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**Revised May 2022**

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## I. INTRODUCTION

(Revised and approved April 2021)

### Welcome

On behalf of the YMCA Board of Directors, volunteers and staff, welcome to the J. Smith Young YMCA! We sincerely appreciate the role you will play as a valued employee in promoting the Mission of our YMCA, "Helping people reach their God-given potential in spirit, mind and body."

We are proud of our Christian values and heritage, and we are open to all people without regard to religion, race, gender, age or socio-economic status. This Employee Handbook/Personnel Policy will be a helpful tool for your use in learning about our organization, its history, programs, services, leadership, facilities, policies and procedures. However, the most important part of our YMCA is our people. You are an ambassador for us and we depend on you to assist us in delivering the highest possible quality of programs and services to over 170,000 people in our service area annually. Some of you will be administrators, others will work behind the scenes in a support role, and some will be in a position to experience the "ultimate transaction" of delivery of services to our constituency.

Whatever your role, it is important that you believe in our mission and understand that the level of quality with which you perform your job will contribute to our ability to make a positive difference in the lives of thousands of youth, adults, seniors and families throughout our community. We look forward to having you as an important member of our team. Thank you for choosing the J. Smith Young YMCA as your employer. As you succeed, so shall our YMCA.

### Handbook/ Personnel Policy

We have designed this Employee Handbook/Personnel Policy to provide you with information about the YMCA, how it operates, what you can expect from us and what we expect from you. Because our policies reflect a thriving and growing Association, policies and procedures are improved and updated from time to time. This Employee Handbook/Personnel Policy has been developed for the exclusive use of the J. Smith Young YMCA employees, and their families.

The terms of this Employee Handbook/Personnel Policy do not create an employment contract or agreement and may be changed by the YMCA's Board of Directors at any time.

All staff members are provided a copy of this document and indicate its receipt by signature. You are expected to read this Employee Handbook/Personnel Policy in its entirety.

Effective April 2021, this Employee Handbook/Personnel Policy (hereafter called "Employee Handbook") does supersede and replace all previously existing YMCA policies, manuals, and handbooks.

### History of the YMCA Movement – At a Glance

The YMCA was founded in London, England, in 1844 by Sir George Williams and a dozen or so friends who lived and worked as clerks in a drapery - a forerunner of dry goods and department stores. Their goal was to save fellow live-in clerks from the immorality found in a growing industrial city. The first members were evangelical Protestants who prayed and studied the Bible as an alternative to vice.

The Y is a powerful association of men, women and children committed to bringing about lasting personal and social change. With a focus on nurturing the potential of every child and teen, improving



the nation's health and well-being and providing opportunities to give back and support neighbors, the Y enables youth, adults, families and communities to be healthy, confident, connected and secure. Today, the Young Men's Christian Association is open to men, women, and children, people of all faiths and of no faith, and offers charitable financial assistance to those in need yet who desire to join and participate.

The first U.S. YMCA started in Boston in 1851, under the leadership of Thomas Sullivan, a retired sea captain who was a lay missionary. In 1853, freed slave Anthony Bowen established the first black YMCA in Washington, D.C. YMCAs spread fast and by 1859 there were more than 100 YMCAs around the country. Early YMCA constitutions limited membership to men ages 16 to 40, but in 1933, the National Council of YMCAs first allowed local Ys to determine their own qualifications for membership, opening the doors of the YMCA to women and girls.

In 1891, the isosceles red triangle, balanced on its tip, was introduced as the YMCA's distinctive logo, symbolizing a balanced approach to well-being in spirit, mind and body.

YMCAs invented, helped invent or pioneered "body building," group swim lessons, youth camping, basketball, volleyball, racquetball, the USO, Boy Scouts of America, Big Brothers/Big Sisters, Camp Fire Girls, ESL courses, Father's Day, and Toastmaster's International. YMCA World Service programs served as the model used in the creation of the Peace Corps.

The Y is a leading nonprofit organization for youth development, healthy living and social responsibility. In the U.S., the Y is comprised of YMCA of the USA, a national resource office, and 2,700 YMCAs with approximately 20,000 fulltime staff and 600,000 volunteers in 10,000 communities across the country. The Y engages 9 million youth and 13 million adults each year in the U.S. Worldwide, the Y serves more than 45 million people in 119 countries. Ys across the U.S. play an integral role in strengthening the leadership and youth programs of the Y around the world.

The Y is guided by four core values: caring, honesty, respect and responsibility.

### **History of the of J. Smith Young YMCA**

The J. Smith Young YMCA (hereafter referred to as "YMCA") has been meeting the needs of the community since its inception over 60 years ago in 1948. We are one of the oldest and among the largest human service agencies in Davidson County.

The YMCA serves a leadership role in developing and communicating quality programs and services to address high profile community issues such as childcare, youth and adult health and fitness, community outreach, and leadership development. High quality programs like Youth in Government, Literacy Initiative, Minority Achievers, child development center, school-aged child care, summer day camp, environmental education, teen leaders and values oriented youth sports enable the YMCA to collaboratively work with schools, churches and other community partners to address critical community needs. The J. Smith Young YMCA serves more than 9,000 facility and program members that are active with our YMCA. In 2019, the YMCA awarded \$121,506 in program and membership charitable assistance to youth, adults, and families.

The YMCA is truly a community asset, collaborating with schools, businesses, and other not-for-profit organizations for the benefit of our citizens and our community.



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## **Our Mission and Core Values**

**“Helping people reach their God-given potential in spirit, mind and body”.**

The YMCA builds strong kids, strong families, and strong communities by cultivating our core values of **caring, honesty, respect, responsibility, and faith** in our employees, members, participants and programs for all ages. Character development in our YMCA is a long-term commitment and goal. It is the focus for everything we do. At the YMCA, we put Christian principles into practice through:

- Activities for children, teens and families that are fun and help build character.
- Innovative programs that build new and strong partnerships within our community.
- Before-school, after-school and summer camp programs that strengthen children and support working parents.
- Programs and facilities that encourage people to improve their health through exercise.
- Opportunities to get involved and volunteer as coaches, tutors, mentors, annual campaigners and board/committee members.
- Providing adult role models to guide and assist children in developing the Assets they need to become productive, caring adults.

## **Staff Pledge**

Relationship building is imperative for the YMCA’s success. As a YMCA employee, I commit to be a relationship builder. I understand my role is to build relationships with and between members, participants, volunteers, staff and the communities the YMCA serves.

Every day I will:

- **Dress for Success.** I will create a friendly experience for our members and participants. I will always wear my nametag and uniform so that members and participants can clearly identify who is available to help. I will lend members and participants a hand. A member or participant should never feel like they are wasting my time.
- **Smile and Say Hello.** I will provide a warm welcome for our members and participants. I will make eye contact, smile and say hello to everyone I see, including children and teens.
- **Meet and Greet.** I will make a personal connection with our members and participants. I will introduce myself to at least one new member or participant every day. I will become the person they can feel comfortable talking to when they have a question or concern. Better yet, I will introduce members and participants to each other.
- **See It. Own It.** If I see it, I own it. I will take responsibility for correcting the problems I see, be they as small as a discarded towel or as large as a member or participant complaint.
- **Give Thanks.** I will be grateful. Every member and participant has chosen to spend part of their day with us. I will thank all our volunteers every time they lend a hand. I will take time to thank or offer a sincere compliment to another staff person each time I work. And then . . . I will do it again tomorrow!



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## II. EMPLOYMENT WITH THE J. SMITH YOUNG YMCA

(revised and approved April 2021)

All employees are covered by the policies and procedures outlined in this Employee Handbook. Our YMCA's Board of Directors delegates the responsibility for the administration of personnel matters to the Chief Executive Officer (hereafter referred to as "CEO"). The direct administration of the policies and procedures and supervision of staff may be delegated by the CEO to a designee, where appropriate. In the event of a conflict between the policies contained in this employee handbook and contracts or agreements to which the YMCA is a party; and pursuant to which employee benefits would be provided, the terms and provisions of such contracts or agreements will be deemed controlling.

### **Official Employer**

All employees covered by the provisions of this employee handbook are employees of the YMCA and are subject to the policies and procedures established by the YMCA's Board of Directors. The CEO or designee has the authority to transfer employees to other locations/positions as deemed in the best interest of the YMCA.

### **Confirmation of Employment**

As a full time employee, you were furnished a confirmation of your employment when you completed the *Offer and Acceptance Form*. That confirmation of employment included pertinent information related to your job with the YMCA – a written job description, job title, pay rate, employment classification, and hire date.

### **Orientation**

All employees must attend the Employee Orientation, conducted monthly by the Staff Training Coordinator. All newly hired employees must attend the Employee Orientation within the first 30 days of employment.

### **Employment At Will**

Consistent with North Carolina law, employment at 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 lawful reason.

### **Equal Employment Opportunity**

It is the policy of the YMCA to be fair and impartial in all its relations with its employees without regard to race, color, religion, age, gender, national origin, veteran status, sexual orientation, marital status, or mental or physical disability.

The YMCA will ensure that hiring, promotion, training and transfer decisions are in accordance with the principles of Equal Employment Opportunity and are consistent with the employee's skills and interests.

Any other personnel actions such as compensation, benefits, layoffs, return from layoff, terminations, education and social and recreational programs will be administered without regard to race, color, religion, gender, age, national origin, veteran status, sexual orientation or disability.

The YMCA is committed to the principles of equal employment.



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### **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. Employees who need reasonable accommodations should consult with the Business/Operations Department.

### **Introductory Period**

All new employees will be hired on an introductory basis for a period of three full calendar months following the date of employment. By the end of the introductory period, the employee's work record and general adaptability to the YMCA and the job will be reviewed by the supervisor and department director, and/or CEO to determine whether continued employment will be approved.

### **Attendance**

Yes, the YMCA does expect a lot from you! One of the most important responsibilities you have is to be reliable, reporting to work when scheduled and reporting punctually. Habitual absenteeism or tardiness, sleeping on the job or performing personal work while on the job at the YMCA will not be permitted and will be cause for disciplinary action, up to and including termination.

### **Absences**

It is essential that employees of the YMCA maintain good attendance and punctuality. If you are required to be absent from or late to work due to an illness or some other problem, you must notify your supervisor promptly. As much advance notice as possible is preferred, but at least 60 minutes prior to your scheduled start time is required. If the absence continues for more than one workday, you must keep your supervisor informed daily so arrangements can be made to cover your work.

Anytime you know ahead of time that you need to be absent or tardy, you should discuss the situation with your supervisor as far in advance as possible. Family and Medical Leave Act (FMLA) covered absences are addressed in the FMLA policy.

Employees will be held accountable for any excessive absenteeism, excessive tardiness or any patterns of absenteeism or tardiness whether excused or not excused. Disciplinary action will be taken to correct the situation and could include termination.

### **Personnel Records**

A personnel file is maintained for all employees in the Business/Operations Office at the YMCA. Please notify the Business/Operations Manager of any changes of the following, as it could affect benefits covered or designated beneficiaries.

- marital status
- address or telephone number
- change in tax withholdings
- legal change of name
- birth or death in your immediate family as it affects benefit coverage or designated beneficiary
- change in benefit coverage
- change of emergency contact person and/or telephone number



**Employment Records**

At the time you were hired you completed an employment application. Now that you are an employee of the YMCA, you may be given forms in the future that you would need to complete to remain on the payroll of the YMCA.

**Employee Classifications**

All employees must be at least 16 years of age. The YMCA uses the following classifications as a basis for its payroll system and for the purpose of describing and reviewing policies and benefits.

**Full-Time:** Employees scheduled to work 35 hours per week for at least 10 months or more during the year.

**Part-Time:** Employees scheduled to work less than 29.5 hours per week.

**Temporary/Seasonal:** Employees whose assignment is short term, usually not continuing beyond three months (i.e. summer camp counselor). They may or may not work more than 35 hours per week.

**Casual On Call:** Employees who do not have regularly scheduled hours; but rather, work a flexible schedule, based upon availability and workload need.

**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 in the specific contract.

**YMCA Employment Classifications**

**Administrative Staff** are staffs who perform managerial tasks for the YMCA as administrators of the Association Office and report to the CEO or designee.

**Program Staff** are staffs who perform professional tasks for the YMCA related to the development, administration, and supervision of YMCA program services.

**General Employees** are employees related to essential operational functions, such as clerical staff, desk attendants, counselors, maintenance staff, etc.

**Independent Contractor** is a person not included on the YMCA payroll. Independent Contractors are non-YMCA employees who are engaged for specific services with established fees, contract expenses, and written agreements.

**Fair Labor Standards Act (FLSA) Classifications**

**Exempt Employees** are those persons whose positions meet specific tests established by the FLSA and state law and who are exempt from overtime pay requirements.

**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.



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### III. CODE OF ETHICS

(revised and approved April 2021)

#### Mission

**Helping people reach their God-given potential in spirit, mind, and body.**

#### Core Values

**Caring    Honesty    Respect    Responsibility    Faith**

#### A. Statement of Purpose

The J. Smith Young YMCA is committed to the highest ethical standards and requires all those representing the YMCA in any capacity to commit to acting in the best interest of the YMCA and its Mission.

Our Mission and Core Values demand that board members and staff of the YMCA as stewards of our Mission, uphold the public trust and act in an ethical manner in all that we do in the name of the YMCA. In addition to our Core Values, these ethical values include integrity, openness, accountability, and fairness. Our values are the basis of our Code of Ethics (“Code”) and our commitment to act in a manner befitting the YMCA and its Mission. As a not-for-profit organization, we rely on the public for funding and volunteer support, which is critical to the success of our Mission. The public trusts us to carry out our stated Mission and to act in the best interests of the YMCA. If we abuse this trust, our ability to achieve our Mission is severely compromised. It is therefore critical that we operate in a manner that is above reproach in all aspects including governance, fiscal management, fundraising, operations, legal compliance and human resources management.

The YMCA is committed to:

- Acting responsibly, ethically and with integrity;
- Following not just the letter of the law, but the spirit of the law as well;
- Promoting financial accountability, transparency, and best governance practices;
- Abiding by the by-laws and policies of the YMCA;
- Respecting the wide diversity of people who support our mission through their time, talent and resources as well as those who are the beneficiaries of our mission;
- Treating people with dignity, caring and respect;
- Being responsible stewards of the YMCA, its mission, reputation and resources;
- Being open and honest in all of our dealings with internal and external parties;
- Promptly identifying and properly resolving ethical issues;
- Reporting violations, or suspected violations, of the Code to appropriate YMCA senior management and/or board leadership.

All who serve in a position of authority over the YMCA will:

- Act in the best interest of the YMCA;
- Disclose any actual or perceived conflict of interest in accordance with the YMCA’s Conflict of Interest Policies.





### B. Applicability

This Code applies to all board members and staff, as defined below, and it is our expectation that interns, consultants, independent contractors, and others working with the YMCA will also adhere to the tenets of this Code. Violations of this Code by staff may result in disciplinary action, up to and including termination of employment. In the case of board members, violations of this code may result in termination of volunteer service to the YMCA. In addition, depending on the circumstances, violations of this Code may result in civil or criminal liability and penalties to the individual involved. For purposes of this Code of Ethics, Executive Management of the YMCA includes Program Directors and above.

### C. Definitions

1. A staff member is a full-time or part-time employee who receives all or part of his or her income from the payroll of the YMCA. Part-time employees include those classified as seasonal, on-call, and temporary. The definition of a staff member also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and, if applicable, anyone living within the person's household as a family member.
2. A director is a member of the Board of Directors. The term does not include a member of any ad hoc committee that is supportive of the YMCA's work but has no legal role in organizational governance. The definition of a director also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and, if applicable, anyone living within the person's household as a family member.

### D. General Standards of Conduct and Expectations

- a. Directors and staff members are expected to commit themselves to ethical and professional conduct. This expectation includes the proper use of authority and appropriate decorum.
- b. All directors and staff members are expected to act in compliance with laws, regulations and policies that govern the YMCA's business practices and operations when conducting business on behalf of the organization.
- c. All directors and staff engaged in fundraising activities will conduct such activities in accordance with all applicable laws and the highest moral and ethical standards. Individuals engaged in fundraising will at all times represent the YMCA responsibly through their behavior and attitudes and will be honest and forthright with donors regarding the use of their gifts.
- d. The YMCA is committed to the achievement of its Mission through the highest standards of responsibility and ethics, never through unethical or illegal practices. Each YMCA representative shall respect the rights of and deal fairly with YMCA members, donors, volunteers, suppliers and employees. No YMCA representative shall take unfair advantage of anyone through manipulation, concealment, misuse of privileged or proprietary information, misrepresentation of material facts, or any other intentional unfair practice.



- e. There may not be self-dealing or any conduct of private business or personal services between any director or staff member and the YMCA except those conducted in an open, and objective manner to ensure equal competitive opportunity and equal access to information.
- f. Board and volunteer committee members may not attempt to exercise individual authority over the policies and operations of the YMCA except through their roles as voting members of the Board or volunteer committees. Staff members may not attempt to exercise individual authority over the policies and operations of the YMCA except through their specific job responsibilities and established supervisory structure.
- g. Directors and staff members must not disclose to others, or use for themselves or others, any confidential YMCA information (including information associated with YMCA members or donors) originated or acquired in connection with employment or service to the YMCA, except when such disclosure has been approved in writing by Executive Management or is required by law. This non-disclosure obligation applies not only to YMCA representatives during their period of employment or service to the YMCA, but also after termination of employment, service or retirement. Any YMCA representative who has a question regarding the confidentiality of information should contact the CEO prior to disclosing the information. All YMCA documents, records, memoranda, contracts and other materials, whether in written or electronic form (and all copies thereof) are solely the YMCA's property and must be returned to the YMCA immediately upon termination of employment.

All electronic data created and stored by the YMCA's electronic processing systems are subject to these confidentiality standards. All employees shall comply with the YMCA's Information Systems Policies.

- h. All political or lobbying activities related to the YMCA and its mission must be conducted in compliance with applicable laws. No YMCA funds or property must be used for political contributions. Directors and staff members may make contributions from their own funds but will not be reimbursed.

### **Employee Conduct**

YMCA employees are expected to show exemplary behavior both to other employees and to our members, program participants, and volunteers. Each employee has a very important position at the "Y" and our success depends on you. You must recognize that as employees of the YMCA, you are representatives to the community. You are expected to conduct yourself in a manner that will not reflect adversely on the YMCA or the principles on which the YMCA is founded.

### **Commitment to Diversity**

The YMCA, throughout its history, has asserted the dignity of all people without exception. The YMCA recognizes that individuals, families, and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability, cultural identity or sexual orientation asserting that all individuals, without exception, are intrinsically valuable.

The YMCA is committed to:



- Welcoming all individuals in its programs and facilities.
- Developing programs that respond to the needs of its membership, participants, and community.
- Utilizing hiring and employment practices that are free of bias
- Hiring and maintaining a diverse staff and corps of volunteers.
- Maintaining a safe environment that is free of acts of discrimination or harassment against an individual

### **Greeting Members, Guests, Participants and Visitors**

The first impression you make is likely to stay with someone for a long time and depends largely on attitude, skills and appearance. Always introduce yourself and give that person your undivided attention. Be responsible, show pride in the YMCA and always show respect for the individual. Above all, show that you care about the individual by making him or her feel important.

### **Compliance with Laws and Regulations**

YMCA business is to be conducted in compliance with all applicable legal requirements. Therefore, each employee is required to comply with both the letter and spirit of such laws and regulations. The understanding of legal requirements by all concerned is a responsibility of the staff and board. If a question arises, employees should consult with the appropriate staff or officer.

The Board of Directors, with the assistance of staff and legal counsel (when needed), will prescribe procedures to assure understanding and compliance with laws and regulations.

Staff will implement necessary procedures to follow the Board's directive and to assure understanding and compliance within their areas of responsibilities.

Minutes of all Board and committee meetings shall be written and approved. Attendance and votes shall be recorded.

### **Conflicts of Interest**

When engaged in personal and outside interests, employees should be free from any interest, influence or relationship that might conflict, or appear to conflict, with the best interests of the YMCA; or that might affect their judgment or loyalty. If employees have interests that could conflict with those of the YMCA, they are required to discuss them with their supervisor. Participation in any activity in violation of this policy, or potential violation of this policy, must not be started or continued without written approval of the CEO or designee. The CEO or designee and legal counsel, if necessary, will prescribe procedures for determining whether objectionable conflicts do in fact exist; and will be the final arbiter as to whether or not a particular activity violates this policy. Some examples of employee activities that would presumably violate the Conflicts of Interests policy are:

- Other employment that may interfere with or adversely affect work performance.
- Direct or indirect ownership by employees or members of their immediate family of a substantial equity or debt interest in a supplier to the YMCA.
- Accepting substantial gifts, entertainment, loans, compensation, concessions or benefits of any kind from a supplier to the YMCA.
- Having financial interests in any YMCA transaction involving the purchase or sale, lease or rental of any goods, materials, equipment, supplies, services or property.
- Unauthorized disclosure or use of confidential information.
- Using employees, materials, equipment or other assets of the YMCA for any unauthorized purpose without written approval from the CEO.



- Involvement in any other business activity, transaction or relationship that could reasonably be interpreted by others as illegal or unethical conduct or in conflict with YMCA interests.

The complete Conflict of Interest Policy is located in the Policy Appendix of this handbook and must be thoroughly reviewed by all employees. All full-time employees must sign Attachment (A) acknowledging receipt of the policy when they are hired.

### **Offering or Accepting Gifts or Gratuities**

The YMCA's continued success and prosperity shall not be impaired by acts or situations that cause it embarrassment; or obligations or liabilities that compromise its ability to operate independently and effectively. Accordingly, it is the YMCA's policy to generally prohibit the giving and accepting of gifts or gratuities. Whenever an employee deals with a supplier, a customer or governmental agency as an agent of the YMCA, the employee has an obligation to act solely in the YMCA's best interest. This obligation includes not only those acts formalized by written contracts, but also covers the everyday business relationships with suppliers, customers, governmental officials and government employees.

Employees are prohibited from giving or accepting substantial gifts or gratuities. For purposes of this employee handbook, our YMCA defines substantial gifts or gratuities, as anything in excess of \$100.00. No gifts or gratuities of any value should be accepted that could cause the YMCA to be embarrassed, obligated or incur liability.

YMCA employees may accept meals, refreshments or entertainment of nominal value in connection with business discussions. Luncheons or dinner meetings, held to conserve time and build relationships, are an acceptable practice. They should, however, be infrequent and the other party should not be permitted to consistently bear the expense. Such expenditures should be nominal. Common sense should be used to define "nominal" and to determine what is lavish, extravagant or frequent.

All employees have a personal responsibility to ensure that their acceptance of such meals, refreshments or entertainment is proper and could not reasonably be construed as an attempt by another to secure favorable treatment.

YMCA employees are not permitted to solicit or accept personal gifts from individuals, firms or their representatives who have or seek business relationships with the YMCA. If other than nominal gifts are received and cannot be returned, they are to be given to the CEO or designee for disposition.

Except for loans by recognized banks and financial institutions, YMCA employees may not accept loans, guarantees of loans or payments from individuals or firms doing or seeking business with the YMCA. Employees may also not accept services, accommodations or travel of any value unless received in conjunction with the performance of YMCA business.

Employees shall not make personal purchases via YMCA channels from outside suppliers. This provision excludes authorized employee-purchases of YMCA products under programs established for such purposes.

### **Outside Consulting**



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Subject to the approval of their supervisor, employees are permitted to provide consultant services to other YMCAs and/or kindred organizations with similar goals and objectives. If an employee is released from job responsibilities to provide such services and remuneration is received, the YMCA must be reimbursed 50% of all consulting fee received by the employee. If they consult during their time-off, then the employee may retain any and all remuneration.

### **Political Activity**

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

We recognize the importance and responsibility of our employees to participate in the political process and uphold their right to support political parties, candidates, committees and causes.

Staff and lay leadership may represent the YMCA in areas of public policy with political representatives at the local, state and national level. Such relationship building is carried out to achieve positive results in public/private partnerships, collaborations, joint ventures, and to be pro-active in protecting our tax status and UBIT (unrelated business income tax) position.

However, in accordance with Section 501(c)3 of the Internal Revenue Code, YMCAs are prohibited by statute from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office. A Section 501(c)3 organization should not contribute time or money to political campaigns, should not publish or distribute statements on behalf of a political candidate and should not engage in any other activity that may be considered political.

Employees may personally contribute to a candidate or cause, and party of their choice. However, no employees shall be compensated or reimbursed for any such personal contribution and their efforts devoted to political activity must be outside of working hours. It must also be clear that any statements on public issues are their own and not those of the YMCA.

### **Compliance and Discipline**

Failure to comply with YMCA standards will result in disciplinary action that may include termination of employment, termination of contract, referral for criminal prosecution and/or reimbursement to the YMCA for any losses or damages resulting from the violation. All employees charged with a violation of our Code of Ethics will be given an opportunity to explain their actions before the appropriate disciplinary action is taken. Disciplinary action will be taken:

- against any employee who knowingly authorizes or participates directly in actions which are a violation of this policy
- against any employee who deliberately fails to report a violation or withholds relevant and material information concerning a violation of this policy
- against the violator's manager or supervisor when the circumstances reflect inadequate supervision or lack of diligence
- against any supervisor or manager who directly or indirectly retaliates against any employee for reporting a violation of this policy or encourages others to do so.



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## IV. EMPLOYMENT POLICIES, PROCEDURES AND EXPECTATIONS

(revised and approved April 2021)

### **Private Employment**

The J. Smith Young YMCA does not endorse or recommend its present or former staff or volunteers for private hire in any capacity. This includes, but is not limited to, in-home care of any type, such as babysitting, before- or after-school care, sick care, or elder care.

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 private employment during work hours. The YMCA cannot be responsible for any harm that may occur while a YMCA staff member is privately employed.

The YMCA does not assume any responsibility for off-duty private employment including, but not limited to, legal liability that may occur. Under such circumstances, the YMCA is not the individual's employer and does not provide workers' compensation or other coverage for such non-YMCA employment or activity. Any private employment of YMCA staff is separate and independent from the YMCA and is the sole responsibility of the hiring party and the YMCA staff member.

### **Child Abuse Prevention**

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Any suspected or reported child abuse will be treated in accordance with applicable laws and approved policies. The YMCA's complete Prevention of Child Abuse Policy is located in the Policy Appendix of this employee handbook and must be thoroughly reviewed by all employees.

### **Credit Cards**

Use of YMCA credit cards for personal expenditures is expressly prohibited, even when the employee plans to reimburse the YMCA.

### **Dress Code**

An integral part of any organization's image is the impression people have when they see staff members at work. This impression includes attitude, work ethic, and how employees are dressed. In order to ensure a good impression and clearly identify employees as YMCA staff, the YMCA has established the following dress code. The standard staff uniform is a YMCA staff shirt with nametag, paired with dark-colored or Khaki pants, shorts or skirts. The YMCA staff shirt should be tucked in, unless it is specifically designed to be worn on the outside. Shorts and skirts should be no shorter than fingertip length above the knee. Interpretation and enforcement of the dress code is the responsibility of the supervisors, department directors and leadership staff. This includes counseling employees whose appearance is inappropriate. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress code may result in disciplinary action up to and including termination.

Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public.

There may be exceptions to the dress code policy depending on departments and/or job function. Professional management staff and business office staff will wear business casual attire. Aquatics staff will wear appropriate swim suits when life guarding or teaching. Group exercise instructors will wear



“workout” attire while teaching a class. Child care, nursery, and housekeeping staff may wear jeans, Health & Wellness staff may wear wind suits and/or warm-up suits provided they are neat and clean.

Regardless of job function, all staff should dress in the staff uniform, or wear business or business casual attire, when attending YMCA trainings, meetings where staff from other YMCAs are present, and meetings with volunteers and community leaders.

The following general guidelines apply to all employees:

1. Clothing and footwear should be neat, clean, and appropriate for the position's functions.
2. Employees are expected to avoid extremes in clothing, jewelry, makeup or hairstyles.
3. Any clothing, jewelry, or hairstyle that inhibits the ability of a staff member to actively or safely perform their duties is prohibited. For example, loose or dangling jewelry such as necklaces or earrings should not be worn by staff engaged in duties where the jewelry presents a safety concern (ex. lifeguards, child care counselors).
4. Employees must wear closed-toed shoes when necessary for safety reasons. For example, employees working in maintenance, housekeeping, sports, and wellness (with the exception of Pilates and yoga instructors) should always wear closed-toed shoes.
5. Visible body piercings, with exception of ears, is expressly prohibited while on duty.
6. Clothing cannot display profane language, alcohol, cigarettes, drugs, or any other inappropriate wordings or pictures including but not limited to sexual, racial, or ethnic innuendoes.
7. Visible tattoos cannot display profane language, alcohol, cigarettes, drugs, or any other inappropriate wordings or pictures including but not limited to sexual, racial, or ethnic innuendoes.
8. Staff name tags are required to be worn at all times while at work and should be easily visible.
9. Sun glasses are not permitted unless an employee is working outdoors.
10. Hairstyles should be neatly groomed. Beards and moustaches should be kept neatly trimmed.
11. YMCA hats or visors may be permissible for some positions when the employee is working outdoors; check with your supervisor. The brim of the visor or hat should be worn facing forward.
12. Clothing should be worn and fit in such a manner that it does not excessively expose the abdomen or chest. Excessively baggy pants, or exposed underwear is not appropriate attire.

You must remember that when you are wearing a staff shirt, you are representing the YMCA. While wearing your staff shirt, it is not appropriate to attend an event or engage in behavior that would be considered inappropriate for someone “on duty,” or would not be in keeping with YMCA values. Furthermore, when you are in a branch and wearing a staff shirt, it is assumed that you are on duty and available to serve members and guests. Staff shirts should not be worn while working out or otherwise “off the clock.”

### **Driving for the YMCA**

Employees and volunteers, who operate vehicles owned or leased by the YMCA as part of their employment or volunteer responsibilities with the YMCA, are subject to a motor vehicle record (MVR) check and are required to meet the criteria outlined in the Guidelines for Drivers of YMCA Vehicles prior to driving for the YMCA. In order to drive a YMCA vehicle, an employee or volunteer must be at least 18 years of age and maintain a safe driving record. If an unsafe driving record report is received, driving privileges will be denied. If an employee cannot be placed in a non-driving position, termination of employment may be necessary. Motor vehicle reports and random drug testing will be run annually.

### **Employment of Relatives**



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The employment of close relatives or domestic partners in a 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.

Effective upon the approval of this employee handbook by the Board of Directors of the J. Smith Young YMCA, It will become the policy of this YMCA **not** to employ into full-time or permanent part-time positions the close relatives or domestic partners, such as but not limited to spouse, domestic partners or children of person(s) who are currently employed by the J. Smith Young YMCA. Employment of close relatives or domestic partners for seasonal work (i.e. summer day camp) may be permitted and must be approved by the CEO or designee.

If a relationship occurs that results in two currently employed persons of the YMCA becoming close relatives or domestic partners, both employees must immediately notify their supervisor, department director or CEO or designee. In the event that a relationship between two currently employed persons of the YMCA does result in them becoming close relatives, the matter will be presented to the Personnel Committee of the Board of Directors for determination and final ruling of continued employment by one or more of the relative employees.

### **Fraud**

This policy provides specific instruction regarding action to be taken in the case of suspected improprieties such as any dishonest or fraudulent act; forgery or alteration of checks, drafts, promissory notes, and securities, or any other negotiable instrument; any misappropriation of funds, securities, supplies or any other asset; any irregularity in the handling or reporting of financial transactions; disappearance of furniture, fixtures, equipment, or supplies; or excessive use of YMCA resources for personal gain.

### **Harassment, Abusive Language or Behavior**

Our employees have the right to expect to work in a workplace that is free from any type of intimidating, hostile or offensive behaviors. The use of profanity, abusive or offensive language, fighting, deliberately causing injury to another, disorderly conduct, malicious disturbance, intimidation, unwelcomed sexual advances, a request for sexual favors in return for employment gains or any other type of harassment will not be tolerated. Employees should report any inappropriate behaviors without fear of reprisal to a supervisor, department director or CEO or designee. A thorough investigation of all charges or rumors of abusive language or behavior will be conducted promptly and confidentially. Disciplinary action, up to and including termination, will be taken against any employee engaging in any of the above behaviors. The YMCA's complete Harassment Policy is located in the Policy Appendix of this handbook and is also located in the Business Operations office and must be reviewed by all employees.

### **Inclement Weather & School Site Closings**

Normally, our facilities will be open regardless of local weather conditions and employees are expected to make every effort to come to work as scheduled during inclement weather. Nonetheless, we are concerned about the safety of our employees and provide the following guidelines:





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- Will be paid for any time worked during inclement weather.
  - Will be allowed to use paid time off (vacation/holiday time) to compensate for any missed time due to inclement weather.
  - Will be allowed to take time off without pay upon notifying supervisor.

### Exempt Employees:

- Will be allowed to use paid time off (vacation/holiday time) to compensate for any half days missed due to inclement weather.
- Will be allowed to “make up” half or full days missed. “Make up” days must be worked within the same work week as the half or full day that was missed.

### Meal Expenses/Accommodations

Employees of the YMCA, when out of town on YMCA business or attending a conference, convention or meeting, will be reimbursed for meal expenses at a rate not to exceed the designated per day allowance. Proper documentation must be provided.

When multiple staff attends a conference, convention or meeting, roommates may be assigned. If the employee chooses not to share a room, the employee may be required to personally pay the difference in accommodation expenses as a result of choosing not to share a room. Determinations of this nature will be decided by the CEO or designee.

### Mileage

Employees of the YMCA, when using their personal vehicle on authorized YMCA business, will be reimbursed at the declared YMCA mileage rate in effect on the date of travel. The YMCA mileage rate is maintained and updated periodically by the Board of Directors based on published IRS guidelines for reimbursement.

### Personal Purchases

Employees, volunteers, members and program participants may not make personal purchases or receive purchase discounts from vendors through the use of the J. Smith Young YMCA name.

### Relocation

When the relocation of a full-time employee is required, the YMCA may offer financial assistance towards that employee’s expenses related to moving. Terms for a relocation offer must have prior approval of the CEO or Chairman of the Board of Directors and be specified in the offer of employment letter.

### Safety/Security

The YMCA makes a continued effort to provide a safe, secure workplace for its employees. All employees are expected to comply with all safety, health and security regulations that are communicated or displayed by YMCA management.

### Tobacco & Smoke Free Environment

The YMCA is a community leader in promoting healthy lifestyles for children and families. The YMCA acknowledges that staff and members must serve as positive role models for children and recognizes it has an obligation to promote a healthy environment, free from tobacco use. As approved by the Board of Directors of the J. Smith Young YMCA, all YMCA property is 100% tobacco & smoke free as of September 1, 2009.



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YMCA employees and contractors may not use tobacco products on any YMCA property, or while actively engaged in YMCA-sponsored events held away from YMCA property.

- YMCA property includes buildings and property owned or leased by the YMCA, YMCA-owned or leased vehicles, and private vehicles on YMCA property. For any property the YMCA does not lease entirely, the restriction applies to the property associated with the YMCA's lease.
- Examples of YMCA-sponsored events held away from YMCA property include school-based before and after school child care programs, youth sports events held at schools, field trips, overnight trips, and recognition events.
- Tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, and smokeless tobacco.

Employees who choose to use tobacco products during the work day must leave YMCA property, or YMCA-sponsored event, to do so. YMCA property includes not only the YMCA building, but also fields, grounds, and parking lots. Leaving the premises or YMCA-sponsored event to use tobacco products is treated in the same manner as leaving the worksite for any other reason. All employees should have their supervisor's approval to leave the premises, and they should minimize the time away from the worksite. In addition, non-exempt employees are required to clock out upon leaving the premises and clock back in upon their return.

Employees may not use tobacco products in view of members and participants, and are discouraged from using tobacco products on properties adjacent to YMCA properties, such as sidewalks, right-of-ways, and privately-owned property.

In addition to personally adhering to the tobacco use restrictions of this policy, employees are expected to courteously and respectfully inform members, volunteers, program participants, and guests of the policy and request their compliance.

Any employee who fails to comply with the policy will be subject to the progressive discipline policy of the YMCA, up to and including termination.

### **Staff Name Tags/Shirts**

A staff shirt and/or name tag is provided at no charge to employees. Lost name tags or shirts are to be reported immediately to your supervisor and replaced within 4 to 5 business days. A fee may be charged for replacement. YMCA staff shirts or name tags are required to be worn at all times while working and should be easily visible. Upon termination of employment with the YMCA, staff name tags should be turned into your supervisor.

### **Voice, Internet and Electronic Data Communications Usage**

YMCA telephones, e-mail systems, and internet access are to be used for business purposes in serving our members, program participants, and staff. Limited personal use should be for emergencies and essential personal business. The frequency or duration of personal telephone calls, e-mails, and internet usage must not interfere with the performance of an employee's job duties or the function of YMCA operations. Employees are expected to reimburse the YMCA for personal long distance charges. Employees should not expect that voicemail, e-mail, or internet use is private and shall have no expectation of privacy with regard to such use. Employee's use of YMCA telephones, voice mail, internet, and e-mail systems grant permission for YMCA management review at any time. Employees are strictly prohibited from blogging using a YMCA computer.

Proper use of all forms of voice and data communications (telephone, fax machine, voicemail, e-mail, internet, and PCs) is a job requirement for all employees. YMCA voice and data communications



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systems are not to be used in ways that are unlawful, disruptive, or offensive to others, or in ways that could be harmful to workplace morale or the reputation of the YMCA. The YMCA's comprehensive Voice, Internet and Electronic Data Communications Policy is located in the Policy Appendix of this employee handbook and must be thoroughly reviewed by all employees.

### **Mobile Phone Safety**

Where a conflict exists between safety and the in-vehicle use of technology such as a cell phone, safety must always be the top priority. The YMCA highly discourages the use of cell phones when driving on YMCA business, unless in the case of an emergency. When use of a cell phone is necessary while driving on YMCA business, the YMCA strongly recommend the following:

- Pull off of the road/highway during a telephone call.
- Use phone safety features such as automatic dialing.
- Keep calls brief.
- Avoid making or receiving calls in heavy traffic, inclement weather, merging traffic or heavy pedestrian traffic.
- Avoid making notes or looking up numbers.
- Position the phone within easy reach; not searching for a dropped phone.
- Never engage in intense phone conversations; pull off the road to handle urgent matters.

Motor vehicle incidents, attributed to "distraction by telephone use" while in a YMCA vehicle or while on YMCA business in a personal vehicle, may result in disciplinary action, up to and including termination.

### **Voluntary Contributions**

The YMCA is a not-for-profit, community agency. To continue to offer programs to the community, the YMCA is dependent on charitable contributions from the United Way, other foundations, and members of the community. All employees are encouraged to support the YMCA's philanthropic interests, such as the Annual Campaign, and the annual United Way campaign; however, it is not a requirement.

### **Weapons**

The possession of firearms or any other dangerous weapons, whether they be concealed or openly displayed, is expressly prohibited on any YMCA property. The CEO or designee must approve any exceptions regarding firearm possession. Firearms used for YMCA programs must be properly stored and locked in an approved location. The branch CEO or designee will determine the approved location for the branch.

### **Work-related Accidents/Injuries**

At the YMCA, we believe in creating a quality work environment that is safe, caring and injury free. All of us share the concern, awareness and responsibility to make our "Y" a safe place to work.

Employees who are injured on the job must report the accident or injury immediately to their supervisor. If medical attention is needed, we will arrange for you to receive treatment at a medical facility designated by the YMCA. A life-threatening situation will be the only exception to the above procedure.

You may contact your immediate supervisor for further information on our Managed Care Program for work-related incidents.

## **V. PAYDAY AND TIMEKEEPING PROCEDURES**



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(revised and approved September 2009)

## **Direct Deposit**

Direct Deposit is the preferred method for payroll fund distribution and is required for all employees, including part-time. All employees are expected to have and maintain a direct deposit checking or savings account. Direct Deposit is a service in which your payroll funds are sent electronically to the financial institution of your choice and credited to your account on payday. You will receive your pay on payday even if you are out of town. The convenience of direct deposit eliminates the need to rush to the bank to make a deposit, and it eliminates the possibility of a lost or stolen check. There is no cost for you to participate in the program. If you wish to participate in the Direct Deposit Program of the YMCA, contact the Business/Operations Manager.

## **Payday**

All hourly and non-exempt employees are currently paid two times each month or 24 times a year. All exempt employees are paid twice per month, which means they are paid 24 times per year. Pay days for all exempt employees is on the 15<sup>th</sup> and the last day of the month. When the 15<sup>th</sup> and last day of the month falls on a weekend day (Saturday or Sunday), all exempt employees are paid on the Friday before the 15<sup>th</sup> and the last day of the month.

## **Hours Worked and Overtime**

Because of our extended hours of operation and our commitment of service to our members and participants, each area of operation establishes its own employee work schedules. Your immediate supervisor is responsible for preparing and approving your hours of work. The hours established for regular YMCA business office operations are 8:00am – 5:00pm, Monday – Friday.

You should make every effort to complete work during your regularly scheduled hours. There may be times when you are asked to arrive early and/or stay late. From time to time you may be required to work overtime. Overtime is defined as more than 40 hours worked during a single workweek (Monday-Sunday). Overtime pay will equal 1 and ½ times the hourly salary. All overtime must be approved by the CEO or designee.

Every effort will be made to notify you in advance of any schedule change but sometimes advance notice is just not possible. In any case, you must get approval from your supervisor prior to working overtime. We comply with the provisions of the Fair Labor Standards Act (FLSA) as it relates to the recording and compensation of overtime.

## **Timekeeping**

All exempt employees are paid on a salary basis and are not required by law to record their time worked. However, for recordkeeping purposes, an accounting of half and full days off for vacation/holiday and sick time will be documented and forwarded to Payroll weekly for processing.

All non-exempt employees are paid on an hourly rate basis and are required to document their time of arrival and departure for work by having their hand scanned at the Welcome Center desk. Off-site employees are required to record accurately on a time card or time sheet the hours actually worked each day. You must sign the timecard or timesheet your actual hours worked are recorded on. This information will then be forwarded to Payroll twice a month for processing.

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.



## **Payroll Deductions**

There are two types of deductions that may be made from employee paychecks, those required by law and those which employees may authorize in writing.

### **Deductions Required by Law**

1. Federal income tax
2. North Carolina State income tax
3. Social Security/Medicare Tax
4. Garnishment/Levy of Wages and Processing Fee - a court order can require the YMCA to withhold funds from your check.

### **Voluntary Deductions**

1. Insurance premiums
2. United Way pledges
3. Annual Campaign pledges
4. Capital Campaign pledges
5. Flexible Spending Account for Medical and/or Dependent Care Expenses
6. Additional State and Federal Income Tax
7. Elective retirement contributions

## **VI. EMPLOYEE BENEFITS**

(revised and approved April 2021)

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 J. Smith Young YMCA's benefits program is focused to enhance the work environment. It is responsive to the increased recognition that employees have different needs, depending on their age, marital status and dependents. The YMCA's benefits program complies with and supplements government-mandated laws and regulations.

### **YMCA Membership and Program Opportunities**

All Full-time employees, their spouses, and their dependent family members who reside in the same household are granted membership and 50% reduction on program fees with the exception of personal training, massages and private swim lessons.

### **YMCA-Provided Child Care**

The YMCA has several child care programs, and employees' children/legal dependents under the age of 14 may be eligible to participate in these programs as a benefit. This childcare benefit is called the Dependent Care Assistance Program (DCAP) and has specific eligibility requirements, including:

1. The employee works at least 10 hours per week for the J. Smith Young YMCA during the time period for which the benefit is received.
2. The employee's child (including natural born child, adopted child, stepchild, or child for whom he or she is legal guardian) is less than 14 years old, and the employee is able to claim the child on his or her income tax return during the calendar year for which the benefit is received.

### **Retirement Plan**



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The YMCA participates in the YMCA Retirement Fund for the benefit of the eligible employee and their family. The Retirement Fund is a defined contribution, money purchase plan that provides retirement, disability, and death benefits. A description of the eligibility rules and benefits is provided in the Fund's Summary Plan Description, available on the YMCA Retirement Fund website at [www.yretirement.org](http://www.yretirement.org).

Participation in the plan is a condition of employment. All employees are enrolled in the Retirement Plan of the YMCA after completing 1,000 hours of compensated employment during each of two 12-month periods, beginning with date of hire. These two years do not have to be consecutive. Plan participants must be at least 21 years of age.

Currently, our YMCA contributes 8% of the eligible employee's gross monthly earnings to the Plan. Employees are fully vested immediately upon commencing participation in the Plan. Employees may elect to make additional contributions to the Plan either on a before-tax or after-tax basis.

Eligible employees may retire with full benefits at age 60, without regard to years of service. A reduced benefit is available to those who retire at age 55 with at least 5 years of service. Retirement plan participants must begin the annuity no later than April 1 of the year following the date they reach age 70 ½. The plan also provides a death benefit and disability benefits after meeting certain requirements. You will receive information from the YMCA Retirement Fund when you meet the eligibility requirements.

### **403b Savings Plan**

From your first day of employment, you can begin to save for retirement in a tax-deferred 403b Smart Account. You can also roll in money from certain eligible plans. The 403b Smart account gives you an easy and safe way to save for retirement. Contributions are made through payroll deduction. You can start, stop, or change the contribution amount (dollar, percentage, or lump sum) at any time. Account balances have never gone down despite market volatility. To enroll, please fill out the information form in your new hire packet or see the finance department for more information.

### **Workers' Compensation Insurance**

Any employee who suffers a personal injury arising out of and/or in the course of their employment may be paid compensation in the manner and to the extent provided by State Workers' Compensation laws. The YMCA pays the full premium for this benefit. The YMCA's short-term disability benefit does not apply to injuries or illness covered by Workers' Compensation.

All Workers' Compensation claims will be handled as outlined in the Managed Care Program. The detailed Managed Care Program guidelines are located in the Policy Appendix.

### **Family and Medical Leave (FMLA)**

Any employee who has been employed for at least 12 months and has worked at least 1,250 hours in the 12-month period before the leave request. The federal Family and Medical Leave Act of 1993 (FMLA) entitles employees to take unpaid leave due to illness or to care for a sick family member.

The law allows 12 work-weeks of unpaid leave per 12 months to:

- Care for a newborn child within 12 months of the birth.
- Adoption or foster care of a child within 12 months of the placement.
- Caring for a child, spouse or parent who is ill due to a serious health condition.



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- An employee's own serious health condition which makes the individual unable to perform his/her job functions.
  - For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves or Regular Armed Forces.

The law allows up to a total of 26 work-weeks of unpaid Military Caregiver Leave during a single 12 month period to:

- Grant an eligible employee who is a spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness, to care for that servicemember. Benefits and Job Protection For the duration of FMLA leave, employees will continue to be covered under the health insurance plan in effect at the time their leave began. Upon return from FMLA leave, an employee (unless designated as a "Key" employee who is salaried among the highest ten percent of employees within 75 miles of the worksite) must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms and conditions. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA makes it unlawful for an employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

The YMCA requires employees on FMLA leave to first substitute any accrued sick hours. This paid leave will be counted against your 12 week total. At the end of FMLA leave you will be restored to your same or a substantially equivalent job.

FMLA is also available on an intermittent or reduced schedule basis in appropriate cases. The Business/Operations office should be contacted if you feel you have a situation that qualifies.

Employees who want to take FMLA leave should notify their supervisors at least 30 days in advance of the leave if the leave is foreseeable. Further information on FMLA is available in the Business/Operations office.

### **Military Leave of Absence**

Full-time and part-time employees may be granted a Leave of Absence upon presenting Military orders to his/her supervisor for entering active duty, whether or not voluntary, in the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps and Coast Guard); or *performing* training duty, whether or not voluntary, in a Ready-Reserve component of the United States (National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve or Coast Guard Reserve).

Some recruiting officers do not provide military acceptance papers before the volunteer is sworn in. Therefore, the CEO or designee shall request the recruiting officer to confirm, in writing, the employee's acceptance and entry into active duty.

#### **A. *Length of Leave:***

A Military Leave is granted for no more than five years unless an involuntary extension of active duty is imposed by the United States Government. A Military Leave of Absence is not deemed a break in service.



**B. *Reinstatement at the end of a Military Leave:***

If the employee is eligible and qualifies for reinstatement as determined by the CEO or designee, based on the rules listed below, the employee is to be restored to his/her former job or one of similar nature, unless the YMCA's circumstances have so changed that such reinstatement is impossible or unreasonable.

The employee and the YMCA shall comply with the following reinstatement procedures as outlined in Title 38 - United States Code, Veteran Benefits:

1. The leave of absence for voluntary tour of duty must not have exceeded five years unless such tour of duty was involuntarily extended by the United States Government.
2. The employee must present a certificate of completion of training and service or period of active duty, for inspection and recording by their supervisor.
3. The employee may be required to pass a YMCA medical examination before final acceptance for reinstatement.
4. An Inductee, Enlistee or Reservist on Active Duty must apply for reinstatement within 90 days after release from the service.
5. A reservist or National Guardsperson on training duty of three months or more must apply for reinstatement within 31 days after release from the service.

For more information contact the Business/Operations Manager.

**Leave of Absence**

Only the CEO or designee can approve a leave of absence requested for unusual circumstances such as outside schooling, and these leaves are unpaid for all regular full-time and part-time employees. The length of a leave of absence may vary, but in no case will it be for a period of longer than six months. Employees should submit such requests in writing to their supervisor for processing.

**VII. BENEFITS FOR FULL-TIME EMPLOYEES ONLY**

(revised and approved January 2011)

Descriptive materials, related to benefits, are provided to full-time employees during the orientation program conducted by the Human Resources Manager during annual benefits enrollment, or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the YMCA.

**Eligibility for Benefits**

All full-time employees are eligible to enroll for benefits. 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.

**Prior Service with Another YMCA Association**

For the purpose of sharing in the full benefits of the YMCA, full-time staff transferring from another YMCA outside the J. Smith Young YMCA Association shall be credited for their prior years of continuous and uninterrupted full-time YMCA service. Prior years of continuous and uninterrupted full-time YMCA service from any other Association is forfeited when full-time employees with 5 years or less YMCA service leave full-time YMCA employment for 30 days or more. For full-time employees who transfer or change classification, the original date of continuous and uninterrupted full-time employment will be used for the calculation of years of service and for the purpose of employee recognition and benefits.





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## **Group Health Insurance**

The YMCA offers major health and accident insurance for all full-time employees and their dependents, effective on the first of the month following the full-time hire date. The YMCA contributes 80% toward the employee's portion of the health insurance. Dependent coverage is available, and the premium for dependent coverage is paid by the employee through a pre-tax payroll deduction. The health plan also includes a Prescription Drug benefit that allows brand and generic named drugs to be purchased for reasonable co-pay. A Summary Plan Description (SPD) that explains the schedule of benefits and other provisions of the health plan is given to full-time employees when they complete the appropriate enrollment forms. Changes to health insurance coverage may be made during open enrollment or as the result of a "qualifying event," as outlined in the SPD.

## **Dental Insurance**

The YMCA offers a dental reimbursement plan for all regular full-time and exempt status employees each fiscal year. Unused dental benefits are forfeited if not used within the current fiscal year. The amount of reimbursement to employees is evaluated on a yearly basis by the YMCA Board of Directors

## **Group Life Insurance**

The YMCA provides group life insurance for all full-time employees in the amount equal to the employee's annual base salary on the first of the month following the full-time hire date. The YMCA pays the total premium.

Dependent life coverage is optional and the employee pays the total cost of insuring dependents. Dependent life coverage is provided through supplemental coverage.

## **Short Term Disability Benefit**

Not available from the YMCA at this time.

## **Long Term Disability Insurance**

Long term disability insurance is available through supplemental coverage offered to all full-time employees. All premiums are paid by the employee.

## **Accident Insurance**

Accident insurance is available through supplemental coverage and is offered to all employees. All premiums are paid by the employee.

Employees needing more information about this benefit should contact the Business/Operations Department.

## **Provisions for Non-Wage Benefits (Vacation/Holiday and Sick Time)**

All non-wage employee benefits (vacation/holiday and sick time) are calculated on a calendar year basis beginning January 1 and ending December 31. They are pro-rated for new employees based on hire date.

Non-wage benefits are reported in terms of hours, and are rounded to half-day increments for exempt employees. Non-exempt employees report vacation/holiday and sick time taken based on time clocked in and out during the workweek. Exempt employees report vacation/holiday and sick time taken in half day (4-hour) and full day (8-hour) increments.



If it is discovered that an employee has been paid for any non-wage benefits beyond the allowable policy, the overpaid hours will be adjusted in the employee's next paycheck within the month of discovery. If employment with the YMCA is terminated, any non-wage benefits used in excess of time accrued will be deducted from the employee's last paycheck. Vacation/holiday time accrued but not used will be paid in the employee's last paycheck.

## **Vacation**

The YMCA believes it is in its best interest if all full-time employees annually take vacation away from the job for the purpose of rest, recuperation, and recreation. Vacations are to be scheduled with and approved by the employee's supervisor during the period which best suits the needs of the YMCA.

1. New full-time employees become eligible for paid vacation on the first day of the month following 3 full calendar months of service during their first year of employment.
2. Vacation is based on the length of YMCA service that coincides with the full-time employment anniversary date,

After three months	total of 40 hours
After 1 full year	total of 80 hours (pro-rated at 6.667 hours per month)
After 5 full years	total of 104 hours (pro-rated at 8.667 hours per month)
After 10 full years	total of 160 hours (pro-rated at 13.334 hours per month)
After 15 full years	total of 200 hours (pro-rated at 16.667 hours per month)
3. Full-time employees are to schedule vacation for periods in accordance with the requirements of their jobs and upon the approval of their supervisor.
4. Employees are not entitled to pay in lieu of vacation.
5. Vacations hours are paid at the employee's base rate.
6. Allowed vacation hours are calculated on a calendar year that begins January 1st and ends December 31st.
7. Vacation hours cannot be carried over to the next year and employees are not compensated for any unused vacation. All employees are highly encouraged to plan their vacation, submit vacation request to their immediate supervisor and take their allotted vacation hours each calendar year.
8. In the event of separation from YMCA employment, vacation benefits shall be prorated for that portion of the calendar year worked. If the employee has earned but unused vacation hours, the hours will be added to the employee's last check. If the employee has used more vacation hours than they have earned, the overpayment will be adjusted on the employee's last paycheck in accordance with state and federal laws. In the event of death of employee, pro-rata vacation pay will be paid to the employee's estate.

## **Holiday** (revised and approved November 2011, October 2016)

All Full-time and Exempt status employees shall receive the following paid holidays each year:

- New Years Day
- Martin Luther King Jr. Day (effective 1/1/17)
- Easter Sunday (YMCA closed)
- Memorial Day (effective 1/1/17)
- Independence Day (closed effective 2017)
- Labor Day
- Thanksgiving Day (YMCA closed)
- Friday after Thanksgiving
- ½ day on December 24 (closed if on Sunday - effective 1/1/17)
- Christmas Day (YMCA closed)



- ½ day December 26

The Board of Directors shall determine the procedure to be followed in any year where these holidays fall in a weekend.

## **Sick**

Sick days are provided to the full-time employee unable to report to work because of personal illness or illness in the immediate family (spouse, children, parents, grandparents, grandchildren and siblings).

1. New full-time employees are entitled to sick time beginning on the first day of the month following three full calendar months of service during their first year of employment.
2. Sick leave hours are pro-rated monthly at the same rate as the employee eligible vacation hours.
3. Sick hours are paid provided the employee has given their supervisors prompt notification. As much advance notice as possible is preferred, but at least 60 minutes prior to your scheduled start time is required. The employee shall provide medical or other appropriate verification of any absence to his/her supervisor upon request.
4. Sick hours are paid at the employee's base rate.
5. Sick days are calculated on a calendar year that begins January 1st and ends December 31st.
6. In the event of separation from YMCA employment, sick benefits shall be prorated for that portion of the calendar year worked. If the employee has used more sick hours than they have earned, the overpayment will be adjusted on the employee's last paycheck in accordance with state and federal laws.
7. Unused sick days can be carried over to the next year. The maximum allowed carry-over is equal to one time the available hours.
8. Full-time employees receive sick days equal to their earned vacation days per year.
9. Unused sick days and unused carryover sick days (Sick Bank) are not paid to the employee upon termination of employment.

## **Personal Leave**

Upon completion of the introductory period, full-time employees will be granted three days paid time off from work each fiscal year for personal matters. The employee's immediate supervisor and the department director must approve use of Personal Leave. Unused Personal Leave cannot be carried over to the next fiscal year and employees are not compensated for any unused personal leave.

## **Bereavement Leave**

Upon completion of the introductory period, full-time employees may be granted up to three days paid time off from work for bereavement in the event of a death in the family (spouse, children, parents, grandparents, grandchildren and siblings). The employee's immediate supervisor and the department director must approve use of Bereavement Leave. Any exceptions to the YMCA's Bereavement Leave policy must be approved by the CEO or designee.

## **Jury Duty**

The YMCA will grant paid time off to full-time employees who are summoned for jury duty as follows:

- Employees will receive full pay for jury service not exceeding 10 working days every two years.
- Employees pay will be reduced by fees received for jury duty for any service exceeding the 10 working days every two years.

Employees serving on jury duty are expected to work as much of their regular schedule as possible. Documentation of jury duty must be provided to the employee's supervisor in order to be paid.



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## **Employee Paid Benefits**

Various benefit options, including disability insurance, life insurance, and other supplemental health insurance, are also available to eligible full-time employees. Employees may enroll in these benefits during Full-Time Orientation and begin participating after their 3-month introductory period or after the annual enrollment period. Additional information may be obtained from the Business/Operations Manager.

## **Professional Associations**

The YMCA recognizes that the quality of its work is directly related to the training and experience of its staff; that training is a process that must continue throughout a staff member's professional life; and that experience is secured through consultation as well as in work relationships. For these reasons, the YMCA urges its staff to participate in the appropriate professional societies, to attend professional development conferences, and to continue their development on a formal basis whenever possible. In addition, the YMCA supports the National YMCA Career Development Program. For more information, contact your department director.

## **VIII. YOUR YMCA CAREER**

(revised and approved January 2011)

### **Job Postings**

The YMCA will keep its employees informed of full-time job openings by using a Job Posting system. The YMCA will post all current full-time openings are posted for a minimum of five days on the YUSA website. These postings list a brief description of the job responsibilities, minimum qualifications, the salary range and where the vacancy exists. The posting will also indicate whom to contact about the job opening and the contact deadline.

### **Training and Career Development**

The YMCA recognizes that training is a process that must continue throughout a staff member's professional life; and that experience is secured through consultations as well as in work relationships. For these reasons, you are encouraged to participate in the appropriate professional societies, to attend professional development conferences and to continue your development on a formal basis whenever possible.

You, your supervisor, and department directors are responsible for developing a plan to help meet your present and future accountabilities and a plan for your personal growth and development.

The CEO or designee may approve your participation in local, regional or national conferences, accredited colleges or universities or other conference, conventions, meetings or other training activities related to YMCA professional training. Contact your supervisor or department director for more information.

### **YMCA of the USA Classifications**

The YMCA, as a national movement, is committed to professional development of its employees. The following YMCA certifications are part of that career development commitment.

**Leader** – Any staff member without supervisory responsibilities performing a direct service to members; an individual contributor.



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**Team Leader** – Any Staff member performing supervisory duties with direct reports.

**Multi-team or Branch Leader** – Any staff member managing multiple team leaders/supervisors

**Organizational Leader** – Staff members who provide strategic and visionary leadership to the organization.

You may contact the YMCA of the USA for complete information regarding YMCA of the USA certification requirements and classifications. If you have already completed one or more YMCA of the USA courses, you may obtain your personal training transcripts from YMCA of the USA.

## **IX. SALARY ADMINISTRATION**

(revised and approved September 2009)

### **Job Descriptions**

At the YMCA there is a written job description for each position. The job description outlines the essential duties and responsibilities of the position, the minimum qualifications required to perform the position and the physical and environmental demands of the position. Each position has been evaluated to determine the relationship of one position to another within the YMCA and to set the position's salary range.

### **Salary Ranges**

Salary ranges have been developed with guidelines received from the YMCA of the USA and other YMCAs, and organizations comparable to our YMCA. Each position is assigned a range that has a minimum, mid-point and maximum range. Your placement in that range is based on several factors including experience, qualifications, merit, promotion and your overall performance. Salary ranges are periodically reviewed and updated.

### **Written Performance Standards**

All full-time exempt employees and selected non-exempt employees are required to prepare written performance standards based on annual operating objectives for the department and association. These standards are usually in place by the end of February each year. These performance standards serve as the measuring tool for performance reviews two times a year. Standards should be established and agreed to by the employee and immediate supervisor.

### **Written Performance Reviews**

Using your written job description and written performance standards, your supervisor prepares your written performance review (WPR). Written performance reviews are normally completed twice a year, at mid-year and at year-end. The WPR should be discussed by you and your immediate supervisor, highlighting your performance, accomplishments, your strengths and any areas that need improvement. Any needed training or experience should also be identified at this point. Part of the review process is for you to share your comments and thoughts with your supervisor regarding your performance. Both the supervisor and you should sign off on all documents that are part of the WPR. Prior to meeting with you, the written performance appraisal is reviewed by at least two levels of management to ensure fairness and accuracy. The signed WPR will be forwarded to the Business/Operations office where it becomes part of your personnel file.

### **Merit Increases and Salary Adjustments**



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The amount of money budgeted for wage and salary adjustments are influenced by the cost of living, relationship to competition, and the financial resources of the YMCA.

Salary increases are normally tied to merit and if approved, will usually be paid in March. However, some areas such as child care and summer camp may use a different time period for reviewing performance and recommending salary increases. Salary increases not tied to merit include increases for significant increases in job responsibilities, promotions, market or equity adjustments, and job changes where the new job is in a higher salary grade. There are certain circumstances where an employee's salary may be frozen, or in rare cases decreased, because of a job change initiated by the employee or the YMCA. For example, an employee may decide to post for a job with fewer responsibilities and a lower salary range than their current job. If hired, the employee's salary may be frozen or decreased, depending on the situation. Your supervisor will meet with you to discuss any recommended salary adjustment that has been approved and the effective date. In the rare cases where the adjustment results in a decrease in salary, you will be notified by your supervisor at least 30 days in advance of the effective date of the change.

## **X. DISCIPLINE PROCESS**

(revised and approved September 2009)

### **Corrective Actions**

Generally, employees work very hard to meet certain performance standards and meet the guidelines of our policies, but occasionally, a performance or conduct issue may arise that needs to be corrected. Depending on the seriousness of the problem, there may be several steps taken to achieve the desired results. These steps may be:

- Verbal warning
- Oral counseling
- Written warning
- Final warning that could include probation or suspension
- Termination

Gross misconduct or disregard for a performance issue or YMCA policy could result in bypassing any or all of the above mentioned discipline steps and could result in an immediate dismissal. The type of disciplinary action will depend upon the violation committed. Examples of unacceptable behavior include but are not limited to falsifying records, bringing or drinking intoxicants, substance abuse, stealing, refusal to obey instruction, use of foul language, sleeping on the job, possession of firearms, falsification of information on the employment application, disclosure of confidential information, failure to adhere to dress code, excessive absences and/or tardiness, failure to notify your supervisor of tardiness or absence, poor work performance, fighting or assaulting, etc.

Your supervisor will be responsible for administering any of the above procedures, documenting the process and forwarding all related documents to the Business/Operations office to be placed in your personnel file.

### **Problem-Solving Procedures**

From time to time employees have questions or concerns about their jobs. An employee with such a question or concern on the job should speak with his or her immediate supervisor. If for any reason an



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employee feels they cannot speak directly with their immediate supervisor about the question or concern, the issue may be addressed with the next level of management, up to the CEO if necessary.

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.

## **XI. SEPARATING EMPLOYMENT WITH THE YMCA**

(revised and approved September 2009)

### **Voluntary Separation of Employment**

Voluntary separation from the YMCA can take the form of a resignation or retirement. Exempt staff normally should give a 4-week notice to their immediate supervisor. Non-exempt staff normally should give a 2-week notice to their immediate supervisor. The CEO normally should give an 8-week notice. Notice of intention to discontinue employment should be stated in writing. Voluntary separation of employment will not receive separation compensation.

### **Involuntary Separation of Employment**

An involuntary separation is the decision, made by the YMCA, to end the work relationship with an employee. They are classified as either a reduction in the work force or dismissal for cause.

#### **Reduction in Work Force**

This type of involuntary separation may be imposed upon employees as a result of economic necessity, operation and/or programmatic changes, reorganization or any other reason that requires a reduction in the YMCA's present work force. When a reduction is necessary, consideration of such factors as seniority and performance within the affected unit must be made to determine those employees to be laid-off.

Exempt employees who have been employed for at least one year will be given a minimum of 4 weeks' notice prior to the termination. Non-exempt employees who have been employed for at least one year will be given a minimum of 2 weeks' notice prior to termination. The YMCA, at its discretion, may elect to provide pay in lieu of notice.

#### **Separation Pay for Reduction in Work Force**

Basic separation pay is provided for by unemployment insurance. The YMCA will provide separation pay to all Exempt and Non-Exempt employees equal to two weeks of notice after five years of service, and equal to the employee's base salary. The YMCA, at its discretion, may also elect to provide additional separation pay equal to one weeks pay for each continuous year of service, up to a maximum of five years.

#### **Dismissal for Cause**

An employee may be involuntarily separated for cause. In this event, the employee will be advised of the reason for termination and the Termination Report will be completed. Employees who are dismissed for cause will not receive separation pay.

#### **Exit Interviews**

Exit interviews may be conducted after voluntary termination by the appropriate supervisor and/or CEO or designee. Staff members terminated for cause or unsatisfactory performance may request an exit



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interview with the appropriate supervisor. Staff members not requesting or receiving an exit interview will be mailed an exit interview letter.

### **Final Paycheck and Benefits Continuation**

The YMCA will provide the final paycheck in accordance with the YMCA's regular compensation schedule. The Business/Operations Manager will notify the YMCA Retirement Fund and benefits providers of the termination as appropriate. Full-time employees may enroll in COBRA to continue health and dental coverage and may arrange to self-pay for continuation of employee paid benefits.

In the event of a separation of employment due to death, the YMCA will notify the YMCA retirement fund and life insurance providers if applicable. The YMCA will provide the final paycheck to the estate in accordance with the YMCA's regular compensation schedule.





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# **XII. POLICY APPENDIX**



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## CONFLICT OF INTEREST POLICY

(revised and approved September 2009)

**A staff member:** is a full-time or part-time employee who receives all or part of his or her income from the payroll of the YMCA. Part-time employees include those classified as seasonal, on-call, and temporary. The definition of a staff member also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and, if applicable, anyone living within the person's household as a family member.

**A director:** is a member of the Association Board of Directors. The term does not include a member of any ad hoc committee that is supportive of the YMCA's work but has no legal role in organizational governance. The definition of a director also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and, if applicable, anyone living within the person's household as a family member.

Directors and staff will often serve in many capacities in the various organizations and institutions of the larger community. Such involvement can give rise to a duality of interest which, while proper, permissible and beneficial to the community, may create the potential for misunderstandings. Therefore, it is important that directors and staff treat potential conflicts of interest seriously. The responsibility for avoiding actual conflicts and disclosing potential conflicts falls on the individual director or staff member.

A Conflict of Interest is present whenever a director or staff member has a material financial interest in a proposed contract or transaction to which the YMCA may be a party. A conflict of interest may also exist where the private interests of a director or staff member and his or her official YMCA responsibilities conflict. Conflicts of interest may be either direct or indirect. A direct conflict of interest arises when the transaction is personally between a director or staff member and the YMCA. An indirect conflict of interest arises when the YMCA transacts business with another entity in which a director or staff member has a financial interest or serves as an officer, director, or trustee of the entity in question.

### 1. Actual Conflicts of Interest

In some situations, directors, trustees, and staff members are prohibited from doing certain things in order to avoid an actual conflict of interest. These restrictions come from statutes, regulations, by-law provisions, and internal policies, and are summarized below:

- a) Financial loans to YMCA employees are strictly prohibited without prior written approval of the Chief Volunteer Officer of the Association's Board of Directors.
- b) Loans to Directors. No loan may be made to a director of the YMCA nor to any entity for which does a director have an ownership interest.
- c) Work-related Fees. Fees paid to staff members by outside sources, which pertain directly to their position and work for the organization – e.g., work-related speaking and consultant fees, honoraria, and the like – must be paid to the YMCA directly, unless otherwise stated in this employee handbook. In the



event that these fees are paid directly to the staff member, the payment must be endorsed promptly to the YMCA.

- d) **Prospective Employment.** No director or staff member may participate in any transaction involving a person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment.
- e) **Family Member Expenses.** No staff member may supervise or approve expenses or reimbursement for another staff member who is also a member of his or her immediate family.
- f) **Gifts.** Any non-incidental tangible or intangible gift that could be inferred as influence or reward for an official action taken by a director or staff member may only be accepted if it is disclosed and approved by the CEO or by the Chief Volunteer Officer if it involves the CEO. Staff members may not accept cash gifts under any circumstances, whatsoever.

### 2. Potential Conflicts of Interest

There are situations beyond those listed above that may still raise the possibility that a conflict of interest exists. The YMCA does not have a blanket rule to prohibit these situations from arising, but rather considers them on a case-by-case basis. In these situations, the director or staff member must disclose the existence of the potential conflict before action is taken (including YMCA approval or disapproval) on the matter and have it reviewed by disinterested YMCA parties.

Directors and staff members shall disclose to the CEO or CVO in writing potential conflicts of interest. These potential conflicts include, but are not limited to, situations in which the director or staff member may obtain personal, financial, professional or political gain at the expense of the YMCA. Some, but not all, examples of potential conflicts include the following:

- a) **Loans to Staff.** A loan is proposed to any present staff member.
- b) **Outside Work.** A staff member intends to undertake outside work that is not totally unrelated to the YMCA.
- c) **YMCA Payments to Staff Other Than for Regular Work.** A staff member receives payment from the YMCA for goods, services or subcontracts other than as part of his or her regular YMCA job responsibilities or as reimbursement for reasonable expenses incurred as provided in the YMCA's personnel policies.
- d) **YMCA Payments to Directors Other Than for Reimbursement.** A director receives payment from the YMCA for goods, services or subcontracts other than as reimbursement for reasonable expenses incurred as provided in the YMCA personnel policies.

Any potential conflict of interest for the CEO shall be disclosed in writing to the Chief Volunteer Officer.



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YMCA business records must always be prepared accurately and reliably. They are of critical importance in meeting our financial, legal and management obligations and in achieving our Mission. In that regard:

- a. The books of account, financial statements and records of the YMCA shall accurately reflect the operations and financial results of the YMCA.
- b. There shall be no disbursements or receipts of YMCA funds outside the YMCA's established system of accountability.
- c. YMCA representatives may not make or approve any payment with the intention or understanding that any part of such payment is to be used for any purpose other than that described in the document supporting the payment.
- d. Records are to be kept in accordance with the YMCA's internal controls at all times, fully and accurately reflecting all transactions.
- e. YMCA representatives may not make or approve any transaction for any purpose other than the purpose stated in the documents supporting the transaction.
- f. No unrecorded fund or asset may be maintained.
- g. No false or misleading entry, record or report may be made or permitted to go uncorrected.
- h. All reports, vouchers, bills, payroll and service records, measurement and performance records, and other essential data must be prepared with care and honesty.

No YMCA representative shall take any action to fraudulently influence, coerce, manipulate, or mislead the YMCA's independent auditors. No false, misleading or incomplete statements will be made to any internal or external auditor, nor shall any YMCA representative conceal or withhold any information requested by an internal or external auditor pertaining to their audit or review of the YMCA's records, transactions or financial statements.

It is the YMCA's policy to provide full, fair, accurate, timely, and understandable disclosures in all documents and communications required by external parties. The YMCA expects all YMCA representatives to act in a manner that supports this policy.

#### C. Acknowledgement

A copy of this Code shall be given to all directors and staff members upon commencement of such person's relationship with the YMCA. Each director and staff member shall sign and date Attachment (A) at the beginning of his or her term of service or employment and each year thereafter. While the definitions of board and staff include the individuals' immediate family and, where applicable, anyone living in the person's household as a family member, only the signature of the individual board member or staff is required.

Failure to sign does not nullify the Code.



Please indicate your role in the YMCA:

- Board of Directors of the J. Smith Young YMCA
- Staff member of the J. Smith Young YMCA

Please list all other entities in which you have a financial interest or you serve as an officer, director or trustee. If you are aware that an entity listed below has a contract or other business relationship with the J. Smith Young YMCA.

\_\_\_\_\_  
Business Your Title/Capacity

\_\_\_\_\_  
Business Your Title/Capacity  
(Please attach additional pages as necessary).

Please list below any other actual or potential conflict of interest.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the purposes of this Code of Ethics are to protect the integrity of the YMCA's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members.

Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

My signature confirms that I have read the J. Smith Young YMCA's Code of Ethics that I understand and accept its terms and agree to comply with the Code of Ethics as a condition of employment or service with the YMCA. I further understand that this Code is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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## **CHILD ABUSE PREVENTION POLICY**

(revised and approved January 2011)

This policy covers the required steps involved in the hiring, training and supervision of staff; appropriate conduct related to the supervision of children; reporting procedures of suspected abuses; responsibilities to parents and recommendations for good practices related to the above.

### **DEFINITION OF TERMS**

**Staff:** All full-time, part-time, temporary or seasonal staff including director, program leaders, teachers or aides. All volunteer staff that has frequent and routine contact with children. (Parents who volunteer for special events are excluded).

**Child:** 17 years of age or under.

### **STAFF HIRING, TRAINING AND SUPERVISION**

(For infant, preschool, school-age child care, day and residence camp programs)

1. A minimum of two reference checks are conducted, documented and filed on all potential staff prior to employment. References must include immediate prior employment and/or any employment involving supervision of children.
2. Child abuse and criminal record checks are conducted on all staff.
3. YMCA Staff name tags will be worn by all employees during program operation and/or work hours. Children are instructed to avoid any person not so identified.
4. All child care staff receives the following orientation training before or within the first 30 days of employment:
  - YMCA policies related to swimming pool safety, transportation and prevention of child abuse.
  - YMCA emergency procedures.
  - National YMCA child care program standards.
  - YMCA of the USA Child Abuse Prevention Training.
  - Training in recognizing the signs of suspected child abuse.
  - Training in CPR, First Aid and Blood-borne Pathogens.
5. Program Administrator supervising decentralized sites of operation or designee makes unannounced visits at least two times per month. YMCA site observation forms are filled out and original filed at the Association Business/Operations Office.
6. The CEO or designee or Sr. Program Director, other than staff referred to in above, visits each child care and day care operating site at least two times a year.



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## **STAFF RELATIONSHIP WITH CHILDREN**

(Pertaining to all YMCA programming with children)

1. As a general rule, a staff member should not be alone with a child(ren) in an area or location where they cannot be observed by other staff except where necessary and appropriate.
2. Although the state requires a staff/child ratio of 1:25 in school-age care programs, the J. Smith Young YMCA shall meet or exceed the State's staff/child ratio. A minimum of two staff should be assigned to each program operating site.
3. Each decentralized site of operation will install or have access to a telephone on location and on buses during operating hours.
4. As a general rule, children should not be left unsupervised.
5. YMCA staff will have no one on one contact with children outside approved YMCA activities where there was no relationship with the child prior to YMCA employment. Any participation in activities with children outside approved YMCA activities will not be considered as functions of an employee of the YMCA; and the YMCA or anyone related to the YMCA cannot be held responsible for any adverse action, conduct or misbehavior that may arise from the association of any employee with children outside YMCA approved programs. YMCA staff violating this rule will be subject to disciplinary action up to and including termination.
6. Staff behavior or disciplinary actions with children must avoid all abuse actions. Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited. Appropriate disciplinary action must not be associated with food, rest, separation from group for illness or toilet training.

## **RESPONSIBILITIES TO PARENTS**

1. As part of an orientation, parents will be informed that they are invited and welcomed to visit program sites at any time.
2. Under no circumstances will YMCA staff release children to anyone other than the authorized parent(s), guardian(s) or an individual authorized by parents in writing or verified by telephone. Formal sign-in and sign-out procedures will be established and appropriate records will be maintained and kept on file in accordance with published regulations which govern the operation and administration of a child care program and/or facility.
3. Staff will check for signs of illness/injury and personal wellness of the children. A serious injury or life threatening situation will require us to act without the written authorization of parent(s), guardian(s) or other individuals.



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## **RECOMMENDATIONS**

(Concerning involvement of Parents and Supervision of Children)

1. Parents should receive regular written information about the programs content and schedules; feedback regarding their child's participation in program including behavior and general health; and an introduction to the program staff.
2. The YMCA should offer positive assistance and resources for parents and children through workshops, counseling and the use of printed and audio-visual resources. All resources should be thoroughly investigated prior to use.

## **REPORTING REQUIREMENTS PERTAINING TO ALL YMCA PROGRAMS**

1. Mandatory Reporting of Child Abuse: YMCA employees are recognized as mandated reporters under State guidelines. The YMCA requires all employees, especially child care employees to report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and to complete the YMCA Child Abuse Reporting Form. The original of this form must be sent as soon as possible to the CEO or designee and a copy to the Business/Operations Office and a copy to the supervisor. A child protective agency may be a police or sheriff's department, a county probation department, a county welfare department or the Department of Social Services for the county in which the Child Care site is located. Reasonable suspicion means that it is objectively reasonable for a person to entertain such a suspicion, drawing when appropriate on his or her training and experience, to suspect child abuse. Failure to report is grounds for disciplinary action up to and including termination.

**NOTE:** *Every staff member has an absolute duty to report and document any suspicion of child abuse, molestation or sexual misconduct to the proper authorities. The Department of Social Services will determine the accuracy of the report.*

### **TELEPHONE NUMBERS:**

Davidson County Department of Social Services: (336) 242-2500





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## **COMMUNICABLE DISEASES/ BLOOD-BORNE PATHOGENS POLICY SUMMARY**

(revised and approved April 2021)

The J. Smith Young YMCA (hereinafter “YMCA”) fully supports all statutes and guidelines issued by federal, state and local government entities, based on current medical knowledge and research, on the proper treatment of persons with communicable diseases. The YMCA further recognizes the importance of protecting the health and welfare of participants, members, volunteers and staff from the spread of communicable diseases, particularly those which pose a substantial threat to the health and safety of the YMCA community.

In medically appropriate cases, a participant, member, volunteer or staff person whose medical condition poses an unusual or substantial threat to the health or safety of the YMCA community or who is suspected to be a carrier of such a communicable disease, the YMCA CEO or designee may require a medical evaluation of the known or suspected carrier.

This person may be removed from a YMCA program; service or facility involved while medical determination is being made. The CEO or designee will make removal, restriction and/or reinstatement based upon the advice of medical experts.

All notices, reports, actions, hearings and decisions that contain personally identifiable information about a person who has or who is reasonably suspected of having or being a carrier of a communicable disease shall remain STRICTLY confidential. The number of personnel who are made aware of this person’s condition shall be kept to the minimum needed to assure proper care and to detect situations where the potential for transmission of the disease may increase.

The YMCA will develop and present educational programs on communicable diseases to all employees. Copies of guidelines for prevention of the spread of communicable diseases including but not limited to blood borne pathogens will be made available to all employees in accordance with approved federal, state and local regulations. The YMCA will comply with all OSHA requirements for the training of staff on Blood-borne Pathogens Standards. In so doing, it 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.

In addition, staff members who contract a communicable disease shall be afforded all benefits to which they are reasonably entitled under the YMCA personnel policy.

In support and compliance of all federal, state and local regulations, the YMCA does not discriminate based on any kind of disability. The YMCA will not restrict the access of participants, members, volunteers or staff to YMCA buildings, facilities, programs or services except where access would pose an undue threat or financial hardship to the health or safety of the person with the disability or other YMCA participants. The YMCA will further make every effort to reasonably accommodate individuals with disabilities to improve the quality of their YMCA experience.

## **CRIMINAL RECORD CHECK POLICY SUMMARY**



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(revised and approved April 2021)

As a condition of employment by the J. Smith Young YMCA (hereinafter “YMCA”) and in compliance with our Prevention of Child Abuse Policy, a criminal records check will be conducted on all employees and designated volunteer positions. The criminal records check will be conducted on a county-by-county search of all 100 counties in the state of North Carolina. If an applicant has lived outside of the state of North Carolina, a check of that state’s county of residence will be conducted. Each applicant will be required to sign a consent acknowledging his/her understanding of this policy.

No offer of employment will be final until the information described above has been obtained. The consideration of whether a conviction justifies a refusal to offer employment to any applicant will be determined at the sole discretion of the YMCA and will be stated in writing and filed in the Business/Operations Office of the YMCA.

The failure of an applicant to accurately and completely disclose his/her past record of conviction may result in an immediate disqualification for employment and such applicant may be ineligible to apply for employment with the YMCA.

Any employee of the YMCA who is charged with a crime (including traffic violations) is required to notify their supervisor within twenty-four (24) hours of being charged and is required to provide such information as is requested by the CEO. The failure to notify supervisor, will be grounds for disciplinary action up to and including termination.



(revised and approved April 2021)

## Scope of Policy

The J. Smith Young YMCA (hereinafter “YMCA”) is committed to maintaining a safe, non-discriminatory work environment where employees at all levels of the YMCA are able to devote their full attention and best efforts to the job by eliminating offensive or threatening conduct that might interfere with maximum productivity. There are several types of antisocial behavior that can interfere with this goal, including: (1) sexual harassment; (2) racial, religious, and other forms of harassment; and (3) violence and threats of violence. All these types of behavior can distract employees from their job-related duties, and it is the policy of the YMCA to prohibit and eliminate these types of behavior. The YMCA does not condone and will not tolerate any form of harassment or violence of or by any employee, member, program participant, volunteer, vendor, or visitor.

## Definitions

### A. Sexual Harassment

The YMCA prohibits any employee, volunteer or vendor from making sexual advances of a verbal or physical nature toward another employee or applicant for employment, member of the YMCA, or any child enrolled in a YMCA childcare program.

Sexual harassment is viewed as a form of conduct that undermines the integrity of the employment relationship, the relationship with members of the YMCA, and the relationship with the children we serve. All employees must be allowed to work in an environment free from unsolicited and unwelcomed sexual overtures. All YMCA members and their children must be served in an environment that is free from unsolicited and unwelcomed sexual overtures by the YMCA staff.

Sexual harassment can include:

1. Unwelcomed or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant expectations. Pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one’s employment, or membership in any YMCA program or activity.
3. Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual’s body or appearance (where such comments go beyond a mere compliment), off-color jokes that are clearly unwanted, or any other tasteless, sex-oriented comments, innuendoes or offensive actions.
4. Any sexually oriented conduct that would reasonably interfere with another employee’s work performance or any member’s participation in any YMCA program or activity. This includes extending unwanted sexual attention to another employee who reduces personal productivity or to a member of the YMCA which reduces the person’s satisfaction with the YMCA program or activity.
5. Participation in fostering an environment that is generally intimidating, hostile or offensive because of unwelcomed or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts or attention.
6. Any physical advances or physical conduct that is sexual in nature, sexual displays or publications such as calendars, cartoons or graffiti and any sexually oriented e-mails, kidding, teasing, practical jokes or jokes about gender-specific traits.



7. Retaliation for complaints of harassment.

**B. Racial, Religious, National Origin, Disability, or Age Harassment**

These types of harassment can include:

1. Any conduct based on race, religion, national origin, disability, or age that makes an employee uncomfortable at work or which interferes with an employee's ability to perform the job.
2. Jokes which refer to race, religion, national origin, or disability or which portray age in a negative light.
3. E-mails which refer to race, religion, national origin, or disability or which portray age in a negative light.
4. The posting or distribution of cartoons, drawings, or any other material which adversely reflects on a person's race, religion, national origin, disability or age.
5. The use of "slurs" or other offensive language
6. Practical jokes, horseplay, or teasing which tends to make fun of a person's race, religion, national origin, or disability or which reflects negatively on a person's age.
7. Retaliation for complaints of harassment.

**C. Violence And Threats Of Violence**

This type of antisocial behavior can include:

1. Any conduct which involves the offensive touching of another employee.
2. Intimidating or threatening gestures or body posture that reflects possible violence or a threat of violence.
3. Verbal threats to or similar statements that cause an employee to fear possible harm by another employee, volunteer, or YMCA member.

**What to Do if an Employee Experiences Harassment, Threats of Violence, or Violent Behavior**

These types of antisocial behaviors can be blatant or they can be subtle. Despite the definitions given above, it is sometimes difficult to recognize whether a particular conduct falls within these types of antisocial behaviors. Any employee, regardless of position, who feels that he or she is the victim of any of these types of antisocial behaviors by anyone, including employees, volunteers, or members of the YMCA should report the conduct immediately to either their supervisor. Furthermore, any employee who observes conduct that could be a violation of this policy should report the conduct immediately.

The responsibility for the execution and administration of this policy is assigned to supervisors, department directors, CEO or designee. However, the YMCA cannot resolve matters that are not brought to its attention. Employees may bring their complaint or observation of antisocial behavior to their supervisor, department head or the CEO or designee. If the complaint or observation of antisocial behavior involves someone in the employee's direct line of command or if the employee is uncomfortable discussing the matter with his or her direct supervisor, the employee is urged to speak directly with the CEO.

**How Reports Will Be Handled**

Reports of antisocial behavior will be promptly investigated by appropriate and impartial staff member(s) appointed by the CEO or Board Personnel Committee. There shall be a sincere effort on the part of all involved to settle the complaint promptly and as informally as possible.



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When supervisors, department directors receive a report, he/she shall immediately notify the CEO. If the report is made orally, the CEO shall reduce it to written form within 24 hours, shall provide a copy to the person making the report for review and approval for accuracy, and shall forward a copy to the Board of Director's Personnel Committee.

The investigation may consist of interviews with the person making the report, the individual accused of misconduct, and others having knowledge of the facts giving rise to the report as suggested by either the person making the report or the person accused of misconduct. Once the facts have been gathered, the YMCA will try to address and eliminate any problems as it determines in its sole discretion which may include one or more of the following actions:

1. disciplinary action which may include suspension or probation,
2. group meetings or training sessions,
3. referrals to formal counseling or employee assistance program, if applicable,
4. termination of employment, or
5. contacting local law enforcement.

Reports of antisocial behavior will be kept as confidential as possible; the requirement to conduct an impartial investigation means that complete confidentiality cannot be assured. Information will be released only on a "need to know" basis, and no employee will be subjected to retaliation by the YMCA because he or she has reported what he or she believes to be an incident of antisocial behavior.

### **Employee's Role and Responsibility**

First and foremost, each employee is responsible for his or her own conduct and should avoid the types of behaviors addressed in this policy. Second, each employee has a responsibility to report antisocial behavior that he or she experiences or observes. With each and every employee's help in enforcing this policy, we can make our YMCA a better and more productive place to work for all employees.



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## SUBSTANCE ABUSE POLICY SUMMARY

(revised and approved April 2021)

The J. Smith Young YMCA (hereinafter “YMCA”) is committed to a drug-free workplace. Employees with identified substance abuse problems will be required to seek treatment and rehabilitation. Employees suspected of possessing or distributing drugs will be reported to the proper law enforcement authorities. Should an employee be in possession or test positive for any illegal controlled substance or alcohol, that employee will be subject to disciplinary action, up to and including discharge.

The YMCA is concerned about the detrimental effects which illegal drugs and alcohol abuse have upon the health and safety of its employees. We recognize that alcoholism and the illegal use of drugs lead to increased accidents and medical claims, and often destroy an employee’s health and family life. Simply stated, employees who abuse drugs and alcohol are a danger to themselves, their fellow employees and their families, YMCA members and program participants.

In light of these concerns, and in compliance with applicable state and federal laws and regulations, the YMCA intends to maintain a workplace free of the problems associated with the illegal use of drugs and the abuse of alcohol. Our policy is to identify and help those employees with substance abuse problems and to encourage them to seek help on their own. Applicants or employees identified as being substance abusers will be referred for counseling or rehabilitation as appropriate. However, the possession, use, transfer, manufacture or sale of alcohol, illegal drugs, or legal drugs without a valid prescription on YMCA property or on YMCA time will result in disciplinary action, up to and including termination. The policy is intended to help provide a better and safer YMCA environment for all employees and YMCA members and program participants.

### Counseling and Rehabilitation

Employees are encouraged to voluntarily request counseling or rehabilitation before their substance abuse leads to disciplinary or other work-related problems. A request may be made by contacting their supervisor, department director or CEO or designee.

### Testing of Applicants

As part of the hiring process, all applicants who have been offered employment with the YMCA will be required to undergo a drug screening test within 48 hours of accepting the employment offer. The YMCA will withdraw an offer of employment made to any applicant whose drug screen test reveals the presence of illegal drugs or prescription drugs without a valid prescription.

### Testing of Employees

Reporting for duty or working with drugs present in the body or while affected by alcohol will be handled as a disciplinary matter or by referral for counseling or rehabilitation, as the YMCA determines.

Drug testing may be required under the following circumstances:

- When an employee is involved in an accident or incident in which the YMCA has reasonable cause or suspicion that the employee’s act or omission contributed to the accident or incident
- When the YMCA has reasonable cause and suspicion
- When an employee has had a positive test and been referred for counseling or rehabilitation under this policy
- When an employee requests a test (if approved by management)
- When the YMCA selects employees on a random basis for a drug screening test
- At such time as the YMCA may decide to require all employees to be drug tested.



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Alcohol testing will be required under the following circumstances:

- When an employee is involved in an accident or incident
- When the YMCA has reasonable cause and suspicion
- When the YMCA selects employees on a random basis for an alcohol test (as it applies to random testing for drivers of commercial motor vehicles (CMV) requiring a commercial drivers license (CDL).
- When an employee requests a test (if approved by management).

No employee will be requested to submit to a drug or alcohol screening test unless specific authorization for such a test has been granted by the CEO or designee. The YMCA intends to utilize the most accurate and reliable testing method available. Failure or refusal by an employee to cooperate with the program or to submit to such a test when requested will be grounds for termination of employment. Terminated employees who failed or refused to cooperate with the program or submit to such a test when requested will be eligible to apply for employment with this YMCA no sooner than 6 months from termination date.

In the event a part-time employee has a positive drug/alcohol test result, employment will be terminated immediately. A full-time employee who has a positive drug/alcohol test result will be required to undergo treatment. A second instance of a positive drug/alcohol test result will result in immediate termination.

### Confidentiality

All information concerning medical examinations, drug or alcohol testing results or rehabilitation and treatment of an individual employee will be treated as confidential information.

### Official Substance Abuse Policy

This is only a summary of the YMCA's official Substance Abuse Policy. The official copy is available to all employees for their review at the Business/Operation Office of the YMCA and should be consulted with respect to any specific questions. Neither this Summary nor the official Policy is intended to affect the YMCA's right to manage its workplace, discipline its employees, guarantee employment, or guarantee terms or conditions of employment. No contract for employment, either expressed or implied, is created.



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## VOICE AND DATA COMMUNICATIONS CODE OF CONDUCT

(revised and approved April 2021)

For the benefit of the organization, the J. Smith Young YMCA (hereinafter “YMCA”) has provided access to various forms of telecommunication resources to its staff members. Telecommunication resources allow employees to connect to information and resources around the world. YMCA telecommunication resources include but are not limited to telephone, Internet, electronic mail (e-mail), voicemail, and facsimile (fax) machines. Every staff member has a responsibility to maintain and enhance the YMCA’s public image, and to use the available telecommunication resources in a productive manner. To ensure that all employees are responsible, productive telecommunication users and are protecting the YMCA’s public image, the following guidelines have been established. The YMCA intends to honor the guidelines set forth below, but the YMCA must reserve the right to change these guidelines at any time as may be required under the circumstances.

### **Acceptable Uses of Telecommunication Resources**

Employees using YMCA telecommunication resources are representing the YMCA. Employees are responsible for ensuring telecommunication resources are used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official YMCA business or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail systems and fax machines may be used for business contacts.

### **Unacceptable Use of Telecommunication Resources**

YMCA telecommunication resources should not be used for personal gain or advancement of individual opinions. Excessive use of telecommunication resources for solicitation of non-YMCA business or for personal gain is prohibited. Use of the Internet and/or e-mail system must not disrupt the operation of the YMCA network or the network of other users. Use of any telecommunication resources must not interfere with employee’s productivity or productivity of others.

### **Communications**

Each employee is responsible for the content of all text, audio, or images that they place, send, or view via YMCA telecommunication resources. Fraudulent, harassing or obscene messages and/or images are expressly prohibited. All messages communicated on the e-mail system, voicemail system, or fax should have the employee’s name attached. No messages will be transmitted or received under an assumed name. Users may not attempt to obscure the origin of any message. Information published on YMCA telecommunication resources should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is to be transmitted or received through the YMCA telecommunication resources. Employees who wish to express personal opinions are encouraged to obtain their own non-YMCA telecommunication resources.

### **Software**

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads must have prior approval from the YMCA Information Technology contractor.

### **Copyright Issues**

Copyrighted materials belonging to entities other than this YMCA may not be transmitted by staff members on the Internet, e-mail system, or fax machine. One copy of copyrighted material may be downloaded from the Internet for your personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the YMCA or legal action by the copyright owner.





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## **Security**

All messages composed, sent, or retrieved over the e-mail system, voicemail system, or fax machine are and remain the property of the YMCA and should be considered public information. Messages composed, sent, or retrieved over the e-mail system, voicemail system, or fax machine are not the private property of any employee. The YMCA reserves and intends to exercise the right to review, read, inspect, audit, intercept, access and disclose to the CEO or his designee all messages and files created, received or sent over the YMCA's telecommunication resources as deemed necessary and appropriate. E-mail, voicemail and fax messages are public communication and are not private. All communications including text, audio, and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

The use of passwords for security does not guarantee confidentiality. The confidentiality of e-mail, voicemail and fax messages should not be assumed. Even when an e-mail message is deleted, it is still possible to retrieve and read many e-mail messages. Notwithstanding the YMCA's right to review any e-mail, voicemail, and fax messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to review any e-mail, voicemail, or fax messages that are not sent to them. Any exception must receive prior approval by the CEO or designee.

Password protected document files and encrypted files are strictly prohibited unless use of such is pre-approved by the supervisor. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's message without the employee's permission. All computer and voicemail passwords must be provided to supervisors. No password may be used that is unknown to the YMCA. No e-mail account will be used unless approved by the CEO or designee.

## **Harassment**

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. YMCA telecommunication resources are not to be used to access, create, nor send any offensive material including but not limited to materials containing sexual implications, racial slurs, sexual orientation, religious or political beliefs, national origin or disability.

## **Violations**

Violations of any guidelines contained above may result in disciplinary action up to and including termination. If necessary the YMCA will advise appropriate legal authorities of any illegal violations. Any employee who discovers a violation of this code of conduct is required to notify the CEO or designee, failure to do so may result in disciplinary action up to and including termination of employment.

## **Summary**

The YMCA's telecommunication resources are to be used primarily for conducting YMCA business. The YMCA reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the YMCA's telecommunication resources at any time, with or without employee notice, and that such access may occur during or after working hours. Violations of this policy may subject an employee to disciplinary action, up to and including termination of employment.



(revised and approved April 2021)

At the J. Smith Young YMCA, (hereinafter “YMCA”) we believe in creating a quality work environment that is safe, caring and injury free. All of us share concern, awareness and responsibility to make the Association a safe place to work. Listed below are the responsibilities of the employee and the Association if an employee has a work-related accident or injury while on duty at the YMCA.

## **EMPLOYEE RESPONSIBILITIES:**

1. Report the accident or injury **IMMEDIATELY** to your manager or supervisor. (If you are unable to do this, then a co-worker should do so for you.)
2. If it is determined that you need medical attention (more than first aid), *the designated medical provider could void any claim you may have for medical expenses and/or compensation arising from an “on-the-job” injury.*
3. You are required to keep all scheduled appointments related to the care of your injury. Our insurance company does not pay charges incurred because of missed appointments so you will be personally liable for these payments. We have the right to suspend you from work, unpaid, until you return to the designated medical provider.
4. You are required to follow any and all restrictions placed on you by the medical provider (examples: the wearing of splints, bandages, braces, the use of crutches, the taking of prescribed medications, any type of restriction at the work site such as sitting, elevated leg, alternate standing, sitting, walking, etc.) The list of restrictions is not limited to those named above. Failure on your part to follow any restriction will result in your being suspended from work, without pay, until you are willing to follow the restriction(s).
5. You are required to provide management with any original medical documents related to your treatment, appointments, billing, restrictions, etc. as soon as reasonably possible, but certainly before your next regularly scheduled day to work.

***SPECIAL NOTE:*** *The only exception to receiving medical treatment from a provider other than our YMCA medical provider is a life-threatening situation that occurs while on duty or subsequent to an “on-the-job” injury that becomes life threatening after your workday has ended. Life threatening can be defined as a case whereby permanent disability or death could result if a condition is not treated immediately. Some examples of emergency situations are unconsciousness, severe bleeding or serious breathing difficulties. Seek medical attention immediately if your condition appears to be life threatening!*

## **MANAGEMENT RESPONSIBILITIES:**

1. A manager must see that the injured employee receives immediate first aid or medical attention, if needed.
2. A manager must investigate the accident as soon as reasonably possible and complete the Accident/Incident Report Form and secure statements from any witnesses to the incident. These completed reports must be forwarded to the Business/Operations department at the YMCA by the next business day. **NEVER ALLOW THE INJURED EMPLOYEE TO COMPLETE THE REPORT.**
3. When sending an injured employee to our medical provider, we must be able to tell them the date and time of the injury, the nature of the injury and provide transport to the facility, if necessary. We will always follow-up with the medical provider and employee.
4. When sending an injured employee to a hospital, we need to notify our medical provider and ask them to follow up with the hospital so we can receive important information regarding the employee’s status. **Special Note:** Never allow another employee to take an injured employee to the hospital.
5. If the injury to an employee appears to be serious or life threatening, call **9-1-1 IMMEDIATELY.**



6. A manager must see to it that employees keep all appointments that are scheduled during an employee's regular working hours.
7. A manager must adhere to **any and all** restrictions placed on an injured employee by the medical provider. Employees who are not following their restrictions should be sent home at once without pay. If an injured employee is restricted to a light-duty assignment, a manager must see that the employee works in that assignment until further notice from the medical provider. Some examples of our light-duty assignments are working the front desk, filing, answering the telephone, special projects, etc. A light-duty assignment must meet all of the restrictions placed on an individual by the medical provider. The supervisor will consult with the department director and the medical provider when assigning light-duty tasks.

**GENERAL INFORMATION:**

***If after an accident investigation, the employee's injury is found to be a result of an unsafe action or unsafe condition attributable directly to the employee, the employee will be counseled about the unsafe act or condition and any further incidents of unsafe acts or conditions will initiate the discipline process that could include termination. An employee will be paid for any remaining portion of the regular work day he/she will miss as a result of the accident. An employee may choose to use his/her own available paid sick days (if applicable) for absences due to an on-the-job injury.***

**PERSONAL APPEARANCE POLICY**

(revised and approved April 2021)



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The community's image of the J. Smith Young YMCA, (hereinafter "YMCA") is a result of the hard work and dedication of our staff members. An integral part of any organization's image is the impression people have when they see staff members at work. This impression includes attitude, work ethic, and how an employee is dressed. In order to ensure a good impression, the YMCA has established a dress code for each department. Each employee is expected to dress within the established dress code for their department while on duty. Visible body piercing, with the exception of ears, is prohibited while on duty. **The following guidelines are MINIMUM STANDARDS and failure to comply with the YMCA's dress code will result in the progressive discipline process being invoked.**

### **Aquatics Staff**

Aquatics staff members will dress in appropriate bathing suits. Appropriate bathing suits for males are trunks that are not shorter than mid-thigh. Appropriate bathing suits for females are one-piece suits. Due to safety concerns, no loose jewelry such as necklaces, brace, hoop earrings, etc. is permitted. While on duty the YMCA provided lifeguard shirt or hat must be worn. Racing bikinis are not permitted. Upon completion of shift, aquatics staff members may wear casual attire. Appropriate casual attire for male employees is a YMCA staff shirt or other appropriate shirt, and shorts or pants. Appropriate casual attire for female employees is a YMCA staff shirt or other appropriate shirt and shorts or pants. Due to safety concerns, dangling earrings or necklaces should not be worn. No cut-offs are allowed. Shorts cannot be shorter than mid-thigh.

### **Child Care/Camp/Nursery Staff**

Child care/camp/nursery staff will dress in appropriate casual attire. Appropriate casual attire for male employees is a YMCA staff shirt, and pants or shorts. Appropriate casual attire for female employees is a YMCA staff shirt and pants or shorts. Non-marking shoes are required. Jeans are permissible. Shorts cannot be shorter than mid-thigh. Shorts cannot be cut-offs. Any clothing that inhibits the ability of a child care/camp/nursery staff member from actively participating and interacting with the children is prohibited. While swimming, mid-thigh length trunks are required for males and one piece suits are required for females. Due to safety concerns, dangling earrings or necklaces should not be worn.

### **Front Desk Staff and Office/Administrative Staff**

Front Desk and Office staff will dress in appropriate casual attire. Appropriate casual attire for male employees is a YMCA staff shirt and pants or shorts. Appropriate casual attire for female employees is a YMCA staff shirt and pants or shorts. Jeans are permissible. Shorts cannot be shorter than mid-thigh. Shorts cannot be cut-offs.

### **Fitness and Wellness Staff**

Fitness and Wellness staff members will dress in appropriate casual attire. Appropriate casual attire for male employees is YMCA staff shirt, and shorts or windsuit. Appropriate casual attire for female employees is YMCA staff shirt and shorts or windsuit. Shorts cannot be shorter than mid-thigh. No jeans or cut-offs are allowed. Aerobics instructors are permitted to wear "workout" attire while teaching a class. Upon completion of the class, aerobics instructors should wear casual attire for Health Enhancement Staff as defined above.

### **Housekeeping Staff**

Housekeeping staff members will dress in appropriate casual attire. Appropriate casual attire for males is YMCA staff shirt and pants or shorts. Appropriate casual attire for females is YMCA staff shirt and pants or shorts. Jeans are permissible. Shorts cannot be shorter than mid-thigh. Shorts cannot be cutoffs. Shirts cannot display profane language, alcohol, cigarettes, drugs, or any other inappropriate wordings including but not limited to sexual, racial, or ethnic innuendoes.

### **Maintenance Staff**



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Maintenance staff members will dress in appropriate casual attire. Appropriate casual attire for males is YMCA staff shirt or appropriate T-shirt and pants or shorts. Appropriate casual attire for females is YMCA staff shirt or appropriate T-shirt and pants or shorts. Jeans are permissible. Shorts cannot be shorter than mid-thigh. Shorts cannot be cutoffs. Shirts cannot display profane language, alcohol, cigarettes, drugs, or any other inappropriate wordings including but not limited to sexual, racial, or ethnic innuendoes.

### **Leadership Staff**

Leadership staff members with direct daily contact with the public will dress in appropriate business or casual business attire. Depending on the type and location of meeting, will dictate the wear. Appropriate business attire for male employees is shirt, and slacks. Male employees are expected to wear ties and/or blazers to meetings involving lay community leaders. Appropriate business attire for female employees is a dress or appropriate shirt and skirt or slacks. No T-shirts, shorts, jeans, or cut-offs are allowed. Skirts and dresses cannot be shorter than mid-thigh. Slacks are defined as docker style slacks or more formal.

When programmatically necessary, professional staff may dress in accordance with the defined staff dress code for their department, i.e. shorts are allowed at Camp; bathing suits are allowed when aquatics staff are teaching or guarding; shorts, windsuits, "workout" attire are allowed when health enhancement staff are working in the fitness area or teaching an aerobics class, etc.

### **Sports Staff**

Sports staff will dress in appropriate casual attire. Appropriate casual attire for male employees is a shirt and pants or shorts. Appropriate casual attire for female employee is a shirt and pants or shorts. Shorts cannot be shorter than mid-thigh. Shorts cannot be cut-offs. Jeans are permissible. Shirts cannot display profane language, alcohol, cigarettes, drugs, or any other inappropriate wordings including but not limited to sexual, racial, or ethnic innuendoes.

### **All Staff**

- The following general guidelines apply to all employees:
- Visible body piercings, with exception of ears, is expressly prohibited while on duty.
- Any clothing that inhibits the ability of a staff member from actively performing their duties is prohibited.
- Clothing cannot display profane language, alcohol, cigarettes, drugs, or any other inappropriate wordings including but not limited to sexual, racial, or ethnic innuendoes.
- Staff name tags are required to be worn at all times while working and should be easily visible.
- Sun glasses are not permitted unless an employee is working outdoors.
- Beards and moustaches should be kept neatly trimmed.
- Dress-down Friday staff will be allowed to wear more casual dress and jeans are allowed, with YMCA staff shirt.
- YMCA hats may be permissible for some positions; check with your supervisor.

## **WHISTLEBLOWER POLICY**

(approved January 2011)



In keeping with the policy of maintaining the highest standards of conduct and ethics, the J. Smith Young YMCA (“YMCA”) will investigate any suspected fraudulent or dishonest use or misuse of the YMCA’s resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as “whistleblower”), pursuant to the procedures set forth below.

## **Reporting**

A person’s concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to his or her supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer’s work. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor or staff member supporting the volunteer’s work, the person may report the concerns directly to the chief executive. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

## **Definitions**

### **Baseless Allegations**

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

### **Fraudulent or Dishonest Conduct**

Fraudulent or dishonest conduct is a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of the YMCA’s Conflict-of-Interest Policy
- Misappropriation or misuse of YMCA 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

### **Whistleblower**

A whistleblower is an employee, consultant, or volunteer who informs a supervisor or the chief executive about an activity relating to YMCA, which that person believes to be fraudulent or dishonest.

## **Whistle Blower Policy Rights and Responsibilities**



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## Supervisors

Supervisors are required to report suspected fraudulent or dishonest conduct to the chief executive. Reasonable care should be taken in dealing with suspected misconduct to avoid

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own.

Accordingly, a supervisor who becomes aware of suspected misconduct

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media, or anyone other than the chief executive
- Should not report the case to an authorized law enforcement officer without first discussing the case with the chief executive, except in exigent or emergency circumstances.

## Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

## Whistleblower Protection

The YMCA will protect whistleblowers as defined below:

YMCA will use its best efforts to protect whistleblowers against retaliation. Whistle blowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the YMCA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)

- Employees, consultants, and volunteers of the YMCA may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the chief executive officer or to the chairperson of the board. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.



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- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).





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## ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received my copy of the employee handbook. I agree to read and keep my handbook for future reference and observe present and future company personnel policies and rules outlined in this handbook. This handbook is designed to provide me with a general overview of company guidelines and an explanation of what is normally required from me as an employee of the J. Smith Young- Young Men's Christian Association (hereafter referred to as "YMCA").

The policies and procedures contained in this handbook are not conditions of employment, a contract of employment, or a guarantee of benefits provided in the handbook. I understand that the YMCA may revise the policies, procedures, or benefits in the handbook, in whole or in part, at any time, with or without notice, and that other work rules may be posted on employee bulletin boards as they pertain to particular departmental operations.

**In consideration of my employment, I agree to conform to the rules and regulations of the YMCA. Nothing contained in this "Handbook" shall be construed to constitute a contract of employment; and the YMCA reserves the right to modify the handbook at any time. Employees are "at will" employees, meaning their employment can be terminated at will by either the YMCA or the employee at any time for any reason.**

***PRINT* NAME:** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

A copy of this acknowledgment must be signed, dated and forwarded to the Business/Operations Department.