

Employee Handbook

Addendums

October 2022

Hours of Work

Differential Pay

Weekend and Shift differential pay will be paid to eligible hourly employees in an attempt to lessen the burden for staffing certain shifts. Our purpose is to provide an incentive and compensation for staff members that provide coverage for shifts other than the traditional.

Weekend Differential: Identified positions will receive an hourly shift differential for working Saturdays and Sundays. Their rate for that specific department plus the differential.

Procedure: The employee, working an eligible position, must allocate their time to a weekend "Department". Examples: Weekend Lifeguard, Weekend MSR, Weekend Child Watch. All allocations for differential pay must be done in the payroll system (Paycom) by the employee who worked and within the timeframe of the current pay period. This may be done by the employee either choosing the weekend department prior to selecting the "In Day" button, transferring after they have clocked/punched in, or by requesting a punch edit in the payroll system. The department supervisor will not be able to adjust time that was not correctly designated as weekend differential. Once more, all changes must be done by the employee within the payroll system (Paycom). Hours already paid will no longer be eligible for the differential.

January 2023

Benefits

Paid Time Off "PTO" (replaces Vacation Time & Sick/Personal Time)

Purpose

The YMCA recognizes that employees have diverse needs for time off from work and, as such, the YMCA has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility

Employees that work at least 50 hours in the YMCA biweekly pay period will accrue PTO. An employee that works less than 50 hours in a biweekly pay period are not eligible to accrue PTO. PTO will begin to accrue upon hire.

Procedures

Availability

PTO accruals are available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO

See the YMCA's [Benefits Index](#). Found at www.WestStarkY.org/employee

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one hour.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

When PTO is used, an employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Payment upon Termination

After 90 days of employment, an employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used. Unused PTO is forfeited if an employee is discharged for cause or if an employee leaves without giving two weeks notice.



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EMPLOYEE HANDBOOK

-Code of Conduct
-Social Media Policy

November 2016



YMCA OF WESTERN STARK COUNTY

WestStarkY.org

See also the YMCA [BENEFITS Index](#)

OVERVIEW

Historical Overview

The YMCA was founded in London, England, in 1844, as the Young Men's Christian Association, to help people develop character in their daily lives. The movement spread fast and reached the United States by 1851. The YMCA of Western Stark County was founded in 1919; the facility was built in 1924. In 2005, the first ever branch expansion broke ground and opened in 2006. It is called the Towpath Trail YMCA.

Simply put, the YMCA is a place where children discover themselves...an outreach post for teens...a gathering spot for families...and a social center for seniors. All are welcomed at the YMCA. Strong values prevail. Today, YMCAs are alive and well in more than 140 countries across the globe.

YMCAs have been so successful because they are driven by community needs, guided by community to build strong kids, strong families and strong communities.

Mission Driven

The mission of the YMCA of Western Stark County is to put Christian principles into practice through programs that build a healthy spirit, mind, and body.

Core Values

YMCAs strive to put the following values into practice in everything they do:

- Caring:** To be sensitive to the needs of others and go the extra mile.
- Honesty:** To tell the truth, have integrity and build trust.
- Respect:** To value the worth of every person and treat others, as you would like to be treated.
- Responsibility:** To do what is right and be accountable for your behavior and your obligations.

Welcome to the YMCA,

We are glad you are here. Everyone touched by the YMCA is considered a valuable member of our YMCA family. This includes the people in our many programs, the volunteers who donate their time and talent, those who support the YMCA throughout the community, and of course, each person on our staff team. Whatever your responsibilities within the YMCA, your job is important as we work together to build strong kids, strong families and strong communities.

We are looking to you to practice, instill and model – in spirit, in mind and body – the YMCA core values of caring, honesty, respect and responsibility.

The YMCA of Western Stark County is an independent, non-profit, 501(c) 3 corporation, under the auspices of the YMCA of the USA, the YMCA.

The contents of this YMCA Employee Handbook are not an employment contract or agreement, but rather represent a general outline of Human Resources policies, benefits and expectations that apply to both the employee and the YMCA of Western Stark County.

Nothing contained in this YMCA Employee Handbook, or in other YMCA handbooks, employment applications, memoranda and other materials given to staff members in connection with their employment, whether singly or combined, shall create an expressed or implied contract concerning any terms or conditions of employment.

This Employee Handbook is not inclusive and is subject to change without notice at any time as management deems appropriate and necessary. From time to time you may receive notice of new or modified policies, procedures, benefits, or programs. This handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook, all previously existing.

Jim Stanford
Chief Executive Officer

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Handbook Disclaimer

The employee handbook is provided as a guide and is not to be considered an employment contract and does not imply commitment or obligation indefinite employment by the YMCA or by the employee. The YMCA reserves the right to make changes to the policies, procedures and other statements made in this Employee Handbook without notice, as it deems appropriate.

EMPLOYMENT

Employment at Will

Employment with the YMCA is at will and either the YMCA or the staff member may terminate the relationship at any time, with or without notice, and for any reason or for no reason.

Qualifications

Staff members shall be persons who identify with the purpose and goals of the YMCA. They should possess the appropriate knowledge, skills and abilities required in their fields of work. Since the purpose of the YMCA is to serve the needs of society and the individuals within it, staff members must possess a cooperative spirit and hold the good will of their associates, the members they serve and the public. They must also exhibit the desire and capacity to learn, to grow and to improve their own workmanship.

Employment Responsibility

The Board of Directors employs the Chief Executive Officer, who in turn, employs or delegates the authority to employ other staff members.

Employment of Minors

The YMCA movement is the largest employer of teenagers in the United States. As part of our youth development and social responsibility work our commitment also extends to those that work for the Y. The Y is committed to developing all of our employees including teenagers who for many the Y is their first place of employment. Our Y does comply with all employment related laws related to employing teens.

Application Forms

All applicants and staff members will complete appropriate forms, data tracking forms, and other necessary records by law and for YMCA payroll purposes. An applicant is defined as only those individuals who complete an application for a position which our Y has available and they qualify. Individuals who submit unsolicited resumes are not considered applicants.

Criminal Background Check

All candidates for employment and or staff members are required to allow the YMCA to conduct a criminal background check, and they must satisfactorily clear a criminal background check as a condition of employment. Failure to consent and/or satisfactorily clear a criminal background check will result in withdrawal of the job offer or immediate discharge.

New Employee Orientation

All new staff members are required to attend the New Employee Orientation program as soon as it is offered.

Initial Employment Period (Or Introductory Period)

All new hires are subject to an initial employment period. The initial employment period begins on the date of hire and extends for 90 days. The initial employment period may be extended by the supervisor when conditions warrant. During the initial employment period, the employee may not be eligible for certain benefits.

During your initial 90 days of employment, you have an opportunity to become familiar with the YMCA and what it expects from you. This represents a trial period during which time the YMCA decides whether your efforts here will be mutually rewarding.

Open Application/Hiring From Within

When positions become available, the department supervisor, with director level approval, will notify the financial/human resource coordinator of the position. The financial/human resource

coordinator will post the job announcement at each facility. The posting may be sent to the local newspapers, colleges and universities, other selected publications and posted online as necessary.

The association will promote from within whenever possible in selecting the best possible applicant. However, better qualified external candidates may be selected. Notifications of most position openings within the association will normally be posted for a minimum of one (1) week.

Employment of Relatives

The association will not hire relatives where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential or actual conflicts of interest exist. Relatives are defined as spouses, partners, children, siblings, parents, in-laws and step-relatives.

If two employees marry, become partners or become related, causing actual or potential problems, such as those described above, only one of the employees will be retained with the association, unless a change in work assignment can be made to eliminate the actual or potential problems.

To avoid any conflict of interest, relatives of employees (as defined above as well as staff co-habituating) may not be employed within the same work unit.

Exceptions to this policy may be approved only by the CEO and/or branch executive directors and are subject to annual review.

Annual Performance Review

Each regular full-time staff member and his or her supervisor will establish annual work performance standards in writing. This will be followed by an annual work performance review conducted by the staff member's immediate supervisor, documented in written form and reviewed with the staff member. The purpose of the work performance review is to evaluate the staff member's overall work performance, assist in the staff member's continued growth and development, and ensure that the YMCA's goals are being met through the staff member's work effort.

Employee Performance and Salary Review

Reviews will be considered annually and salary increases, if any, will be determined by budget guidelines, the position & salary range, performance & promotion. Please note some positions will have a cap that is determined by the board of directors.

Salary Increase

Merit: A salary increase that recognizes staff member's performance level.

Promotion: A salary increase that compensates a staff member for promotion into a new position that has greater responsibility. The YMCA will fill all positions with the best qualified people. The YMCA will consider promoting from within the organization when employees have the necessary qualifications and skills to fill vacancies unless recruitment from outside in the best interest of the YMCA. When considering employees from within the organization, seniority is typically not recognized as a determinate for promotion unless qualifications of two internal candidates are equivalent. At our Y, we strive to recruit and retain the best qualified candidates to ensure we hire the best candidate for positions to serve our members.

Termination of Employment

Employment with the YMCA is at will and either the YMCA or the staff member may terminate the employment relationship at any time, with or without notice, and with or without cause.

At the time of separation any property of the YMCA in the former employee's position must be returned to the YMCA. The following rules and procedures will apply to terminations depending on the circumstances of the termination.

Voluntary separation by staff member

Exempt staff members are requested to advise the YMCA of their intent to resign four weeks in advance of separation. Non-exempt staff members are requested to advise the YMCA of their intent to resign two weeks prior to leaving. Notices of intent to leave should be made in writing and given to the staff member's supervisor.

Involuntary separation by YMCA

An involuntary termination of employment, including layoffs of over 30 days, is a management-initiated dismissal. The inability of an employee to perform the essential functions of his or her job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, e.g., misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

In some cases progressive discipline may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline. Cause may include, but is not limited to, insubordination, theft, fight, harassment, possession of a weapon, use or possession of an illicit drug, misappropriation for personal use of goods or materials owned by the YMCA, violation of any YMCA policy or breach of a duty reasonably owed the YMCA.

Reduction in workforce by YMCA

In the event of a reduction in volume of participation or for other economic or programmatic reasons, it may be necessary to reduce or restructure the workforce.

PAYROLL / BENEFITS CLASSIFICATIONS

Wages, benefits, and job duties are affected in part by your job classification. More than one of the following classifications will apply to you:

- **Position Type:**
 - a) Full-time - An employee scheduled to work 35 or more hours per week on a regular, on-going basis.
 - b) Part-time Plus - An employee scheduled to work 30 to 34 hours per week on a regular, on-going basis.
 - c) Part-time - An employee scheduled to work 29.9 hours per week or less on a regular, ongoing basis.
 - d) Temporary - An employee hired to work any schedule, for a finite period of time. Typically 6 months or less in duration.
 - e) Seasonal - An employee hired to work on a seasonal basis, such as in day camp or residence camp typically 3 months or less in duration.
 - f) Substitute/On-call- An employee who is available to work when needed, on an unscheduled basis typically less than 29.9 hours or less in a work week.
- **Employment Classification** under the Fair Labor Standards Act (FLSA Type):
 - a) Exempt - Employees who are paid on a salary basis and do not receive pay for overtime in accordance with the Fair Labor Standards Act. Exempt employees include personnel in executive (supervisory), administrative and professional positions.
 - b) Non-Exempt - Employees who are paid on either a salary or hourly basis and receive payment for overtime in accordance with the Fair Labor Standards Act. Non-exempt employees include, for example, clerical staff, front desk staff and receptionists, lifeguards, custodians, child care staff and program instructors.

HOURS OF WORK



Work schedule

Immediate supervisors are responsible for the preparation, supervision of work schedules of the staff members they supervise. All such schedules are governed by applicable laws and needs of the YMCA. Some of the YMCA's busiest times are nights and weekends, so all staff should be prepared to work off shifts when needed.

Hourly Non-Exempt Staff

The normal workweek is 40 hours or less for hourly, non-exempt staff members. Any and all work beyond 40 hours is considered overtime and must be preapproved by your supervisor (holiday, vacation and sick time are not considered work time in the week, this does not calculate as overtime).

Salary Exempt Staff

Work schedules of salary, exempt staff are based on a **minimum** 40-hour workweek. Often, the regular number of hours or days worked per week by these staff members does not follow a prescribed schedule and therefore, in consultation with the immediate supervisor, these staff members determine their schedules as they relate to the accomplishment of their job responsibilities. Time spent at lunch or using exercise facilities is not considered part of the normal workday. All staff are required to work some evenings and weekends.

Recording Time Worked

The staff member is responsible for recording time accurately and on a daily basis, recording the time of arrivals and departures for all shifts worked. Only time spent actually worked, spent in the YMCA working or **required** training and meeting attendance as well as travel time within the work day required for your position should be recorded on the time and attendance payroll system. The YMCA does not pay for time spent on lunch periods or exercising (you are permitted to exercise on your regularly scheduled break). These unpaid breaks are a minimum of 20 minutes.

Working in Multiple Departments

Staff members who work for multiple locations or charge their time to multiple departments are responsible for reporting to their primary supervisor when they have reached 40 hours of work in one week. Overtime (working more than 40 hours in one week) must be pre-approved by the staff member's primary supervisor.

Full-time and Salary exempt employees should work no more than 6 hours per week outside their primary department, unless specifically stated in the terms of your employment that you are required to work in different departments. Exceptions to this policy must be approved by the immediate supervisor and branch executive director.

Seasonal positions

Seasonal staff members, in general, are not eligible for full-time or part-time benefits.

Overtime

Non-exempt employees who work in excess of forty hours in a workweek receive compensation at one and one-half times their regular rate of pay for each hour of overtime worked. Non-Exempt Staff members who work overtime without proper authorization may be subject to discipline up to and including discharge. Paid time off (holidays, vacations, sick/personal time, and bereavement) is not used in the calculation of work time.

Breaks and Meals

Break periods of short durations, from 5-15 minutes are counted towards hours worked. The privilege of enjoying a paid break is 15 minutes for every four (4) consecutive hours worked as long as the break does not interfere with the quality of customer service or the safety of children. Unpaid meal breaks must be 20 minutes or more and the employee must be relieved of all duties. It must be realized that breaks and meal periods are not automatic and workloads on a given day may eliminate the break period. Unused breaks may not be saved or accumulated to be used later in conjunction with lunch periods, nor may it be used to leave earlier than the employee's scheduled departure time for the day. It should be understood that employees on break do not go into other work areas for non-business purposes and interfere with or distract other employees who are working at the time. No break should be taken within an hour of arriving or leaving work. For those employees under the age eighteen (18), breaks and work hours will be in accordance with Child and Federal Labor Laws.

Working at Home

Non-exempt (hourly paid) employees are not permitted to take work home unless approved by their manager. If approved, accurate reporting of all time worked is mandatory. Use of the YMCA's online time and attendance program is not permitted from home or any location outside of a YMCA branch or site. Time worked at home must be reported to the employee's supervisor in writing and submitted to payroll by the supervisor.

Exempt (salary) employees are permitted to work at home, however time worked from home must be approved by their supervisor. Use of the YMCA's online time and attendance program for purposes of clocking in and out is not permitted from home or any location outside of a YMCA branch or site. Time worked at home must be reported to the employee's supervisor in writing and submitted to payroll by the supervisor.

Volunteering

Non-exempt/hourly paid employees cannot volunteer to work off the clock for any reason. Volunteer opportunities should be limited to: 1) parent-child opportunities whereby the employee elects to participate in recreational activities and projects that involve family members or 2) the employee is assisting in special fundraising activities that are unrelated to their job and participation is at the sole discretion of the employee.

All staff members are encouraged to voluntarily support the YMCA's philanthropic interest, such as the Annual Campaign, planned gifts, and United Way.

ATTENDANCE

Staff members are expected to report to work whenever scheduled and be at their workstation at their starting time and again after their breaks at the prescribed time. Failure to observe scheduled working hours reduces productivity and places an unfair burden on fellow staff members.

Whenever a staff member is unable to report to work because of illness or emergency, the staff member must call their supervisor as far in advance as possible prior to the beginning of the scheduled shift. In the event of an emergency, the staff member should call as soon as possible. Messages left with co-workers or other staff members are not acceptable. Failure to provide proper notification of an absence or lateness, unexcused absences, late arrivals or early departures from work may result in disciplinary action, up to and including discharge. (See attendance policy.)

Failure to report to work and failure to notify the supervisor in advance of the reason for failure to report to work will be considered a voluntary resignation. Instructors and program

teachers are not permitted to cancel programs without notifying their supervisor. All cancelations will be done by management staff.

See also BENEFITS

In this handbook under Benefits see Vacations, Sick/Personal Time, Funeral/Bereavement Leave, and Holidays.

Inclement Weather

Unless the facility is officially closed due to inclement weather conditions, employees are expected to report to work. During periods of inclement weather it is understood that occurrences of tardiness and potential absences may occur. While it is an expectation that employees will make every effort to report to work on time and as scheduled, employees should use their best judgment before exposing themselves to safety risks while traveling during hazardous weather conditions.

Employees are required to notify their supervisor of their reporting to work status. Instructors and program teachers are not permitted to cancel programs without notifying their supervisor. Occasionally management will make the decision to close the YMCA, delay starting time of classes/work, or cancel classes/programs. When such a decision is made it will be announced via the appropriate media [facebook.com/massillon.ymca](https://www.facebook.com/massillon.ymca), [facebook.com/towpath.trail.ymca](https://www.facebook.com/towpath.trail.ymca) and/or on television channels 3 (WKYC) & 5 (WEWS). It is the employee's responsibility to verify if their class or program has been canceled.

Jury Duty

The YMCA encourages employees to fulfill their civic responsibilities by serving on a jury when required. Employees must show jury duty summons or notice of witness duty to their supervisors as soon as possible after receipt, so that the supervisors may arrange to accommodate their absence. For non-exempt employees, jury and witness duty leave is unpaid, unless they elect to use accrued paid time off. Exempt employees will be paid in accordance with applicable law. Employees are expected to notify their supervisor when they are released from jury duty. The YMCA reserves the right to request certification of actual service on a jury or as a witness.

APPEARANCE

The YMCA welcomes and involves people of all ages from diverse cultures and backgrounds. YMCA staff is expected to model good personal hygiene at all times in their roles as public representatives of the YMCA's mission to promote well rounded healthy lifestyles. Individual expression in grooming and dress, when offensive to others is inappropriate for YMCA staff while on duty or on the YMCA premises. Thus, it is necessary to have a grooming and dress code policy.

Clothing

At a YMCA facility or program site YMCA approved apparel, business casual or formal business attire is all acceptable. Footwear should be appropriate to the job function. YMCA T-shirts and shorts are strongly encouraged. Attire may depend on the job you are performing. Low neck lines, short shorts, tops revealing midriffs, low rise pants or any apparel that could be considered revealing are not appropriate. Check with your supervisor if you have questions.

Grooming

The YMCA expects good personal hygiene at all times.

- Facial hair should be neatly trimmed and clean at all times.
- The YMCA recommends no visible tattoos.

- The YMCA recommends no excessive jewelry, and prohibits jewelry that portrays a negative message or theme.
- Nails shall be clean, neatly maintained and an appropriate length for completing job responsibilities.
- Hair shall be clean and neatly maintained. Please refrain from unusual haircuts or colors.

Employee Badges

All employees are issued staff identification badges, listing name and staff position. Employees are required to wear employee identification badges while on duty, unless circumstances prohibit the use of the badge and their supervisor waives the requirement. At the termination of employment, employees are required to turn in employee identification badges.

PAYROLL

Payroll Records

Payroll and time records for all staff members will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the staff members and supervisors are held accountable for the accuracy of time records that reflect the exact hours and days actually worked.

Paydays

Paydays for the YMCA of Western Stark County are every other week. Each paycheck will include earnings for all hours worked through the end of the previous pay period.

Required and voluntary deductions

All required deductions such as federal, state and local taxes, and all authorized voluntary deductions such as health insurance contributions, will be withheld automatically from each paycheck.

Time reporting

It is necessary to maintain accurate and complete records of hours worked. The staff member is responsible for recording time accurately and on a daily basis, recording the time of arrivals and departures for all shifts worked. Staff should not clock in more than 7 minutes before their scheduled shift begins, and clock out as close to the time scheduled as possible. Some task are paid by time instructing class/program and not necessary by time reported. Paid by the class not an hourly wage.

All staff members are required to report Paid Time Off.

REIMBURSEMENT

Expenses and Allowances

Exempt staff members who incur expenses while on YMCA business are eligible for reimbursement as defined below. Non-exempt staff members must have prior approval from their supervisor before incurring expenses.

Meals

The YMCA will reimburse the cost of a meal in connection with any function at which a staff member’s attendance is required by the Branch Executive or other senior management. Staff members are expected to use good judgment with regard to the cost of meals.

Mileage reimbursement

A per mile reimbursement, at a rate established by the YMCA and updated periodically, is provided for staff members who use their personal automobiles for work-related travel. Work-related travel is defined as work around and between the YMCA facilities and other community destinations, excluding travel to or from home to work headquarters.

It is the staff member's responsibility to maintain mileage records and to submit a monthly reimbursement request within 30 days after the completion of the month. Requests will not be reimbursed after this time.

FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

Staff members are provided with up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. FMLA generally runs concurrently with other paid leave benefits.

Eligibility

Staff members are eligible if they have worked for the YMCA for at least 12 months whether they are consecutive or not, and have worked a minimum of 1,250 hours over the 12 months prior to the leave. This leave policy covers both full-time and part-time staff provided they meet the above stated eligibility requirements.

Reasons for taking leave

- Birth, adoption or placement of a child in foster care.
- Care of staff member's spouse, child or parent who has a "serious health condition."
- Staff member's own serious health condition that makes him or her unable to perform his or her job.
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave)

Duration of leave

Staff members are allowed to take 12 work weeks of unpaid leave in a 12-month period for one or more qualifying events, as defined above. The 12-month period is a "rolling" 12-month period measured backward from the date of any FMLA leave usage. Should a staff member return to work and request FMLA again within 12 months from the date of the first FMLA, the staff member will be eligible to take the balance of the 12 weeks.

Family leave for birth, adoption or placement of a child in foster care

The opportunity to take FMLA for the birth, adoption or placement of a foster child is available to staff members for 12 months following the birth, adoption or placement.

Use of Paid-Time Off benefits

The YMCA may require, or the staff member may elect, to use available Paid Time Off benefits to care for a family member or for his or her own medical needs. Use of Paid Time Off benefits does not extend FMLA. FMLA runs concurrently with other time-off benefits.

Notice of leave

To request a Family and Medical Leave of Absence, the staff member must provide a written request for leave of absence 30 days in advance when the leave is "foreseeable." If this is not possible, the staff member must give notice as soon as possible (within three business days, or as soon as possible after learning of the need for leave). The written request must include:

- Nature of the leave
- Date the leave commences
- Expected return to work date

Taking of leave may be denied or delayed if requirements are not met. Family and Medical Leave Request Forms may be obtained from the Human Resources Coordinator.

Medical certifications

The staff member must provide a medical certification completed by the staff member and the relevant health care provider to support the leave request because of a serious health condition of the staff member or a covered relative. The YMCA may require a second or third opinion (at the YMCA's expense) for a staff member reporting a serious health condition.

To return to work, a fitness for duty report is required from the attending licensed physician. Medical Certification and Fitness for Duty Forms may be obtained from the Human Resources Department.

Job benefits and protection

For the duration of FMLA, the staff member's health coverage will continue under the same conditions as on active status.

- The staff member is obligated to continue to pay his or her contribution to appropriate benefits to continue coverage. It is the responsibility of the staff member to send payment to the Payroll Administrator on a monthly basis for benefit continuation.
- Failure of the staff member to pay his or her share may result in loss of coverage.
- If the staff member chooses not to return to work for reasons other than a continued serious health condition, or other reasons beyond the staff member's control, the YMCA may require the staff member to reimburse the YMCA for the amount it paid for the staff member's health insurance premium during the leave period.
- Upon return from FMLA, the staff member will be restored to the original or equivalent position with the equivalent pay, benefits and other employment terms.
- The use of FMLA leave will not result in the loss of any employment benefit that accrued before the start of a staff member's leave.
- The staff member will continue to earn Paid Time Off and retirement benefits during any portion of FMLA leave time that is paid. If a staff member does not have or does not choose to use Paid Time Off benefits, no crediting of leave will occur during FMLA.
- If the staff member is not able or chooses not to return to work at the end of FMLA leave on the scheduled return date, this will be considered a voluntarily resignation from their employment and/or position, unless an extension is granted.

Extension

If the staff member is not able or chooses not to return to work on the scheduled return date, the staff member must request an extension. If an extension is approved, the staff member relinquishes the right to return to the same job and rate of pay and placement may depend upon the availability of a vacancy for which the staff member is qualified.

Definitions

The following definitions are used to determine qualification for FMLA leave:

- **"serious health condition"** is defined as one of the following:
 - An illness, injury impairment, or physical or mental condition that involves inpatient hospital care
 - An incapacity that lasts more than three days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment
 - Incapacity due to pregnancy
 - Incapacity due to chronic conditions requiring treatments
 - Incapacity due to permanent or long-term conditions
- **"Covered service member"** means (1) a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy,

is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or (2) 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) and discharged or released under conditions other than dishonorable at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- **“Next of kin of a covered service member”** means the nearest blood relative of that individual other than the covered service member’s spouse, parent, son, or daughter in the following order of priority: blood relatives who have been granted legal custody of the covered service member, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has designated in writing a specific blood relative as his next of kin for purposes of military caregiver leave under the FMLA.
- A **“military member”** is defined as an associate’s spouse, son, daughter or parent who is on covered active duty status or has been called to covered active duty status for the United States Armed Forces, National Guard, or Reserves.
- **“Covered active duty or call to covered active duty status”** in the case of a member of the regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. For members of the Reserves, this means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.
- A **“qualifying exigency”** includes:
 - *short notice deployment*: to address issues arising when a military member is called to active duty within seven (7) or less days of such deployment. Leave for a short notice deployment may be taken for seven (7) calendar days or less beginning on the date of the covered military member’s notice of such leave;
 - *military events and related activities*: to attend any official military ceremony, program or events and related activities (e.g., family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of the military member);
 - *childcare and school activities*: to arrange for alternative childcare or provide urgent and immediate childcare for a military member’s child, or enroll in or transfer a military member’s child to a school or daycare, or attend parent-teacher meetings or other conferences for a military member’s child;
 - For the purposes of leave for childcare and school activities, a child of the military member must be the military member’s biological, adopted, or foster child, stepchild, legal ward, or child for whom the military member stands “in loco parentis,” who is either under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence
 - *financial and legal arrangements*: to make or update financial or legal arrangements to address the military member’s absence while on covered active duty status or call to covered active duty status or to act as the military member’s representative for the purpose of obtaining benefits;

- *counseling*: to attend counseling for oneself, the military member, or a military member's child, provided that the need for counseling arises from the covered active duty or call to covered active duty status of the military member;
- *rest and recuperation*: to spend time with a military member who is on short-term, temporary, rest and recuperation leave during a period of deployment;
 - Eligible associates may take up to fifteen (15) days of leave for each instance of rest and recuperation
- *post-deployment activities*: to attend official ceremonies or programs sponsored by the military in the 90 days following the termination of the military member's active duty status or to address issues that arise from the death of a military member;
- *parental care*: to provide parental care where the parent of the military member is incapable of self-care (and the parent is the military member's biological, adoptive, step, or foster parent, or any other individual who stood "in loco parentis" to the military member when the member was under 18 years of age, who requires active assistance or supervision to provide daily self-care in three or more "activities of daily living" (e.g., grooming, dressing, eating) or "instrumental activities of daily living" (e.g., cooking, cleaning, paying bills)) to:
 - arrange for alternative care for a parent of the military member and the covered active duty or call to covered active duty status of the military member necessitates a change in the existing care arrangement for the parent,
 - to provide care for a parent on an urgent, immediate need basis (but not on a routine, regular, or everyday basis),
 - to admit or transfer to a care facility a parent of the military member when necessitated by the covered active duty or call to covered active duty status of the military member, and
 - to attend meetings (not routine or regular meetings) with staff at a care facility when necessary due to circumstances arising from the covered active duty or call to covered active duty status of the military member
 - *additional activities*: to address other events that arise out of the military member's active duty or call to active duty provided that the YMCA and associate agree that the leave shall qualify as an exigency and agree to the timing and duration of such leave.
- A "**serious injury or illness**" means an injury or illness incurred by a covered service member in the line of duty on active duty in the United States Armed Forces, or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty, that may render the individual medically unfit to perform the duties of the individual's office, grade, rank or rating.

For covered veterans, a serious injury or illness means an injury or illness that was incurred by the member in the 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 the Armed Forces) and manifested itself before or after the member became a veteran, and is:

- a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating;
- a physical or mental condition for which the covered veteran has received U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty (50) percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave;
- a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

- **"Outpatient status"** means the status of a covered service member assigned to either a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control to members of the United States Armed Forces receiving care as outpatients.
- A **"contingency operation"** means a military operation that is (a) is designated by the Secretary of Defense as an action where the United States Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty members of uniformed services under applicable law.

FMLA is available in compliance with federal and state regulations.

BENEFITS

The YMCA provides the following benefits to part-time, part-time plus and full-time employees; however, some benefits have eligibility requirements, which are briefly described below. You may contact the Human Resources department for more information and enrollment information, if necessary.

Legally mandated benefits

The YMCA complies with all applicable laws regarding staff members' benefits.

Workers' Compensation program: Staff members are covered against hazards of occupational accidents on the job through compensation insurance in a manner and to the extent required by the state Workers' Compensation laws.

Medical Benefits: On the first of the month, following ninety (90) days of employment, the Association offers employees who, at the time of hire, are reasonably expected to work an average of at least 30 hours per week, a healthcare plan. In addition, for those employees who work an average of at least 30 hours per week or more for the required ACA (Affordable Care Act) period of time (called the look back measurement period which we have established as twelve months) they will also be offered a healthcare at the first of the month following meeting the required look back measurement period. Employees will be notified upon meeting time required thresholds to enroll for health benefits. See Benefits for Part-time PLUS Employees: Medical Benefits and/or Benefits for Full-time Employees: Medical Benefits.

Retirement

The YMCA contributes to the cost of an employee's participation in the YMCA Retirement Fund. Employees may also be required to contribute to the plan as a condition of employment. Voluntary contributions also provided through pre-tax savings. Employees become eligible when they have completed 1,000 hours of service during each of any two 12-month periods, beginning with their date of hire or anniversary date. These two years do not have to be consecutive. Employees are enrolled on the first day of the month following their anniversary date, after they complete the service requirement if they are age 21.

Employees retiring with at least 15 years of service will continue to receive YMCA membership benefits. The membership type (single or family) and program participation fees would be the same for these retirees as those extended to current employees.

YMCA membership

Membership benefits are granted to all YMCA Staff members at any YMCA of Western Stark County facility.

Salary exempt and 30+ hour non-exempt staff members (full-time & part-time PLUS) are granted a family membership. Family is defined as the other individuals in the home who are the employee's spouse or partner and their dependents (claimed for taxes).

Less than 30 hours and part-time staff members will be granted an **individual membership**. Family members can be added at a minimal fee. Family is defined as the other individuals in the home who are the employee's spouse or partner and their dependents (claimed for taxes). You must contact the Human Resource Coordinator if you wish to do so.

After one year of service the family may be added to any employee's membership at no additional charge.

Programs / Classes—Staff members and family (based on availability)

Many class fees for YMCA Staff and their immediate family are discounted per session, if there is a class fee at all. Family for program purposes are the individuals in the home that are the employee's spouse, partner and/or their dependent children. If the employee's family member is a YMCA member programs are discounted off the member rate. If the employee's family member is not a member, the price is discounted off the non-member rate. Employees and family are subject to any other fees for books, supplies or fieldtrips. If a program fee is already reduced to a "Family" membership rate then the class is generally not eligible for an employee discount. See the current Employee Benefits Package for current discounts available and exceptions.

Child Care

The YMCA is not obligated to provide child care for employees while on duty. If the child care is open while an employee is working employees are welcome to register their child and use the program. Employees' children should not be a distraction to them or affect their job performance. Child care is discounted at two rates, while the employee is working ("on the clock") at/for the YMCA and times the staff person uses care and is not working for/at the YMCA. Staff can put their children in the full-day preschool (extended care), before and after school, or day camp for if they are not scheduled to work. Field trip days may have a nominal charge whether the employee is working or not. See the current Employee Benefits Package for current discounts available and exceptions.

Staff may also utilize Child Watch (the nursery) during the hours it is scheduled open. Staff and volunteers are not to bring other people's children while on the clock. Child Watch should

not be used as a daycare, therefore, it is the employee's responsibility to make sure their children are changed and fed while in the Child Watch.

Staff with children under two years of age are discouraged from using Child Watch as their main form of child care while they are working. Child Watch is not a licensed infant or toddler day care program and is intended for occasional drop in service. Child Watch is not designed to provide a stimulating, developmental environment that is appropriate for the special daily needs of infants and toddlers. Employees must make other arrangements for appropriate care for their infants and toddlers during their shifts.

Cellular Phone Reimbursement

Staff may be eligible to receive a partial reimbursement toward their personal cellular phone cost. Qualified phone must be used for YMCA purposes, the YMCA must have the phone number, and the staff's supervisor deems it necessary for business purposes. The rate and benefit offering is subject to change. Employee will be required to show proof of cellular phone bill/cost and supervisor will advise payroll department to begin reimbursement. Staff are expected to comply with all state and local laws related to safe cell phone use. Time utilized for cell phone for business purpose outside of normal hours worked may be considered work time and should be reported to their supervisor.

Service / professional membership expenses

Dues and meal expenses resulting from membership in a neighborhood service club, professional society or community organization groups are reimbursable if the supervisor, director or department head has approved the membership.

BENEFITS FOR PART-TIME PLUS (PTP) EMPLOYEES

In addition to the benefits offered to all employees, the following benefits are offered:

Vacation Time

End 1/1/2023 - See Addendum & Benefits Index

Employees who have completed 1,560 hours the prior calendar year (30 hours or more per week) and are at current part-time PLUS (PTP) status at year end are eligible for paid vacation time. In addition, after 9 months of employment (90 day probationary period and 6 months after) the following professional positions are also eligible for paid vacation time: Wellness Directors, Membership Directors, Senior Program Directors and Branch Directors.

Vacations are not cumulative for PTP employees. Any vacation earned by the end of the benefit year must be taken within the following calendar year. For vacation purposes, a week is equal to 5 working days. All paid time off is not eligible for compensation in lieu of vacation. Vacations must be pre-approved by your supervisor at least one month in advance. All vacation paid time off begins January 1st of each calendar year.

Paid time off (PTO) hours may be split into 1/2 day or used as 1 full day. Any hourly staff taking a full day off work are required to use PTO if available (1/2 or 1 day as needed). Salary staff must follow this unless the day off does not take their hours worked below 36 for the week.

Accrual Schedule based on time of service as of January 1st:

1 to 5 years	1 week
After 5 years	2 weeks

End 1/1/2023 - See Addendum & Benefits Index

Sick/Personal Time

Part-time PLUS staff do not receive Sick/Personal Time, only Vacation time.

Funeral/Bereavement Leave

In the event of the death of a spouse, partner, children, stepchildren, foster children, father, mother, guardian, siblings, or grandparent, including in-laws and step family members, staff members may be eligible for bereavement leave. Full-time and Part-time PLUS, who have completed 90-days of employment, are eligible for 3 days off immediately following the death, and shall be paid for any hours they were **scheduled** to work during the three day period. One of the three days may be substituted to attend the funeral if it is not held within the three days immediately following the death.

The staff member should notify their supervisor as soon as practical. With supervisor approval, a staff member may use vacation time for additional time off if necessary. Our Y reserves the right to consider the individual circumstances of our staff and our Y in making decisions about bereavement leave.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow employee, volunteer or retiree of Y, provided such absence from duty will not interfere with normal operations of the company.

Holidays

Employees who have completed 1,560 hours the prior calendar year (30 hours or more per week), or 90-days of employment for salary exempt, and are at current full or part-time PLUS status at the time of the holiday are eligible for paid holidays. In addition, after 9 months of employment (90 day probationary period and 6 months after) the following professional positions are also eligible for paid holidays; Wellness Directors, Membership Directors, Senior Program Directors and Branch Directors.

The following holidays will be considered:

- | | | |
|----------------|--------------------------|-----------------------------|
| New Year’s Day | Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day | Christmas Eve Day (1/2 day) |
| Christmas Day | New Year’s Eve (1/2 day) | |

Should any of these holidays take place on a Saturday or Sunday, qualified employees may use this holiday time by choosing one day the week prior to or the week following the holiday as their paid day off. Holiday time may not be split between days and the employee may not work on the paid holiday.

Birthday Time-Off

Employees who have completed 1,560 hours the prior calendar year (30 hours or more per week), or 90-days of employment for salary exempt, and are at current full or part-time PLUS status at the time are eligible for one day of paid time off for the employee’s birthday. Employees must take birthday time off on their birthday or within 10 calendar days before or after their birth date. Birthday time off is not compensable upon termination or transfer to a temporary position.

Medical Benefits

The YMCA provides all **full-time and part-time plus** staff the opportunity to participate in a group health care insurance plan. The YMCA of Western Stark County and the eligible employee will share premium expense for a group medical plan. See the current Employee Benefits Package.

Waived Medical -The Waived Medical benefits ended as of 05/31/2016.

BENEFITS FOR FULL-TIME EMPLOYEES

In addition to the benefits offered to all employees, the following benefits are offered to employees who qualify as full-time staff:

Vacation Time

End 1/1/2023 - See Addendum & Benefits Index

Employees who have completed 1,820 hours the prior calendar year (35 hours or more per week), or 90-days of employment for salary exempt, and are at current full-time status at year end are eligible for paid vacation time.

One week of vacations time is cumulative yearly for full-time employee. Any vacation not taken, above one week, by the end of the benefit year will expire. For vacation purposes, a week is equal to 5 working days. All paid time off is not eligible for compensation in lieu of vacation.

Vacations must be pre-approved by your supervisor at least one month in advance. All vacation paid time off begins January 1st of each calendar year.

Paid time off (PTO) hours may be split into ½ day or used as 1 full day. Any hourly staff taking a full day off work are required to use PTO if available (1/2 or 1 day as needed). Salary staff must follow this unless the day off does not take their hours worked below 36 for the week.

Accrual Schedule based on time of service as of January 1st:

		Maximum with carry-over
1 to 5 years	1 week	n/a
After 5 years	2 weeks	3 weeks
After 10 years	3 weeks	4 weeks
After 15 years	4 weeks	5 weeks
After 20 years	5 weeks	6 weeks

Sick/Personal Time

End 1/1/2023 - See Addendum & Benefits Index

Exempt staff and employees who have completed 1,820 hours the prior calendar year (35 hours or more per week) receive 5 sick / personal days. Sick / Personal days are not cumulative. Any days earned by the end of the benefit year (December 31st) must be taken within the next 12 months following that year.

Funeral/Bereavement Leave

In the event of the death of a spouse, partner, children, stepchildren, foster children, father, mother, guardian, siblings, or grandparent, including in-laws and step family members, staff members may be eligible for bereavement leave. Full-time and Part-time PLUS, who have completed 90-days of employment, are eligible for 3 days off immediately following the death, and shall be paid for any hours they were **scheduled** to work during the three day period. One of the three days may be substituted to attend the funeral if it is not held within the three days immediately following the death.

The staff member should notify their supervisor as soon as practical. With supervisor approval, a staff member may use vacation time for additional time off if necessary. Our Y reserves the right to consider the individual circumstances of our staff and our Y in making decisions about bereavement leave.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow employee, volunteer or retiree of Y, provided such absence from duty will not interfere with normal operations of the company.

Holidays

Employees who have completed 1,560 hours the prior calendar year (30 hours or more per week), or 90-days of employment for salary exempt, and are at current full or part-time PLUS status at the time of the holiday are eligible for paid holidays.

The following holidays will be considered:

- | | | |
|----------------|--------------------------|-----------------------------|
| New Year’s Day | Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day | Christmas Eve Day (1/2 day) |
| Christmas Day | New Year’s Eve (1/2 day) | |

Should any of these holidays take place on a Saturday or Sunday, qualified employees may use this holiday time by choosing one day the week prior to or the week following the holiday as their paid day off. Holiday time may not be split between days and the employee may not work on the paid holiday.

Birthday Time-Off

Employees who have completed 1,560 hours the prior calendar year (30 hours or more per week), or 90-days of employment for salary exempt, and are at current full or part-time PLUS status at the time are eligible for one day of paid time off for the employee’s birthday.

Employees must take birthday time off on their birthday or within 10 calendar days before or after their birth date. Birthday time off is not compensable upon termination or transfer to a temporary position.

Medical Benefits

The YMCA provides all **full-time and part-time plus** staff the opportunity to participate in a group health care insurance plan. The YMCA of Western Stark County and the eligible employee will share premium expense for a group medical plan. See the current Employee Benefits Package.

Waived Medical -The Waived Medical benefits ends as of 05/31/2016.

STAFF TRAINING

Training

The YMCA recognizes that quality of work is directly related to the training and development of staff. Training is a process that continues throughout a staff member’s career, and the YMCA encourages each staff member to discuss developmental needs with his or her supervisor. Ultimately, professional development is the primary responsibility of the individual staff member.

Required training/Staff Meetings

Non-exempt regular full-time, benefit-eligible and regular part-time staff members are periodically required to take training for the fulfillment of their job responsibilities, such as re-certification, in service or YMCA-sponsored training. When training or staff meetings are a requirement, the staff member will be paid while in attendance (We offer a special training wage that may not be the same as your regular wage). Fees and expenses may be paid at the option of the YMCA. **All YMCA staff are strongly encouraged to be certified in CPR.**

VEHICLES AND TRANSPORTATION

Company vehicles

Company vehicles are to be routinely inspected and properly maintained to ensure safety. Employees must report any needed repair work in a timely manner. Drivers must possess a valid driver’s license in good standing. All incidents and accidents must be reported immediately. Tickets for traffic violations are the responsibility of the employee. Employees must request the use of the vehicle for YMCA business only. Vehicles must be signed out.

Transporting of Children, Members, Participants, etc

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

Parking

All employees should park in designated areas away from the main entrance. Spaces closest to the building are reserved for members and guests. Parking outside the designated area is prohibited unless medically or physically necessary.

AFFIRMATIVE ACTION PLAN

YMCA’S Definition of Diversity

Diversity is the mosaic of people who bring a variety of backgrounds, styles, perspectives, beliefs, and competencies as assets to the YMCA groups and individuals with whom they interact.

Equal Employment Opportunity Policy

The YMCA has a long-standing policy of providing equal employment opportunities (EEO) to all staff and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, citizenship, sexual orientation, gender identity, genetic information, veteran status or other characteristics protected by law. It is our policy to provide Equal Employment Opportunity in full compliance with all federal, state and local laws governing nondiscrimination in employment.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, training and other terms of employment.

Any staff member who believes that they have been a victim of discrimination in the terms or conditions of employment should bring the matter to the attention of their supervisor or the President/CEO.

Recruitment Plan

1. YMCA will post all job vacancies and promotions internally.
2. YMCA will advertise job vacancies and promotions externally through media that would promote a diverse applicant pool.
3. Directors will assess their department’s diversity as defined above.
4. When hiring, directors will honor the YMCA’s commitment to hire and/or promote the best possible candidates for open positions.

AMERICANS WITH DISABILITIES ACT

The YMCA will make reasonable accommodation to the needs of qualified applicants and employees who have a known disability so long as it does not create an undue hardship on the YMCA.

ACCIDENTS/WORKERS’ COMPENSATION POLICY

At YMCA of Western Stark County, staff members are covered against hazards of occupational accidents on the job through compensation insurance in a manner and to the extent required by the state Workers’ Compensation laws.

In accordance with applicable law, staff may be compensated for lost time, medical expenses and other expenses from an injury arising out of or in the course of work. Staff must immediately report any accident or injury to their supervisor so that the necessary paperwork may be

completed. Failure to report work-related accidents is a serious matter, as it may interfere with a staff member's claim under worker's compensation insurance.

Employees may be subject to a drug and/or alcohol test when they are involved in an accident or safety-related incident involving actual or potential injury, property damage or under other circumstances deemed inappropriate by management. Staff may be held accountable to inappropriate behaviors or actions that may cause an accident or injury at work.

The YMCA does not discriminate or retaliate against staff for filing workers' compensation claims.

WHISTLE BLOWER POLICY

All YMCA of Western Stark County employees are encouraged to report either orally or in writing to their immediate supervisor or alternate line of authority as hereinafter described, all evidence of activity by a YMCA of Western Stark County department or employee that may constitute:

1. Instances of Corporate Fraud;
2. Unethical Business Conduct;
3. A violation of State or Federal Law; or
4. Substantial and specific danger to the employee's or public's health and safety.

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

Problem Resolution Procedure/Whistle Blower Policy

YMCA of Western Stark County recognizes that any employee can experience problems at work. YMCA of Western Stark County is committed to providing the best possible working conditions for its employees and as part of this commitment encourages an open and frank atmosphere in which any problem, complaint, suggestions, or questions receives a timely response. YMCA of Western Stark County has provided a Whistle Blower Communication procedure by which any employee can anonymously submit and receive written communication.

YMCA of Western Stark County has adopted the following internal procedures to achieve effective resolution of issues as they occur. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for filing a complaint under the Problem Resolution Procedure. If a situation occurs wherein employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. An employee may discontinue the procedure at any time.

Problem Resolution Process:

1. Report the problem to your immediate supervisor within 5 calendar days after it occurs. If the supervisor is unavailable to address the problem, or if you believe it would be inappropriate to contact your immediate supervisor, you may present the problem to your supervisor's manager or to another member of the leadership team.
2. The supervisor responds to the problem during discussions or in a timely manner. Consulting with appropriate management may be necessary. The supervisor must document the discussion.
3. You may appeal your supervisor's answer to their manager, to another member of your department's leadership.

EMPLOYEE CODE OF CONDUCT

Introduction

The purpose of this Code of Conduct is to strengthen the organization's ethical climate by ensuring that each and every employee understands their responsibility for ethical conduct and their specific obligations. This Code of Conduct also provides guidance to recognize and deal with ethical issues, and direction on how to report on unethical conduct. Every employee of the organization has a responsibility to understand and comply fully with the Code of Conduct and all other policies of the organization.

Every employee shall endeavor to deal fairly with the organization's current and future members, suppliers, competitors and employees. None should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of facts or any other unfair or unlawful dealing practice.

No policy can regulate all business conduct or prepare us for every situation. Doing the right thing begins with our core values and depends on our good judgment and sensitivity to the way others see us and how they can interpret our actions. If there is any uncertainty about interpreting or applying these guidelines, it is each employee's responsibility to consult with their manager. The organization strongly encourages dialogue among employees and their managers to make everyone aware of situations that give rise to ethical questions and to identify acceptable ways of handling those situations. You can also approach the branch executive.

The matters covered in this Code of Conduct are of the utmost importance to the organization and are essential to our ability to conduct our business in accordance with our stated values. Any breach of the Code of Conduct will be dealt with swiftly. Appropriate disciplinary action will be taken against any employee or individual with whom the organization does business if the person's actions are found to violate the Code of Conduct. This action may include the termination of employment or the business relationship. Where laws have been violated, the organization will cooperate fully with the appropriate authorities.

Upon hire and then on an annual basis, each employee is required to sign an acknowledgment form indicating an understanding of, and agreement to comply with the Code of Conduct.

Relationships with Our Members

Our members expect and deserve the best

It is the responsibility of all employees who are in contact with our members to be courteous, to be knowledgeable about our services, to not mislead any member, and be available for member service at all times. It is also the responsibility of all employees to be prepared, identifiable, and on time for their scheduled shift.

Code of Conduct for Members / Guests

Staff members are expected to actively support and enforce the Code of Conduct for members and guests. The YMCA is committed to providing a safe and comfortable environment. The YMCA asks individuals to act appropriately at all times when they are in YMCA facilities or participating in YMCA programs.

YMCA Staff - As a courtesy, you are permitted to bring in occasional guests free of charge. Ideally, guests should consist of non-local family members and/or individuals considering membership who want to try the Y. Abuse of this policy will result in your guests being charged the standard guest fee.

We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others. The YMCA Code of Conduct does not permit language or any action that can hurt or frighten another person. Specifically, this includes:

- Inappropriate attire. Appropriate attire must be worn at all times.
- Angry or vulgar language includes swearing, name-calling or shouting.
- Physical contact with another person in any angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures, body language or any other menacing behavior.
- Theft or behavior that results in the destruction of property.
- Carrying or concealing any weapons, devices or objects that may be used as weapons.
- Using or possessing illegal chemicals or alcohol on YMCA property, in YMCA vehicle or at YMCA-sponsored programs.
- Any other conduct of an inappropriate, threatening or offensive nature.

Members and guests - are encouraged to be responsible for their personal comfort and safety and ask any person whose behavior threatens their comfort to refrain.

The YMCA is committed to:

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

Confidentiality of Member, Employee and Customer Information

All member, employee and customer information and materials that come into your possession must be kept confidential even after your employment has ended.

It is the responsibility of all employees to secure the information and materials entrusted to you. Be sure you provide reasonable protection from unauthorized access for all information and materials, both during the working day and after hours.

Employees of the YMCA of Western Stark County must be aware that much of the customer/member information received is confidential and CANNOT be shared outside the YMCA. There are established policies and procedures for the accumulation and custody of confidential information. All records and other information received and stored at the YMCA should never be improperly used or released to an unauthorized person. If an employee has a question regarding whether or not to release information to an individual, please ask a supervisor.

Employees agree to uphold the YMCA of Western Stark County’s confidentiality policy. This means employees will not share personal information with ANYONE.

Examples of confidential information are:

- Bank & credit card numbers
- Addresses
- Phone numbers
- Hourly pay rates
- Salaries
- Income information
- Personal information
- Medical information
- Disabilities
- Education
- Attendance records
- Disciplinary records
- Tax information
- Social security numbers
- Any other office-related issues

It is all employees & volunteers’ responsibility to maintain the integrity of this information and to keep it private. Disclosure of confidential information will result in disciplinary action (i.e. termination of employment).

Improper Payments

Employees or members of their immediate family cannot give gratuities, gifts of money, discounts, or favored treatment to any member or potential member. Exceptions to this rule should be discussed with the Human Resource Coordinator and Branch Executive. If there is a need for financial assistance, the appropriate procedure needs to be followed.

In isolated situations, gifts and entertainment may be given when they are limited in value (generally less than \$250.00), and follow generally accepted business practices, as long as they:

1. Do not violate any applicable laws or regulations
2. Are not offered for the purpose of incurring special favors
3. Would not embarrass you or the organization in any way if the facts were publicly disclosed
4. Would not create the perception of favoritism

Babysitting Outside of the YMCA

The YMCA does not 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’s or volunteer’s duties. Employees and volunteers should not engage in any conduct relating to afterhours child care unless prior approval is received.

Relationships with Our Employees

We expect all employees to behave in a mature and responsible way, and to respect the rights and dignity of others. It is our hope that employees will uphold the YMCA's four core values of caring, honesty, respect, and responsibility throughout daily life. Please refrain from needless gossip and negative behavior; employees are viewed as a representative of the YMCA on and off of work time. Our Code of Conduct does not permit language or any action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct.

Prohibited actions specifically include:

- Inappropriate attire. Appropriate attire, including name badge and staff shirt, must be worn at all times (with the exception of employees working in the pool).
- Angry or vulgar language, including swearing, name-calling or shouting.
- Physical contact with another person in any angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures, body language or any menacing behavior.
- Theft or behavior that results in the destruction of property.
- Carrying or concealing any weapons or devices or objects that may be used as weapons.
- Using or possessing illegal chemicals or alcohol on YMCA property, in YMCA vehicles, or at YMCA sponsored programs.
- Any other conduct of any inappropriate, threatening or offensive nature.

All employees are expected to give their full attention to their responsibilities during office hours, to perform their job fully and to the best of their abilities. All employees must comply with all organizational policies and procedures and all applicable laws and regulations in all matters. All employees must keep all organization information confidential.

Respect the rights of all individuals

No discrimination or harassment with regard to race, color, religion, sex, national origin, age, disability, citizenship, sexual orientation, gender identity, genetic information, veteran status or other characteristics will be tolerated by any employee. The organization expects all employees to treat each other with dignity and respect.

Employees should respect other employee's property, workspace and time.

Harassment

The YMCA is committed to maintaining an environment in all of its locations and facilities that is free of discrimination. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by state and federal law. It is the policy of the YMCA to expressly forbid any form of harassment of, by or between staff members, members, participants, guests, volunteers and / or vendors.

Any staff member who engages in any of the acts or behavior defined below violates YMCA policy, and such misconduct will subject a staff member to corrective action up to and including immediate discharge. For non-staff members, violation of this policy may result in exclusion or dismissal from YMCA facilities and programs.

Definition of harassment: Unwelcome verbal, physical or visual conduct that affects tangible job benefit, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

Public displays of affection

All public displays of affection should be made with the understanding that such displays may cause discomfort and disruption with the program setting if they are not made with discretion and sensitivity to the feeling of others. In addition, all staff members are expected to carefully abide by the standards set forth in this policy. Individual behavior must be modified if necessary, to fit within the parameters of YMCA policy.

Appropriate touch

Appropriate touch is defined as physical contact whose purpose is solely for the nurturing of the one touched. It is given to convey affection, approval, reassurance or trust. It always takes into account the touched one's comfort level. Appropriate touch can complement the YMCA's value system and culture.

Examples of appropriate touch are (remembering that appropriate touch, by definition, takes into account the touch one's comfort level):

Gestures of welcome, hello, goodbye, thanks

Pats on the back, a touch on the shoulder

Handshakes, high five's

Physically demonstrating technique, such as swimming

Examples of inappropriate touch include:

Sexual touching or sexually motivated behavior with participant

Physical force, hitting, arm twisting, pinching, biting

Health and Safety

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, and job instruction. The best way to assure a safe working environment is to prevent unsafe working conditions and use common sense to avoid risk of danger to yourself and others.

The YMCA will arrange and pay for hepatitis B virus (HBV) Vaccines for staff members who are in positions classified as having occupational exposure, such as lifeguards and childcare staff.

Employees are responsible for the conduct of their visitors at all times. Employees must exercise care with company keys and identification cards to prevent loss. You must notify your supervisor immediately if your keys are lost.

Violence in the workplace

The YMCA has zero tolerance for violence in the workplace. Immediate action will be taken, up to and including discharge, for violence in the workplace.

Drug- and substance- free workplace

The YMCA's goal is to promote the health, safety and productivity of its staff members, to protect the YMCA's integrity and to safeguard the public interest.

Staff members and volunteers are expected to report to work mentally and physically fit for duty. We strictly prohibit the manufacture, distribution, possession or use of illegal or

controlled substances in our facilities and programs. You may not report to work under the influence of illegal drugs or alcohol.

You will be required to submit to drug or alcohol testing if there is reasonable suspicion of possible use.

Tobacco product-free environment

The YMCA has designated its offices, facilities, grounds and vehicle smoke free because of its goal "to improve the physical, mental and spiritual well-being of persons." We are dedicated to providing a healthy and comfortable environment for staff members, program participants and volunteers.

Thus, tobacco products are prohibited in the offices, facilities, grounds or the vehicles of the YMCA. In addition, staff members may not smoke while performing their job responsibilities off of YMCA property. Signs displaying the following statement will be posted at all building entrances and other appropriate places: "This YMCA is a smoke-free environment."

Relationship with the Organization

Conflict of Interest

The YMCA is a charitable organization exemplifying certain principles. Full-time effort is required to meet its objectives. No full-time employee will directly or indirectly maintain any outside business or financial interest or engage in any outside employment, business or financial activity, which interferes with the employee's ability to discharge their duties fully, unless advance written approval is obtained from the CEO or branch executives.

No employee will directly or indirectly maintain any outside business or financial interest, or engage in any outside employment, business or financial activity, which conflicts with the interests or principles of the association.

Use of Company Assets

Employees are required to safeguard all resources of the organization and to ensure their appropriate and efficient use for legitimate business purposes. Safeguarding includes protection against unauthorized or inappropriate access, use, destruction as well as protection from theft. You are personally accountable for all cash under your control. There are no exceptions.

Reasonable and occasional personal use of the company's computers, electronic mail systems, or internet is permitted. Where such use becomes unreasonable or inappropriate either due to the frequency of the use or the type/purpose of use, the company reserves the right to take disciplinary action up to and including termination.

Further, while limited personal use of the company's technology systems, including e-mail, telephone and the internet, is permitted, employees are advised that they have no reasonable expectation of privacy, either stated or implied, in using the company's systems.

Inappropriate use consists of, but is not limited to:

- Accessing purely entertainment related features (games, websites, music)
- Sexually oriented or discriminating material, websites, or emails
- Directly or indirectly interfering with the company's operation of computer systems or email
- Interfering with employment or other obligations of the company
- Creating security risks by inadvertently allowing outsiders access to internal systems

Your email or internet access must not be used to read or send pornographic, offensive, illegal information, chain emails or hacking activities. Copying and downloading of files without permission is a violation of the company's policies.

Anything that you develop, create, or author in your capacity as an employee of the company becomes the sole and exclusive property of the company. You may not publish any information in any way relating to the company without first obtaining written approval from the CEO or branch executive.

Right to Search/Monitor

The company reserves the right to search its property to protect information, property, and other assets and to maintain a safe work environment.

At any time the company may search or monitor electronic communications, telephone usage, and the contents of your computer, filing cabinet, desk, office, locker, and vehicles.

Personal expression on public issues

Staff must refrain from giving any impression that their personal views and positions are those of the YMCA.

Solicitation

Solicitation or distribution of any product or literature is not permitted without the prior authorization of the executive director. Solicitation to other employees is strictly prohibited on work time, or in areas where members and guests may be present. In addition, persons not employed by the YMCA may not solicit or distribute literature or products on company property at any time for any purpose without approval from the executive director. Bulletin boards are for official YMCA communications only; items may not be posted without appropriate approval.

Compliance with This Code

As an employee, you must understand and follow this code of conduct and all company policies and procedures. Unethical behavior or violations of company policy will result in disciplinary action that may include termination or civil or criminal prosecution.

Compliance with this code is required from all employees, including permanent, seasonal, part-time, contract, volunteer, temporary agency employees, as well as consultants and advisors.

Employees are required to sign an acknowledgement form on an annual basis indicating that they have read and understand the code of conduct and that they are in agreement to comply.

SOCIAL MEDIA POLICY

May 2012

Policy

The YMCA recognizes the importance of the Internet in shaping public thinking about our organization and our current and potential services. We also recognize the importance of our employees joining in and helping shape industry conversation and direction through interaction in social media. The YMCA is committed to supporting honest, transparent, and knowledgeable dialogue on the Internet through social media. All social media activities conducted, instituted, or maintained on behalf of the YMCA must be approved in advance by the CEO.

Scope

All employees who participate in social media, whether on business or personal time, on behalf of the YMCA or that references the YMCA in any manner, are expected to adhere to the following guidelines and all other YMCA policies. Social media refers to web-based media technologies through which people communicate, share and network in an online environment. Social media can take many different forms. It includes social networking sites (e.g., Facebook, MySpace and LinkedIn); blogs; microblogs (e.g., Twitter); online discussion groups; instant messaging; text messaging; multimedia sharing (e.g., YouTube, Snapchat), pictures (e.g., Flickr), audio and presentations; collaborative media such as wikis and bookmarks; sites for sharing social news, opinions and reviews; social bookmarking sites; event monitoring; game sharing; and many others.

Responsibility

Approved and published social media sites must be maintained with current and relevant information by the site's owner (the staff person who set it up or who subsequently becomes responsible for it). This includes monitoring the site for inappropriate language, images, depictions, and misuse. If the site is found to contain any incorrect or inappropriate information, it is the owner's/supervisor's responsibility to correct the error or have the site taken down immediately. It is understood that YMCA computers and Internet access should only be used for company business purposes, all information contained or sent via the company's servers is YMCA property, employees have no expectation of privacy when using company computing equipment or network Internet access, and the YMCA reserves the right to access the computing systems at any time. The YMCA may also modify or delete any content submitted via its social media pages.

Procedures

The YMCA absolutely prohibits listing its name or marks on social media or other websites which include obscene, offensive, violent content or places that are contrary to the YMCA's mission or that would be detrimental to the community.

The YMCA also prohibits defamatory, harassing, disparaging, or other language that violates the spirit of the YMCA's mission and character values.

Employees may not make public any proprietary, sensitive, or confidential information related to the YMCA, a competitor, or an affiliate party that is not already in the public domain without express written permission from the YMCA's CEO. This includes but is not limited to financial results, strategy, and membership/employment/childcare enrollment data. If an employee is not sure whether information has been released publicly, the employee should speak with the YMCA's CEO before making any disclosure. Employees must not post confidential information about any third parties that has been entrusted to the YMCA.

Employees should respect the privacy rights of their co-workers and must not disclose information about work-related events involving other employees of the YMCA, its clients, vendors and business partners without obtaining their permission

Employees must not post photographs or images of any co-workers, YMCA clients, vendors, or business partners on any social media site without having their express permission to do so. Permission must be given by a parent or legal guardian for children under the age of 18. Using cell phones or other devices to record and photograph on YMCA property or at YMCA activities, events, or programs without the approval of the Branch Executive is prohibited.

Employees should refrain from posting or using copy written information, logos, trademarks, etc., unless express written permission from the owner is obtained. When dialoguing, only honest, knowledge based responses should be provided. If an answer is not known, state that and seek to find the appropriate person to respond.

Employees' personal social media pages should be designated as "private," so only the people that are invited may access the page. Employees are solely responsible for any legal liability arising from or relating to the content from personal pages.

Controls

Employees should not engage in any online conduct which: creates a conflict of interest between them and the YMCA, creates a conflict with one of the YMCA's program participants, or otherwise harms the business interests of the YMCA. Employees may not give out their personal email addresses or links to their personal social networking profiles, blogs or websites to program participants. Employees may not initiate contact with program participants through any means of Internet communications outside of official, sanctioned YMCA communications.

If an adult program participant finds a staff member's personal social networking profile and requests to be linked as a friend, the employee may accept or deny the request at the employee's discretion.

If a minor program participant (any program participant under the age of 18) finds a staff member's personal social networking profile and requests to be linked as a "friend," the employee must respectfully deny the request and block them from further contact. Employees must contact their supervisor if a minor program participant attempts to contact them through the Internet.

Administrators of social media for the YMCA are strictly forbidden from sharing their administrative login and password.

Referring to the YMCA Online

If an employee chooses to speak about the YMCA in online sites, the employee must also make it clear that they are speaking for themselves and not on behalf of the YMCA. Employees may use a disclaimer such as, "The postings on this site are my own and do not represent the positions, strategies, or opinions of the YMCA." Anonymous posts should not be made when discussing the YMCA online. If an employee's personal, external online activity does not mention the YMCA, they do not have to identify as a YMCA employee.

If an employee makes comments regarding YMCA-related topics to any online site, or if someone posts comments relating to the YMCA and the employee chooses to respond, they should ensure that they are identified as a YMCA employee.

Postings may generate media coverage. If a member of the media contacts an employee about a YMCA-related blog posting or requests YMCA information of any kind, the employee must not respond and must contact the CEO. Employees should also contact the Membership and Marketing Director or designated administrator for clarification on whether specific information has been publicly disclosed before communicating such information to others online. YMCA

employees must refrain from posting to any social media platform regarding topics that have drawn the attention of the media.

If an employee chooses to participate in public social media activity, they must ensure that their profiles and online behavior are consistent with the YMCA handbook's Code of Conduct as well as the Employee Code of Conduct. All behavior must demonstrate the YMCA's core values of caring, honesty, respect, and responsibility and be consistent in presentation to colleagues, donors, volunteers, co-workers, members, and leadership.

Violations of this Policy

Employees should use good judgment. It is asked that all employees assist in monitoring the internet for information that may reflect negatively on the YMCA. If information seems questionable or makes an employee feel uncomfortable, they should discuss the content with their supervisor.

Any employee who believes that a violation of this policy has occurred should immediately report the matter to the CEO. Violations of this policy may result in disciplinary action, up to and including termination.

Acknowledgment of Receipt for Employee Handbook

(Employee Copy – Keep with handbook)

- Open your web browser (Internet Explorer, Google Chrome, Safari, etc.)
- Enter this address: <http://www.weststarky.org/employee>
- Under the Employee Documents heading, click on [Employee Handbook](#)

My signature below acknowledges that I have received the YMCA of Western Stark County Employee Handbook which includes the Code of Conduct and Social Media Policy and instructions for how to access it via the Internet.

I understand the policies governing my employment with the YMCA of Western Stark County and I agree that I will conform to these policies.

I understand that this handbook is not a contract of employment, expressed or implied, between the YMCA of Western Stark County and myself and that I should not view it as a contract of employment.

I understand that this Employment Handbook which includes the Code of Conduct and Social Media Policy takes precedence over, supersedes and revokes any previous memo, bulletin, policy or procedure issued prior to the date occurring below, by the YMCA of Western Stark County on any subject discussed in this Handbook. I also understand that the YMCA of Western Stark County reserves the right to change or alter the policies at any time.

By signing this form, I acknowledge that I have had the opportunity to ask any question which I might have regarding the policies contained in this Handbook.

Employee Name: _____
(Please print)

Employee Signature: _____ **Date:** _____

Employee Handbook Revised 11/8/2016

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Acknowledgment of Receipt for Employee Handbook

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