



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PERSONNEL POLICY

GLOW YMCA, Inc.

PREAMBLE

The goal of the GLOW YMCA is to consistently attract, develop, motivate and maintain the most competent employees possible to aid in the achievement of the goals and objectives of the Young Men's Christian Association. Employment and personnel practices will demonstrate full adherence to the letter and spirit of YMCA policy guaranteeing equal employment opportunity to all persons without regard to race, color, religion, gender, age, national origin, marital status, veteran status, mental or physical disability, or any other basis prohibited by statute.

This policy is not a contract, nor is any portion of it a contract. It and any portion of it may be changed by the YMCA at any time. Employment with the YMCA is employment at will. "Employment at will" means that employees may end their employment at any time for any reason; and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause.

GLOW YMCA

209 East Main Street
Batavia, NY 14020

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WELCOME TO THE GLOW YMCA

Welcome to the staff of the GLOW YMCA. Our YMCA is part of a national movement dedicated to strengthening the foundations of community. At the YMCA we do this through our efforts to promote youth development, healthy living and social responsibility. I am glad to add your energy and expertise to this important effort and our team.

The GLOW YMCA is currently a three-branch Association with a fourth branch in development. The Association is working to bring facility-based and outreach programming to the roughly 220,000 local residents spread over four rural counties here in Western New York. Our branch facilities are located in the City of Batavia/Genesee County YMCA, the Village of Medina/Orleans County YMCA and the Village of Warsaw/Wyoming County YMCA. The Association also owns and operates a residence camp and training center, Camp Hough, located on Silver Lake in Wyoming County and is developing a branch in the Village of Geneseo/Livingston County YMCA.

Regardless of where you work for the YMCA you will be representing the Y in all that you do and say. Along with the responsibility of representing a time honored community-based organization like the Y comes the opportunity to make a difference in the lives of children, adults, families and seniors. It is my hope that you uphold the traditions and standards of the Y and help us advance our service agenda through your unique talents and individual passion.

The remainder of this handbook identifies and outlines the benefits, opportunities and responsibilities that are incumbent upon you as an employee of the GLOW YMCA. If you have questions on these or other issues related to your employment in the YMCA, please feel free to contact your supervisor or any of our other administrative or program staff.

As you take pride in your new position with the YMCA, so too will the YMCA take pride in you as an important part of a team dedicated to providing programs that strengthen the foundations of our community through youth development, healthy living and social responsibility.

Welcome to the YMCA!

Rob Walker
CEO

I. INTRODUCTION

The following statements outline the personnel policies and practices of the GLOW YMCA. It is not intended that the basic principles contained herein be inflexible but, rather, that they be interpreted and applied as best fits each personal situation. This policy is used in conjunction with the YMCA work rules that are specific to each department. The Genesee Are Family YMCA affirms its moral and legal commitment to full support of an Affirmative Action Program toward equal employment opportunity for all. The Association shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, marital status, veteran status, mental or physical disability, or any other basis prohibited by statute, in the implementation of this Policy. The Association will recruit, hire, and promote for all job classifications without regard to race, color, religion, gender, age, national origin, marital status, veteran status, mental or physical disability, or any other basis prohibited by statute.

II. PURPOSE

In every employer-employee relationship, questions arise. You may have questions about the YMCA, your day-to-day duties, what you can expect from us and what we can expect from you. This Policy is designed to assist in consistent and objective personnel decisions in a manner that is equitable to employees and in accordance with the YMCA's objectives.

III. ADMINISTRATION

Section 1. Administration The Board of Directors employs the Chief Executive Officer to whom it delegates responsibility for the overall administration and interpretation of this adopted policy. The direct administration of this policy and supervision of staff is the responsibility of the CEO. However, these may also be delegated to others.

Section 2. Interpretation All matters, pertaining to the interpretation of this policy, are referred to the CEO or to the CEO's designated representatives.

Section 3. Review This policy will be reviewed on an annual basis or as necessary; but may be changed at any time upon approval of the YMCA's Board of Directors. It does not preempt or replace applicable laws. Effective August 1, 2002, this policy does supersede and replace all previous YMCA policies, manuals and handbooks. Employees will be provided copies of any subsequent revisions.

Section 4. Equal Employment Opportunity It is the policy of the YMCA to comply with all existing statutes, regarding Equal Opportunity, as they relate to all employees and applicants for employment. Accordingly, the YMCA is committed to:

- A. Ensuring that personnel decisions, including recruitment, hiring and training, for all job classifications are made without regard to race, color, religion, gender, age, national origin, marital status, veteran status, mental or physical disability, or any other basis prohibited by statute.
- B. Establishing a monitoring system to allow for the review of these objectives.
- C. Analyzing personnel actions periodically to ensure equal employment opportunities do exist.
- D. Thorough training and development, ensuring equal access to all jobs.

Section 5. Americans With Disabilities Act The YMCA's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. The YMCA is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation will be available to all employees and applicants, including work site accessibility as long as the accommodation does not cause undue hardship on the YMCA or pose a direct threat to the individual or others.

IV. COVERAGE

Section 1. Policy Coverage All employees are covered by this policy.

Section 2. Definition of Employment Status The YMCA uses the following classifications as a basis for its payroll system, for the purpose of personnel administration, career development, recognition and reporting to the National Organization and for the purpose of describing and reviewing policies:

A. Employee Classifications

1. **General Employees** - staff members related to essential operational functions (such as clerical, maintenance, and other support services) and who are not employed full time for program or administrative positions.
 - a. Full-Time Employees are those who are regularly scheduled on a continuous basis to work at least forty (40) hours or more per week. Such employees are eligible for benefits as provided in this policy.
 - b. Part-Time Employees are those who are regularly scheduled on a continuous basis to work less than forty (40) hours per week. Such employees are eligible for limited benefits as specifically stated in this policy.
 - c. Seasonal Employees are those persons whose assignment is usually not for more than 3 months of continuous service, such as summer camp counselors or summer day camp counselors. Seasonal employees are not eligible for employee benefits except as specifically provided in this policy.
 - d. Temporary Employees are those persons whose assignment is short term and non-recurring; usually not continuing beyond 3 months. They may or may not work more than forty (40) hours per week. Temporary employees are not eligible for employee benefits except as specifically provided in this policy.
 - e. Substitute/On-Call Employees are those persons who do not have regularly scheduled hours; but rather, work a flexible schedule, based upon availability and workload need. They are not eligible for employee benefits except as specifically provided in this policy.
 - f. Government-Funded Projects/Programs – The YMCA operates a variety of programs which are contracted for a specific period of time. Persons employed by such programs will be considered YMCA employees, listed on the payroll, and receive pay and benefits relative to the provisions of the specific contract as well as other applicable employment guidelines. (i.e.: Dragon's Edge After School Program)
 - g. Independent Contractors are non-YMCA employees who are engaged for specific services with established fees, contract expenses and written agreements.
2. **Staff Associates** are new entrants employed in full-time program administration positions. Staff Associates fill professional YMCA positions and are not positions that general employees fill. Staff Associates who wish an advanced classification level must meet the criteria of a YMCA Director.
3. **Directors** - to become a YMCA Director, a candidate must:
 - a. Meet the requirements for YMCA Staff Associate;
 - b. Complete Core Understandings, both Basic and Advanced Units;
 - c. One year of full-time satisfactory employment;
 - d. Recommendation from supervisor
4. **Senior Director** - before a YMCA Director can be classified as a Senior, they must:
 - a. Meet the requirements for a YMCA Director;

- b. Complete 4 or more Management Modules, totaling a minimum of 10 days of training;
- c. Baccalaureate Degree;
- d. Recommendation from supervisor.

B. Fair Labor Standards Act (FLSA) classification

1. **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.
2. **Non-Exempt Employees** are those persons whose positions under the FLSA must be paid in accordance with the minimum wage rate provisions of the law. Non-exempt employees must receive at least one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours in a work week.

V. EMPLOYMENT

Section 1. Employment Policy

- A. The YMCA endeavors to select personnel who meet the necessary standards of educational and occupational qualifications, who can effectively advance the objectives of the YMCA, who have the capacity for personal and professional growth, and who can become a viable part of the organization.
- B. All employment practices shall be consistent with applicable laws and other such acts and regulations which control the employment relationship.
- C. Employment with the YMCA is not for any specific term and may be terminated at any time for any reason by either the employee or the YMCA.

Section 2. Official Employer All persons covered by the provisions of this policy are employees of the YMCA; and are subject to all policies, established from time-to-time by the Board of Directors.

Section 3. Employment Procedures The Board of Directors employs the Chief Executive Officer (CEO); who in turn employs all other staff. Employment responsibility and authority may be delegated to others by the CEO.

Section 4. Letter of Understanding All employees shall be furnished with a letter of understanding which includes the following: a position description and pertinent information, such as hourly or pay-period rate-of-pay, effective hiring date, introductory period, and benefits summary. This letter is not to be construed as an employment contract.

Section 5. Open Application When job openings occur, the YMCA supports an open application process. However, it will also strive to provide an opportunity for promotion from within the organization.

Section 6. Records

- A. Pre-Hire All individuals seeking employment will complete the appropriate application and consent forms and must consent to a criminal records. Persons invited to employment interviews will be reimbursed for related expenses. Employment offers for exempt positions are contingent on the applicant completing a physical examination.
- B. Post-Hire Employees must complete all appropriate forms and other records necessary to be placed on the payroll.

Section 7. Orientation and Initial Evaluation

- A. An orientation program will be provided for new employees within 30 days, following employment.
- B. All new or re-hired employees work on an introductory period for the first 90 calendar days of their employment. During this period, employees are eligible for all benefits required by law and those explicitly provided for later in this policy. The evaluation period may be extended by the supervisor, when conditions warrant.

Section 8. Personal Behavior And Appearance

Appearance, speech, actions and personal hygiene reflect directly upon the employee and the YMCA and are the primary source of good public relations. Employees can make friends for the YMCA by their attitudes in approaching their daily duties on the job as well as during off-duty hours. Courtesy, helpfulness, promptness and consistent attitude of friendliness on the part of all employees are essential.

An employee's position and department dictate the type of clothing or uniform that is worn. Employee name badge must be worn visibly at all times. In general, clothes, uniforms, hairstyles and overall appearance must be neat and clean and in good taste at all times. The wearing of unauthorized buttons or badges is not permitted. Baseball caps are allowed only when outdoors; no other type of head covering is permitted except for those required by religion. Shorts and skirts must be of a reasonable length as determined by your immediate supervisor. Clothing must be free of logos or promotions that are contrary to the mission of the YMCA.

Inappropriate behavior, speech, attitude or appearance will result in disciplinary action and/or discharge.

Section 9. Attendance

The most basic responsibility for our employees is prompt and regular attendance. Poor attendance causes problems for all of us.

Employees unable to report as scheduled must personally call in at least one hour before the start of their shift. If an employee is unable to work their scheduled shift, that employee must make a reasonable effort to find a substitute.

An employee who is repeatedly absent without good cause will be subject to discipline, up to and including discharge. Any employee absent from work for three (3) consecutive days who has failed to notify the Association of their absence will be considered to have voluntarily quit their position.

VI. CONDITIONS ON-THE-JOB

Section 1. Hours of Work/Pay Period

The official workweek is Sunday through Saturday.

Immediate supervisors are responsible for the preparation and supervision of the working schedule for all of their employees. All such schedules will be governed by applicable laws and needs of the YMCA. Over-time work must be approved, in advance, by an employee's immediate supervisor.

Paychecks are issued bi-weekly.

Section 2. Employment Records 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 which reflect the exact hours and days actually worked. In response to valid requests to verify employment, without the employee's written approval, the YMCA will release only date(s) of employment and last position title. Employees or former employees may authorize the release of salary and other employment related information by granting permission in writing.

Section 3. Personal Expression on Public Issues 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, they must refrain from giving any impression that their views and positions are those of the YMCA. Individuals expressing opinions contrary to or which undermine the YMCA as YMCA employees will be subject to disciplinary action and/or termination.

Section 4. Hazardous Communications A safe, healthy and environmentally-sound workplace is accomplished through a variety of YMCA activities; including safety education, training on the use of certain equipment, job instruction, and the provision of an employee wellness program. Participation in the federally-mandated Hazard Communication Awareness Program is required for all YMCA employees, selected volunteers and outside contractors in order to insure that all are fully informed and aware of any chemical hazards in their workplace.

Section 5. Bloodborne Pathogens The YMCA will comply with all OSHA requirements for the training of staff on Bloodborne 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.

Section 6. Smoke Free Workplace Smoking is prohibited in YMCA facilities, vehicles and on its property.

Section 7. General Safety Policy

Purpose

The YMCA's primary objectives are to ensure the safety and health of our employees, and to protect YMCA property. Our goal is to provide safe and healthful working conditions for all GLOW YMCA Employees. Safety Rules have been developed with input from directors and employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries. Each Employee should become familiar with and follow general and departmental safety rules. Supervisors must enforce safe work practices through strict adherence to safety rules. Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team to - **THINK SAFE, WORK SAFE, AND BE SAFE**

Communication of Safety Rules

Communication of safety rules is accomplished through:

- Review of General Safety Rules upon hire
- Annual department refresher training
- Department staff meetings
- On-the-spot corrections and reinforcement by supervisors

GENERAL SAFETY RULES

1. Report all work injuries and illnesses immediately.
2. Report all unsafe acts or unsafe conditions to your supervisor.
3. Use personal protective equipment as required for your position.
4. Obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your supervisor.
5. When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, then raise the load keeping your back straight as possible. Always get help with heavy or awkward loads.
6. Firearms, weapons, or explosives are not permitted on YMCA property.
7. Only authorized and trained employees may dispense or use chemicals. MSDS records are located in the Maintenance Department and are available for your use and review at any time.
8. Keep work areas clean and aisles clear. Do not block emergency exits.
9. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on YMCA property or while "on duty".
10. Smoking is not permitted on YMCA property.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary action, up to and including termination, will be used to assure rule enforcement. Please use common sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

Section 8. Unlawful Harassment

A. General Policy

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

If an employee believes that they have been harassed, the Complaint Process outlined below should be followed. Questions should be directed to your supervisor or the CEO.

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

B. Sexual Harassment Policy

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

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

Sexual harassment results from unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior,

including gender-based harassment of a person of the same sex, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment; and coerced sexual conduct. Examples of prohibited conduct include:

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

C. Complaint Process

The YMCA realizes that it may be difficult for employees to come forward with a complaint of discrimination, harassment or retaliation. Any employee who feels that they are being discriminated against, harassed, or retaliated against for bringing a complaint should immediately contact their supervisor or another member of the management team. In cases of accusations against an immediate supervisor, the employee should notify another individual in the chain of association authority. In the event that the complaint involves the CEO, the employee should contact the YMCA of the USA local consultant. All accusations will be handled in a confidential manner to the extent possible. Frivolous complaints will be dealt with through the disciplinary process.

Section 9. Substance Abuse The YMCA's goal is to promote the health, safety and productivity of its staff, to protect the Y's integrity and to safeguard the public interest. The YMCA is committed to a drug-free workplace. Staff and volunteers are expected to report to work mentally and physically prepared for work. Staff members will not manufacture, sell, dispense, purchase, possess or use alcohol or unauthorized controlled substances on YMCA premises, on YMCA time or business off YMCA premises. Legally prescribed drugs must be contained in the original prescription container and used by the person for whom it is prescribed. Violation of any of the rules set forth above will subject the staff member to disciplinary action up to and including discharge.

Section 10. Employment of Relatives The employment of close relatives or domestic partners in a reporting relationship has the potential to create real or perceived conflicts of interest and problems with decision-making. The perception of favoritism or partiality, which such employment can create, may undermine morale. The following restrictions have been established to help prevent these issues from occurring.

It is the policy of the YMCA to allow close relatives and domestic partners, such as but not limited to spouse, children or parents, to be employed by the YMCA. However, close relatives and domestic partners shall not be hired, employed, or transferred under the following conditions:

- A. When one close relative or domestic partner would supervise or evaluate the other;
- B. When one close relative or domestic partner would supervise or evaluate the immediate supervisor of the other.

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

Section 11. Problem-Solving Procedures From time to time, employees have questions or concerns about their jobs. An employee with such questions or concerns on the job should speak with his or her immediate supervisor. If for any reason an employee feels they cannot speak directly with their immediate supervisor about the questions or concern, the issue may be addressed with the next level of management.

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

Section 12. Expenses and Allowances Expenses incurred while on approved YMCA business shall be reimbursed. Expenses are subject to the approval of the CEO and must be itemized and documented for submission. Such expenses may include:

- A. Travel expense, including fares, mileage, telephone charges, meals and lodging (within association expense guidelines).
- B. Conference and training expenses, including those related to travel, meals, lodging and registration fees, when provided in the budget and authorized by the CEO.
- C. Membership dues and meals in a service club, APD or other professional society, or community organization where such membership is deemed advantageous to the YMCA's interest.
- D. Use of YMCA credit cards for personal expenditures is expressly forbidden, even when the employee plans to reimburse the YMCA.
- E. Monthly allowances for use of privately-owned automobiles calculated on the basis of forty (40) cents per mile. Mileage to and from home to office, or normal place of work, shall not be included. All mileage expenses must be authorized by the employees' immediate supervisor.

Section 13. 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 shall be treated in accordance with applicable laws and approved policies. All YMCA employees must read and sign the Child Abuse Prevention Policy prior to employment.

Section 14. Babysitting Policy The YMCA does not sanction, encourage or endorse the use of YMCA employees or volunteers for non-YMCA child care activities. Such activities are outside of the scope of an employee or volunteer's duties with the YMCA. Employees and volunteers shall not engage in any conduct relating to after-hours childcare except as approved and scheduled through the YMCA.

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

Section 15. Telephone, Email and Internet Use Policy The GLOW YMCA is committed to the effective use of technology to enhance our mission and to bring greater efficiency to our operations. This policy establishes criteria and safeguards regarding the use of electronic mail (email) and the Internet to ensure that the investment in hardware, software and staff efficiency is not compromised and that the technology is not used for inappropriate or illegal purposes. Users who do not act responsibly will be subject to disciplinary action and/or termination. The following policies have been established for this purpose.

- A. The entire information network system is owned by the GLOW YMCA. The internet and the email systems are public access systems and the content should always be business appropriate. The Association reserves the right to access, review and disclose the contents of all messages created, sent or received using its communications systems.

All YMCA communication tools and the information transmitted by, received from, or stored within these systems are the property of the YMCA. With the exception of the telephone, all are to be used for job-related purposes only. YMCA communication 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.

All software installed on YMCA computers must be reviewed and approved by the Y's System Manager. Program files which have been imported or downloaded from external sources should not be installed.

- B. The GLOW YMCA will not be liable for the actions of anyone while using the YMCA network or the Internet. All users assume full liability; legal, financial or otherwise, for their actions. In addition, the YMCA takes no responsibility for any information or materials that are transferred through the Internet, either through the Association's equipment or personal equipment from a remote location and stored on the Association file servers.

C. Internet/Email Rules and Responsibilities

1. Use email/internet for its intended business purpose. Occasional personal use of email is permitted as long as it is reasonable and does not interfere with YMCA business operations. Such messages become the property of the Association and are subject to the same conditions as Association messages.
2. Accept legal and financial responsibility resulting from the use of email/internet and release the GLOW YMCA for any and all claims of any nature incurred while using the Association's network.
3. Never deliberately or willfully disrupt the services of the email/internet system or damage any of the software, hardware or security systems associated with the network.
4. Respect the network and those who use it. This includes, but is not limited to not viewing mail without permission, not sending mail under another person's name, not tampering with or changing another's password and not sending harassing messages.
5. Check email daily, delete unwanted messages and keep the remaining number of messages to a minimum in the mailbox. In most cases, messages should be filed or deleted after one month.
6. When composing email messages, never use derogatory, discriminatory, harassing, demeaning or other inappropriate statements. These include, but are not limited to, messages related to age, race, national/ethnic origin, religion, gender, disability or statements that may constitute harassment on the basis of a protected class.
7. Never assume that your email is confidential. Copies can be forwarded to others and reviewed and accessed by management and others.
8. Do not communicate in any way that violates the GLOW YMCA policies and/or local, state or federal laws and regulations.
9. Never allow anyone else to use your address.
10. Do not transmit confidential or sensitive information unless authorized to do so for business purpose.
11. Abide by all copyright laws when downloading, uploading or using software.
12. Never send messages that are likely to result in the loss of a recipient's work or system including known viruses or the altering of any system software or another's person work,

- either locally or remotely.
13. Never use YMCA computer systems to post messages to electric forums, news groups or chat rooms unless authorized to do so for business purposes.
 14. "Browsing the web" on work time, creating personal "home pages," or otherwise using YMCA facilities to access Internet sites for reasons unrelated to YMCA business and your job responsibilities is forbidden.

D. YMCA CODE OF CONDUCT FOR PERSONAL WEB SITES AND WEB LOGS

Families entrust their children to the YMCA's care for child care, camp and other youth programs. Our promise to these families is that we will provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible way. Our mission commands us to "build a healthy spirit, mind and body for all."

It is every staff member's responsibility to deliver on this promise and to project and further the mission. This includes all dealings with the community; inside and outside of our workplace and both on and off duty. Y staff members should avoid any inappropriate speech or behavior in the presence of our community members at all times. No one should have reason to be offended or embarrassed by YMCA staff's speech, appearance or conduct.

The YMCA's **Code of Conduct** and personnel policies detail the Y's expectations and your responsibilities as a staff member; however the advent of Personal Web Sites and Web Logs (EX: myspace.com or facebook.com) as well as other uses of technology have increased our exposure and the risks to our reputation. For this reason, the YMCA has developed these standards for behavior in virtual public forums.

Your telephone answering message, your Website, your e-mail address and text messages are all accessible to the community at large. Therefore, they must be consistent with the YMCA's mission and philosophies.

If you choose to post a personal Website, to participate in Web-groups or Blogs, please note the following policies:

- ◆ The use of photos, logos or images of the YMCA or its programs is prohibited. If you use the YMCA's name (including names of camps or other programs) in any such communication, you should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission.
- ◆ Staff must uphold the YMCA's value of respect for the individual and avoid making defamatory statements about YMCA employees, members/participants, clients, partners, affiliates and others, including competitors.
- ◆ Make it clear to the readers that the views expressed are yours alone and that they do not necessarily reflect the views of the YMCA.
- ◆ Do not disclose any information that is confidential or proprietary to the YMCA or to any third party that has disclosed information to the Y. Consult the YMCA's confidentiality policy for guidance about what constitutes confidential information.
- ◆ Staff should promote the core values of caring, honesty, respect and responsibility in their speech and behavior at the YMCA, with the community and in any public forum.

Of course, the YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private. Staff needs to use good judgment and discretion. If you want something to be private, do not expose it to public access. If you or your words are in public,

make sure they are not interfering with your role at the YMCA.

The YMCA will be communicating with parents and participants about our **Code of Conduct** as well as educating members about the potential threats posed by these social networking sites. We will also be monitoring various sites and responding to complaints made by parents, youth, prospects, etc. As with any breach of YMCA policies, consequences for substantiated violations will be imposed.

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

Section 16. Garnishments and Wage Assignments The YMCA's practice will be consistent with all applicable laws.

Section 17. Employment Outside The YMCA YMCA employees, part time or full time, may not be involved in other employment which compromises the values, ethics and Christian based principles of the Association. YMCA employees, part time or full time, may not be involved in other employment that is considered to be in any way competing for YMCA Members or YMCA Program Members. The YMCA Board of Directors reserves the right to settle any outside employment controversy.

YMCA full time employees may only be involved in outside employment, so long as the above criteria are met, and with permission and knowledge of the CEO. The CEO can determine if the outside employment is causing the full time employee to experience work performance breakdowns and can request the intervention of the Board and/or Personnel Committee, if necessary.

Section 18. Employee Contributions The GLOW YMCA depends upon contributions of individuals and organizations to continue its service. The YMCA anticipates that all employees are committed to the goals of the YMCA and will want to contribute to the funds that make this work possible. The United Way Campaign, YMCA Annual Support Campaign, and Capital Campaigns are highly important to the YMCA's work with people. Employees are encouraged to participate in a manner that is in keeping with responsible citizenship and their concern for people. Contributing is not a condition of employment.

VII. WAGE AND SALARY ADMINISTRATION

The YMCA maintains a wage and salary administration plan to provide that all employees are paid according to fair and uniform principles; and in relation to their responsibility and value for the organization's success. Within its capability to do so, the YMCA also pays its employees at a level that compares favorably with salaries in other similar organization.

- A. Program for Staff Associates, Directors and Senior Directors
 - 1. There is a written job description for each position. It includes the following:
 - a. General Function
 - b. Know-how required
 - c. Major job segments

- d. Accountability
 - e. Minimum physical and mental qualifications
2. Each job is evaluated to determine the relationship of one job to another within the Association and its value.
 3. There is a salary range for each position in the Association. Ranges are reviewed annually and may be adjusted as determined by the Personnel Committee, and approved by the Board of Directors.
 4. There is a written administration process for implementing the compensation program. The elements of that process are:
 - a. Salary adjustments within approved ranges are based on a number of factors including merit, promotion, length of service and budget provisions.
 - b. The basis of any adjustment is a Work Performance Review that is conducted annually or more often, and individual wage increases will be determined on an individual employee's performance.
 - c. The amount of money budgeted annually by the Association for salary adjustments is influenced by local cost of living index, relationship to competition, and financial resources of the Association.
 - d. State and Federal minimum wage laws, whichever is higher, apply.
 - e. Salary adjustments are generally made annually and may be made at other times, when justified.
- B. Program for Salaried Non-Exempt and Hourly Employees
1. Surveys of salaries and wages and classifications will be used to determine target ranges for salaried non-exempt and hourly employees.
 2. A Work Performance Review shall be made with each employee by his/her supervisor at least annually.
 3. Adjustments in salaries and wages will be primarily based on merit, promotion, length of service and budget provisions.
- C. The Chief Executive Officer is responsible for the administration of the Compensation Program.

VIII. EMPLOYEE BENEFITS

Section 1. Benefits Philosophy Employee benefits represent a significant part of an employee's compensation package. They help provide security and protection against stresses which otherwise could disrupt the individual employee's work and family life. The YMCA's benefits program is 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.

Descriptive materials, related to benefits, are provided to employees during their initial orientation or whenever a change in coverage occurs. Benefits that are provided by the Association may be modified or terminated at the discretion of the YMCA. Benefits that are provided by the Association may be modified or terminated in accordance with a change of job status or position.

Section 2. Eligibility for Benefits

- A. All full-time employees (exempt and non-exempt) are eligible to enroll for benefits at the time of employment. However, full participation may be subject to meeting the plan requirements of specific benefits coverage or by restrictions detailed in other parts of these guidelines. Subject to the amount of benefits offered to full time employees of the YMCA, there will be no interruptions of benefits for employees in the same classification who have been transferred from another YMCA Association.
- B. Eligibility for certain benefits provided herein is determined by the length of an employee's continuous service as a regular full-time employee with the YMCA. Employees are not credited for service until after successful completion of the trial period. At that time, the employee will be credited with service retroactive to the first day of employment.
- C. For the purpose of determining benefits (when years of service are the basis for awarding the benefits) continuous full-time employment in any YMCA (local or national) is to be counted. Years of service are counted from the original date of full-time employment and continue to accrue, as long as that employment remains full-time and continuous.
- D. An employee's continuous service will be broken and lost through the occurrence of any of the following events:
 - a. If an employee resigns or retires.
 - b. If an employee is discharged.
 - c. If an employee is absent for three (3) days without notice.
 - d. If an employee is on lay-off or absent from the work place for more than six (6) months.
 - e. If an employee fails to report to work as scheduled from lay-off, disability leave, personal leave or military service leave.

Section 3. Categories of Benefits

- A. **Legally-Mandated Benefits** The YMCA complies with all the applicable laws regarding employee benefits, such as those listed below.
 - 1. **Social Security (FICA)** All employees are required to participate jointly with the Association in the Federal Social Security Act.
 - 2. **Worker Compensation Program** Employees are covered against the hazards of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by the State Worker's Compensation Laws.
 - 3. **Unemployment Insurance (FUTA)** The YMCA's practice shall be consistent with federal and state laws.
 - 4. **New York State Statutory Disability** The YMCA's practice shall be consistent with state and federal laws.
- B. **Provisions for Time Not Worked**
 - 1. **Holidays** All full-time employees shall be granted the following ten (10) paid holidays per year. A schedule of holidays, observed by the YMCA, will be issued annually by the CEO or designate.

- * New Year's Day
- * Martin Luther King Day
- * Good Friday
- * Memorial Day
- * Independence Day
- * Labor Day
- * Thanksgiving Day
- * Christmas Day
- * Half Day before Christmas and New Year's Day or one full day on approval
- * Employee's Birthday

If an employee is scheduled to work on a holiday, he or she will receive compensatory time off. To receive holiday pay, you must work all scheduled hours on the last working day before and the first working day after the holiday, unless you have made satisfactory arrangements in advance with your supervisor to be excused.

Paid holidays which fall on a Saturday will normally be observed on the preceding Friday; paid holidays which fall on a Sunday will be observed on the following Monday.

If a paid holiday falls during an employee's scheduled time off, it will not be counted as paid time off taken.

2. Vacations

We believe that is in the best interest of the Association that all full-time staff members take annual paid vacation in order to relax, be away from work and enjoy personal or family activities.

The vacation period begins at each employee's anniversary date each year. The staff member's anniversary date is used for credited service vacation.

Full-time staff members are eligible for paid vacation benefits according to the following schedule:

Length of service	< 1 Year	After 1 Year	After 5 Years	After 15 Years	After 20 Years
Days of Vacation	1 day for each month worked (5 days maximum) but cannot be accumulated as one full week without prior approval of Branch Director.	10	15	20	25

Transferees from another YMCA will receive full credit for all years of service in computing vacation, less any time off with the previous employer in the year before transfer.

Vacation Allowances are not cumulative and cannot be rolled over from one vacation year to the next. For vacation purposes, a week is equal to five (5) working days. In keeping with the basic intent of the vacation policy, no payment will be authorized in lieu of time off.

Scheduling of vacation requires the advance approval of your supervisor and should be coordinated between the staff member and the supervisor to assure proper balance of the work force.

A staff member who resigns or is terminated during the vacation benefit year will receive payment for any unused vacation. Staff members who retire may elect payment in lieu of time off in their last year of employment.

3. Sick Pay

Staff members who have completed one (1) year of service are entitled to a salary allowance equal to ten (10) working days per year for absence due to personal illness or accident. Such leave will be computed from the date of employment. Unused sick leave is cumulative year-to-year up to a maximum of thirty (30 days). No payment will be made for accrued unused sick leave at the time of separation.

Sick time may require a doctor's note to verify sickness and return to work. Your direct supervisor must be contacted and will verify whether the time off is sick or vacation.

4. Short-term Disability

Short-term Disability (non-occupational illness or accident) - Short-term disability may provide partial income protection for employees in the event of an accident or illness that occurs off the job, that results in you being medically unable to work. Short-term disability may begin after an employee is medically absent from work for over seven calendar days.

Whenever an employee is out of work for seven or more calendar days (s)he must notify human resources and complete the NYS and policy required paperwork. The cost for the disability policy is paid for jointly by the employee and the Association. This is a NYS required insurance program. Approved by the Board of Directors 08-18-09

5. Jury Duty All employees shall be granted time off for jury duty as required by law. Employees will receive the difference in pay between their normal compensation and any fees paid to them for their jury duty for the first 3 days of duty if the employee was scheduled to work. Documentation of jury duty must be presented to the YMCA in order to be paid. A full-time employee, who has been in the employ of the YMCA for one year or more and who is called for jury duty, shall be granted such time as may be required unless prevented by circumstances which justify his/her seeking to be excused.

6. Military Leave When employees are called or recalled for active duty, an official leave of absence shall be granted. Re-employment rights shall correspond with those provided in the Uniformed Services Employment and Re-employment Rights Act of 1994.

Employees, who are completing their military tenure in the Armed Forces Reserves or National Guard, may use their PTO for such training; and receive their full salary from the YMCA for that period. For training that is taken without use of PTO, the YMCA will pay the difference between the employee's salary and military pay for up to 3 days. Upon being informed of a military obligation, every effort should be made by employees to contact their supervisor immediately.

7. Maternity Leave Paid Time Off benefits as provided under PTO shall be applicable for maternity leave.

8. Funeral Leave or Bereavement Times Days off with pay for full-time staff for death in family for funeral arrangements or services shall be granted as follows.

Whenever any one of the following persons dies and the employee assists in the funeral

arrangements, attends the funeral, or attends any post-funeral functions or arrangements, the employee shall be entitled to receive time off from work with pay for a period not to exceed 3 days (except for spouse or child, which shall be 5 days) for the following: father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent and grandchild. Also included are stepchildren who have been permanently residing with the employee.

The employee shall be entitled to one day off with pay to attend the funeral of the following: niece, nephew, aunt, uncle, and spouse's grandparents. After consulting with an employee, the CEO may grant the employee additional bereavement time off not to exceed 2 additional days.

9. Leave of Absence

a. Personal (without pay) - Special consideration may be made by the CEO for employees seeking job related accreditation, training, education or other special circumstances.

- i. Employee Eligibility – To be eligible for personal leave, an employee must:
- i. have worked for the YMCA for at least twelve (12) month; and
 - ii. have worked at least 1,250 hours during the twelve(12) month period immediately preceding commencement of the leave.
 - iii. An employee wishing to take paid leave in conjunction with an unpaid leave of absence must take all paid time off prior to the unpaid leave.

2. Leave Approval/Conditions

- i. Leave will be granted at the discretion of the CEO based on factors including staffing, needs of the agency, etc.
- ii. Leave will not exceed thirty (30) calendar days.
- iii. An employee wishing to take PTO in conjunction with an unpaid leave of absence must take all paid time off prior to the unpaid leave.

b. Family and Medical Leave Act (FMLA) Policy

a. General Provisions

GLOW YMCA complies with the Family and Medical Leave Act. Under this policy, GLOW YMCA will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) of leave during a 12-month period to eligible employees. The leave may be unpaid, paid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

b. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1) The employee must have worked for the Association for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, stating the employer's intention to rehire the employee after the service break. For eligibility

2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

3) The employee must work in a worksite where 50 or more employees are employed by the Association within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

c. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Association's paid time off policy are encouraged to consult with Human Resources.

If an employee takes paid time off for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Association may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have

to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember. Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "covered servicemember" means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness":

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

d. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Association will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Association will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Association will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Association and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Association and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

e. Employee Status and Benefits During Leave

While an employee is on leave, the Association will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Association will

require the employee to reimburse the Association the amount it paid for the employee's health insurance premium during the leave period.

Under current Association policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Finance Department by the 5th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

f. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The Association may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

g. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid time off prior to being eligible for unpaid leave. Paid Time Off leave will run concurrently with FMLA leave.

Disability leave, and leave for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid time off prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid time off prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid time off prior to being eligible for unpaid leave.

h. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The Association may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Association and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Association before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

i. Certification for the Employee's Serious Health Condition

The Association will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The Association may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, or management official. The Association will not use the employee's direct supervisor for this contact. Before the Association makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Association will obtain the employee's permission for clarification of individually identifiable health information.

The Association has the right to ask for a second opinion if it has reason to doubt the certification. The Association will pay for the employee to get a certification from a second doctor, which the Association will select. The Association may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Association will require the opinion of a third doctor. The Association and the employee will mutually select the third doctor, and the Association will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

j. Certification for the Family Member's Serious Health Condition

The Association will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The Association may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The Association will not use the employee's direct supervisor for this contact. Before the Association makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Association will obtain the employee's family member's permission for clarification of individually identifiable health information.

The Association has the right to ask for a second opinion if it has reason to doubt the certification. The Association will pay for the employee's family member to get a certification from a second doctor, which the Association will select. The Association may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Association will require the opinion of a third doctor. The Association and the employee will mutually select the third doctor, and the Association will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

k. Certification of Qualifying Exigency for Military Family Leave

The Association will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

I. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The Association will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

m. Recertification

The Association may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Association may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The Association may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

n. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Association's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

o. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

p. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the Association may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Updated 01-01-2010

C. Provision for Income Supplement and Retirement

- 1. YMCA Retirement Fund** Participation in the YMCA Retirement Fund is a condition of employment for employees that are between the ages of 21 and 60 at the time of their employment, and who meet the eligibility criteria. To be eligible for participation, the employee must work two-twelve (12) month periods with a minimum of 1,000 hours worked in each period. The periods need not be consecutive. Participation shall be elective if the employee is first hired after the age of 60.

Eligibility, benefits, definitions, and requirements are determined by the YMCA Retirement Fund in agreement with the YMCA and in compliance with the Employee Retirement Income Security Act of 1974. All revisions needed to comply with pension reform legislation shall occur accordingly.

Employees contribute 3% of their monthly salary and the employing unit contributes 5%. (A YMCA Retirement Fund Manual providing information on the extent of benefit coverage will be provided to participating employees).

Tax-Deferred Annuities - a tax deferred annuity retirement savings program is available to all eligible employees through the YMCA Retirement Fund.

D. Other Benefits

1. YMCA Employee Membership Benefits

Employee Classification	Hours worked per week	Membership Benefit	Program Benefit
Part-time	Less than 40 hours per week	Free Adult Membership *	<p>1) 20% discount off the member rate for the employee. 20% discount applies to immediate family members if membership is upgraded as appropriate to family or single parent. **</p> <p>2) Employees may participate in program activities where their participation does not exclude other regular members, or add directly to the cost of the activity. If the program of interest is filled and full-paying participants are excluded, staff will be required to pay 100% of program costs.</p> <p>3) Additional costs for program-specific equipment will be paid for in full by the participant.</p>
Full-Time	40 hours per week	Free Family Membership	<p><u>Program Benefits 1-3 as listed plus full time employees</u> are eligible for program discounts of an additional 30%. Full-time employees will have the opportunity to file for reimbursement for the balance of their discount once each quarter (Nov 15, Feb 15, May 15, Aug 15). Please note the additional 30% discount will be taxable income to the employee and will be reimbursed through payroll in the appropriate fiscal year.</p>

* A complimentary Adult Membership may be upgraded to a family membership or single parent family membership, for the cost difference of the two memberships.

** Federal IRS regulations allow up to a 20% employee discount on goods and services. Anything above 20% is taxable income.

All membership privileges terminate when employment terminates. Employees who have left employment with the YMCA for reasons other than termination by the Association, may sign up for a membership with no joiner fee within 30 days of their separation from the YMCA.

Staff members may rent an available locker at 20% off the established member price. This is payable up front and is not reimbursed should employment/membership end. Revised January 1, 2010

2. **APD Recognition** The Association of Professional Directors, APD, is the professional society of YMCA Staff members. This group gives extensive consideration to the professional development of YMCA Professionals and has its own program of recognition that goes beyond the level of Senior. The YMCA will pay the annual dues for all exempt employees. Participation in this group must be approved by the CEO.

E. Provisions for Group Health and Dental Coverage

The Association provides Group Health Insurance for all full-time employees and their qualified dependents up to the age of 26. The Association pays for 75% of the cost of monthly premiums and the employee pays for 25% of the monthly premium via payroll deductions. The Association will not enroll employees or their dependents that can be or are, covered under a spouse's plan of equal or greater coverage. Therefore, employees may be asked to document

the Group Health Plan available to them through a spouse. Qualifying full-time employees can obtain information about enrollment by notifying the CEO. Part time employees are eligible for the YMCA's Health Care Plan provided they pay for the plan on their own at a 100% rate - via payroll deductions.

IX. STAFF AND CAREER DEVELOPMENT

Section 1. Performance Appraisal Annual performance standards will be discussed and put in writing by an employee and his/her supervisor. A mid-year review will be conducted to measure the employee's progress; followed by an annual appraisal for the purpose of evaluating an employee's overall work performance, assisting in the employee's continued growth and development, and ensuring that the YMCA's goals are being met through the employee's work effort. Performance appraisals will be conducted by the employee's immediate supervisor, documented in writing and reviewed with that employee.

Section 2. Staff Development and Training

A. YMCA Organizational Training

The YMCA provides for the continuing education of professional staff members. Staff Associates shall be encouraged to achieve Director standing and the Director - Senior Director standing, as early as possible. The Association will assist in scheduling attendance at approved courses on YMCA time. The Association will strive to pay all expenses required for this training including tuition, room, board, and travel. (NOTE: Expenses of this kind will not normally cover Staff Associates. The CEO shall recommend cost arrangements to the Personnel Committee for their determinations.) The amount of any subsidy paid for these expenses is subject to budget provisions and approval of the CEO.

Participation in professional conferences and training events is an essential aid to professional development. The CEO shall encourage and arrange for conference and training event attendance for Staff Associates, Directors, and Senior Directors on YMCA time. Expense to be paid in full by the Association, when appropriate. However, the amount of subsidy is subject to budget provisions and approval of the CEO.

B. New Staff Orientation

All new Staff Associates and Directors are required to participate in the YMCA program of orientation for new personnel.

C. Staff Meetings & Conferences

Weekly staff meetings will be held at the discretion of the CEO. Attendance at these meetings is a condition of employment and absences will be granted at the discretion of the CEO or his/her designate. Unexcused absences may result in disciplinary action or termination of employment.

X. TERMINATION OF EMPLOYMENT

Section 1. Voluntary Separation

- A. Resignation - Resignation, initiated by the employee, to end their work relationship with the YMCA.
1. Notice – In such cases, notice of such decisions must be provided to the YMCA on the following basis:

*	Exempt Employees	4 weeks (20 working days)
*	Non-Exempt Employees	2 weeks (10 working days)
- Resignations shall be in writing to the employee's immediate supervisor or to the President of the Board of Directors in the case of the Chief Executive Officer.
2. Final Pay – YMCA will provide the final paycheck in accordance with the YMCA's regular compensation schedule. Those employees who resign with proper notice shall be paid for accrued but unused PTO time.
- B. Retirement - A voluntary choice of the employee.
1. Notice – A minimum of 30-days notice must be given to the YMCA and the YMCA Retirement Fund.
 2. Final Pay – YMCA will provide the final paycheck in accordance with the YMCA's regular compensation schedule.
- C. Death
1. Special Notifications – The YMCA Retirement Fund, life insurance and A.D. & D. providers will be provided with a certified Death Certificate.
 2. Final Pay – YMCA will provide the beneficiaries with a final paycheck in accordance with the YMCA's regular compensation schedule.

Section 2. Involuntary Separation Involuntary separation is the decision, made by the YMCA, to end the work relationship with an employee. Such separations are classified as either a reduction in the work force or dismissal.

- A. Reduction In Work Force – Involuntary separation may be imposed upon employees as a result of economic necessity, operational and/or programmatic changes, reorganization or any other reason which requires a reduction in the YMCA's 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.

Every effort will be made to transfer the affected person to another comparable position with the GLOW YMCA/Wyoming County YMCA, if his/her job performance warrants it. Should a position not be available, the YMCA will assist the employee in seeking placement within another YMCA or elsewhere within the community. In addition, the employee may be given the opportunity for job/career counseling, paid for by the YMCA.

1. Notice – Employees, who have been employed for at least one year, will receive a minimum of 14 days notice prior to termination. The YMCA may elect to provide pay in lieu of notice.

B. Dismissal

1. Staff Associates, Directors & Senior Directors

- a. Staff Associates, Directors and Senior Directors may be discharged at any time. In such cases, no compensation shall be paid, beyond the date of termination.
- b. When an employee is to be released from this Association, the case shall be handled by the CEO.

2. General Employees

General employees may be discharged at any time. In such cases, no salary shall be paid beyond the date of termination. No full-time employee shall be discharged without the approval of the CEO.

3. Chief Executive Officer

In the case of the dismissal of the CEO, a committee will be created by the President of the Board to investigate all issues and make a recommendation to the Board.

XI. CHILD ABUSE/NEGLECT POLICY

The YMCA recognizes the increase in the number of incidents of reported cases of child abuse and neglect. Staff and volunteer personnel are in an excellent position to identify abused and/or neglected children and to refer them for treatment and protection. In responding to this problem, the YMCA recognizes the need to develop a clearly defined policy and establish procedures to implement that policy.

This policy covers all paid and volunteer staff that have contact with children. A child is defined as any person under the age of 18. This policy outlines the required reporting procedures when there is a suspicion of child abuse or neglect. These procedures incorporate the state law requirements. In addition, the policy provides recommended practices with regard to children participating in YMCA programs, and hiring and training procedures for YMCA personnel who are or will be involved in the supervision of children.

A. Requirement To Report

To combat the child abuse and neglect problem and in compliance with state law, staff and volunteer personnel having reasonable cause to suspect that a child participating in a YMCA program has been abused or neglected or having reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact the proper authorities in accordance with established procedures.

As provided under state law, any person required to report, who willingly fails to report, may be fined up to \$1,000 or imprisoned for up to 6 months or both. Any other person may report if there is reason to believe that a child has been abused or neglected. Persons who report in good faith are immune from civil or criminal liability.

B. How To Report

The staff member or volunteer must contact the proper authorities immediately. As specifically as possible, the individual should explain what happened or is happening to the child.

- * What is the nature of the abuse or neglect.
- * The individual should be prepared to give the name, address and phone number of the child and also the name of the parent or caretaker if different from the child's.
- * The staff member or volunteer must also fill out an Incident Report.

The Director will immediately contact the appropriate additional social service department, sheriff or city police department.

C. Reporting Is Not "Meddling"

Deciding to get involved in a situation of suspected abuse and neglect can be difficult. But it is a decision that may be crucial to a child not only today, but also in the future. Abused children often carry life-long scars and may mistreat their children. Abusive parents need services and support in order to stop the cycle of abuse.

D. What Will Happen?

A social worker from the county department of social services will determine the seriousness of the situation and what must be done to protect the child and help the family. Services available to help the family and the child include counseling; in-home services; assistance or training in home and financial management; parent education; and self-help groups.

XII. WORK RULES

Section 1. Rules of Conduct – Every organization must have basic rules of conduct so that all employees may know, at a minimum, what is expected of them. The Work Rules, which follow, are simply a statement of reasonable restrictions on individual conduct for the good of all concerned. They will be applied in a firm but fair and reasonable manner. You are expected to be familiar with these rules and to comply with them. Naturally, this listing of rules of conduct should not be considered all inclusive. In addition, it should be understood that any actions which are generally recognized as detrimental to the welfare of the YMCA or of your fellow employees or those who use YMCA services, are unacceptable and cannot be tolerated. The following conduct will result in discipline up to and including termination. This list is not exhaustive and discipline, including termination, may be imposed for other unacceptable conduct as determined by the YMCA:

1. Mistreatment, neglect or unprofessional behavior when dealing with fellow employees, members, guests or YMCA participants.
2. Damage, loss, or destruction of Association, members' or employee's property due to willful or careless acts.
3. Failure or refusal to perform work as directed; insubordination.
4. Fighting, swearing, or abusive language while at work.
5. Absence without proper notification to supervisor; unexcused absence.
6. Loafing, or appearing to sleep on the job; irresponsible, inefficient or poor performance of duties, incompetence or neglect of duties.
7. Being under the influence of controlled substances, illegal drugs or alcohol during work hours or while on YMCA property or program sites at any time; and using, dispensing, distribution, possessing or manufacturing controlled substances or illegal drugs at any time.
8. Any action against the employer which threatens the financial position of the Association.
9. Violation of any commonly accepted reasonable rules of responsible personal conduct, including inappropriate behavior, threats, speech, attitude or appearance.
10. Acceptance of commissions or presents in any form from merchants, purveyors or others, or in any manner placing himself/herself under obligation to a person with whom the YMCA does business or

may be doing business in the future.

11. Unauthorized possession, regardless of the amount involved, or secreting of Association property.
12. Abuse or misuse of YMCA property or the property of others.
13. Gambling on the premises or on work time.
14. Fighting, assault or the provocation thereof, or the possession of any weapon on YMCA property or on work time.
15. Immoral or illegal conduct.
16. Harassment of any individual based on protected class.
17. Providing false, misleading, exclusion of significant information or incorrect information on time, production, or any other YMCA record including an employment application; permitting another employee to falsify your time record.
18. Creating hazards, endangering safety or health, altering equipment or similar conduct.
19. Unauthorized use of YMCA vehicles.
20. Holding an additional job in conflict of interest, in competition with or in conflict with the principles of the YMCA.
21. Disregard of safety rules and regulations.
22. Conduct that could hamper productivity or lead to damage of property or person.
23. Misuse of tools and equipment.
24. Excessive or habitual absence, tardiness or early quits from scheduled work hours.
25. Leaving your department or job during working hours without permission.
26. Failure to report accidents.
27. Disclosing confidential YMCA information or employee information, including pay rates.
28. Unauthorized posting of printed or written materials.
29. Excessive use of the telephone or other outgoing or incoming calls.
30. Eating, drinking, reading or smoking other than in designated areas.
31. Any activity determined to be contrary to the YMCA mission or purpose.
32. Employees, volunteers, members and program participants may not make personal purchases through YMCA vendors and suppliers, using YMCA credit terms and discounts.

Disciplinary Action

Violation of any of the above Work Rules or of any other commonly recognized rule of proper human conduct in a work environment even though not specifically set forth in these rules will result in disciplinary action.

Generally, one of the following steps will be taken:

- * verbal warning
- * written warning
- * disciplinary probation
- * disciplinary suspension
- * dismissal

The CEO shall be the final arbitrator of all disciplinary action depending upon all applicable facts and circumstance and one step will not necessarily proceed or follow another.

Section 2. Attendance and notification of absence – In order to provide services for members, guests and the public, all positions are essential. Employees are expected to follow their designated work schedule and be punctual. Punctual means that an employee is at his/her workstation, ready to work, at the start of the work schedule and he/she remains on the job until the end of the work schedule.

If you are unable to report for work or will be late, you must notify your supervisor immediately so that work schedules can be arranged to cover all services.

Excessive absenteeism could result in termination of employment. Any absence of three (3) or more consecutive workdays without proper notification to and authorization from your supervisor will result in an immediate discharge.

Section 3. Personal Behavior – Appearance, speech, actions and personal hygiene reflect directly upon the employee and the YMCA and are the primary source of good public relations. Employees can make friends for the YMCA by their attitudes in approaching their daily duties on the job as well as during off-duty hours. Courtesy, helpfulness, promptness and a consistent attitude of friendliness on the part of all employees is essential.

Inappropriate behavior, speech, attitude or appearance will result in disciplinary action and/or discharge.

XIII. POLICY ADDENDA

Training Reimbursement Policy- Revised September 28, 2008

The following is an addendum to the GLOW YMCA Personnel Policy. This policy outlines the YMCA's policy regarding employee trainings and compensation for attendance at and participation in various trainings.

If a training is listed as a requirement in the job description, the employee must have that certification upon being hired or get it at their expense in the first 30 days of employment and maintain that certification during their employment. Example: CPR/First Aid

The YMCA will pay training fees for the following situations:

- ▶ YMCA Program School classes that pertain specifically to an employees' current position and are pre-approved by the employee's supervisor;
- ▶ YMCA specific trainings and or trainings that are deemed consistent with YMCA practices and beneficial to YMCA programs.

The YMCA will pay hourly wages for training in the following situations:

- ▶ YMCA specific training required by the GLOW YMCA or the YMCA of the USA for an employee to maintain their employment. *Example: Child Abuse Prevention, New Employee Orientation.*

The YMCA will not pay for trainings that are required for an employee to maintain their credentials in their chosen career field.

Example Situations:

1. If your supervisor approves you to attend a YMCA Program School class that pertains specifically to your current position, the YMCA will pay the cost of the class. You will not be paid an hourly wage to attend the class and you will not be reimbursed for mileage. *Your supervisor is not requiring you to attend but you have been given the opportunity to add value to your position as a staff member.*
2. If your supervisor **requires** you to attend training, the YMCA will pay the cost of the training, your hourly wage and your mileage.
3. If you are in a career field that is governed by state, federal or *industry* credential requirements (i.e.: childcare or life-guarding, *group exercise*), the YMCA will not pay for you to maintain those specific credentials

in your chosen career field. It is your responsibility to maintain the credentials of your chosen career field.
Example: All certifications required to be a lifeguard are the responsibility of the lifeguard to maintain.

As a result of having several staff members trained to deliver CPR and First Aid, the YMCA will periodically offer those certification courses. The employee seeking certification will be responsible for the cost of the certification card. The YMCA will not charge the employee the class fee; the YMCA will not reimburse the employee for wages or mileage to attend the class. It is the responsibility of the employee and their supervisor to be aware of their certification expiration dates and be sure there is no lapse in certification.

GLOW YMCA Uniform Policy- Revised November 7, 2008

The GLOW YMCA considers it very important that the staff is well groomed (as outlined in the Personnel Policy), neat and dressed appropriately for their respective job functions. Appropriate dress and hygiene are important in promotion of a positive image to our members and the communities that we serve.

Listed below are the general dress and appearance standards for all GLOW staff. Conformity to the following guidelines is a condition of employment.

UPON EMPLOYMENT

1. All GLOW YMCA staff will be given, based on their work role and responsibilities, YMCA approved and issued attire. Employees working less than 12 hours per week will receive one shirt; those working 12 or more hours per week will receive two shirts. *See list of approved clothing items.*
2. All GLOW YMCA will be eligible to purchase additional approved YMCA staff attire from the YMCA at cost. All purchases must be paid for in advance through cash, check or charge.

DRESS STANDARDS

1. All GLOW YMCA staff must wear YMCA approved and issued attire when working for the YMCA at any branch, Camp Hough or off-site location, any day of the week.
2. Commensurate with the season as well as the role, responsibilities and delivery environment of the staff person, all staff will be dressed in YMCA issue, royal blue tops. YMCA issue tops include short and long sleeve t-shirts, short and long sleeve polo shirts, short and long sleeve button-down dress shirts, sweatshirts, fleece tops and vests.
3. For fashion or climate considerations, staff tops may be layered over another shirt. The base shirt, to be worn under the YMCA issued top, must be either solid black or solid white.
4. Commensurate with the season as well as the role, responsibilities and delivery environment of the staff person, all staff will be dressed in solid colored bottoms. Acceptable bottoms include casual or dress pants, capris, shorts, skirts or athletic pants. All bottoms must be one solid color with no piping, stripping, inappropriate logos or embroidery.
5. All clothing must be neat and professional in appearance and be wrinkle, stain and odor free.
6. All non-delivery staff will be required to wear appropriate 'business casual' footwear; delivery staff will be required to wear footwear that is appropriate for their job responsibilities, consistent with professional standards and that will not hinder them in the performance of their duties. Flip flops are not appropriate footwear for any staff. All footwear is subject to the approval of the supervisor.

DRESS STANDARDS VIOLATIONS

1. Exposed skin around the abdomen and exposed/excessive tattoos or piercing;
2. The observable lack of undergarments and/or exposed undergarments;
3. Extreme hairstyles; dirty or un-kept hair; un-groomed facial hair;
4. Caps/hats indoors; may be worn outdoors if they are unmarked or bear a YMCA logo;
5. Excessive jewelry or jewelry that is detrimental to the performance of a job or the safety of staff, members or guests.
6. Sandals with no heel strap or that are unsafe for the work environment.
7. Spandex (except for Gymnastics and Group Ex Instructors), bare feet (except on the pool deck, Camp dock or gymnastics floor), short shorts, mini-skirts, bare midriff, halter tops, tank tops with straps under 2" wide, torn or frayed clothing or sexually provocative clothing.

DISCIPLINARY ACTION

As stated previously, conformity to the guidelines outlined in the YMCA Uniform Policy are a condition of employment. Any and all violations will be considered and dealt with equally. To follow is the disciplinary sequence to be followed in dealing with Uniform Policy violations.

1st Violation - Verbal Warning

2nd Violation - Written Warning*

3rd Violation - Suspension**

4th Violation - Termination

Written Warning * - Staff receiving a Written Warning will be sent home to change; if adequate staff coverage can not be found while the employee changes, the YMCA will provide a uniform shirt for the employee to wear that day.

Suspension** - Staff receiving a Suspension will be asked to leave the YMCA, will not be paid for their shift that day and must meet with their department head and the branch director or CEO prior to reinstatement.

DRESS STANDARDS EXCEPTIONS

1. YMCA staff may wear clothing that does not adhere to YMCA standards when working or meeting outside of the YMCA when YMCA approved clothing would be inappropriate for, or inconsistent with, the individual meeting or event setting.
2. Staff may wear holiday/special occasion clothing on the day of or designated day prior to the following days: Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter, Mother's Day Tea, Fathers Day, Grandparents Day, July 4th and Pre-K Graduation or other special events or holidays to be designated by YMCA senior management.
3. On Fridays, staff may wear denim jeans providing they are not torn, faded or inappropriately form fitting.
4. YMCA maintenance/custodial staff may wear denim jeans during the regular performance of their duties as may other YMCA staff when engaged in cleaning, moving or renovation activities or when working in conjunction with, or in support of, the maintenance staff.

5. YMCA Aquatics staff may wear appropriately styled, solid colored suits with minimal design elements, under approved Y-tops and in place of standard khaki/black pants or shorts.
6. YMCA Aquatics staff may wear sandals without heel supports while on the pool deck or floating docks at Camp Hough.
7. YMCA Camp Hough Red Pines staff may wear other than YMCA approved clothing when faced with inclement or cold weather. In these instances, YMCA approved clothing should be used as a base layer of clothing. Camp Hough Red Pines staff will be in YMCA approved clothing for all activities done indoors or in warm or dry weather.

Uniform Options

To follow is a matrix summarizing the uniform options available to specific YMCA staff

CLOTHING OPTION	Crew Neck Shirt	Collared Shirt	Pants	Shorts	Skirt	Athletic Pants	Casual Shoes	Sneakers	Sandals with heel strap	Solid Work Shoes	Denim/Jeans Friday Only	Denim/Heavy Weight Pants
Administrative/Supervisory		x	x	x	x		x	x	x			
Member Service	x						x	x	x		x	
Aquatics	x	x		x		x			x		x	
Wellness/Fitness	x	x	x	x		x		x			x	
Youth/Family	x	x	x	x	x	x	x	x	x		x	
Preschool	x	x	x	x	x	x	x	x	x		x	
Summer Day Camp & SACC	x	x	x	x		x	x	x	x		x	
Camp Hough	x	x	x	x		x	x	x	x		x	
Red Pines	x	x	x	x		x	x	x			x	
Maintenance	x	x	x	x		x	x	x		x	x	x