



WAYNESBORO AREA YMCA EMPLOYEE HANDBOOK

Updated July 2025

WAYNESBORO AREA YMCA

810 East Main Street, Waynesboro, PA 17268





FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Welcome to the YMCA!
“...the Friendliest Place in Town!”

Thank you for joining the staff of the Waynesboro Area YMCA! We are thrilled to have you join the YMCA family.

Here are a few things you should know about our YMCA:

- Established – The Waynesboro location opened in 1915.
- Christian – We are Christ-Centered organization with our doors open to people of all faiths.
- Broad in Service – We have programs for people of every age and all abilities.

We want you to enjoy your employment with us. As staff, you represent the YMCA to the community. We want you to be well informed about how the YMCA works so that you can support our mission.

This handbook is an important part of your employment. You are encouraged to become familiar with our policies and use this handbook as a guide. Please see your supervisor if you have any questions. My door is always open! If I can help you in any way, please feel free to let me know.

I wish you all the best for a successful YMCA career! Thank you again for joining us!

Sincerely,

Kim Eaton
CEO

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Waynesboro Area YMCA

Employee Handbook

100 Introduction

101 Waynesboro Area YMCA Mission and Vision

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

Vision: To be the leader in creating experiences that strengthen children, families, and the community.

102 History of the Waynesboro Area YMCA

On January 5, 1914, a meeting was held in the Wayne building by a committee composed of J.J. Oller, J.G. Benedict, Dr. D.B. Snively, W.J.C. Jacobs and J.H. Stoner, committee chairman. Eventually a fund-raising goal of \$100,000 was set. Mr. D.M. Wertz, who was in Jerusalem at the time, pledged \$50,000 to the committee which gave the campaign a tremendous lift. His donation challenged the committee to raise a matching amount. Almost \$170,000 was eventually raised. A decision was then reached to build a four-story brick building on North Potomac Street. It was to include a basement billiard room, shower and locker rooms, bowling alleys, a lobby, swimming pool, gymnasium, kitchen, running track over the gym, and thirty-eight rental rooms.

On Wednesday, May 5, 1915, Carl R. Gray, President of the Western Maryland Railway Company, laid the corner stone in the presence of a large crowd. Pennsylvania Governor Brumbaugh delivered the dedicatory address. The newspaper, 1915 mint coins, and a list of directors and supporters were placed inside the corner stone. Waynesboro's schools were closed for the occasion so the boys could march with the Wayne Band. The building was completed 6 months later.

Over the next 60 years, the Waynesboro YMCA served as a center for spiritual, mental, and physical growth for many people of all ages in the area. During these years, many lives were touched by programs such as bowling, Leaders Club, Saturday Night Club, Ladies Auxiliary, swim lessons, Good Friday breakfasts, gymnastic shows, Y's Men's club, Y-Gradales, an annual circus, Y-Hi tournaments, Platter Plaza, City League Basketball, Tri-Hi-Y clubs, Mora club, Bible study, wrestling, and swim teams.

In the early 1970's, the need for a new building became obvious. With continual growth in interest and participation, the facilities of the 60-year-old building became inadequate. A fund-raising campaign began. Thanks to the strong support from Waynesboro and the surrounding areas, over \$1 million was raised and a new YMCA was built on East Main Street. The stunning new facilities included a six-lane Olympic-style swimming pool, fully equipped gymnasium, lounge, weight-lifting room, meeting and conference rooms, men's and women's locker rooms, and an outdoor play area.

The YMCA membership and facilities have grown steadily since moving to the new location. In 1979, two racquetball courts were added and then in 1984 a new gym storage area was built, and the former

storage was converted into a small fitness center. In the first 10 years the YMCA was on East Main Street, membership went from 750 to almost 2000. The number of program offerings increased from 25 to over 100 and the Association budget grew by almost 400%. This growth soon led to plans for expansion. In 1980, the Board of Directors set the wheels in motion to add to the facilities. In November 1984, a \$1 million fund-raising drive was launched. The campaign was successfully completed in the summer of 1985 and construction began in March 1986. This project added a full fitness center, second gymnasium, general-purpose room, additional parking, and other renovations.

In 1988, plans for a youth center were stimulated by a \$35,000 bequest from the estate of John and Mildred Minnich. Additional funds were raised quietly and the new center, located in the front of the building, was dedicated in early 1989.

In 1992, planning was initiated for another expansion. In September 1994, a \$1.1 million campaign began with a public kickoff in February 1995. This resulted in a facility renovation that ended in 1996 that included a second smaller and warmer pool, childcare space, and other features. The YMCA had over 3000 members.

The YMCA embarked on a \$1.5 million campaign in 2005 to add a new fitness center, teen adventure center, Kids' Zone, special needs locker rooms, additional storage, and other internal renovations. Membership had reached nearly 3,600 with over 100 different programs offered.

Today, much is different about the facility and programs offered compared to when the YMCA started back in 1915. What remains the same is the emphasis on the total person – body, mind and spirit with a Christian basis.

103 Areas of Focus

103A Youth Development

The YMCA provides youth development programs and promotes the benefits and love of lifelong physical activity to hundreds of children through our aquatics and youth sports programs.

103B Healthy Living

Healthy living becomes real at the YMCA for people of all ages. Programs designed for seniors help them reclaim or maintain their health with better balance, relief from arthritis restrictions, and social interaction. Encouraging all consumers to be active, to practice proper nutrition, and maintain healthy relationships is the core of our healthy living programs.

103C Social Responsibility

We are building a stronger community through supporting charitable giving and advocacy for healthy living and youth development. We enable people from all walks of life and neighborhoods to come together at the YMCA for a common cause and to build healthier relationships.

Each year, we financially assist youths and adults with memberships and programs here at the Waynesboro Area YMCA. "A Y for All" is our belief. No one should be left out because of a lack of funds. Financial assistance can be given for general membership, adult or youth programs, childcare, and Summer Camp.

104 Employee Handbook Purpose

The purpose of this handbook is to support the mission and vision of the Waynesboro area YMCA through its personnel practices. These guidelines outline what you can expect from us, the employer, and what we can expect from you, the employee. The core values below are our foundation for all we do as an employer and how we serve our community.

Our core values are:

CARING: To be sensitive to the needs of others

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 obligations

This handbook's purpose is to define and coordinate the personnel administration of the Association. It is intended to help employees understand the working conditions at the YMCA and to encourage employees to improve their competence in the performance of their job responsibilities. This handbook should serve as a basis for decision making by setting guidelines for employees based on their position within the Association. It should help employees to better understand not only their privileges, but also their responsibilities as employees of the YMCA.

This handbook is not a contract. This handbook, and any portion thereof, may be changed by the Association at any time. All employees will be provided with information on how to access this document electronically when hired and will indicate its receipt by signature on the designated form that will be placed in the employee's personnel file. Employees will be made aware of any changes made to this handbook and asked to sign a designated form to be placed in the employee's personal file that acknowledges the updates made to this handbook.

200 Employer Practices

201 Definitions

A variety of terms are used throughout this handbook. The list below defines some of the terms for clarification.

- Waynesboro Area YMCA: "Association," "YMCA," or "Y"
- YMCA members, guests, or visitors: "consumers"

202 Administration

The YMCA's Board of Directors employs the Chief Executive Officer (CEO) to whom it delegates responsibility for the administration of personnel matters according to this policy. The direct administration of this policy and supervision of staff are the responsibility of the CEO. Authority may be delegated to others where appropriate.

203 Interpretation

All matters pertaining to policy interpretation will be referred to the CEO for a decision. Matters that cannot be resolved should be referred to the YMCA's Board of Directors' Executive Committee.

204 Review

The handbook will be reviewed on a regular basis and as necessary. It may be changed at any time upon approval by the YMCA's Board of Directors. It does not preempt or replace applicable state or federal laws. This handbook supersedes and replaces all previously existing YMCA policies, procedures, manuals, and handbooks.

205 Employment

Employment at the Association is not for any specific set time and may be terminated at will, with or without cause, and with or without prior notice by the YMCA. "Employment at will" means that employees may end their employment at any time for any reason; and that the employer (the Association) may terminate its employees at any time for any reason, with or without cause, and with or without notice.

The goal of the Association is to consistently attract, develop, motivate, and retain the most competent employees possible to aid in the achievement of the YMCA's mission.

205A Employee Expectations

An employee of the YMCA can expect:

1. Fair compensation and employee benefits in relation to services rendered.
2. A safe working environment.
3. Sufficient information to develop an understanding of their role in the structure of the Association.
4. General knowledge of the purpose of the Waynesboro Area YMCA, its policies, practices, and goals and the role of the employee in helping to achieve the purposes of the Association.

205B Association Expectations

The Association expects the following from an employee:

1. An understanding of the purpose and goals of the Waynesboro Area YMCA and a commitment to help accomplish its objectives.
2. Satisfactory performance of assigned duties and responsibilities and a continuing quest for improved performance.
3. A cooperative attitude and respect toward co-workers, supervisors, directors, Association members, volunteers, and program participants.
4. Loyalty to the Association and support of its policies, practices, programs, and activities.
5. A cheerful and friendly spirit.

If you have any questions concerning the applicability of a policy or procedure, you should address your specific questions or concerns to your supervisor or the Human Resources (HR) department.

The Waynesboro Area YMCA reserves the right to revise, suspend, revoke, terminate, or change any of its policies, in whole or in part, whether described within the handbook or elsewhere, in its sole discretion.

206 Equal Employment Opportunity

It is the policy of the YMCA to comply with all existing statutes regarding Equal Employment Opportunity as they relate to all employees and applicants for employment. The YMCA is committed to ensuring that personnel decisions, including recruitment, hiring, and training, for all job classifications are made without regard to race, color, religion, gender, age, handicap, national origin, marital status, veteran status, or any other basis prohibited by statute.

207 Diversity & Inclusion

The YMCA is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together, we work to ensure that every individual – of any gender, income, faith, race, sexual orientation or cultural background – has the opportunity to live life to the fullest. We share the values of caring, honesty, respect, and responsibility – everything we do stems from these. We expect all adults to model positive behaviors for children and youth by demonstrating respect, loyalty, patience, courtesy, and maturity.

At the Waynesboro Area YMCA, we know that the key to effectively nurturing the potential of children, improving the nation's health and well-being and supporting our neighbors is passionate, experienced and diverse staff, volunteers, and consumers who value what everyone brings to the table. The YMCA organization works in 10,000 U.S. communities and more than 120 countries worldwide. Diversity and inclusion are paramount to the YMCA's mission.

208 Employment Authority

The Waynesboro Area YMCA is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Y does not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form (I-9) and present documentation establishing identity and employment eligibility. It is the normal practice of the HR department to obtain copies of the original identification presented as documentation for the I-9 form. The copies of these documents are kept in a secure area and separated from the employee's personnel file. I-9 forms must be redone if a name change occurs. Resident alien I-9 documentation must be renewed every three (3) years as regulated by the Department of Homeland Security. Resident aliens must provide the HR department with their green card. Note: Only original documents listed on the I-9 forms under "Lists of Acceptable Documents" will be accepted as verification. Copies of documents are not a satisfactory replacement.

209 Americans with Disability Act

Employers with 15 or more employees are prohibited from discriminating against people with disabilities by Title I of the Americans with Disabilities Act (ADA). In general, the employment provisions of the ADA require the following:

- Equal opportunity in selecting, testing, and hiring qualified applicants with disabilities
- Job accommodation for applicants and workers with disabilities when such accommodations would not impose “undue hardship”
- Equal opportunity in promotion and benefits

The YMCA’s policy and practice are to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities including but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. The YMCA is committed to ensuring nondiscrimination in all terms, conditions, and privileges of employment. Reasonable accommodation will be available to all employees and applicants, including worksite accessibility as long as the accommodation does not cause undue hardship to the Association or a direct threat to health or safety.

The employee should make his or her supervisor aware of the need for accommodation. The YMCA will work with each individual to define the job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

A “reasonable accommodation” is any change or adjustment to a job, the work environment, or the way things are usually done, that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the YMCA or creates a direct threat to health or safety.

Qualified individuals with disabilities are individuals with disabilities who have the required education, skills, and experience for the job and who can perform the essential functions of the job with or without reasonable accommodation. The term disability is defined by applicable law.

Frequently, when a qualified individual with a disability requires reasonable accommodation, the appropriate accommodation is easily agreed upon. Although the YMCA will consult with the employee to understand his or her precise limitations and to learn the types of accommodation the employee feels would be more effective, the ultimate decision as to whether a particular accommodation will be made rests with the Association. When the appropriate accommodation is not obvious, the YMCA will assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the YMCA reserves the right to choose which accommodation it will provide.

210 Health Insurance Portability and Accountability Act (HIPAA)

The YMCA is a *Covered Entity* under the Health Insurance Portability and Accountability Act (HIPAA) Security Regulations. As such, the YMCA is required to safeguard electronic protected health information (ePHI) in accordance with the HIPA Security Rule regulations.

The purpose of the policy is to provide specifications on workstation use that include documented instructions and procedures defining the proper functions to be performed and the way those functions are to be performed to maximize the security of the ePHI.

210A Workstation Use Policy

Type: Standard

Reference: 45 CFR 164.310(b)

Security Regulation Standards Language:

"Implement policies and procedures that specify the proper functions to be performed, the manner in which those functions are to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstations that can access electronic protected health information."

The following YMCA's workstation policies and procedures are based on the above HIPAA Security Regulations.

1. To ensure that workstations and other computer systems that may be used to send, receive, store or access ePHI are only used in a secure and legitimate manner, all staff must comply with the Computer Use Policy in section 211 of this handbook. Employees must sign a policy acknowledgement form for this policy which is placed in each employee's personnel file.
2. The YMCA may provide workstations and other computer systems to staff for the purpose of performing job functions for the YMCA. Employees are responsible for using the workstations appropriately in conjunction with the Computer Use Policy.
3. The YMCA may remove or deactivate any staff member's user privileges, including but not limited to, user access accounts and access to secured areas, when necessary to preserve the integrity, confidentiality, and availability of the facility, user service, and data.
4. Staff must be assigned and use a unique User Identification and Password (See HIPAA Security Policy #14 – Access Control).
5. Staff that use the YMCA's information systems and workstation assets should have no expectation of privacy. To appropriately manage its information system assets and enforce appropriate security measures, the YMCA may log, review, or monitor any data (ePHI and non-ePHI) stored or transmitted on its information system assets.

211 Genetic Information Nondiscrimination Act (GINA)

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits discrimination in group health plan coverage based on genetic information. GINA is effective for plan years beginning after May 21, 2009 (January 1, 2010, for calendar year plans). Regulations implementing the provisions of GINA were made public on October 1, 2009.

GINA expands the genetic information protections included in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA prevents a plan or issuer from imposing a preexisting condition exclusion provision based solely on genetic information, and prohibits discrimination individual eligibility, benefits, or premiums based on any health factor (including genetic information).

GINA provides that group health plans, and health insurance issuers cannot base premiums for an employer or a group of similarly situated individuals on genetic information. (However, premiums may be increased for the group based upon the manifestation of a disease or disorder of an individual enrolled in the plan.)

GINA also generally prohibits plans and issuers from requesting or requiring an individual to undergo a genetic test. However, a health care professional providing health care service to an individual is permitted to request a genetic test. Additionally, genetic testing information may be requested to determine payment of a claim for benefits, although the regulations make clear that the plan or issuer

may request only the minimum amount of information necessary to determine payment. There is also a research exception that permits a plan or issuer to request (but not require) that a participant or beneficiary undergo a genetic test.

GINA also prohibits a plan from collecting genetic information (including family medical history) prior to or in connection with enrollment, or for underwriting purposes. Thus, under GINA, plans and issuers are generally prohibited from offering rewards in return for collection of genetic information, including family medical history collected as part of a Health Risk Assessment (HRA). The regulations provide several examples illustrating GINA's application to HRA's.

An exception is included for incidental collection, provided the information is not used for underwriting. However, the regulations make clear that the incidental collection exception is not available if it is reasonable for the plan or issuer to anticipate that health information will be received in response to a collection, unless the collection explicitly states that genetic information should not be provided.

GINA also contains individual insurance market provisions, administered by the Department of Health and Human Services' Centers for Medicare and Medicaid Services, privacy and confidentiality provisions, administered by the Department of Health and Human Services' Office for Civil Rights, and employment-related provisions, administered by the Equal Employment Opportunity Commission (EEOC).

300 Employment Definitions

301 Coverage

All employees are covered by the policies and procedures in this handbook.

302 Employment Status

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

302A Definitions

1. **Exempt Employee:** Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act (FLSA). Exempt employees are paid a salary, have certain types of job duties, and are expected to work beyond their normal hours whenever necessary.
2. **Non-exempt employees:** Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked, over 40 hours per work week.
3. **Independent Contractor:** Performs specific services with established fees, contract expenses, and by written agreement. Paid by invoice and are not employees of the YMCA.

302B Classifications

1. **Full-time employees** are those who are regularly scheduled to work 40 hours or more each week; and who are continuously employed for 10 months or more during a calendar year.
2. **Part-time employees** are those who are employed to work less than 40 hours per week; and who may or may not be regularly scheduled.
3. **Part-time Plus employees** are those who are employed to work 25-39 hours per week; and who are continuously employed for 10 months or more during a calendar year.
4. **Seasonal or Temporary employees** are those who are employed for a short-term period (as defined by the U.S. Department of Labor) regardless of the number of hours worked per week (i.e. summer staff).

An employee may work in one or more departments at the YMCA by flexing hours from one department to another to do one or more types of jobs. The employee's primary supervisor is responsible for the overall review of hours worked per pay period and adjusting the employee's employment status as necessary. To ensure accuracy, a structured review will be completed by the HR department as needed. Benefits are found in section 800 Employee Benefits.

303 Fair Labor Standards Act (FLSA) Classification

Employees are classified as exempt, non-exempt, or independent contractors by the FLSA for payroll purposes. For specific information, refer to the U.S. Government FLSA handbook.

304 Staff Development and Training

The YMCA recognizes that the quality of its work is directly related to the continuing career growth and training opportunities for employees. Professional development is the primary responsibility of the individual; however, the YMCA recognizes its obligation to provide employees with timely and effective training experience based on the YMCA's goals and the employees' needs. Periodic consultation between employees and their supervisors to identify training and career development needs are encouraged. The YMCA has limited funds available to cover the cost of training. Employees with a desire for a specific training or career development course should make a written request to their supervisor. The supervisor will approve all time off for training. The CEO will approve of any funding available for training or a course.

304A YMCA of the USA – Levels of Leadership

The Leadership Competencies listed below come from the YMCA of the USA's Cause-Driven Leadership Competency Development Guide. This guide provides a framework for the YMCA employee who is working to expand and enhance knowledge, skills, and abilities to further develop in a current role or prepare for a more advanced position. Whether a Program Director aspiring to be a CEO or a Member Services staff person dreaming of serving as the Director of Finance, this guide is intended to provide career guidance and development suggestions to Y staff at all levels. More information about the YMCA of the USA Leadership program is as follows:

Leader: Any staff member without supervisory responsibilities performing a direct service to consumers and/or an individual contributor. All employees are considered leaders; there are no certification requirements for this level.

Team Leader: Any staff member performing supervisory duties with direct reports and/or any staff member who regularly leads a team of staff or volunteers without direct supervisory responsibilities and/or any staff member, with or without supervisory responsibilities, who regularly leads a process, project, or function with significant scope and potential impact.

The Team Leader certification is designed to help prepare staff members as they transition into leader responsibilities. The primary focus of this certification is to inspire and motivate staff toward a career at the YMCA, to provide knowledge of the YMCA history and mission imperatives, and to provide foundational knowledge of leadership competencies. To attain YMCA Team Leadership status, candidates must complete the required coursework. For more information, please visit: The YMCA Learning & Career Development Center found at <https://lcdc.yexchange.org/>.

Multi-Team or Branch Leader: Any staff managing multiple team leaders/supervisors representing multiple departments. Any staff member who regularly leads multiple teams of staff or volunteers without direct supervisory responsibility. Any staff member who provides tactical and operational leadership to multiple departments within a YMCA branch, association, or corporate office. Any staff member, with or without supervisory responsibilities, who regularly leads multiple processes, projects, or functions with significant scope or potential impact.

The Multi-Team or Branch Leader certification is designed to prepare staff as they transition or as they are about to transition into a multi-team or branch leadership role. To attain YMCA Multi-Team or Branch Leader status, candidates must complete the required coursework. For more information, please visit: The YMCA Learning & Career Development Center found at <https://lcdc.yexchange.org/>.

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

The Organizational Leader certification is designed to prepare staff as they transition or as they are about to transition into organizational leadership roles. To attain YMCA Organizational Leader status, candidates must complete the required coursework. For more information, please visit: The YMCA Learning & Career Development Center found at <https://lcdc.yexchange.org/>.

Staff interested in pursuing any YMCA of the USA leadership certifications should discuss this with their supervisor before signing up for any training. The CEO must approve enrollment in any of the leadership programs due to the cost of the training and the possibility of time away from the job.

400 Employment

401 General Policy

1. The YMCA endeavors to select personnel who meet the necessary standards of educational and occupational qualifications, who can effectively advance the objectives of the YMCA, who have the capacity for personal and professional growth, and who can become a viable part of the Association.

2. All employment practices shall be consistent with applicable laws and other such acts and regulations which control the employment relationship.
3. Employment with the YMCA is not for any specific term; and may be terminated at any time for any reason by either the employee or the YMCA.
4. All positions have a job description and appropriate performance evaluations with items related to abuse risk management.

402 Official Employer

All employees are employees of the YMCA and subject to the policies and directives established by the Board of Directors or their designee.

403 At-Will Employer

Employment at the YMCA is not for any specific time and may be terminated at will, with or without cause, and with or without prior notice by the YMCA. An employee may resign for any reason at any time. No supervisor or other representative of the YMCA, except for the CEO, has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the above.

404 Wage and Salary Administration

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

405 Qualifications

It is desirable that employees align with the purpose, mission, and goals of the Association, and possess special attitudes, skills, and capacities required in their field of work.

In recognition of the purpose of the Association, it is important that employees possess a friendly and cooperative spirit and hold the goodwill of their associates and the clientele they serve, as well as exhibiting the desire and capacity to learn, grow, and improve their own workmanship.

406 Chain of Command

The Board of Directors employs the Chief Executive Officer (CEO). The CEO employs all other staff. The CEO may delegate employment responsibility and authority to others.

407 Open Position Procedures

The Waynesboro Area YMCA supports and participates in the open application process of the YMCA of the USA. When positions become available, the supervisor will notify the HR department of the open position. The HR department will post the job description within the YMCA network, selected sites that are appropriate to the open position, and on job search sites as deemed appropriate. All applicants are tracked to prevent discrimination. Open positions may be posted for a specific length of time, or "until filled," depending on the position.

The YMCA encourages employees to seek advancement or additional experience by applying for any open position for which they qualify. Generally, employees must be in their current position for at least six (6) months before applying for a new position. In addition, employees must have a satisfactory performance and attendance record. The best practice would be to discuss intentions to apply for an open position with the supervisor to determine if the new position is a good fit to the skills level. Any employee who applies for an open position will be considered for the position along with all other applicants. The Association will promote from within whenever possible by selecting the best possible candidate. The YMCA has the right to choose a better qualified external candidate if it is determined this person is the best fit for the open position.

The YMCA relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, and/or material omissions in any of this information may result in exclusion by the YMCA of the individual from further consideration for employment or, if the person has been hired, disciplinary action up to and including immediate termination of employment.

408 New Hire Procedure

When offered a position of employment with the YMCA, new employees may be asked to sign a job description specific to their area of employment. All new hire paperwork **MUST** be completed through the HR department before any individual may begin employment. This will include initial hire paperwork as mandated by law, information needed to perform payroll processing, and job-specific certification requirements.

HR will provide each employee with the link to this handbook. The HR department will explain all necessary policies and procedures including, but not limited to employee benefits, probationary periods, performance evaluations, pay dates, and anything else related to payroll and timekeeping.

The employee's supervisor will discuss job-specific duties and responsibilities, training to be completed, and expectations. Additional signoffs of department-specific handbooks or policies may be necessary. This will ensure that a proper introduction to the employee's work environment is complete.

409 Acknowledgement of Policies and Code of Conduct

All employees with access to consumers shall confirm that they have read and agree to comply with the Waynesboro Area YMCA's Child Abuse Prevention Handbook and Code of Conduct by signing a written acknowledgement upon hire and annually thereafter.

410 Employee Records

Pre-Hire: All individuals seeking employment will complete the appropriate application and forms and must consent to a criminal records check. People invited to employment interviews for full-time positions may be reimbursed for related expenses as determined by the CEO.

Post-Hire: Employees must complete all appropriate forms, introductions, and record checks necessary to be placed on the payroll.

411 Background Checks

The YMCA recognizes the importance of maintaining a safe and productive workplace with honest, trustworthy, qualified, reliable, and non-violent employees who do not present a risk of harm to others. For the benefit of all employees and Association consumers, the YMCA may perform, or request that a third party perform, a background check and/or other types of investigations for safety and employment purposes.

The types of reports and checks that may be requested may include, but are not limited to credit reports, criminal records, public court records, driving records, drug and alcohol test results, and/or summaries and verification of educational and employment records and licensing or certification histories. The information contained in these reports, checks, and or records may be obtained from private or public record sources, including sources that an employee identifies before or during employment, or through interviews with co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

The results of the background check and/or other types of investigations are used in connection with an employee's application for employment, or at any time during employment, for the purpose of evaluating the employee's suitability for employment, promotion, reassignment, or retention. The YMCA may also gather reports after employment, for the purposes of evaluating, investigating, or enforcing compliance with YMCA policies, or in connection with responding to grievances or complaints, whether the employee still works for the YMCA at the time the report is requested.

Potential and current employees must provide truthful and complete information in response to inquiries made by the YMCA or third-party investigators during investigations. Failure to do so or attempting to interfere with the implementation of this policy, or its efforts to obtain information, may result in disciplinary action, up to and including termination of employment. Acts of a criminal nature may be reported to the appropriate authority.

411A New Hire Steps

Step #1: Make each offer of employment contingent upon the results of a criminal background check.

Step #2: Once a candidate has received a conditional offer of employment, arrange for the candidate to: (1) receive all necessary background screening disclosures and (2) provide written consent for the background check to be run.

Step #3: Wait for the background screening firm to prepare the background screening report.

Step #4: Once the screening report has been returned to the Association, assess whether the report reflects any criminal convictions.

If it does, move to Step #5.

If it does not, continue with the hiring process.

Step #5: If the screening report contains a criminal conviction, assess whether any federal, state, or local laws require the candidate to be automatically disqualified (e.g., state law indicates that an individual in X position cannot have a conviction for Y).

- a. If federal, state, or local law requires automatic disqualification, move to Step #8.
- b. If not, move to Step #6.

Step #6: If the screening report contains a criminal conviction, but it does not result in automatic disqualification under federal, state or local law, make a preliminary assessment of whether there is a substantial relationship between the job and the crime. To make this assessment, analyze: (1) the nature of the job, (2) the nature of the crime, and (3) the amount of time that has passed since the conviction.

- a. If there appears to be a substantial relationship between the job and the crime, move to Step #7.
- b. If there does not appear to be a substantial relationship between the job and the crime, continue with the hiring process.

Step #7: If a substantial relationship between the job and crime exists, double-check that there are no federal, state, or local laws that preclude the Association from deciding based on the criminal conviction at issue (e.g., based on the amount of time that has passed since the offense).

- a. If there is no legal restriction prohibiting the Association from deciding based upon the criminal conviction, move on to Step #8.
- b. If there is a legal restriction prohibiting the Association from deciding based upon the criminal conviction, continue with the hiring process.

Step #8: If the Association's preliminary review finds that the candidate likely needs to be disqualified, send the candidate: (1) a pre-adverse-action letter, (2) the relevant background screening report, (3) a governmental notice entitled "A Summary of your Rights Under the Fair Credit Reporting Act," and (4) a written questionnaire/invitation for the candidate to provide the Association more context about the potentially disqualifying criminal matter as well as additional information about how he or she has grown/matured/functioned since the time of the crime.

Step #9: Wait at least five business days from the date of the pre-adverse-action letter to allow the candidate to dispute the accuracy of the report and/or provide the Association with additional information related to the matters covered in the report.

Step #10: After the waiting period has elapsed, assess whether the candidate has disputed the accuracy of the report.

- a. If the candidate has disputed the accuracy of the report, allow the screening firm to reinvestigate the information and resolve the dispute before taking any further steps.
- b. If the candidate has not disputed the accuracy of the report, move to Step #11.

Step #11: Review any additional information submitted by the candidate about the crime and his/her actions since the crime.

- a. If the additional information submitted by the candidate sufficiently allays concerns related to the crime, continue with the hiring process.
- b. If not, move to Step #12.

Step #12: If the Association reaches a final determination that the candidate will not be hired, send the candidate an adverse action letter communicating the decision.

Step #13: Document the reason why the candidate was not hired (e.g., "Candidate has criminal conviction that is substantially related to the job. Criminal Conviction Questionnaire responses did not reflect reduced risk.").

412 Criminal Records Checks

All employees working with children and youth are required to have a criminal background check performed. Failure to consent and/or satisfactorily clear a criminal background check according to policies and practices will result in withdrawal of the job offer or immediate termination.

Background checks include fingerprints taken through the Federal Bureau of Investigations (FBI). The FBI report will state that the employee has no record of criminal history or will send a confidential list of convictions including sex-related and violent or aggressive crimes.

The YMCA requires a background check for each employee and high-access volunteer at the following intervals:

- a. Upon hire or rehire,
- b. Return from seasonal absence or furlough longer than six months, and
- c. Once every two years, or more frequently if required by local, state, or federal law.

412A Background Review Committee

The CEO, Business Manager, HR Director, and appropriate Program Director will make up the review committee.

413 Employment of Relatives

Members of staff's immediate family and/or significant relationships will be considered for employment if they meet the qualifications for the position. Employment of immediate family and/or other significant relationships will not be considered if it creates a supervisor/subordinate relationship or conflict of interest. Exceptions may be made subject to CEO approval.

A relationship that results in two employees of the YMCA becoming close relatives, domestic partners, or residing in the same household when they are in a supervisor/subordinate situation must be disclosed to the HR department. If possible, alternative employment arrangements within the YMCA may be made. If no positions or arrangements can be made to change the supervisor/subordinate situation then the CEO will decide how to handle the situation. The CEO may take the matter to the Board of Directors, if necessary.

414 Probationary Period

A probationary period for all new employees, both exempt and non-exempt, is 90 days. This provides a period in which both the employee and the employer will have an opportunity to evaluate their mutual interest in a continuing relationship through performance under actual working conditions. The probationary period does not imply any form of contract and in no way affects the at-will nature of the employment relationship.

If the probationary period indicates that the employee's job performance does not meet the requirements for continued employment, and there is not a suitable alternative position, the employee may be terminated. Employment, both before and after completion of the probationary period, is terminable at will, with or without cause, at any time, for any reason.

415 Personnel Files

All employees begin a personnel file when hired. It includes any and all documents related to their employment. I-9 forms, medical information, and anything that requires confidentiality (Bureau of Workers' Compensation, unemployment, garnishment, etc.) will be kept separate. The HR department and organizational directors have full access to these documents so that accurate records are maintained. Supervisory staff will be given access on an as-needed basis.

Employees may periodically review their personnel file by making an appointment with the HR department.

416 Performance Evaluations

A performance evaluation provides a means for discussing, planning, and reviewing the performance of an employee. Performance evaluations are typically conducted annually but can be given at any time. Merit increases are not guaranteed and are based on the YMCA's financial situation. Completed performance evaluations are kept in an employee's personnel file.

Regular performance evaluations are designed to:

- Help employees clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated, and suggest ways in which they can improve performance
- Identify employees with potential for advancement
- Help directors distribute and achieve departmental goals
- Provide a fair basis for awarding compensation based on merit

All performance evaluations are based on merit, achievement, and other factors that may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with the Association's policies and procedures
- Past performance evaluation
- Areas of improvement
- Acceptance of responsibility and constructive feedback

A performance evaluation does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. When this occurs, a supervisor may decide to place an employee on a Personal Improvement Plan (PIP) that outlines specific improvements that are expected by the employee during a set period. The PIP will be reviewed to ensure that the employee understands the expectations and agrees that the required changes/improvements are reasonable and achievable. At the end of the set period, the supervisor will review the PIP again with the employee. There are several possible outcomes: the PIP could be

satisfactorily completed, the PIP could be amended and the period extended, or progress on the PIP could be unsatisfactory. If the PIP indicates that the employee's job performance does not meet the requirements for continued employment, and there is not a suitable alternative position, the employee may be terminated. Employment is terminable at-will, with or without cause, at any time, for any reason.

417 Voluntary Contributions

All employees are encouraged to support the YMCA's interests by giving through programs such as United Way and the YMCA's Annual Campaign. All giving is optional and not required.

418 Community Relationships

As a general principle, the service of staff members shall be given without charge to churches, public institutions, and social service agencies to such an extent as is consistent with the scheduled responsibility of the employee and approved by the employee's supervisor.

419 Staff Development

The YMCA recognizes that for professional development and certification purposes, employees may need to attend offsite training, meetings, and/or functions. Staff must request permission to go offsite in writing from their supervisor before attending any training, meeting, or function. The supervisor must receive written approval confirmation from the appropriate Director before giving permission for staff to attend any offsite function. At times, the Director may need to ask the CEO or the HR department for approval before granting permission. Costs for offsite training, meetings, or functions must be provided by staff to the supervisor prior to approval being granted.

Hotel, airfare, mileage and/or car rental may be paid for by the YMCA when such accommodation is needed. A food allowance may be granted by the CEO in some circumstances. The employee will be paid their normal rate of pay for attending a training event and travel time in accordance with all federal and state laws. Training and professional development opportunities are subject to the YMCA's budget for such events.

The YMCA reserves the right to determine which functions are in the best interest of the company for its future planning and direction.

500 Payroll Procedures

501 Hours of Work

The YMCA's policies and procedures regarding work hours, timekeeping, and overtime compensation are listed below. Payroll and time records for all employees will be maintained to meet all federal and state regulations. Both the employee and the supervisor are accountable for the accuracy of this information. The records should reflect the exact hours and days worked.

502 Pay Period and Payday

The work week is Monday to Sunday, with two (2) work weeks combined to make a pay period. Employees are paid on a bi-weekly basis with payday being the Thursday following the end of a pay period.

503 Payroll Records

Payroll and time records of all employees will be maintained to meet reporting requirements of applicable state and federal regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of the time records, which must reflect the exact hours and days worked.

504 Direct Deposit

Direct Deposit is the recommended option to receive compensation for any work performed. A completed and signed authorization form AND bank routing and account number verification must be submitted to complete the process. Bank account verification can be provided with either a voided check or a direct deposit statement from the bank (not a monthly bank statement).

Direct deposit may be changed at any time by completing a new authorization form and submitting new verification. It is the employee's responsibility to notify the HR department of any changes to banking information that may affect the direct deposit process. Any changes need to be completed before the end of the payroll period that is directly affected. Any bank fees incurred due to negligence on the part of the employee will be deducted on the employee's next paycheck.

There is no limit to the number of accounts any employee may use for direct deposit, nor any limitations to how the employee wishes to divide up the payments, as long as the HR department can accommodate the request without burden. The employee may opt to have a flat dollar amount and/or a percentage of pay deposited into any checking and/or savings account with the proper verifications provided.

505 Expense Reimbursement

Employee out-of-pocket expenses will be reimbursed by check within 10 business days after the following items are received by the Finance Director:

- A complete and accurate expense form that is signed and approved by the employee's direct supervisor
- Receipts with the expenses highlighted
- Mileage must include the starting address and ending address along with a copy of Google Maps or other driving directions showing the mileage
- Mileage must include an explanation of the reason for the trip
- Employees should check the mileage rate for reimbursement as it is subject to change
- Employees should check with the HR department to determine if a meal reimbursement is available if the employee is attending a full day or more training or event. If meal reimbursement does apply, the employee must submit meal receipts. Alcohol is not a covered expense.

506 Breaks

All nonexempt employees are permitted rest and meal breaks, depending on their consecutive number of hours worked. The best practices are as follows:

- 8+ working hours: two 10-minute rest breaks and one 1-hour unpaid meal break
- 6 working hours but not more than 8 working hours: two 10-minute breaks
- 4 working hours but not more than 6 working hours: one 10-minute break
- Less than 4 working hours: no breaks

Breaks are not permitted at the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their allowed break periods will not receive additional compensation. Employees are to be completely relieved from duty during their meal break and must clock out. If an employee is required to perform any work duties while on a meal break, the employee must be compensated for the time spent performing work duties. The time spent working during a meal break will be counted toward the total hours worked. Failure of nonexempt employees to return from break on time will be subject to disciplinary action up to and including termination as determined by the supervisor.

506A Breastfeeding Breaks

The Fair Labor Standards Act (FLSA) requires that an employee have a reasonable break time to express breast milk for a nursing child up to one (1) year after the infant's birth, each time such employee has a need to express milk. Employees are encouraged to use the family locker rooms as needed for this purpose. For outlying sites, breastfeeding mothers will have access to a private space or secluded area to use for expressing breast milk.

507 Minor Employees

The Pennsylvania Child Labor Law (CLL) will be followed and enforced.

508 Overtime

Overtime compensation is paid to all non-exempt employees in accordance with federal and state law. Overtime is based on actual hours worked. Therefore, time off for PTO, holidays, and any other leave will not be considered hours worked for purposes of calculating overtime. Overtime is calculated at 1.5 times the employee's normal rate of pay, specific to the job performed during the time overtime was earned. Overtime is paid for every hour worked over 40 hours in the normal work week.

Overtime must have prior approval from the employee's supervisor. Abuse of unauthorized overtime will be subject to disciplinary action up to and including termination.

509 Non-exempt Payroll Recordkeeping

Non-exempt employees are required to use the payroll recordkeeping system provided by the YMCA to record their work hours. Altering, falsifying, and/or tampering with time records (whether your own or another employee's) may result in disciplinary action up to and including termination. The employee is ultimately responsible for making sure all hours worked are properly documented. All efforts should be

made to use the designated recordkeeping system to track all hours worked. If adjustments need to be made, notify your immediate supervisor within the appropriate department.

510 Exempt Payroll Recordkeeping

Exempt employees are not required to submit a time sheet for hours worked. Exempt employees must request and record, in ½ day or whole day increments, any PTO, jury duty, bereavement leave, or holidays as necessary. Compensation for exempt employees is not based on a time sheet. Exempt employees are paid a salary to accommodate their hours worked.

511 Outside Employment

Employees of the YMCA are expected to be alert, efficient, friendly, and enthusiastic on the job. Any outside employment must not interfere with the demands of the employee's YMCA position as determined by the employee's supervisor.

Employees may not obtain outside employment in their field of hire at the YMCA unless said employment is outside of our YMCA service area. For example, a fitness instructor may not instruct fitness or provide any type of service that is offered by the YMCA for another organization within our service area.

Full-time employees must provide a written request for approval of any outside employment. All outside employment must coincide with the mission of the YMCA and may not interfere with their YMCA schedule and job duties.

600 Workplace Conditions

601 Work Schedule

Immediate supervisors are responsible for the preparation and supervision of the work schedule for all their employees. All work schedules will be governed by applicable state and federal law and the need of the YMCA.

601A Flexible Work Schedule

As a result of COVID 19, the ability to work from home became a necessity. Having a policy regarding an employee's ability to work from home during a local or national health crisis enables operations to continue. Flexible working arrangements allow employees to work at a remote site for all or part of their regular workday and/or workweek.

Employees with underlying health conditions or with family members in their home with underlying health conditions should discuss with their supervisor their ability to come into the facility during each crisis phase. Crisis states are defined by phases: Red, Yellow, and Green. The policy for each phase is as follows:

- Red Phase: Essential staff will telecommute from home. Staff will be notified if they qualify to telecommute or if they are on furlough. Telecommuting is defined as working from a remote site for all or part of an employee's regular job duties. Telecommuting may be for all or part of the regular

workday or workweek depending on the situation. Employees are required to be productive with job related duties when telecommuting. Employees will need to properly utilize technology such as videoconferencing, conference calling, and other remote communication tools to assist with this type of work arrangement. Employees are responsible for having adequate internet access at their own expense.

- Yellow Phase: The CEO will work with Program Directors to set up a schedule in which staff telecommutes on some days and comes to the facility on other days. This will ensure the facility has adequate supervisory staff on duty during this phase.
- Green Phase: Staff may continue to telecommute as needed with the plan to bring the full workforce back into the facility as soon as possible so that normal business operations can continue. Furloughed employees may be called back to work during this phase. There is no guarantee if or when a furloughed employee returns to work.

Flexible Work Requirements:

- The supervisor must approve the ability to work from home. All nonexempt hourly staff, full- and part-time, are expected to come to work.
- To maintain proper social distancing protocols (before, during, and after moving into the various phases), it may be necessary for any staff members that are able to telecommute to continue that arrangement indefinitely. Tenure will not be a considered factor in allowing staff to telecommute.
- While working from home, staff will establish set work hours in conjunction with traditional work hours for the Association.
- Staff who have underlying health issues and are able to do so, may telecommute indefinitely.
- Staff may be asked to come to the office on an as needed basis but will work primarily out of their homes.
- While working from home, staff must have a dedicated workspace.
- Not all staff will have the ability to work from home. Those who do have that ability may be issued appropriate technology (i.e. laptop, keyboard, screen, etc.). If the employee receives technology, then the employee will be required to sign an acknowledgement form indicating they are responsible for these items while in their home and that they will return all items upon termination of employment, or the cost will be taken out of their last YMCA paycheck. If the paycheck is not enough to cover the equipment, then the employee will be held responsible for paying for the equipment out of pocket. The employee should discuss payment for the equipment with the Finance Director. Employees who fail to pay for equipment may be served a judgment by the Court and required to make full restitution.
- Group meetings will be conducted primarily remotely using MS Teams or other platforms. The employee must have internet access to work from home. The YMCA is not responsible for the cost of internet access or any connections.
- Staff are required to complete the necessary aspects of their job just as they would if they were in the office. Performance reviews will be reflective of this as well as goals set by the staff member and supervisor.

602 Employee Demeanor

Employees are expected to be alert, efficient, friendly, and enthusiastic while on the job. YMCA consumers should be treated with respect and patience. Employees should do their best to ensure that

all consumer needs are met within the scope of the YMCA's policies and procedures. If an employee is unsure how to handle a situation, the employee should consult with his or her supervisor or appropriate staff person.

The Association has **zero tolerance** for abuse and will not tolerate the mistreatment or abuse of consumers in its programs. Any mistreatment or abuse by an employee will result in disciplinary action, up to and including termination of employment and cooperation with law enforcement.

603 Personal Expression on Public Issues

Employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on issues such as social, economic, religious, and political subjects. However, they must refrain from giving any impression that their views and positions are those held by the YMCA. **See section 906 Social Media** for more information.

604 Bloodborne Pathogens

The YMCA will comply with all Occupational Safety and Health Administration (OSHA) requirements for the training of staff on Bloodborne Pathogen Standards. In so doing, the YMCA will make an exposure determination, prepare an exposure plan, train employees, and make available Hepatitis B vaccinations when necessary. It will also take other action regarding labeling, waste disposal, and follow-up in the event an employee is exposed to blood or other potentially infectious materials. Newly hired employees will review and sign the Bloodborne Pathogen form that will be placed in their personnel files.

605 Smoke Free Workplace

Smoking and tobacco use is prohibited in the YMCA facility and on its property. This includes vaping.

606 Harassment

606A Policy

Harassment, including sexual harassment, is contrary to the basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission and state regulations. Any employee who engages in any of the acts or behaviors defined below violates YMCA policy. Such misconduct will subject an employee to corrective action up to and including immediate discharge.

Employees who feel they have been discriminated against based on sex, or sexually harassed in any other manner, should immediately report such incidents, following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

606B Definitions

1. **Harassment:** Verbal, physical, visual conduct of racial, ethnic, or other type, which, in the employee's opinion, impairs his or her ability to perform the assigned job.
2. **Sexual Harassment:** Unwelcome sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including

gender-based harassment of a person of the same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating, or hostile work environment, and coerced sexual conduct by a person in a position of authority in the workplace.

Examples of prohibited sexual harassment include:

- Continued unwelcome sexual flirtation or advances
- Offering employment, promotions, or other benefits in exchange for sexual favors
- Making or threatening reprisals for refusing sexual advances
- Visual conduct such as derogatory comments, epithets, slurs, sexual innuendos, sexual jokes, graphic verbal commentaries about the individual's body, sexually degrading words used to describe an individual

All forms of harassment, including sexual harassment, of an employee by any YMCA employee, supervisor, or manager will not be tolerated. Sexual harassment by a nonemployee (consumer, vendor, or supplier, etc.) is also prohibited.

606C Procedure

Complaints of harassment of any type will be handled through the YMCA's 608 Grievance Procedures found in this handbook.

607 Substance Use

The YMCA is committed to a drug-free workplace, see section 905 Drug Free Workplace Policy. Employees with identified substance use problems will be required to seek treatment and rehabilitation. Employees, suspected of possessing or distributing drugs, will be reported to the proper law enforcement authorities. Should an employee be in possession of any illegal controlled substance, that employee will be subject to disciplinary action, up to and include discharge.

The YMCA reserves the right, in its discretion, to the extent permitted by law, to require all employees and applicants for positions to submit to physical examinations or tests by a person or agency designated by the YMCA at the YMCA's expense. Such examinations can include but are not necessarily limited to blood, urine, breath, or other tests for evidence of the presence of alcohol, drugs, and other perception altering substances in the body. As is further set forth in this policy, the YMCA also reserves the right to search in any employee packages, vehicles, or similar items while on YMCA property or business.

In particular, the YMCA reserves the right, in its discretion, to examine or test for the presence of alcohol or drugs in situations such as, but not limited to, the following, in accordance with applicable law:

- As part of a pre-employment physical examination
- Following a safety infraction or work-related accident that does or might cause bodily injury or damage to property, in the YMCA's judgment
- Specific employee behavior on the job which the YMCA determines gives management reasonable suspicions that such behavior might be or is due to alcohol or drug use

608 Anonymous Reporting Mechanism

While we hope that our employees, volunteers, and consumers feel that they can openly communicate any concerns, complaints, or grievances directly to someone in the organization, we understand that

doing so can often be difficult. Because it is important to us that everyone be able to share their concerns, we provide the following mechanisms through which you can make an anonymous report:

The following is a list of anonymous reporting methods.

1. Mailbox: Located in the mailbox area by the copier. This will be checked at least once a week by an administrative staff member.
2. Praesidium's Helpline: You can call **866-607-7233**.

608A Praesidium Helpline

This organization is committed to creating an environment where everyone is encouraged to share their concerns, and those concerns are taken seriously. To this end, we have partnered with Praesidium to establish a helpline that is available to everyone (employees, volunteers, parents/guardians, consumers, community members, etc.) 24 hours a day, seven days a week, 365 days a year.

What is the Praesidium Helpline?

The Praesidium Helpline is a consultation line anyone in the organization can call to discuss observations of inappropriate behaviors, suspicious behaviors, policy violations, instances of consumer-to-consumer sexual activity, and any other abuse prevention questions and issues.

What can you expect when you call?

One of Praesidium's experts will be ready to answer your call and gather any information relevant to your concern or question. If the caller shares a matter that is deemed to be suspected or known sexual abuse, the caller will be instructed by Praesidium on what further actions to take.

What happens after the call?

Praesidium's team of risk management experts comprised of social workers, attorneys, and other professionals will staff the concern or situation and develop recommended responses and next steps. Praesidium will then share the concern and the recommendations with stakeholders at the organization.

609 Grievance Procedures

For the purposes of this policy, grievance is a complaint or conflict over an alleged violation of an approved personnel policy, procedure, practice, or applicable law. To contact Human Resources or the appropriate level of management to handle your grievance, please check the Waynesboro Area YMCA website: <https://www.waynesboroymca.org/contact-us/>.

Supervisor's Role: To resolve complaints and problems, employees are encouraged to first seek assistance from their immediate supervisor who should strive to arrive at a prompt and equitable solution.

Alternative Channels: Occasionally, an employee's concern involves the supervisor. Employees are encouraged to discuss complaints with the next higher level of management if they do not feel comfortable discussing issues directly with the supervisor. If a staff member is unsure who to go to with a problem, then the HR department should be contacted for help.

Appeals: If an employee's grievance is not settled satisfactorily with the immediate supervisor, the employee may appeal it to the next higher level of management. The YMCA expects supervisors to support the appeal process to help rectify any remaining dissatisfaction. Employees may appeal a grievance decision through succeeding levels of management up to the CEO. After appropriate investigation, the CEO will render a decision on the matter. In cases where the CEO is the immediate supervisor, the grievance may be presented to the President of the Board of Directors. The President may consult with the Executive Committee of the Board of Directors. A decision at this level is final.

700 Employee Responsibilities

701 Changes in Personal Information

It is the employee's responsibility to promptly notify the HR department of any changes in personal information. The following list of potential changes needs to be reported:

1. Legal name
2. Address
3. Telephone number(s)
4. Email address
5. Direct deposit bank information
6. Marital status
7. Number and name of dependent(s)
8. Payroll tax information
9. Insurance beneficiary
10. Emergency contact
11. Educational accomplishment(s)
12. Training(s) completed
13. Certification(s) received or updated
14. YMCA of USA leadership status
15. *Arrests or changes to the driving record within 5 days of arrest or change.
16. Other information that may affect your employment

*Arrests or changes to the driving record must be reported to your supervisor and the HR department within five (5) calendar days. Arrests or changes to the driving record may or may not affect your employment status, but failure to report changes could lead to disciplinary action up to and including termination.

702 Notification of Arrest or Conviction

Any employee who, after their engagement with our organization, is arrested for, or convicted of (including plea of guilty and nolo contendere), a misdemeanor or felony offense must notify their supervisor within five (5) days of such an arrest or conviction. Supervisors must immediately notify the organization's HR department who may notify legal counsel. Employees need not report convictions for routine traffic infractions such as speeding unless driving is a required part of the employee's job duties.

The arrest or conviction of an employee may result in corrective action. Corrective action depends upon a review of all factors involved - including whether the crime was work-related, the nature and severity of the act, or any resultant circumstances that adversely affect the employee's ability to function in their role. Such corrective actions may include termination.

Any employee's failure to report an arrest or a conviction for a misdemeanor or felony within five (5) days, or misrepresentation of the circumstances of an arrest or conviction, will result in disciplinary action up to and including termination.

703 Attendance Policy

To effectively operate YMCA business and maintain standards and schedules, employees are expected to be present on time for scheduled workdays. Regular attendance and punctuality are essential duties of an employee. Late arrivals, early departures, or other absences are disruptive and frequently cause hardship for other staff, Association consumers, and YMCA management.

Punctuality is essential for the safe and efficient operation of the YMCA. All employees are expected to arrive at work on time, as scheduled, and be prepared to work. Employees are expected to remain at work until their scheduled departure time.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act.

An absence is defined as: The failure of an employee to report to work when scheduled.

An excused absence occurs when:

- The employee scheduled paid time off (PTO) as per the YMCA policy; or
- The employee discussed the absence with the supervisor before the scheduled start time and the supervisor has approved the absence

An unexcused absence occurs when:

- The employee does not report to work at the scheduled time; and
- The employee has not notified the supervisor prior to the start time of the scheduled shift

When an employee is going to be absent from work, they must call the direct supervisor before the start of the shift, whenever possible. If the employee is unable to call, they must have someone else call on their behalf.

The YMCA has an Attendance Policy that is based on occurrences. The point system is based on a "rolling calendar." After the probationary period, a staff member may not receive more than 3 points in any 12-month time frame without disciplinary action. For example, if you receive 1 point in January, that point will not be cleared from your record until January of the following year.

During the probationary period, occurrences such as no call/no show or any unexcused absence or tardiness may result in termination of employment.

The following are examples and definitions of attendance occurrences:

No Call/No Show: Employees who are unable to report for their scheduled shift must notify the supervisor at least 2 hours prior to the scheduled start time. Employees must notify the supervisor themselves unless they are incapacitated and unable to do so.

1-Day absence with call-in: Employees who call off sick at least 2 hours prior to their scheduled start time will receive an occurrence and/or other disciplinary action up to and including termination.

2-Days or more absent with call-in: Employees who call off sick and are absent from work for 2 consecutive calendar days up to 10 consecutive calendar days due to a personal illness (not eligible for FMLA) can minimize the points incurred to one occurrence if the absence can be substantiated with a doctor's note covering the period the employee did not attend work. The required doctor's medical statement must be presented to your supervisor upon returning to work. All absences of 3 or more days require documentation to be counted as one occurrence.

Tardy: Tardiness is anything from 2 minutes to 30 minutes past your scheduled shift time. Any amount of time past 30 minutes is considered an unplanned absence.

Early Departure (Unscheduled): Any time an employee leaves work without scheduling prior to that shift.

Away from Post (Unscheduled): Any length of time an employee is away from their post.

Supervisors may use discretion when enforcing disciplinary action. The YMCA is aware that the above policy will sometimes need more open interpretation and exceptions, under given circumstances, will need to be made. Proper documentation of all instances is required to maintain accurate attendance records.

Job Abandonment: The failure of an employee to report to work and/or notify the YMCA of their absence for more than two consecutive days.

703A Attendance Disciplinary Action

Three or more occurrences of absenteeism, tardiness, and early departure in a calendar month will result in progressive disciplinary action, up to and including termination of employment. Twelve occurrences of any violation of this policy in a calendar year will result in termination of employment.

Disciplinary action may take place at any point where an employee violates this policy. Disciplinary action is meant to help the employee make changes to their behavior to correct a problem. The following list outlines the different types of actions a supervisor may choose to take. This is not a progressive list in that each step does not have to be taken in order. For example, depending on the situation, the supervisor may decide to skip giving a verbal warning and go directly to a written warning, suspension, or, in the most drastic cases, termination.

Please refer to section 1100 Disciplinary Action of this handbook for details regarding the disciplinary action process as it applies to all situations.

704 Dress Code

The YMCA strives for an image that embraces professionalism and high standards that embrace diversity and acceptance. The overall goal is to be consistent in attire so that employees can be easily identified by

consumers, participants, and coworkers. This policy is in place to alleviate the potential for physical injury to the employee, consumers, participants, and coworkers.

Some YMCA staff, depending on the position, will be issued YMCA staff shirts once per year. The specific number of shirts is based on the employee's employment status.

- Part time – 1 shirt
- Part time plus – 2 shirts
- Full time – 3 shirts

Additional shirts, department-approved apparel, and YMCA brand clothing and accessories may be purchased by payroll deduction through the HR department. Additional apparel is purchased at the YMCA's cost, plus any additional amount due to associated expenses such as screen printing or shipping. These items are the employee's property.

Issued shirts and accessories are the property of the YMCA and should be returned at the time of separation of employment. If items are not returned upon processing of the employee's last paycheck, the replacement cost of the item will be deducted from the employee's final wages. Employees sign for and acknowledge all property issued to them.

704A Front Line Staff

Front line staff are issued YMCA staff shirts. A shirt color may be chosen for each department or staff may be given the option to wear any approved color YMCA shirt. If issued, nametags should be always worn.

Pants, capris, and fingertip-length shorts and skirts are appropriate. Clothing should appear clean and in good repair.

Shoes must always be worn. Shoes must be safe for the type of work being performed. Shoes must be in good condition and safe for the environment. Exercise/tennis shoes are a preferred and excellent choice.

Undergarments should not be visible at any time. Attire with inappropriate words, phrases, or graphics will not be allowed and are subject to management discretion. For the safety of our employees, jewelry that could cause injury (hoop earrings, rings, necklaces, bracelets, piercings, etc.) should be worn with caution.

704B Aquatics Staff

Lifeguards are issued YMCA staff shirts and a whistle that must be worn while on duty. Fanny packs with a rescue mask are given at the beginning of each shift and should be worn during the shift. Lifeguards are not permitted to wear other items of clothing such as hoodies, sweatpants, or any shoes other than slip-ons while on duty without supervisor permission. No loose jewelry is permitted (i.e. dangling earrings, long necklaces, bangle bracelets). No cell phone devices are allowed on the pool deck. Please refer to section 906 Cell Phone Usage for further details. If a lifeguard has any questions about acceptable attire, please check with your supervisor.

- **LIFEGUARDS**
 - **Male lifeguards:** Swim trunks, preferably plain, with red YMCA Lifeguard T-shirt or tank top.

- **Female lifeguards:** Swim shorts, preferably plain, with red YMCA Lifeguard T-shirt or tank top. If you wear a swimsuit only, it must be a red (lifeguard labeled) competition one-piece swimsuit.
- **WATER AEROBICS INSTRUCTORS**
 - **Male:** Swim trunks
 - **Female:** One-piece swimsuit

704C Fitness Staff

Most fitness staff are issued YMCA staff shirts. Whether issued to the employee or not, appropriate attire is required, specific to the employee's work area. Attire should allow for a suitable range of motion. Appropriate shoes must be worn for the activity and area. Exercise/tennis shoes in good condition are preferred footwear. Some activities such as group exercise or sports may require a particular type of footwear. If an employee is not certain what is acceptable, he or she should speak to the supervisor.

704D Administration

Business casual dress is required during business hours for administrative staff. This includes pants, skirts, shorts, capris, dresses, and dressy shorts. Sandals, dress shoes, or loafers are permitted.

705 Trainings and Certifications

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, First Aid, driving training, and other topics. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are always current. You are responsible for providing a copy of your certifications to your supervisor. If your required certifications expire, you may not be allowed to work until you are recertified. You may be subject to disciplinary action if your lapse in certification results in hardship for the YMCA.

Staff is responsible for the fees associated with the initial certification and recertification of CPR/AED/First Aid and Lifeguarding through The American Red Cross. The course fees are offered at an "at cost" rate to make them more affordable for the employees. These fees can be paid through payroll deduction over up to three paychecks with your supervisor's approval and submission to the HR department. The YMCA may reimburse staff for some training. Staff should check with the HR department prior to any training or certification to see if it might be a covered expense.

706 Confidentiality

In the course of their job duties, employees may have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Employees have a duty to keep information confidential. Employees are not allowed to share passwords or login information with others. The misuse, unauthorized access to or mishandling of confidential information will result in disciplinary action up to and including termination.

707 Conflict of Interest

When engaged in personal and outside activities, employees should be free from any interest, influence, or relationship that might conflict with the interest of the YMCA or compromise the image of the YMCA.

This may include other employment, ownership by employees or family members who have an interest in a supplier or competitor, accepting gifts of any kind from a consumer or vendor, or engaging in activity that might be considered to conflict with the loyalty to the YMCA or have an adverse impact on the YMCA.

708 Volunteering while Employed

The YMCA strongly encourages volunteering. However, employees may not “volunteer” hours of work for the department they are employed in. The employee may volunteer for YMCA special events and/or other activities outside of their current department. Best practice is to meet with a supervisor and put intentions in writing so that no miscommunication can be perceived. All employees are encouraged to attend and/or volunteer for at least two YMCA events each year.

709 YMCA Property

YMCA property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be strictly for YMCA business purposes and are not permitted out of the facility unless authorized. YMCA property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property in their possession. Any unreturned assets are subject to deduction from the employee’s final paycheck. If the employee’s final paycheck does not cover the replacement cost of the unreturned asset(s), then legal action may be taken for the YMCA to recover the asset or the cost to replace the asset. The replacement cost of an asset is determined by and made at the sole discretion of the YMCA. Replacement cost of YMCA assets will vary and therefore decided on a case-by-case basis.

YMCA computers, the internet, and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any pirated software, files or programs and must receive permission from a supervisor before installing any new software. Files or programs stored on company computers may not be copied for personal use.

Phones are provided for business use. The YMCA requests that employees do not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long-distance calls or calls that include a billing charge are not permitted.

Employees and employers share a relationship based on trust and mutual respect. However, the YMCA retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders – electronic or otherwise – at any time. Employees should not entertain any expectations of privacy when on YMCA grounds or when using YMCA property. All documents, files, voicemails, and electronic information, including emails and other communications, created, received, or maintained on or through YMCA property are the property of the YMCA, not the employee. Employees should have no expectation of privacy over any files or documents.

710 YMCA Drivers

Prior to driving any vehicle owned by the YMCA, a permission form must be signed, and a copy of your current driver’s license must be submitted to the HR department. The HR department will conduct a Motor Vehicle Report from the appropriate authority and submit the results to the CEO for approval.

Upon approval, the permission form, Motor Vehicle Report, and copy of the driver's license will be submitted to the YMCA's automotive insurance agent.

When driving a YMCA vehicle, the employee must operate the vehicle in a safe and legal manner. The driver and all occupants must wear seat belts (if applicable). Drivers must abide by all federal, state, and local motor vehicle laws and regulations. YMCA vehicles may not be operated at any time an employee's ability is impaired, affected, or influenced by alcohol, illegal drugs, prescribed or over-the-counter medications, illness, fatigue, or injury. Cell phones should not be used while driving YMCA vehicles. Employees are asked to safely pull off the road to take necessary phone calls. Vehicles may not be used for personal use. No unauthorized passengers are permitted in a YMCA vehicle. No unauthorized person is permitted to drive a YMCA vehicle.

Any changes to an employee's driving record MUST be IMMEDIATELY reported to the HR department. Changes may affect the ability of the employee to continue as an approved driver of YMCA vehicles.

If an employee is driving a personal vehicle for YMCA purposes, the employee may be asked to show proof that the vehicle is inspected as required by the state and the vehicle has been insured. This information may need to be submitted to the YMCA's automotive insurance agent. This information needs to be updated annually and provided to the HR department for placement in the employee's personal file.

711 Solicitation

Solicitation or distribution of any product or literature is not permitted without prior written approval by the CEO. Solicitation to other employees is strictly prohibited during work time in areas where consumers may be present. In addition, people not employed by the YMCA may not solicit or distribute literature or products on company property at any time for any purpose without prior written approval from the CEO. A designated community bulletin board is located within the YMCA facility. Items posted on the community bulletin board must be approved by the CEO prior to the posting. Please refer to the Community Bulletin Board policy, not in this handbook, for more information.

712 Parking

Employees should be courteous when parking and leave spots closest to the main entrance for members. Employees may use the main entrance or employee entrance located beside the swimming pool.

800 Employee Benefits

801 Benefits Philosophy

For employees who qualify, benefits represent a significant part of an employee's compensation package. The YMCA's goal is to help provide security and protection against stress which otherwise could disrupt the individual employee's work and family life. The YMCA's benefit program is focused on enhancing the work environment. The YMCA's benefit program complies with and supplements government-mandated laws and regulations.

Employees are provided with benefit materials during their initial orientation with the HR department or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the YMCA.

802 Eligibility for Benefits

All full-time (40 hours per week) employees are eligible to enroll for benefits. Full participation may be subject to meeting the plan requirements of specific benefits coverage or to restrictions detailed in other parts of this policy. Subject to the number of benefits offered to full-time employees, there will be no interruption of benefits for employees in the same classification who have transferred from another YMCA. For determining benefits (when years of service are the basis of awarding the benefits) continuous full-time employment in any YMCA (local or national) is counted. Years of service are counted from the date of full-time employment immediately following the completion of the probationary period and continue to accrue as long as that employment remains full-time and continuous.

803 Benefit Employment Status

The following employment status makes an employee eligible for the benefits listed.

- **Full-time employees** (40 hours per week/10 months per calendar year)
 - Holidays, Personal Time Off (PTO), and Leaves of Absence
 - Minimum Essential Coverage (MEC) plan
 - Insurance plan options
 - YMCA Retirement Fund
 - Household YMCA membership
- **Part-time Plus employees** (25-39 hours per week/10 months per calendar year)
 - Holidays, PTO, and Leaves of Absence (Depending on employee status)
 - Minimum Essential Coverage (MEC) plan
 - Insurance plan options (only for employees working 30-39 hours per week/10 months per calendar year)
 - YMCA Retirement Fund
 - Individual or Household YMCA membership (based on employment status and job classification)
- **Part-time employees** (24 or less hours per week)
 - YMCA Retirement Fund
 - Individual YMCA membership

804 Holidays

All full-time employees are eligible for seven (7) paid holidays per year based on an 8-hour workday. Part-time Plus employees are eligible for seven (7) paid holidays per year based on a 6-hour workday. The paid holidays are as follows:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day

5. Labor Day
6. Thanksgiving Day
7. Christmas Day

The YMCA will be closed on each of these holidays. If a holiday falls on an employee's scheduled day off or non-workday, the employee will be paid for the holiday and given a floating day off that is to be used within the holiday's pay period with prior supervisor approval. Floating days will not roll over into the next year. For example, if the Christmas holiday falls on an employee's scheduled day off or a non-workday, a floating day off will be accrued and may be used before the holiday, if it is used during the same pay period as the holiday, to ensure its use during the same calendar year. If an employee is eligible for a paid holiday, but required to work, they will be paid time-and-a-half for the hours worked, and NOT accrue a floating day off. Floating days off are to be scheduled, and approved, by your supervisor BEFORE any missed work.

805 Employee Wellness – YMCA Membership

The YMCA encourages its employees to maintain healthy lifestyles, which will assist in developing a more productive workforce. YMCA membership (the type of membership is determined by employment status) and program benefits are offered to full- and part-time employees to promote healthier lifestyles. Full-time employees receive family membership. Part-time employees will receive individual or family membership depending on their employment status and job classification. The HR department will determine the level of membership each employee receives.

This benefit is offered with no waiting period. It is effective immediately, upon hire or promotion, and reviewed as needed. This benefit will end immediately upon separation of employment, review, or demotion. Memberships are nontransferable and have no cash value.

It is understood that all employees taking part in recreational, social, or athletic activities at the YMCA will do so on their own time and not during working hours. Employees may use the facilities for personal use while on break but must clock out to do so.

806 Health Coverage

The YMCA will offer a comprehensive hospitalization and major medical insurance plan for eligible employees and their dependents. Such coverage may be continued after retirement at the retiree's expense and at full premium cost.

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

Eligible individuals are:

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

Anyone eligible for this extension of coverage must request it in writing within 60 days from the date on which the employee's existing coverage would end. They must also agree to pay the full premium cost of

such coverage. If a terminated employee does not choose continuation of coverage, health insurance will end on the last day of the month of such termination.

807 Retirement Fund

The YMCA Retirement Fund is a not-for-profit church pension fund, organized and operated for the purpose of providing retirement and other benefits for employees of YMCAs throughout the United States. The YMCA participates in the YMCA Retirement Fund for the benefit of eligible participating employees and their families. The YMCA Retirement Fund (referred to as the Fund) is a defined contribution, money purchase, pension plan (referred to as the Plan) that provides retirement, disability, and death benefits. The terms and conditions of the Plan control the benefits in every case.

The Fund sponsors two plans: Savings Plan (403B) and Retirement Plan (401A)

Savings Plan (403B): Employees are eligible to enroll in a 403B Savings Plan with no waiting period. The account is tax-deferred, so income taxes on contributions and earnings are postponed until the employee takes a withdrawal or a one-time contribution regardless of their age, length of service, or hours worked. Through payroll deduction, an employee can start, stop, or change the amount contributed at any time.

Retirement Plan (401a): Employees are eligible for the 401a Retirement Plan by meeting two criteria:

1. They are at least 21 years of age
2. They have completed 1,000 hours of service during each of any two 12-month periods, beginning with their date of hire. The 2 years do not have to be consecutive.

The YMCA reserves the right to amend participation in the Fund at any time within the terms and conditions of the Plan. The Fund may amend the Plan at any time for any reason including but not limited to conforming to applicable federal law.

The YMCA contributes a board of directors approved set amount of each participating employee's monthly compensation to the Plan. A description of the eligibility rules and benefits is available through the HR department and provided to participating employees.

Plan participants may make additional after-tax contributions or tax-deferred contributions by payroll deduction to the Fund to provide increased benefits at retirement.

808 Supplemental Insurance Plan

The YMCA offers employees supplemental insurance plans for dental, vision, and life insurance through outside vendors at the employee's expense. Any employee interested in these types of insurance plans should speak to the HR department for more information.

809 Paid Time Off (PTO)

The YMCA provides Paid Time Off (PTO) for eligible employees for the purpose of providing employees with the opportunity to take time away from work without loss of compensation. Time away from work to relax and pursue special interests is important to everyone. PTO combines vacation, sickness and personal leave, and serves all these purposes.

809A Accruing PTO

Full-Time PTO

Full-time employees will be given PTO as a benefit. PTO is earned per pay period and must be used during the calendar year. At the end of the year, an employee may opt to carryover up to 40 hours of PTO to the new calendar year if the employee has that many hours left to move over. For example, an employee with 32 hours of PTO on December 1 could opt to use 8 PTO hours during the month of December and then carry over 24 hours of PTO to the next year. That PTO would be available on January 1 of the following year. The employee would then earn PTO for each pay period during the calendar year per the PTO schedule based on years of service.

Part-Time Plus PTO

Part-time Plus employees who regularly work 25 or more hours per week are eligible for partial PTO based on the percentage of work hours vs. full-time hours. For example, an employee who regularly works 30 hours per week, which is 75% of full time 40 hours per week, is eligible for 75% of full time PTO hours. Upon separation from the Y, employees will be paid any remaining PTO hours earned but not used (less holidays).

PTO will accrue, but may not be used, during an employee's probationary period. The balance of accrued PTO will be available after the probationary period is complete and the employee has met all the requirements of their employment status. Any PTO earned during the probationary period will be forfeited if the employee does not successfully complete probation.

Full-time employees accrue PTO based on the following schedule:

Years of Service	Annual PTO Hours	PTO Hours Earned Per Pay Period	Annual PTO Hours Converted to Days
1	136 (216)	5.23 (8.03)	27
2	144 (224)	5.54 (8.62)	28
3	152 (232)	5.85 (8.92)	29
4	160 (240)	6.15 (9.23)	30
5	168 (248)	6.46 (9.54)	31
6	176 (256)	6.77 (9.85)	32
7	184 (264)	7.08 (10.15)	33
8	192 (272)	7.38 (10.46)	34
9	200 (280)	7.69 (10.77)	35
10	208 (288)	8 (11.08)	36
11 & Up	*add additional 8 hours PTO per year worked		

Employees transferring from another YMCA branch may have the ability to carry over the years of service for PTO compensation consideration if there is no break in employment. This will be considered on an individual case-by-case basis. The request would have to be in writing from the employee for the CEO to consider. The CEO will make the final decision for all employees. The executive committee will make the final decision for all CEOs.

PTO is accrued at a single rate for the entire calendar year. If an employee's years of service rate increases within the calendar year, the new accrual rate will start at the beginning of the following calendar year. For example, a full-time employee reaches three (3) years of service in June which means the employee will begin accruing the amount of 3-year PTO hours per pay effective at the beginning of the NEXT calendar year and starting with the first pay in January.

809B Using PTO

The steps to using earned PTO are as follows:

1. PTO is to be scheduled and approved by your supervisor BEFORE any missed work.
2. PTO may be used to fill in unexcused absences and missed work hours, but this is not mandatory, and it must be approved by your supervisor.
3. PTO must be used by the end of the calendar year and does not carry over into the next calendar year.
 - a. EXCEPTION: Staff may opt to carry over a maximum of 40 hours of PTO per year. Staff must process this request through the HR department before the end of the calendar year. Staff may only carry over PTO hours currently earned.
4. Unused PTO will not be paid out at the end of the calendar year.
5. Employees may not take more PTO than they have accrued without written approval from their supervisor AND the HR department. This is not encouraged.
6. If an employee is allowed to borrow from future PTO, that employee may not take additional PTO until they have accrued enough hours to pay back the PTO that was borrowed.
7. Employees cannot maintain a negative balance of PTO.

809C Separation of Employment and PTO Payout

PTO is paid out at employment termination. However, unused PTO cannot be used in lieu of proper notification of intended termination. An employee whose employment is terminated during their probationary period, for any reason, will not receive payment for accrued PTO. If an employee has a negative PTO balance, it will be withdrawn from the employee's final pay.

810 Categories of Benefits Protection

810A Legally Mandated Benefits

The YMCA complies with all applicable laws regarding employee benefits, such as:

1. Social Security (FICA): All employees are required to participate jointly with the YMCA in the Federal Social Security program.
2. Workers Compensation Program: Employees are covered against hazards of occupational accidents and illness on the job through compensation insurance in manner and to the extent required by the state workers' compensation laws.
3. Unemployment Insurance (FUTA): The YMCA's practice will be consistent with federal and state laws.

810B Family Medical Leave Act (FMLA)

Employees who have been employed for at least 12 months and worked for at least 1,250 hours during the 12 months preceding the leave are eligible to receive up to a maximum of 12 weeks of leave within any one 12-month period. The 12-month period begins on the first day of leave. This is leave without pay to attend to specified family and medical needs, as described below, with job protection and no loss of accumulated service.

Employees are required to use their PTO benefits prior to commencement of the family and medical leave absence. Once these are exhausted, the leave will continue without pay. No loss of seniority will occur while the employee is on leave. The YMCA will also offer health care benefits; however, the employee will assume the full cost of the coverage during the leave absence period. Accrual of basic sick leave and PTO will cease until the employee returns to active full-time work.

Definitions

1. Child: Anyone under 18 years old who is the employee's biological, adopted, foster child, stepchild, legal ward, or an adult legally dependent child. This may also include a child for whom the employee has a day-to-day relationship.
2. Parent: Biological, foster, adoptive, stepparent, legal guardian, or anyone who plays or has played the role of a parent but does not include parents-in-law.
3. Spouse: A legal marital relationship.
4. Serious Documented Health Condition: An illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential health care facility, or continuing treatment or supervision by a health care provider. Appropriate medical certification is required before a leave will be granted.

Covered Events

1. Incapacity due to pregnancy, prenatal medical care or childbirth.
2. To care for the employee's child after birth or placement for adoption or foster care. This leave must be taken within a year after a child is born, adopted, or placed in the employee's home
3. To care for the employee's spouse, son, daughter, or parent, who has a serious documented health condition.
4. For a serious documented health condition that makes the employee unable to perform the employee's job.
5. Emergencies arising out of the fact that the employee's spouse, child, or parent is on active duty or called to active-duty status in support of a contingency operation as a member of the National Guard or Reserves
6. The employee is the spouse, child, or parent of a covered service member with a documented serious injury or illness.

Employees on FMLA must use any PTO accrued during their leave. Employees will not accrue PTO while on continuous leave. An employee will be required to take FMLA for any period in which he/she is eligible for benefits under Workers' Compensation. For leave designated as FMLA, the YMCA is not required to, but may offer, light duty work. Employees are ineligible for unemployment compensation during any FMLA leave period.

Medical certification to determine an employee's qualifications for FMLA must be submitted to the HR department within 15 days of the FMLA request. If the certification is not received, time off work will be subject to disciplinary action as described under section 702 Attendance Policy. Failure to return medical certification will result in the event being denied as an FMLA qualifying event.

When an employee is granted a maternity leave or a leave for a planned medical treatment, the employee must give a 30-day notice of the day the leave is expected to commence and the anticipated length of the leave. The YMCA requests that employees give as much notice as is possible so that operational needs can be met.

In the case of planned medical leave, the YMCA requests that the treatment be scheduled to cause minimal disruptions to services. If the leave is an emergency, normal call off procedure must be followed.

The YMCA will maintain group health insurance coverage for an employee of family and medical leave on this same terms as if the employee had continued work. Arrangements will be made for the employee to pay the share of health insurance premiums while on leave. The YMCA may recover premiums paid to maintain health coverage for an employee who fails to return to work from FMLA. If an employee would like to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time. FMLA leave will result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on FMLA leave does not continue to accrue benefits such as PTO during the period of FMLA leave. Questions regarding benefits should be directed to the HR department.

Application and Commencement

An employee must request FMLA leave 30 days prior to commencement date, except where medical conditions make such a requirement impossible. The employee must make the request from the immediate supervisor and must complete all paperwork required by the HR department.

When the leave is care for a sick child, parent, or spouse, the requesting employee must submit a letter signed by a physician that states: 1) the date the illness or condition began; 2) the probably duration of the condition; 3) the estimated time the employee will need to care for the family member; and 4) a statement that the illness or condition requires the participation of a family member.

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

Reinstatement

Upon return from a family and medical leave of absence, the employee will be reinstated in the following priority of position reassignment:

First – prior position, if available

Second – a comparable position for which the employee is qualified

Employees on leave must notify their supervisor at least two (2) weeks prior to the end of the leave period to inform the YMCA of availability to return to work. Appropriate medical certification may be required before an employee's return to work.

An employee's failure to return from leave, or failure to contact his or her immediate supervisor on the scheduled date of return, will be considered voluntary resignation.

811 Emergency Leave

Leaves with pay not exceeding 3 working days per calendar year will be granted for urgent business. Such leaves are subject to the approval of the employee's supervisor. **No leave with pay will be granted during the first 90 days of employment.** Emergency leave may be taken in half- or full-day segments only.

812 Return to Work Release

For the protection of the YMCA, any employee who is absent for an extended period of time (3 or more days) due to illness or for return after surgery, pregnancy, and/or treatment may be required to submit a return-to-work release from the attending physician. If an employee must leave work or is transported for medical treatment from work, a return-to-work release is necessary for the employee to be permitted back to work after the causing event. This is for the protection of the YMCA and the employees to ensure their ability to perform their job duties with and without necessary restrictions.

813 Jury Duty

Full-time employees, who are called for jury duty, will receive their pay during such time of service; and may also retain any fees paid to them, for their jury duty. Documentation of jury duty must be presented to the YMCA to be paid.

814 Witness Duty

Any employee called to be a witness for the benefit of the YMCA will be paid their normal hours for that day at their normal rate of pay.

815 Military Leave

An unpaid military leave of absence will be granted to employees to attend scheduled drills or trainings, or if called to active duty with the U.S. armed services. These employees MUST use accumulated PTO. At the conclusion of the leave, employees generally have the right to return to the same position they held prior to the leave or to a position with equivalent seniority, pay, and benefits. Employees are requested to notify their supervisor as soon as they are aware of the military obligation. Employees with questions regarding the YMCA's military leave procedure, applicable federal and state laws, and how to continue benefits should contact the HR department.

816 Outside Consulting

Subject to the approval of their supervisor, employees are permitted to provide consultant services to other YMCA's and/or kindred organizations with similar goals and objectives for up to 10 days per calendar year. If employees are released from job responsibilities to provide services and remuneration is received, the YMCA must be reimbursed by any consulting fee received by those employees. If they consult during their time-off, then the employees may retain remuneration.

817 Extended Leave of Absence

Extended leave of absence for unusual circumstances, including personal reasons and continuing formal education (up to 6 months), without pay, may be granted to employees who have a minimum of 12 months of full-time service to our YMCA. Request for extended leaves of absence must be in writing and include an explanation for the leave and projected schedule and submitted to the employee's immediate supervisor. The CEO will determine if the extended leave of absence is approved. If the written request is from the CEO, the board's Executive Committee will determine approval.

If additional extended leave of absence is required beyond the original approved extended leave amount, the employee must submit an additional written request. The same process will be followed as when the original request was made. The CEO or Executive Committee will determine if additional leave is approved. The decision by the CEO or Executive Committee is final.

Any unapproved extended leave of absence by an employee will be considered voluntary separation from their position.

818 Bereavement/Funeral Leave

In the unfortunate event of a death in your immediate family, a full-time employee may take a leave of absence of up to 3 days with pay. Part-time Plus employees receive 2 days with pay. The days must be taken consecutively, within a reasonable time of the day of the death or day of the funeral and may not be postponed. The employee must notify the supervisor immediately. Proof of death and relationship to the deceased may be required.

For this purpose, immediate family is defined as follows:

- Spouse or Significant Other/Domestic Partner
- Child or Stepchild
- Parent or Stepparent (including in-laws)
- Sibling or Stepsibling (including in-laws)
- Grandparent
- Grandchild

819 YMCA Membership

One benefit of working for the Waynesboro Area YMCA is free YMCA membership during employment. The type of membership will be determined by the HR department and based on your employment status such as exempt or nonexempt, full- or part-time, year-round or seasonable. Free membership is only available while you are employed by the Y. If you are a seasonable employee, the HR department will determine your eligibility during the times you are not actively working.

900 Code of Conduct

The YMCA's top priority is keeping consumers and staff safe. Any form of abuse or mistreatment of consumers, children, other employees, or volunteers is prohibited. No person shall abuse or mistreat any consumers, children, employees, or volunteers in any way, verbally or physically. Use of abusive language, obscene or profane language, including racial, religious or sexual references directed at other people will not be tolerated.

Employees should reference the Waynesboro Area YMCA Child Abuse Prevention Handbook for information regarding forms of abuse and reporting requirements.

901 Mandated Abuse Reporting

Because the YMCA is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone, including employees, volunteers, and consumers, actively participate in the protection of others. If an employee observes any suspicious or inappropriate behaviors and/or policy violations on the part of other person, it is their personal responsibility to immediately report their observations. Every allegation of abuse will be taken seriously.

Examples of Suspicious or Inappropriate Behaviors Between Employees and Consumers
Violation of any abuse prevention policies outlined by the Association Seeking private time or one-on-one time with consumer Giving or receiving gifts with an individual consumer Making suggestive comments to a consumer Picking favorites among consumers

Employees are encouraged to report concerns or complaints about other employees, other adults, or consumers to your supervisor or the HR department. Please see section 1003 Whistle Blowing in this manual for more information.

Remember that you are a mandated reporter so any behavior that falls under the rules for mandated reporting must be reported following those guidelines. If you have any questions or concerns, please contact your supervisor or the HR department for clarification or further information.

Employees with access to children must follow state specific mandatory reporting requirements and be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. These employees will:

1. Be familiar with the symptoms of abuse and neglect, including physical, sexual, verbal, and emotional abuse.
2. Know and follow Association policies and procedures that protect against abuse.
3. Report suspected abuse or neglect to the appropriate authorities as required by state mandated reporter laws. To report concerns or suspected abuse, **call the toll-free ChildLine hotline at 1-800-932-0313**. Or you can call the local police department.

Employees should refer to the Waynesboro Area YMCA Child Abuse Prevention Handbook for information regarding all the above.

The organization will cooperate fully with the authorities. An employee's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment.

For Pennsylvania's mandated reporting requirements and contact information, go to:

<https://www.pa.gov/en/agencies/dhs/resources/keep-kids-safe/report-child-abuse.html>

Additionally, refer when applicable to Pennsylvania's adult protective services and elder abuse reporting agencies: <https://www.pa.gov/en/agencies/aging/report-elder-abuse.html>

902 Personal Relationships

Appropriate personal relationships between employees are acceptable when one employee is not supervising the other employee. The Association strongly discourages displays of romantic relationships in the workplace. Actions such as lap sitting, use of full-frontal hugs, or kissing in front of consumers is discouraged.

903 Interactions Between Employees and Consumers Outside Work

The Association encourages employees to refrain from outside contact, including all forms of electronic communication, with consumers who are nonfamily members or previous friends due to the possibility of abuse or allegations of abuse occurring that puts the employee, the consumer, and the Association at risk.

The Association understands that, at times, contact with consumers outside of regularly scheduled program activities is unavoidable. The Association requests that employees disclose outside contact with consumers to their supervisors so that such interactions are acknowledged.

904 Use of Electronics

All communication for YMCA purposes that take place using personally owned or Association-owned technology should reflect the mission and values of the YMCA. This includes but is not limited to emails, texts, messages, and online posts.

This handbook provides guidelines for appropriate use of computer facilities and services at the YMCA. It is not a comprehensive document covering all aspects of computer use. It offers principles to help guide employees and specific policy statements to serve as a reference point. It will be modified as needed to cover new concerns and situations that may arise.

Computers, the Internet, and electronic mail (email) are powerful research, communication, commerce, and time-saving tools that are made available to YMCA employees. The use of this efficient and effective communication tool is critical, but, like any tool, computers, the Internet, and email have the potential to be used for inappropriate purposes.

The YMCA will provide workstations and other computer systems to staff for the purpose of performing job functions for the YMCA. YMCA employees are responsible for using workstations appropriately in conformance with this policy.

Appropriate computer, Internet, and email usage will be observed by all YMCA employees as outlined:

1. The primary purpose of Internet and email use is to conduct official YMCA business.
2. Refrain from using personal or Association owned devices in restrooms, locker rooms, or other areas where there is not a reasonable expectation of privacy.
3. Refrain from using cell phone cameras and/or any recording functions, on the cell phone or within apps, during programming unless permission is granted. If permission is granted, the camera or recording feature is only to be used by the employee or volunteer only for that particular purpose as directed.
4. Refrain from use of the network for any activity or to transmit any material that violates federal, state, or local laws. Internet and email users will comply with all appropriate laws, regulations, and generally accepted internet and email etiquette.
5. Refrain from harassing, bullying, taunting, hazing, or otherwise acting in a manner toward other employees, volunteers, and consumers that is counter to the Association's mission, including its prohibition against bullying and hazing. This Association has zero tolerance for cyberbullying.
6. Refrain from engaging in personal attacks, harassing others, posting confidential and/or personal information about others, or posting in a libelous, disrespectful, or harassing manner will face serious disciplinary action, up to and including removal from the Association. Each user is individually responsible for the content of any communication sent over or placed on the Internet and email.
7. Internet and email users should identify themselves properly, conduct themselves professionally, and be aware that their activities impact the reputation and integrity of the YMCA and all its employees.
8. All employees have a responsibility to ensure a respectable workplace environment. The YMCA equipment must not be used to visit Internet sites that contain pornographic or sexually explicit information, pictures, or cartoons.

9. Exceptions to this policy are only allowed when preapproved by the YMCA's CEO and deemed necessary for official YMCA business, research, or investigatory work.

The following actions are prohibited. Employees violating this policy will be subject to disciplinary action up to and including termination as determined by the supervisor. It is unacceptable for YMCA employees to:

1. Access, send, receive, download, produce, or distribute any offensive, profane, threatening, pornographic, or sexually explicit material at any time, for any reason.
2. Access to websites, newsgroups, or chat areas that contain materials that is counter to the Association's mission or that promote illegal acts.
3. Knowingly or intentionally publish, display, transmit, retrieve or store inappropriate or offensive material on any department computer system.
4. Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biases, discriminatory or illegal material.
5. View or distribute obscene, pornographic, profane, or sexually oriented material.
6. Violate laws, rules, and regulation prohibiting sexual harassment.
7. Engage in any unauthorized activities for personal financial gain.
8. Place advertisements for commercial enterprises, including but not limited to, goods, services, or property.
9. Download, disseminate, store, or print materials including articles and software, in violation of copyright laws.
10. Download any software, including but not limited to games, screen savers, toolbars, or any other browsing tools without the permission from appropriate staff.
11. Violate or infringe on the rights of others.
12. Conduct business unauthorized by the YMCA.
13. Restrict or inhibit other users from using the system or the efficiency of the computer systems.
14. Cause congestion or disruption of networks or systems, including distribution of chain letters.
15. Transmit incendiary statements, which might incite violence or describe or promote the use of weapons.
16. Use the systems for illegal purposes or contrary to YMCA policy or business interests.
17. Connect a personal computer to the YMCA's network without having the computer checked by appropriate staff to ensure no threatening viruses or programs are present to infect the YMCA's network.
18. Monitor or intercept the files or electronic communications of other employees or third parties.
19. Hack or obtain access to systems or accounts the employee is not authorized to use.
20. To disclose a Login ID(s) or password to anyone nor allow anyone to access any information system with someone else's Login ID(s) or passwords.
21. Use other people's Login ID(s) or passwords to access any information system for any reason.
22. Will not post any consumer or staff information on social network sites, public forums, etc.
23. Users shall not remove from YMCA facilities electronic media that contain electronic Protected Health Information (ePHI) or confidential or proprietary YMCA information unless such removal is authorized by a user's supervisor in accordance with the YMCA HIPAA Security Device and Media Controls Policy. This policy is found in section 906 HIPAA Security Device and Media Controls in this manual.

Any employee who abuses the privilege of his or her access to the Internet or email in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

904A Expectation of Privacy

Employees do not have an expectation of privacy in communications transmitted through Association devices or technology. The YMCA reserves the right to monitor and track online behaviors and interactions via Association-owned technology. Emails, messages, and other information sent through the Association's network can be inspected and files saved onto Association computers may be reviewed at any time.

In addition, employees have a limited expectation of privacy when using their own technology, particularly when activity violates the law or Association policy, and/or compromises the safety and wellbeing of other members of the Association. We will investigate reports of inappropriate posts or other online activity, and hold employees, volunteers, and consumers accountable for online activity that violates the law or Association policy, and/or compromises the safety and wellbeing of other consumers of the Association.

905 HIPAA Security Device and Media Controls Policy

Electronic protected health information or ePHI is defined in HIPAA regulation as any protected health information (PHI) that is created, stored, transmitted, or received in any electronic format or media.

HIPAA regulation states that ePHI includes any of 18 distinct demographics that can be used to identify a patient. Common examples of ePHI include:

1. Name
2. Address (including subdivisions smaller than state such as street address, city, county, or zip code)
3. Any dates (except years) that are directly related to an individual, including birthday, date of admission or discharge, date of death, or the exact age of individuals older than 89
4. Telephone number
5. Fax number
6. Email address
7. Social Security number
8. Medical record number
9. Health plan beneficiary number
10. Account number
11. Certificate/license number
12. Vehicle identifiers, serial numbers, or license plate numbers
13. Device identifiers or serial numbers
14. Web URLs
15. IP address
16. Biometric identifiers such as fingerprints or voice prints
17. Full-face photos
18. Any other unique identifying numbers, characteristics, or codes

Electronic users shall not remove from the YMCA facilities electronic media that contain ePHI or confidential or proprietary YMCA information unless such removal is authorized by a user's supervisor.

All removable media containing ePHI, such as USB drives, CDs, and external hard drives, must be encrypted prior to use and disposed of securely through a data sanitization process (overwriting) before being discarded or re-used. In the event of a lost or stolen removable media device, the incident must be reported immediately to the HR department so the YMCA's HIPAA Compliance Officer can take appropriate mitigation steps.

906 Cell Phone Usage

Employees that provide a direct service to consumers and/or program participants are not permitted to use cell phone devices while working except when clocking in and out for their shift, using a YMCA communication app, or are given specific authorization to do so. Lifeguards are not allowed to have cell phone devices of any type on the pool deck. If an employee has an emergency that requires use of a cell phone, the employee must notify the supervisor before taking or making a call or text so that they can be relieved of duties to attend to the situation. Cell phones should be set to silence or vibrate while working. Employees may not use cell phone devices while driving a vehicle for the YMCA. This includes an employee's personal vehicle if it is being used for YMCA business purposes. If necessary, the employee is expected to safely park before making or receiving calls, texts, emails, etc.

All employees are required to sign the Use of Electronics, Cell Phone Devices, and Social Media Policy Acknowledgement form which will be placed in the employee's personnel file.

906A YMCA Provided Cell Phone

If determined by management that a position requires cell phone usage, especially after hours, a YMCA owned cell phone may be issued. Any employee who is issued a YMCA owned cell phone must adhere to the following rules:

- The employee is responsible for the safeguarding of the device and controlling its use. In the event a phone is misplaced or stolen, the employee must immediately report the loss or theft to the immediate supervisor.
- The employee must refrain from operating the company cell phone while operating a vehicle or equipment unless in an emergency.
- If the YMCA determines that there is no longer a business need for the employee to possess a YMCA owned cell phone, it will be returned promptly and in good working condition.
- All passwords and pass lock codes associated with the device must be kept on record with the HR department.
- In the event of separation of employment, the YMCA owned cell phone must be returned by the last day of work in good working condition.

907 Social Media

The YMCA does not intend to interfere with any employee's private life or restrict their right to engage in public activities protected by law. The YMCA understands that social media can be a fun and rewarding way to communicate with family, friends, and coworkers. However, the use of social media also presents certain risks and carries with it certain responsibilities. YMCA employees must use good judgment and

discretion. To assist employees in making responsible decisions about the use of social media, the YMCA has established guidelines for the appropriate use of social media. The policy applies to all YMCA employees.

907A Disclaimer

YMCA employees engaged in any social media activities should include the following disclaimer on any platform being used by the employee: ***“The postings on this site are my own and do not necessarily reflect the views of the Waynesboro Area YMCA. I am employee of the YMCA, but I am not a spokesperson for the Association.”***

907B Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the YMCA, as well as any other form of electronic communication. The same principles and guidelines found in this handbook apply to employees’ online activities. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects consumers, volunteers, or the YMCA’s or its partners’ business interests may result in disciplinary action up to and including termination. It is solely at the YMCA’s discretion to determine if a post is inappropriate and violates these standards. All decisions made by the YMCA are final.

You must follow these guidelines:

- The use of photos, logos, or images of the YMCA or its programs is prohibited. If you use the YMCA’s name (including the names of employees, program participants, or consumers) in any such communication it must be approved by the CEO prior to posting.
- Employees must uphold the YMCA values of respect for the individual and not make defamatory statements about YMCA supervisors, employees, consumers, participants, clients, volunteers, partners, affiliates, or others including competitors.
- Employees should promote the core values of caring, honesty, respect, and responsibility in their speech and behavior at the YMCA, in the community, and in any public forum.
- Your personal website or page should be marked “private” so only the people that you have invited may access your page. As an employee, you are prohibited from inviting YMCA youth (campers, program participants, consumers, etc. under the age of 18) to access your website.
- Any personal website, blog, Facebook interaction, etc. must not contain commentary on any supervisors, employees, consumers, participants, clients, volunteers, partners, affiliates, or others including competitors. Any personal social media pages you administer may not include any reference to the YMCA, staff, volunteers, or programs, without the prior written consent and agreement between the YMCA (CEO) and you, the administrator. You must use the disclaimer listed in this section under 906A Disclaimer to ensure that your statements are viewed as your own and not those of the YMCA.

- You are solely responsible for any legal liability from or relating to the content of your personal website, blog, and/or personal communications including but not limited to email and X or other platforms.
- YMCA site administrators are strictly forbidden from sharing their administrative login and password.
- Any information that is confidential or proprietary to the YMCA must not be disclosed to a third party.
- Employees are strictly forbidden from posting copyrighted material or any intellectual property that belongs to another organization, the YMCA, or someone other than yourself.
- Time spent participating in any of the above computer activities must not interfere with your job duties. If a supervisor determines that an employee is not working to their full potential because of personal misuse of YMCA technology, disciplinary action up to and including termination of employment will be taken.

907C Know and Follow the Rules

Carefully read this handbook so that you can be sure that you are following the rules outlined, especially regarding your postings and social media interactions. Statements and postings that may include maliciously defamatory remarks, unlawful harassment, and threats of violence or similar unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination and legal action.

907D Be Responsible

Use your best judgment and exercise personal responsibility. Take your responsibility as a YMCA employee to heart. Integrity, accountability, and respect are YMCA core values. We trust and expect you to exercise personal responsibility whenever you participate in social media or other online activities. Remember that there can be consequences to your actions in the social media world – both internally, if your comments violate YMCA policies, and externally, if your comments affect outside individuals and/or entities. Before you publish, respond, or engage in something that makes you even the slightest bit uncomfortable, pause and ask yourself: Is this a good idea? Does it violate this policy? Will anyone be offended or hurt by this post? Should I post? **If you are the least bit concerned, do not post it.**

The YMCA encourages you to try to resolve all differences with an individual, organization, or even the YMCA through direct communications. However, if you decide to post complaints or criticism then you should avoid using statements, photographs, video or audio that are maliciously defamatory, that are obscene, that disparage customers, that attack the YMCA, or that might constitute unlawful harassment. Examples of such conduct might include false posts meant to intentionally or maliciously harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or YMCA policy.

907E Be Honest and Accurate

Check your facts before posting information or news. If you do make a mistake, be sure to correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything and deleted postings can be searched and viewed. Never post any information or rumors that you know to be false about the YMCA, coworkers, consumers, volunteers, and/or people working on behalf of the YMCA or its competitors.

907F Be Appropriate and Respectful

The Federal Trade Commission regulations require people with a material interest to disclose their association with a company if they give a testimonial or other product endorsement. Do not give a testimonial, endorsement, or otherwise publicize or promote the YMCA in any way without identifying yourself as a YMCA employee.

Express only your personal opinions. Never represent yourself as a YMCA spokesperson. If the YMCA is a subject of the content you are creating, be clear and open about the fact that you are a YMCA employee and make it clear that your views do not represent those of the YMCA, consumers, or employees. If you do publish a blog or post online related to the work you do, make it clear that you are not speaking on behalf of the YMCA. Be sure to use the disclaimer listed in this section under 907A Disclaimer to ensure that your statements are viewed as your own and not those of the YMCA.

907G Media Inquiries

If a member of the media contacts you about any YMCA post or discussion thread, you are to forward that media inquiry immediately to the CEO. You do not have permission to respond to any media inquiry about any YMCA business, activity, or post.

907H Social Media at Work

Employees should refrain from using social media during work time unless it is work-related as authorized by a supervisor. To help to reduce spam and other unwanted email traffic, employees should not use company email addresses to register on social networks, blogs, or other online tools utilized for personal use. Please use your own individual or private email address.

907I Retaliation is Prohibited

The YMCA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action up to and including termination of employment.

907J Use of Electronics and Social Media Policy Acknowledgement

All employees must sign the Use of Electronics, Cell Phone Devices, and Social Media Policy Acknowledgement form when entering employment with the YMCA. This form is placed in the employee's HR department file.

908 Weapons

The YMCA wants our facility to be a safe place for employees, consumers, children, and families. Weapons and items that may be considered weapons, such as laser pointers, are prohibited. Appropriate action will be taken if anyone is in possession of such items. The authorities will be notified as appropriate.

1000 Workplace Safety

1001 Safety Procedures

The YMCA supports and works towards a safe, healthy, and environmentally sound workplace through activities such as safety education, training on the use of equipment, job instructions, and the provision of an employee wellness program. Employees are responsible for using protective gear where needed, observing safe work practices, and reporting all potential safety hazards and accidents to their supervisor. Supervisors are responsible for their direct work areas.

In keeping with its safety commitment, the YMCA has established safety procedures in a separate manual titled “Emergency Procedures” that covers most situations in relation to the following:

- Important Phone Numbers
- Staff Phone List
- Civil Disorder
- Aquatic Medical Emergency
- Environmental Emergencies
 - Lightning & Thunderstorms
 - Tornado Watch & Warning
 - Snow & Ice
 - Flood
 - Earthquakes
 - Extreme Heat
- Smoke or Fire
- Bomb Threats/Suspicious Packages
- AED/Life-threatening Medical Emergency
- Chemical Exposure
- Gas Leak
- Exposure to Bloodborne Pathogens
- Lost Child/Missing Person
- Reporting Child Abuse/Red Flag Behavior
- Suspicious Unauthorized Persons
- Armed Intruder Lockdown Procedure
- Active Shooter/Workplace Violence Procedure
- Emergency Response Communication Procedures
- Evacuation Procedures by Facility Area
- Building Emergencies including Utility Cut-Off or Power

The Emergency Procedures manual is available at the Members Service Desk.

1002 Workers’ Compensation for Job Related Injuries

As required by law, the YMCA provides workers’ compensation benefits for the protection of employees with work-related injuries or illnesses, at no cost to the employee.

Workers' compensation insurance provides coverage to employees who experience job-related injuries or illnesses. If an employee is injured or becomes ill as a result of the job, it is the employee's responsibility to immediately notify the supervisor of the injury in order to receive benefits. Employees should report every illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical care facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

Please be advised that alcohol and drug screening may be required and will be conducted for all work-related injuries resulting in medical treatment.

A separate insurance company administers the workers' compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation is available from the HR department.

The YMCA will not be liable for workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activities sponsored by the YMCA.

1003 Whistle Blowing Policy

The Whistle Blowing Policy of the YMCA is intended to provide a mechanism for the reporting of illegal activity or the misuse of YMCA assets while protecting the employees who make such reports from retaliation. This policy is designed to address situations in which an employee suspects another employee has engaged in illegal acts or questionable conduct involving the YMCA's assets. This conduct might include outright theft of equipment or cash, fraudulent expense reports, misstatements of any accounts to any supervisor or to the YMCA's auditors, or even an employee's conflict of interest that results in financial harm to the YMCA. The YMCA encourages staff to report such questionable conduct and has established a system that allows them to do so anonymously.

1003A Reporting Procedures

The reporting procedure is intended to describe the process through which any concern regarding possible misuse of YMCA assets is handled pursuant to the YMCA's Whistleblower policy:

1. An employee makes a report of suspected misuse of YMCA assets to the YMCA CEO or to the board president. This report may be done in person, in writing, or anonymously.
2. The report is promptly reviewed by the CEO, as well as the Finance Director, to determine whether the report constitutes a complaint or a non-complaint, unless one of them is allegedly involved in the misconduct, in which case the report should be reviewed by only one of them. If both are alleged to be involved, the report should go directly to the board president.
 - a. A complaint means any report involving: (a) questionable accounting, auditing, financial reporting, or internal controls; (b) suspected fraud, theft, or improper use of company assets; (c) a violation of the YMCA's conflict of interest that results in a financial harm to the YMCA; or (d) a claim of retaliation against an employee making a good-faith report regarding any of the preceding matters.

- b. A non-complaint means a report of any other matter not involving a misuse of the YMCA's assets.
- 3. If the report is deemed to be a complaint, it will be promptly investigated and forwarded to the board president. If the report is deemed to be a non-complaint, it will be referred to the appropriate supervisor for follow-up. Some non-complaints may involve serious matters and may require prompt investigation but may nevertheless not involve misuse of the YMCA's assets.
- 4. Each complaint is fully investigated, and in a manner intended to protect confidentiality of the employee making the complaint. A written report of the outcome of each investigation is prepared and delivered to the board president.
- 5. The board president decides whether the report involves a matter than is material. If it is deemed material, it is reviewed by the full board, or senior management may be directed to take action to resolve the situation. If the report is deemed nonmaterial, it is not reviewed by the board but is instead addressed by the Finance Director, as appropriate.

1003B No Retaliation

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

1004 Child Abuse Prevention Policy

The YMCA is committed to providing a safe environment where everyone can grow and develop. All employees of the YMCA working with children are mandated reporters under Pennsylvania law and should act accordingly when there is known or suspected child abuse or neglect. All instances of known or suspected child abuse should be reported immediately to Childline by phone (1-800-932-0313) or electronically through the Child Welfare Portal (<https://www.compass.state.pa.us/cwis>). Failure to report any suspicion of child abuse or neglect is grounds for disciplinary action up to and including termination of employment. Employees who are unsure how to handle a situation are encouraged to talk to their supervisor or the HR department. If in doubt, make the report.

If an employee is under investigation for child abuse and or neglect, the YMCA will suspend the employee with or without pay until an investigation is completed and determination is obtained. The YMCA and the employee under investigation will cooperate with all authorities involved to make the investigation process as easy and speedy as possible.

1005 Drug Free Workplace Policy

The YMCA believes that it is very important to provide a safe workplace for all employees and has taken steps to address the problem of substance use that can negatively affect the workplace. Possession and/or use of alcoholic beverages, drugs, and tobacco products during work hours is strictly prohibited.

An employee will not be permitted to work while under the influence of alcohol, drugs, or illicit substances.

The YMCA is concerned with the health and wellbeing of all employees, and does not condone or tolerate employee behaviors that are related to substance use, such as:

- Use of illegal drugs
- Misuse of alcohol
- Sale, purchase, transfer, use or possession of any illegal drugs
- Arrival or return to work under the influence of any drug (legal or illegal) or alcohol to the extent that the job performance is affected
- Use of any drug (legal or illegal) or alcohol during work hours that affects job performance

Management is fully committed to the YMCA's Drug Free Workplace policy, which establishes clear guidelines for acceptable and unacceptable employee behavior for everyone in the workplace. The policy applies to every employee, volunteer, and independent contractor associated with the Association. The YMCA holds all employees accountable in terms of substance use but also supports getting help for employees. Employees who come forward voluntarily to identify that they have a substance use problem will receive support and assistance. However, if an employee has a substance use problem and does not come forward, and the employee then tests positive for a drug or alcohol use in violation of this policy, the YMCA reserves the right to take appropriate action up to and including termination of employment.

Employees can receive information about substance use as a workplace problem, signs and symptoms, dangers of use, and how and where to get help for themselves and their families. The HR department is responsible for coordinating drug and alcohol testing, identifying resources that employees can turn to for help for themselves and their families, arranging for qualified people to help with employee awareness education and supervisor training.

1005A Drug and Alcohol Testing

Testing is intended to detect problems, deter usage and allow appropriate corrective action. An employee attempting to alter a specimen or otherwise manipulate the testing process will result in termination of employment, as will a refusal to produce/provide a specimen. In addition to alcohol, the drugs tested for are as follows, but not limited to:

- Amphetamines
- Cocaine
- Marijuana
- Opiates
- Phencyclidine

Urine specimen collection for a drug test or breath/saliva for an alcohol test is to occur immediately after a need has been determined. At no time shall a drug specimen be collected after 32 hours from the time of an employment-related incident. Breath or saliva alcohol testing will be performed within 2 hours of the incident whenever possible, but within 8 hours, or it will not be performed but will be documented.

The reason the test was not completed within the allowed time frame will be noted and could lead to employee discipline up to and including termination of employment.

If the employee responsible for an employee-related accident is injured, it is a condition of employment that the employee grant the right to request that attending medical personnel obtain appropriate specimens for the purpose of conducting alcohol and/or drug testing. Further, all employees herein grant the YMCA access to all other medical information that may be relevant in conducting a complete and thorough investigation of the employment-related accident, to include but not be limited to, a full medical report from the examining medical personnel or other health care providers.

1005B Employee Protections

This program is designed to protect employee rights. Such protection measures are:

- Employee records such as testing results and referrals for help will be kept confidential. Information will be on a need-to-know basis. Any violation of confidentiality rights is subject to disciplinary action up to and including termination of employment.
- Testing will be done through a certified laboratory.
- Testing results will use levels for each drug and for alcohol that are established based on federal and state guidelines.

1005C Testing Frequency and Occurrences

Employees will be tested for the presence of drugs and/or alcohol under all of the conditions outlined below:

Reasonable Suspicion Testing

Reasonable suspicion testing will occur when management has reason to suspect that an employee may be in violation of the policy. The suspicion must be documented in writing within 24 hours of the event or prior to the release of the test findings. Reasonable suspicion testing may be based upon, among other things:

1. Observed behavior, such as direct observation of drug/alcohol use or possession and/or the physical symptoms of drug and/or alcohol use.
2. A pattern of abnormal conduct or erratic behavior.
3. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The employee is responsible for notifying the YMCA within 5 working days of any drug-related conviction.
4. Information provided either by a reliable and credible source, or independently corroborated, regarding an employee's substance use.
5. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

Post-Accident Testing

Post-accident testing will be conducted whenever an accident occurs as defined below. For purposes of this policy, an accident is considered an unplanned, unexpected, or unintended event that occurs on the YMCA's property, while conducting business for the YMCA, during working hours, while using YMCA

supplied vehicles, while using personal vehicles conducting business for the YMCA, or within any scope of employment, and which results in any of the following:

- A fatality of anyone involved in an accident
- Bodily injury to the employee and/or another person that requires off-site medical attention away from the YMCA place of employment
- Vehicular damage
- Non-vehicular damage in apparent excess of \$500

1005D Random Drug Testing

The YMCA reserves the right to initiate a random drug testing program at any time. The program includes all employees and is conducted on an unannounced basis. A third-party testing organization will utilize objective computer software that ensures a truly random selection process in which all employees in the testing pool have an equal statistical likelihood of being selected. When the next random draw is conducted, all employees are again included in the pool with an equal chance of selection, regardless of whether an employee was previously selected. It is the responsibility of the YMCA to notify each employee who was selected with the date, time, and location that random testing will be performed. When notified, it is the responsibility of the employee to provide a urine specimen for drug testing and/or submit to a breath alcohol test within 24 hours.

1005E Rebuttable Presumption

Effective November 28, 2014, Act 139: Controlled Substance, Drug, Device and Cosmetic Act – Drug Overdose Response Immunity, provides limited immunity from charge and prosecution for possession of drugs and drug paraphernalia for individuals who experience a drug overdose and need medical care, and for those who seek medical care in good faith for a person experiencing an overdose so long as certain conditions are met. Such people are also relieved from penalties for violations of probation or parole. An employee who tests positive or refuses to submit to alcohol and/or drug testing will be disqualified for compensation and benefits under the Workers' Compensation Act.

1005F Employee Assistance

The YMCA believes in offering assistance to employees with a substance abuse problem. We are supportive of employees acting on their own behalf and believe in offering a second chance to employees who are willing to accept help. If an employee is willing to actively engage in resolving the substance use problem, the employee will be referred to a provider for an assessment and possible outpatient counseling. Payment for services will be the employee's responsibility.

An employee who violates this policy will have the opportunity to meet with a substance counselor, and the YMCA will be informed whether the employee is attending sessions and actively participating but will not receive information about the specifics of the counseling.

An employee who completes these counseling sessions will be allowed to return to work, subject to signing a "second chance" agreement acknowledging that a second violation of the YMCA's policy will result in termination of employment. The employee will be tested prior to being allowed to return to work must produce a negative test result, and retest at various times thereafter in conjunction with recommendations of the substance counselor. At a minimum, the employee will submit to four alcohol

and/or drug tests (possibly more if there is reasonable suspicion) conducted over a period of 1 year. Any employee with a second positive test result will result in immediate termination of employment.

1005G Tested Substances and Testing Methods

Systems presence testing is the procedure that is used to identify the presence of the following controlled substances or alcohol that may be present (a negative initial screening test is considered a negative test). For each of the tested drugs, there is an initial test used to screen the urine specimen. If the initial screen is positive, which means it is at or higher than the cut-off level that is set by the Federal Department of Health & Human Services (DHHS), a second or confirmatory test is done. This is a different test and is considered 100% accurate.

Breath Alcohol testing will be conducted by a certified testing site. Breath alcohol concentrations exceeding .04 will be considered a verified positive test. In the event of an accident where an employee has a blood draw for alcohol testing at a medical facility, a result equal to or greater than .04 shall be considered to be a verified positive result. The YMCA reserves the right to add or delete substances on the list above, especially if mandated by changes in existing federal, state, or local regulations or legislation.

1005H Specimen Collection Procedure

Testing shall be conducted by trained collection personnel who meet quality assurance and chain-of-custody requirements for urine collection and breath alcohol testing. Confidentiality is required from such labs. Failure to appear for testing when scheduled shall be considered refusal to participate in testing and will subject the employee to the range of disciplinary actions up to and including termination of employment or for job applicants it may result in cancellation of the offer of employment.

1005I Result Reporting

All test results will be reported to the YMCA. The YMCA would receive a summary report that will indicate if the employee passed or failed the test. All procedures are intended to be consistent with the most current guidelines for drug and alcohol testing.

1005J Positive Test Results

Employees who are found to have a confirmed positive drug or alcohol test will be immediately taken off safety-sensitive duties and are subject to disciplinary action up to and including termination of employment.

1005K Termination Notices

In those cases where substance testing results in the termination of employment, all termination notices will list "misconduct" as the reason. Termination will be deemed "for cause."

1006 Anti-Harassment Policy

The YMCA prohibits sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin, or ancestry, physical or mental disabilities, medical condition, marital status, age, sexual orientation, gender identity, or any other basis protected under federal, state, or local laws and regulations. Any employee who engages in the

behaviors defined below violates the YMCA's Anti-Harassment policy and will be subject to disciplinary action up to and including termination of employment.

1006A Definition of Harassment

Prohibited unlawful harassment includes but is not limited to the following behaviors:

1. Unwanted sexual advance, invitations, propositions, comments, or sexual flirtation
2. Offering of employment benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Derogatory and/or sexually oriented posters, photography, cartoons, or drawings
5. Leering or making sexual gestures
6. Making or using derogatory comments, slurs, or jokes
7. Verbal abuse of a sexual nature, sexual jokes, graphic verbal comments about an individual's body, sexually degrading words used to describe one's body
8. Suggestive or obscene letters, notes, emails, texts, or invitations
9. Verbal abuse based on any other protected basis, such as race, age, religion, national origin, or sexual orientation
10. Unwanted touching
11. Assault
12. Retaliation for having reported or threatened to report harassment
13. Any verbal, visual, or physical conduct with a minor
14. Bullying, whether intentional or unintentional
 - a. Verbally: slandering, ridiculing or maligning a person or the person's family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the object of jokes; abusive and offensive remarks
 - b. Physically: pushing, shoving, kicking, poking, or tripping; assault or threat of physical assault; damage to a person's work area or property
 - c. Gestures: non-verbal threatening gestures or glances which can convey threatening messages
 - d. Exclusion: socially or physically excluding or disregarding a person in work-related activities

1006B Compliant Procedure

An employee who feels that a violation of this policy has occurred should contact the HR department. Each allegation will be investigated as quickly and discreetly as possible. The HR department should take immediate and appropriate action as follows:

1. Fully inform the complainant of their rights
2. Stop any further harassment
3. Eliminate any effects of the harassment
4. Provide written determination to the complainant, alleged harasser, and others involved (if necessary)

1100 Disciplinary Action

1101 Employee Discipline Policy

The YMCA has the right to discipline any employee for unsatisfactory job performance, failure to follow policies and procedures set forth within this handbook, and/or any other conduct deemed inappropriate by the YMCA. Disciplinary action is intended to give employees advanced notice, whenever possible, of problems with their conduct or performance in order to provide an opportunity to change or improve their behavior.

Disciplinary action may consist of verbal warnings, written warnings, suspensions, and terminations. Other actions may be taken such as a pay reduction, job demotion or transfer. Employees may receive immediate suspension, with or without pay, to investigate allegations of child abuse, harassment, safety violations, or workplace violence. The YMCA is an at-will employer and can terminate employment with or without cause and with or without warning.

Rules of conduct are necessary for employee safety, good management, effective work, fairness and protection of the YMCA, consumers, volunteers, and employees. It is not possible to list every form of unacceptable behavior and conduct. There may be others that are not listed that conflict with the YMCA's interests and are not allowed. The following behaviors and/or conduct can result in any level of disciplinary action, up to and including termination of employment.

1. Failure to adhere to the policies, procedures, and/or guidelines of the YMCA
2. Poor work performance, incompetence, inefficiency, or inability to maintain YMCA standards
3. Insubordination or refusal to comply with directives
4. Disrespect toward supervisors, coworkers, consumers, volunteers, or community partners
5. Discrimination, harassment, or bullying
6. Abuse of any kind toward anyone (sexual, physical, or emotional)
7. Damage to YMCA, consumer, or coworker property
8. Falsification, misrepresentation or omission of information, documents and/or records
9. Lying
10. Possession of a weapon or dangerous materials on YMCA property
11. Disregard for safety and/or security procedures
12. Manufacture, possession, use, under the influence, distribution, sale, purchase, or dispensation of illegal drugs or alcohol on YMCA property or during working hours
13. Disorderly or disruptive conduct
14. Unauthorized use of company property, equipment, devices or assets, including damage, destruction and/or theft
15. Breach of confidentiality
16. Illegal or violent activity
17. Falsifying injury reports or reasons for leave
18. Practical jokes and/or horseplay
19. Sleeping on the job or giving the appearance of sleeping
20. Any other action or conduct that is consistent with YMCA policies, procedures, standards and/or expectations
21. Unexcused or excessive absences

Supervisors may use discretion when enforcing disciplinary action. The YMCA is aware that the Employee Discipline policy is open for interpretation and does not cover every circumstance and exceptions, under given circumstances, will need to be made. Proper documentation of all disciplinary instances is required to maintain accurate records.

1102 Progressive Discipline Policy

This Association values the contributions of all employees and strives to provide an environment where those contributions can be acknowledged. To that end, regular and open communication between employees and supervisors is necessary to provide the needed information and tools to ensure that each employee has the opportunity for success on the job.

1102A Performance Expectations

This Association expects a high level of performance, professionalism, and accountability from employees. Communication between a supervisor and employee regarding performance-related issues should occur on a regular basis and a formal performance review, including a plan for employee development, should be conducted annually.

1102B Coaching and Counseling

Employees are encouraged to ask questions and request guidance from their supervisors whenever needed, and, through coaching, supervisors are encouraged to provide regular feedback to employees on their performance and on their continued development.

When performance falls below expectations, supervisors may use a more formal counseling approach to address the performance issue. Counseling should be documented in writing and kept in the supervisor's files for future reference.

1102C Corrective Action Process

When coaching, counseling, and development plans fail to assist an employee in achieving the expected level of performance, or when behavior or conduct is severe enough to require immediate corrective action, this Association follows a policy of progressive discipline for employees consisting of a four-step process:

- Verbal Warning
 - The first level warning is an informal method of informing an employee of a relatively minor violation of Association policy or of failure to perform job duties in an acceptable manner. Such feedback could be as simple as a conversation but could also include a brief note to the HR department for the individual's personal file or email documentation of the verbal conversation. Consider including the following items in your documentation of Verbal Warnings:
 - The policy violation or issue giving rise to the written document.
 - For example, is this a concern regarding performance or behavioral issues, or is it an attendance-related concern.
 - Specific examples of the behavior
 - Include dates and times where available. Utilize documentation from other Verbal Warnings to build this timeline.

- Spotlight past counseling discussions or corrective action steps, if any.
- Written Warning
 - When performance and/or attendance problems persist or when the offense is so serious that a first level warning is not appropriate, the supervisor should consult with the HR department to draft a written document to share with the employee noting the violations and dates giving rise to the supervisor's concern. A copy of this written document should be placed in their personnel file. Consider including the following items in the written document:
 - The policy violation or issue giving rise to the written document.
 - For example, is this a concern regarding performance or behavioral issues, or is it an attendance-related concern.
 - Specific examples of the behavior
 - Include dates and times where available. Utilize documentation from Verbal Warnings to build this timeline.
 - Spotlight past counseling discussions or corrective action steps, if any.
 - Describe how the employee's behavior negatively impacts the Association.
 - How does what they're doing (or not doing) affect your organization's ability to achieve its goals/operate programming?
 - Clearly set expectations and established time frame to be achieved.
 - Include objectively ascertainable steps and tasks to indicate compliance and/or behavior changes.
 - Describe the consequences for the infraction at hand.
 - Consider discipline provided to you per policy such as a performance improvement plan, suspension with/ without pay, etc.
 - Describe consequences of failure to improve behavior.
 - Include a statement that failure to correct behavior will lead to further corrective action up to and including termination.
 - Supervisor's signature.
 - Employee's signature
 - Include the following statement: "Employee signature indicates receipt of this memorandum and does not indicate agreement to the factual statements made herein."
 - If the employee declines to sign it, this should be noted on the memo.
- Suspension
 - Employees will be suspended for repeated violations or a one-time violation that caused safety issues for the YMCA, other employees, consumers, volunteers, or program participants. Depending on the severity of the violation(s), the employee may be suspended without pay in full-day increments, consistent with federal, state, and local wage and hour laws. The employee will also receive a final written notice, outlining the steps needed to correct the behavior and, if not done so within 30 days, the employee will be terminated from employment. The HR department will retain all relevant documents in the employee's personnel file.
- Termination

- Termination of employment is the final action when all other appropriate steps have failed to achieve desired improvements. As such, ensure you speak to legal counsel and Human Resources prior to termination. In addition to the guidelines previously stated in this document, there may be additional considerations when the termination of an employee becomes necessary. For example:
 - Consider having a management witness present and/or security personnel on standby during the termination meeting.
- Appeal
 - Employees can dispute corrective action and the violations of this policy. During each step of the process, the offending employee may present evidence and extenuating circumstances that may have contributed to or caused the violation of this policy. The information provided will be considered by both the supervisor and the HR department. In no situation, however, shall the supervisor or the HR department provide any offending employee with special treatment or harsher penalties than outlined in this policy.

Staff should be aware that the YMCA has the right to apply disciplinary action in any situation up to and including termination of employment.

1103 Complaint Procedure

A complaint is a grievance of alleged violation toward a current employee of an approved personnel policy or practice or of applicable federal or state law. The steps in the complaint procedure are as follows:

Step 1: The first step in resolving a complaint is to meet with the employee's immediate supervisor. This may be done verbally or in writing. The supervisor will investigate the matter and provide the employee with a response. In normal situations, complaints will be resolved in Step 1. If the employee feels that the situation is not resolved, the employee should inform the supervisor that they plan to proceed to Step 2.

Step 2: The employee may direct the complaint to the immediate supervisor's supervisor in writing. The employee will be given the opportunity to discuss the matter in private. The supervisor shall investigate the complaint and provide the employee with a written determination. If the decision does not satisfy the employee, then the employee may proceed to Step 3.

Step 3: The employee may direct the complaint to the HR department in writing. The employee will be given the opportunity to discuss the matter in private. The HR department will investigate the complaint and provide written determination. If the decision does not satisfy the employee, then the employee may proceed to the final step.

Final Step: If the employee is not satisfied with any of the above decisions, the complaint may be presented in writing to the CEO. The CEO's decisions are final and binding. The CEO may select a committee to hear the complaint or may choose to have a private meeting with the employee. The CEO will respond with a written decision to the employee.

The appropriate timeline may not exceed 10 days between steps. If more than 10 days have lapsed between steps by the employee, the complaint will be dismissed without further investigation. The timeline begins on the date that each determination is given to the employee.

The following are instances in which the compliant procedure does not apply:

1. Complaints concerning employee benefits, which should be handled directly by the HR department
2. Complaints concerning employee termination, which should be immediately directed to the CEO or the board president.

1200 Separation of Employment

The term “termination” will refer to all separation of the relationship between an employee and the YMCA.

1201 Types of Employment Termination

1201A Voluntary Resignation

The decision by an employee to resign is a voluntary choice. Due to employment being at-will, an employee may resign at any time with or without notice. However, it is best practice for an employee to give advance written notice and continue to work until the last schedule day of employment. An exempt employee should give 30 days’ notice, and a non-exempt employee should give 2 weeks’ notice. Separation paperwork will note whether the employee followed best practice or not and, depending on the circumstances, may affect the employee’s rehire status.

1201B Involuntary Termination

Due to employment at-will, the YMCA may terminate an employee with or without cause and with or without notice. However, if an employee is terminated for unsatisfactory performance, the supervisor must make a reasonable effort to resolve the problem and should provide documentation of disciplinary action taken.

1201C Reduction of the Workforce

An employee’s position may be reduced or eliminated at the sole discretion of the YMCA at any time. Selection for reduction in force generally will be based on skills, abilities, and performance. Workforce reductions will be made as it most benefits the YMCA. Whenever possible, written notice of workforce reduction will be given.

1202 Final Paycheck

The employee’s final paycheck will include all money owed to the employee, including unused PTO. If assets issued to the employee by the YMCA have not been returned, such as uniforms, keys, cell phones, or laptops, a deduction will be made on the final paycheck at the replacement cost of the item(s). If the employee has unpaid balances for childcare or additional membership fees, those will also be deducted from the final paycheck.

If the employee owes more to the YMCA than the final paycheck covers, the employee is expected to make immediate payment for the outstanding balance owed. The employee may contact the HR department to make payment arrangements. If the employee fails to pay the outstanding balance, the YMCA reserves the right to take legal action.

All final paychecks will be processed as usual on the regular compensation schedule.

1203 Exit Interview

An exit interview may or may not be scheduled with an employee. An exit questionnaire may or may not be provided to the employee before the last scheduled day of employment.

1204 COBRA Continuation of Health Benefits

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of 18 months from the qualifying date. For more information regarding COBRA health insurance benefits, see the HR department.