Such activities are outside of the scope of an employee or volunteer's duties with the YMCA. Employees and volunteers shall not engage in any conduct relating to afterhours childcare during work hours or on YMCA premises. If an employee provides off-duty care, they need to have a babysitting form signed by the parents.

The YMCA does not assume any responsibility for off-duty employment including, but not limited to legal liability that may occur. Under such circumstances, the YMCA is not an individual's employer and does not provide worker's compensation or other coverage for such non-YMCA employment or activity.

Section Q. Transporting of Children, Members, Participants, etc

Transporting in personal vehicles and being alone with children is strictly prohibited. Transportation for medical emergencies should be the responsibility of a parent, relative, or trained medical personnel.

Section R. Driving for the YMCA

Employees using their personal vehicles for authorized YMCA business must possess a valid driver's license in good standing. Mileage is reimbursed at the declared mileage rate for that year. All accidents should be reported the immediate supervisor within 24 hours. Employees will not use cell phones while driving for company business. Tickets for traffic violations are the responsibility of the employee.

Section S. Garnishments and Wage Assignments

The YMCA's practice will be consistent with all applicable laws.

Section T. Grooming and Dress***Grooming and Dress***

The YMCA welcomes and involves people of all ages from diverse cultures and backgrounds. Our brand is evident in our appearance and as an employee we are ready to serve. Our Y branding also serves as a professional appearance for our off-site programming and image in the community. Dressing for safety will also serve as a factor in selection. As public acceptance of different fashions change, these guidelines may be modified from time to time, but the YMCA shall always opt for the more conservative approach, if any question exists. YMCA staff is always expected to model good personal hygiene in their roles as public representatives of the YMCA's mission to promote well-rounded healthy lifestyles. All staff members are expected to follow these guidelines for appropriate dress while representing the YMCA.

Guidelines

It is not possible to stipulate a comprehensive guideline that would specify all possible

appropriate forms of appearance for the type of work being done within the various YMCA departments. Employees and supervisors must use judgement and assess the work function/activity. Each department may have a more formal dress code than this code designates if deemed necessary by the supervisor. The **Dress for the Day** is the approach that if your duties require a more casual approach to the dress code do so with the expectation that once the duty is complete, the staff member will wear the defined dress code.

Miscellaneous

Hats are not appropriate indoors for non-athletic programming, childcare or customer service duties. When outdoors, a supervisor can address any hat that does not have a Y logo. Hair is well-groomed and clean. A tattoo deemed not appropriate will need to be covered when employed at the Y. Excessive piercings and unnatural hair colors can be addressed by a supervisor. Jewelry should not present a safety hazard and shoes with good tread must be worn except for aquatics staff. Any "Team" or Event wear must have prior approval from the Executive or Center Director.

Not Permitted/Not Acceptable

- Negative or offensive messages
- Nude or semi-nude pictures
- Sexually suggestive slogans, cartoons, or drawings
- Political wear
- Items that suggest or promote the use of drugs
- Visible undergarments. Sheer fabrics, low-cut necklines, short hemlines, tank-tops, cut-offs & sweatpants
- Pilling, wrinkled, faded, dirty or torn clothing/footwear
- Midriff or open-side shirts
- Booty shorts, short shorts, blue jeans (non-dark washed) or yoga pants/leggings (in lieu of pants)
- Large logo items (i.e. Pink)

Clothing

- At YMCA facility, program site, and meeting site, YMCA department approved dress code, with relaxed professional being acceptable. Some sites might require a Y branded shirt be worn. Footwear should be appropriate to the job function.
- When attending formal business meetings with volunteers or the general public in or outside of YMCA facilities, formal business attire is advised.

- Staff leading or attending programs involving physical activity should wear approved YMCA apparel.
- All shorts, skirts and slacks shall be loose fitting and not more than six inches above the knee. Compression shorts must be covered.
- No visible undergarments.
- Female aquatic staff swimsuits shall be one piece, male aquatic staff suits shall be trunk style and all aquatic staff shall have footwear appropriate for poolside work.
- All staff members at YMCA facilities, program sites, etc. (except aquatic staff in swimsuits) shall wear YMCA ID badges/nametags at all times, unless approved not to for various activities by supervisor.
- YMCA logo hats may be worn outdoors. Hats are not appropriate indoors at any time. The supervisor must approve any hat that does not have a Y logo on it.
- Sheer fabrics, low-cut necklines, short hemlines, tank tops and faded torn clothing are not acceptable.
- Hooded sweatshirts must be Y branded.
- 'Team' wear must have prior approval.
- Exceptions to all of the above may be appropriate for staff involved in physical activities requiring clothing of a sturdier nature or appropriate to the venue per approval by supervisor.

Grooming

- The YMCA expects good personal hygiene at all times.
- Perfumes and fragrances should not be used in excess and should be evident only when in close proximity to someone.
- Facial hair should be neatly trimmed at all times.
- The YMCA recommends no visible tattoos or body piercings. When tattoos or body piercing are visible, they should not be excessive in size, not draw attention to location and not demonstrate a negative message or theme.
- The YMCA recommends no excessive jewelry, and prohibits jewelry that portrays a negative message.
- Nails shall be clean, neatly maintained and appropriate length for completing job responsibilities.
- Hair shall be clean and neatly maintained.

Section U. Smoke-Free Workplace

Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of The YMCA to provide a smoke-free environment for all employees, members, and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it applies to both employees and non-employee visitors and members of The YMCA. This policy applies to "e-cigarettes" as well.

Definition

1. No smoking or use of tobacco products will be allowed within the facilities at any time.
2. Smoking is not permitted within YMCA facilities or within 20 feet from the main entrance of YMCA facilities.
3. No smoking or use of tobacco products will be allowed in any company vehicle.
4. There will be no smoking in YMCA vehicles at any time.
5. There will be no tobacco use in personal vehicles when transporting persons on YMCA authorized business.

Section V. Substance Abuse

The YMCA's goal is to promote the health, safety, and productivity of its staff, to protect the YMCA's integrity, and to safeguard the public interest. The YMCA is committed to a drug-free workplace. Staff and volunteers are expected to report to work mentally and physically prepared for work. Staff members will not manufacture, sell, dispense, purchase, and possess unauthorized controlled substances on YMCA premises. The use or storage of alcohol on YMCA premises or during YMCA business is prohibited without the authorization of the CEO for special event purposes only. Employees will report to their supervisors the use of physician-prescribed or over-the-counter medication that might affect performance or safety. Legally prescribed drugs must be contained in the original prescription container and prescribed for the current use of the person in possession. Violation of any of the rules set forth above may subject the staff member to disciplinary action up to and including discharge. The YMCA is not responsible for conduct related to alcohol or other controlled substances.

Section W. Concealed Weapons

The YMCA is committed to maintaining a safe and healthful work environment for its employees. As part of this commitment, the YMCA's policy is to prohibit weapons of any type from the actual workplace or working areas where employees are located as well as from YMCA-owned vehicles. The YMCA will not condition employment on the fact that an employee or a prospective employee holds or does not hold a license to carry a concealed weapon, nor will the YMCA otherwise discriminate against employees in any terms or conditions of employment based upon their lawful use and ownership of firearms. Employees, customers and lawful invitees who possess a valid concealed weapons license may keep a firearm inside their privately owned motor vehicle when their vehicle is parked on YMCA property. Staff whose residence is located at Camp Manitou may keep firearms at their residence in a safe manner in which campers are unable to access. Any violation of this policy shall subject the offending employee discipline up to and including discharge. Customers and invitees who violate this policy will be banned from YMCA premises.

Section X. Hazardous Communication

A safe, healthy, and environmentally sound workplace is accomplished through a variety of YMCA efforts, including safety education, training on the use of certain equipment, and job instruction.

Participation in the federally-mandated Hazard Communications Awareness Program is required for all YMCA employees, selected volunteers, and selected outside contractors in order to ensure that all are fully informed and aware of any chemical hazards in their workplace.

Section Y. Blood borne Pathogens

The YMCA will comply with all OSHA requirements for the training of staff on blood borne pathogen standards. In so doing, the YMCA will make an exposure determination, prepare an exposure plan, train employees, and make available the Hepatitis B vaccine when necessary, and take other action regarding labeling, waste disposal, and follow-up in the event an employee is exposed to blood or other potentially infectious material.

Section Z. Confidentiality

Many of our employees need access to confidential association and customer information and records in order to do their jobs. While an open climate of information sharing is most often desirable, there is a need to safeguard the security of information that could be detrimental to the association and its customers.

*This policy is not intended to restrict communications or actions protected or required by state or federal law.

Section AA. Personal Expression on Public Issues and Solicitation Policy

Employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on social, economic, religious, and political issues. However, they must refrain from giving any impression that their views and positions are those of the YMCA.

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

No employee shall be compensated or reimbursed for personal political contribution; and efforts devoted to political activities must be outside of working hours. No employee may solicit for any campaign or cause during working hours or while on YMCA time, nor use YMCA resources to do so. Employees may not wear or post campaign/political paraphernalia on YMCA premises or during working hours. It must also be made clear that any statements regarding public issues, candidates, or office holders are the opinion of the individual, not the YMCA.

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company. These include but are not limited to:

- Seeking funds or donations for a non-profit organization

- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytism
- *Distribution* refers to disseminating literature or material for commercial or political purposes.

Employees

As an employee, you may solicit from your colleagues only when you want to:

- Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring.)
- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by the YMCA.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all cases, we ask that you do not disturb or distract colleagues from their work. We also prohibit offensive solicitation or solicitation for personal profit:

- Selling goods for personal profit.
- Requesting support or funding for political campaigns.
- Unauthorized posting of non-work related material on company bulletin boards.
- Solicitation or distribution of non-business literature towards customers, partners and vendors.
- Proselytizing others to groups or initiatives that violate non-discrimination and equal opportunity policies.

Employees have the legal right to refuse assistance or participation to any kind of activities or organizations. Employees should not be forced or harassed to support fundraising events, collections, purchasing of merchandise or other activities.

This policy applies in the same manner to all individuals or groups. Our company and managers must not allow one group or person to engage in solicitation, while excluding others. Employees may refer any questions or doubts to the Executive Director.

Section BB. Employment of Relatives and Supervisory Relationships

The employment of close relatives or domestic partners in a reporting relationship has the potential to create real or perceived conflicts of interest and problems with decision-making. The perception of

favoritism or partiality, which such employment can create, may undermine morale. The following restrictions have been established to help prevent these issues from occurring.

It is the policy of the YMCA to allow close relatives and domestic partners, such as but not limited to spouse, children or parents, to be employed by the YMCA. However, close relative and domestic partners shall not be hired or transferred when one close relative or domestic partner would supervise or evaluate the other, or when the reporting relationship would create a conflict or inappropriate relationship.

If a relationship occurs that results in two employees of the YMCA becoming close relatives or domestic partners when they are in a position reflecting the above conditions, the employees must notify the CEO. The CEO will attempt to derive an alternative employment arrangement within the YMCA. If such an arrangement cannot be achieved, the CEO will decide the matter.

Section CC. Problem-Solving Procedures

From time to time, employees may have questions or concerns about their jobs. An employee with such questions or concerns should speak with his or her immediate supervisor. If, for any reason, an employee feels he or she cannot speak directly with their immediate supervisor about the question or concern, the issue may be addressed with the next level of management.

Employees are responsible for promoting open communication and safe working conditions, raising issues as they occur, and providing possible solutions. All employees are expected to use individual accountability and initiative in resolving problems.

Section DD. Unlawful Harassment

It is the policy of the YMCA to expressly forbid any form of harassment of employees. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct that relates to an individual's race, color, sex, sexual orientation, religion, national origin, ancestry, place of birth, disability, veteran status, or any other category protected by law.

If an employee believes that he or she has been harassed, the complaint process outlined below should be followed. Questions should be directed to the employee's supervisor.

Employees determined to have engaged in acts of harassment will be deemed in violation of this policy and appropriate disciplinary or corrective measures shall be taken.

Section EE. Sexual Harassment

The YMCA is committed to providing a work environment that is free from sexual harassment. Such conduct is not only inappropriate in a productive work environment but is also unlawful and will not be tolerated when perpetrated by any employee, agent, contractor, member, or visitor of the YMCA.

Certain conduct and comments of a sexual nature that may not amount to unlawful sexual harassment are also inappropriate in the workplace. All employees are expected to use good judgment and avoid the appearance of sexual impropriety in their dealings with other employees, members, and guests.

Sexual harassment results from unwelcome sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of any sex, conduct of a sexual nature that creates an offensive, intimidating, or hostile work environment; and coerced sexual conduct by a person in a position of authority in the workplace. Examples of prohibited sexual harassment include but are not limited to:

- Unwelcome touching, sexual flirtation, advances, or proposition
- Offering employment, promotions, or other benefits in exchange for sexual favors
- Threatening reprisals for refusing sexual advances
- Leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters, suggestive or obscene letters, notes or invitations
- Derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, verbal commentaries about a person's body, sexually degrading words used to describe an individual

Section FF. Complaint Process

The YMCA realizes that it may be difficult for employees to come forward with a complaint of discrimination, harassment, or retaliation.

1. Any employee who feels that they are being discriminated against or harassed should immediately contact his or her supervisor or another member of the management team and supply **written documentation** of the occurrence.
2. In cases of accusations against an immediate supervisor, the employee should notify another individual in the chain of association authority.
3. In the event that the complaint involves the CEO, the employee should contact the President of the Board of Directors.
4. All accusations will be handled in a confidential manner. No employee will be penalized, formally or informally, for voicing a complaint or for filing a complaint.

Section GG. Code of Conduct

The YMCA is committed to providing a safe and welcoming environment for all staff members, volunteers, children, and program participants. To promote safety and comfort for all and to ensure the safety of children and prohibit the abuse or mistreatment of children, staff members and volunteers are expected to act appropriately at all times while working or volunteering in YMCA facilities and programs. All staff members and volunteers will abide by the Code of Conduct Guidelines and in accordance with all applicable laws and regulations and the policies and procedures of the YMCA, and with adherence to the YMCA's four core values of caring, honesty, respect and responsibility. Failure to comply with the expectations as defined in the Code of Conduct will lead to disciplinary action, up to and including discharge. All employees will read and execute the YMCA's Code of Conduct upon employment.

Section HH. Conflict of Interest

It is the policy of the YMCA that no employee engage in activities contrary to its interest or inconsistent with the corporate responsibilities entrusted to them. While an exhaustive list of conflict situations

cannot be given, in general there is conflict whenever an employee achieves personal gain or incurs obligations to others at the expense of the YMCA. If you have any questions, please contact your supervisor.

Section II. Misconduct

To provide a productive, caring work environment consistent with YMCA values, The YMCA does not tolerate misconduct. Written rules can be guidelines only; they cannot be all inclusive. Beyond written rules, each of us is expected to conform to common and accepted standards of behavior and job performance as well as written rules.

Listed below, by way of example, are certain types of misconduct that will result in discipline, up to and including discharge.

1. Conduct contrary to the YMCA's code of conduct
2. Falsifying YMCA records, including employment applications, time or medical records, recording anyone's time but your own or allowing another employee to record your time
3. Deliberate destruction or defacing of YMCA property, a member's property or the property of a fellow employee
4. Fighting or provoking a fight on YMCA's premises or while on duty
5. Assaulting, threatening, intimidating, coercing or interfering with members, supervisors or employees
6. Possession of weapons while on YMCA premises or while on duty
7. Making, publishing, or repeating false, vicious or malicious statements concerning the YMCA or any member, supervisor, or employee of the YMCA
8. Unauthorized removal or alteration of YMCA records or release of confidential information
9. Theft or misappropriation of money or property
10. Illegal, immoral or indecent conduct
11. Unauthorized absence of two (2) consecutive days
12. Gambling in any form on YMCA's premises or work locations
13. Disobeying safety regulations and/or failure to report an accident when such an accident occurs on YMCA property or work locations

35. Performing personal work on Company premises without expressed permission; and

36. Ethical violations.

Section II. Whistle Blower Policy

Introduction

The whistleblower policy of the Young Men’s Christian Association of the Chippewa Valley, Inc. (“YMCA”) is intended to provide a mechanism for the reporting of illegal activity or the misuse of YMCA assets while protecting the employees who make such reports from retaliation.

Questionable Conduct

This policy is designed to address situation in which an employee suspects another employee has engaged in illegal acts or questionable conduct involving the YMCA’s assets. This conduct might include outright theft (of equipment or cash), fraudulent expense reports, misstatements of any accounts to any manager or to the YMCA’s auditors, or even an employee’s conflict of interest that results in financial harm to the YMCA. The YMCA encourages staff to report such questionable conduct and has established a system that allows them to do so anonymously.

Making a Report

If an employee suspects illegal conduct or conduct involving misuse of the YMCA 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 can make a report to any of the following YMCA executives at any time: chief executive officer, chief financial officer, or the head of human resources. The YMCA 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. Alternatively, employees can make a report by calling either the Board chair or the chair of the finance committee.

No Retaliation

An employee who has made a report of suspicious conduct and who subsequently believes he or she has been subject to retaliation of any kind by the YMCA employee is directed to immediately report it to the chief executive, the chief financial officer, or the head of human resources as appropriate.

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 YMCA strongly disapproves of and will not tolerate any form of retaliation against employees who report concerns in good faith regarding the YMCA’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 YMCA assets are handled pursuant to the YMCA's whistleblower policy.

1. An employee makes a report of suspected misuse of YMCA assets by reporting in person to the YMCA executive, or reporting anonymously to the Board Chair or the Board Treasurer.
2. The report is promptly reviewed by the chief executive officer and/or the chief financial officer, to determine whether the report constitutes a complaint or a non-complaint, unless one of them is allegedly involved in the misconduct, in which case the report should be reviewed by only one of them. (If both of them are alleged to be involved, the report should go directly to the Board Chair or the Board Treasurer.)
3. If the report is deemed to be a complaint, it will be a complaint; it will be promptly investigated and forwarded to the Board of Director Chair. If the report is deemed to be a non-complaint, it will be referred to the appropriate executive or manager for follow up. Some non-complaints may involve serious matters and may require prompt investigation, but may nevertheless not involve misuse of the YMCA's assets. 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 Board Treasurer.

ARTICLE V - SEPARATIONS

Section A. Definition

Employment with the YMCA is employment at will. "Employment at will" means that employees may end their employment at any time for any reason, and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause.

For purposes of this policy, the term "separation" refers to any and all terminations of the work relationship between the employee and the YMCA, regardless of the reason. Separations are categorized as either voluntary or involuntary.

Any YMCA property in the employee's possession at termination must be returned to his or her department supervisor no later than the employee's last day of work. A forwarding address must be furnished so that a W-2 may be sent at year-end.

Section B. Voluntary Separation

Resignation is a voluntary end to the employee's work relationship with the YMCA, initiated by the employee. In the case of resignation, it is recommended that notice of such decisions be provided to the YMCA on the following basis:

Exempt: 4 Weeks Notice (20 working days)

Non-exempt: 2 Weeks Notice (10 working days)

Retirement – Retirement is the voluntary choice of the employee. The YMCA recommends, but does not require a 30 day notice. A minimum of 30 day notice must be given to the YMCA Retirement Fund to receive benefits.

Section C. Involuntary Separation

The YMCA will make an effort to help all employees be successful; however we reserve the right to dismiss an employee when necessary. Involuntary separation is the decision by the YMCA to end the work relationship with an employee. Such separations are classified as a reduction in the work force or termination. Employees will be notified verbally or in writing, and in a private setting.

Reduction in Work Force - Involuntary separation may be imposed upon employees as a result of economic necessity, operational and/or programmatic changes, reorganization, or any other reason that requires a reduction in the YMCA's work force. Every effort will be made to transfer that person to a comparable position with the YMCA, if feasible.

Termination - Employee may be dismissed by the YMCA for their failure or inability to meet job performance standards or expectations. No notice of termination will be required. The YMCA will provide the employee with a final paycheck in accordance with the YMCA's regular compensation schedule.

Section D. Exit Interview

An Exit interview may be conducted with each terminating full-time regular employee (upon request of the employee) and a written record will be kept in the employees file.

Reviewed, revised and approved by the Board of Directors September 24, 2020

YMCA OF THE CHIPPEWA VALLEY STAFF BENEFITS

BENEFITS	Exempt Staff	Full-time Staff	Part-time****
General Adult Membership	Yes	Yes	Yes
Family Membership*	Yes	Yes	No (May upgrade)
Camp Fees (Manitou)	Half-fee	Half-fee	25% off
SACC/CDC Summer Day	Five Percent (5%)*	Five Percent (5%)*	None
Program & Classes (Swim Lessons, etc.)**	Half-fee	Half-fee	25% off
Tennis Center Court Time	\$12.00/hr for all staff		
Child Care Center	Five Percent (5%)*	Five Percent (5%)*	None
Guest Passes	Unlimited	Unlimited	None
Room Rental	Unlimited for Personal Family Events upon approve of Management (Exception-Birthday Parties are charged at 50%)		
Retirement Fund (When meeting requirements)***	Yes	Yes	Yes (When meeting requirement)

*If there is a financial hardship, please contact your supervisor about the Y's scholarship program

**The Programs with direct costs to the YMCA will be paid for by the employee (i.e. Programs with Independent Contractors, Special Trips or Tours, YIG)

***YMCA Retirement Fund has hours and length of service requirement that must be met

****To be eligible employees must maintain and work 1 shift per week

Approved by the Board of Directors and effective September 25, 2020