



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **GOLDEN CORRIDOR FAMILY YMCA**

# **EMPLOYEE HANDBOOK**

**June 6, 2017**

Updates and replaces all existing personnel handbooks

## **Human Resources Policies & Benefits**

*The Golden Corridor Family YMCA is a not for profit, charitable organization, open to all who seek a healthy spirit, mind, and body. We are dedicated, through our core values of Caring, Respect, Honesty, and Responsibility, to building strong kids, strong families, and strong communities.*

Campanelli YMCA 300 W. Wise Rd. Schaumburg, IL 60193  
Taylor Family Branch, 50 N. McLean Blvd, Elgin IL 60123  
Edwards YMCA Camp & Conference Center, N8901 Army Lake Rd, East Troy WI 53120

## ***A message from the President***

### ***Welcome!***

We are pleased that you have chosen to be a team member of the Golden Corridor Family YMCA, and wish you outstanding success in your new job.

I hope that you will quickly feel at home. A swift, positive start means as much to us as it does to you. You, like all other employees of the Y, hold an important position on our team.

The Y takes pride in being a leader in the community. We aim to maintain our excellent reputation and to continue to grow and prosper. In order for us to remain a leader in the community, we need your enthusiastic commitment to cooperation, teamwork, and inspired job performance. We will do our best to bring out the very best in you by providing experienced and dynamic leadership, and competitive wages and benefits. We will also provide you with the opportunity to work in a fast-paced and exciting environment -- a fundamental key to our rapid growth and success.

This Personnel Handbook should answer many of the questions that may arise in connection with your employment. Most importantly, it describes the wide range of benefits available to you as an employee of the YMCA, as well as, the essential policies and procedures, which we here at the YMCA are all required to respect.

**PLEASE NOTE THAT NEITHER THIS PERSONNEL HANDBOOK NOR ANY OF ITS TERMS CONSTITUTES A BINDING CONTRACTUAL COMMITMENT BETWEEN THE GOLDEN CORRIDOR FAMILY YMCA AND YOU.**

The YMCA reserves the right to unilaterally interpret, apply, change or discontinue any of the policies, benefits, or rules set forth in the Personnel Handbook. Of course, we will do our best to let you know of any changes that we make.

Should you have any questions about a specific area, whether addressed in this Personnel Handbook or not, please feel free to raise them with your supervisor, Executive Director, or myself. We will try to provide you with whatever information you need.

Again, welcome aboard!

**Gary Bublitz, DBA, LSW  
President/CEO**

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## *Disclaimer*

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The Golden Corridor Family YMCA is an independent, not for profit, 501c3 Corporation. Under the auspices of the YMCA of the USA, the YMCA works to accomplish the shared national mission of Youth Development, Healthy Living, and Social Responsibility.

The contents of this YMCA Employee Handbook are not an employment contract or agreement, but rather represent a general outline of Human Resources policies, benefits and expectations. Nothing contained in this YMCA Employee Handbook, or in other YMCA handbooks, employment applications, memoranda and other materials given to staff members in connection with their employment, whether singly or combined, shall create an expressed or implied contract concerning any terms or conditions of employment.

As explained elsewhere in this Employee Handbook, employment at the YMCA is “at-will.” No one, except the President/CEO of the YMCA, is authorized to make binding employment contracts, and such contracts will be recognized only if they are in writing and signed by the applicable staff member and the President/CEO of the YMCA.

This Employee Handbook is not inclusive and is subject to change without notice at any time. This handbook supersedes and replaces all previously existing YMCA Human Resources policies, manuals and handbooks, effective July 1, 2015.

## *YMCA Overview*

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### **Mission**

The Golden Corridor Family YMCA is a not for profit, charitable organization, open to all who seek a healthy spirit, mind, and body. We are dedicated, through our core values of **Caring, Respect, Honesty, and Responsibility**, to building strong kids, strong families, and strong communities.

### **Vision**

The Golden Corridor Family YMCA is pursuing a renaissance. We will effectively respond to the needs of our members and re-establish the YMCA as a pillar of service to our communities. To accomplish this renewal we will be:

**For Youth Development:** Nurturing the potential of every child and teen.

**For Healthy Living:** Improving the nation’s health and well-being.

**For Social Responsibility:** Giving back and providing support to our neighbor’s.

## Core values

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

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

## YMCA Historical overview

- The YMCA was founded by George Williams, a clerk and Sunday school teacher, in London, England, in 1844, as the Young Men's Christian Association. The purpose was to provide young men with a positive alternative to the city's street life.
- The first YMCA in the United States was established in 1851 in Boston MA.
- At the International YMCA Training School, in December 1891, James Naismith invented the game of basketball. The game's first professional team came from a YMCA in Trenton NJ.
- William Morgan invented volleyball at the YMCA in Holyoke MA in 1895.
- Boy Scouts of America got its beginning in 1897 within many US YMCAs.
- The Associated Press, first established in 1907 as the YMCA Press was created as a publishing arm of the YMCA movement.
- The first Father's Day celebration was held on June 10, 1910, at the YMCA in Spokane WA.
- The YMCA Swimming and Lifeguard Manual, published in 1919, was one of the earliest works on the subject.
- The Peace Corp, founded in 1961 by order of President Kennedy, was patterned after the YMCA's program of World Service Workers, which had started in the 1880's.

## Golden Corridor Family YMCA Historical Overview

- The Elgin YMCA was founded in 1866 and distributed religious materials, promoted mission Sunday schools, and held prayer meetings.
- The Elgin YMCA closed in 1873 donating their books and furniture to the new town library.
- The Elgin YMCA reorganized in 1882 with the financial backing of George P. Lord, when a summer swimming pool with dressing rooms and a springboard was constructed along the river.
- The Elgin YMCA erected Elgin's first indoor swimming pool in 1908, within their building on East Chicago Street near the Fox River. This facility housed the Blackhawk Restaurant, rooms for men, and classroom space for the Elgin Community College.
- In 1929 Elgin YMCA's Camp Edwards Branch was organized and located 60 miles north of Elgin in East Troy WI.

- In 1961, the Elgin YMCA closed the Chicago Street facility and built new facilities on Channing Street. The cost of this new YMCA was \$1,500,000.
- In 1968, the Twinbrook YMCA, located in Schaumburg was formed as a branch of the Greater Elgin YMCA. Property was purchased in 1970 on Wise Rd and its first program building was constructed in 1977.
- In 1977, the Taylor Family Branch was constructed on the west side of Elgin.
- In 1983, the Twinbrook YMCA separated its affiliation with the Greater Elgin YMCA and became an independent YMCA.
- In 1995, a new edition to the Taylor Family Branch was completed. The field house addition included a walking/jogging track, basketball courts, and a circuit center.
- In 2001, Twinbrook Family YMCA changed its name to the Alfred Campanelli YMCA in response to a generous donation from Mr. Alfred Campanelli, a former residential developer in Schaumburg.
- The Channing Community Branch was closed to member usage on June 30, 2002. Rentals, the after-school program, and restorative opportunities program continued to run out of this facility until January 2004. At this time the facility was closed for good and the property was sold to the City of Elgin.
- Gilberts Family Branch YMCA was chartered in 2004 and given exclusive rights to run youth sports programs in the community.
- The Kirkland Primetime Center Addition was opened at the Taylor Branch in the summer of 2006.
- In 2006, the Elgin YMCA was chosen as one of 13 YMCAs across the country to be a Pioneering Healthy Community YMCA and joined 35 other YMCA in this pioneering work.
- October 1, 2008, the association name changed to Prairie Valley Family YMCA.
- In July 2010, the YUSA unveiled the new and revitalized band for The Y with a new logo.
- On July 1, 2014, the Prairie Valley Family YMCA closed the Gilberts Branch facility but continued to offer programs in various community facilities.
- On September 1, 2014, the Prairie Valley Family YMCA and the Alfred Campanelli YMCA merged to form the Golden Corridor Family YMCA.
- The Golden Corridor Family YMCA operates three facilities: Camp Edwards, Taylor Family YMCA, and Campanelli YMCA.

### ***PREAMBLE***

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To help the YMCA achieve its mission, one of the Golden Corridor Family YMCA's goals is to consistently attract, develop, motivate and retain the most talented and competent staff members. The YMCA seeks individuals who embody the spirit, mind, and body and core values of caring, honesty, respect, and responsibility.

### ***PURPOSE***

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This handbook is designed as a resource for all staff members to better understand YMCA Human Resource policy guidelines, staff member benefits, working conditions, rights and

responsibilities. The handbook also encourages staff to improve their competencies in performing their responsibilities.

## *ADMINISTRATION*

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### **Administration of Human Resources policies**

The Corporate Board of Directors of the YMCA selects a President/CEO who is responsible for the administration of the policies in this handbook and the supervision of staff. The President/CEO delegates the administration of this policy to the appropriate supervisors of each employing unit. The President/CEO is directly responsible to monitor application of this policy to ensure equal treatment for all. Each staff member shall be provided a copy of this handbook with receipt acknowledged in writing.

### **Interpretation of policies**

Interpretation of this policy is the responsibility of the President/CEO.

### **Review of policies**

YMCA Human Resources policies are reviewed on a regular basis and may be changed from time to time, with or without notice, upon approval of the or YMCA's Corporate Board of Directors or President/CEO. YMCA Human Resources policies do not pre-empt or replace applicable laws. This Employee Handbook supersedes and replaces all previously existing YMCA Human Resources policies, manuals and handbooks. Please call the Golden Corridor Family YMCA Human Resources Department, if you have questions about the contents of this handbook.

## *Coverage*

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All staff members, regardless of classification, are covered by these policies. Failure to adhere to these policies may result in disciplinary action up to and including discharge.

### **Employment classifications**

- A. The Golden Corridor Family YMCA follows the YMCA of the USA classification system for career development and recognition.

#### **1) YMCA Leader**

Full-time and part-time employees without supervisory responsibilities performing a direct service to members such as clerical, maintenance, housekeeping, membership desk, and other support services.

## **2) YMCA Staff Manager**

Full-time employees assigned to program and administrative positions that do not meet the qualifications for listing as YMCA Team Leader, or employees that are in the process of meeting those requirements.

## **3) YMCA Team Leader**

Full-time employees, with a minimum of one year of YMCA experience, performing supervisory duties with direct reports. Regularly leads a team of staff or volunteers without direct supervisory responsibility; with or without staff supervisory responsibility, who regularly leads a process, project or function with significant scope and potential impact; and who have completed the YMCA of the USA requirements for Team Leader.

## **4) YMCA Multi-Team Leader**

Full-time employees, managing multiple departments; or staff member who regularly leads multiple teams of staff or volunteers without direct supervisory responsibility; and who have completed the YMCA of the USA requirements for Multi-Team Leader.

## **5) YMCA Branch Leader**

Full-time employee, who provides tactical and operational leadership to multiple departments within a Y branch or association corporate office, or staff member, with or without staff supervisory responsibilities, who regularly leads multiple processes, projects or functions with significant scope and potential impact, and who have completed the YMCA of the USA requirements for Branch Leader.

## **6) YMCA Organizational Leader**

Full-time employee, with at least a bachelor's degree, who provides strategic and visionary leadership to the organization, and who has completed the YMCA of the USA requirements for Organizational Leader.

## **B. Payroll/Benefits Classification**

The Golden Corridor Family YMCA uses the following classifications as a basis for its payroll system and personnel administration:



**1) Exempt Full-time Employees (Salaried)**

Executive, administrative, or professional employees whose specific job duties and salary meet the US Department of Labor standards for exemption from minimum wage and overtime pay provided by Fair Labor Standards Act.

**2) Non-exempt Full-time Employees (Hourly)**

Employees who work a minimum of 40 hours per week on a regular basis (three consecutive months), and are eligible for minimum wage and overtime pay under the Fair Labor Standards Act.

**3) Part-time Non-managerial Employees (Hourly)**

Personnel who work less than 40 hours per week on average in non-managerial positions and are eligible for minimum wage and overtime pay under the Fair Labor Standards Act.

**4) Part-time Managerial Employees (Hourly)**

Personnel who work less than 40 hours per week on average in managerial positions and are eligible for minimum wage and overtime pay under the Fair Labor Standards Act. Managerial positions include, but are not limited to, positions that provide management or administrative oversight of people, budgets, and/or programs.

**5) Part-time Seasonal Employees (Hourly)**

Personnel who work less than 40 hours per week on average in a position that runs congruent with seasonal programs i.e. KASPER, Preschool, and Day Camp, and are eligible for minimum wage and overtime pay under the Fair Labor Standards Act.

*Employment*

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**Policy**

The YMCA seeks to hire individuals who: meet the highest standards of character; subscribe to the mission, purpose and goals of the YMCA; and embody the four core values of caring, honesty, respect and responsibility. Staff members should possess the special aptitudes, skills and capacities required by their field of work, and they should exhibit the desire and capacity to learn, advance and improve. All employment practices shall be consistent with applicable laws and other such acts and regulations that control the employment relationship.

### **Official employer**

All individuals covered by the provisions of this handbook are staff members of the Golden Corridor Family YMCA. Staff members are subject to the policies and approved directives established by the Board of Directors, President/CEO and authorized management team members.

### **Equal employment opportunity**

The YMCA provides equal opportunity in employment to all staff members and applicants for employment regardless of race, color, creed, religion, national origin, sex, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, age, or other legally protected status. Equal employment opportunity applies to all facets of employment, pre-employment and the terms and conditions of employment, as well as discharge from employment. The YMCA operates in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies or Agencies.

### **Americans with Disabilities Act (ADA)**

The YMCA's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. The YMCA is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation will be available to all staff members and applicants, including work site accessibility, as long as the accommodation does not cause undue hardship to the YMCA. Disability verification shall be validated by a licensed physician.

### **Affirmative Action program**

The YMCA is firmly convinced that people of color, minority groups, women, persons with disabilities and other protected groups under municipal, state and federal law, must be brought more fully into the mainstream of American social and economic life. Accordingly, the YMCA is committed to a policy of taking all reasonable steps to steadily increase staff member representation throughout its workforce from these groups. The YMCA's commitment to affirmative action is not based on compulsion, but rather, on a conviction that affirmative action is the right thing to do.

- Recruiting, hiring and training for all job classifications are done without regard to race, creed, color, religion, national origin, sex, sexual orientation, marital status, age, disability or other legally protected status.
- Employment decisions further the principle of Equal Employment Opportunity.
- Promotion decisions further the principle of Equal Employment Opportunity and that nondiscriminatory criteria for promotions are used.
- All Human Resources policies and procedures governing compensation, benefits, transfers, training, and tuition assistance and recreation programs are administered without regard to race, creed, color, religion, national origin, sex, sexual orientation, marital status, age, disability or other legally protected status.
- A reporting system to allow for evaluating the results of the program is established and maintained.
- Personnel actions are analyzed periodically to ensure Equal Employment Opportunity.

**Employment at will**

Employment with the YMCA is "at will" and either the YMCA or the staff member may terminate the relationship at any time, with or without notice, and for any reason or for no reason. No YMCA representative, other than the President/CEO as described below, is authorized to modify this policy for any staff member. No YMCA representative may make any representations to staff members or applicants concerning the terms or conditions of employment with the YMCA that are not consistent with YMCA policies. The "at-will" employment relationship can only be altered in writing by the staff member and the President/CEO.

**Open Application**

The Golden Corridor Family YMCA supports and participates in the YMCA of the USA's open application process for exempt staff placement. Personnel currently employed will be required to participate in the open application process for promotion consideration.

**Employment Verification and References**

The Y will only release verification of employment, dates of employment, salary, and position(s) held to prospective employers or financial institutions. If an employee wishes to have additional information provided, the employee will be required to submit written authorization to the Human Resources Director or Senior Management stating their release of additional information.

**Qualifications**

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

**Notifications**

Employees are responsible for notifying their supervisor promptly and accurately upon a change in personal information such as legal name; employment eligibility; legal status (both civil and criminal); address; phone number (both home and cell phone); emergency contact; changes in dependents and beneficiaries; education; certifications; skills and capabilities; and changes in the status of one's driver's license or driving record if one operates a motor vehicle in connection with one's employment,. Supervisors are responsible for notifying Human Resources with any changes in employee personal information.

All of the foregoing information will be treated with appropriate confidentiality.

**Access to Employment Files**

Golden Corridor Y, in accordance with state law, permits employees to have access to their employment files for inspection under the supervision of the HR Director or Executive Director. Employment files are made available to employees upon written request, with

reasonable advanced notice to the Human Resources Department. Files are made available during normal working hours and may not be taken off Y property.

### **Employment responsibility**

The Corporate Board of Directors employs the President/CEO, who in turn, employs or delegates the authority to employ other staff members. This responsibility and authority is managed as follows:

- The President/CEO selects senior management.
- The President/CEO selects executive level staff at all branches.
- Branch Executives and department heads select and define duties of all staff members in their respective units in consultation with the President/CEO.

### **Employment/promotion from within**

Promotions will be made from within the YMCA whenever possible, within the context of these policies.

### **Employment of minors**

The Golden Corridor Family YMCA does not employ persons under the age of 16 years of age, except in certain positions at Camp Edwards. The preferred age is 18, except for babysitting or assistant counselors in day camp, resident camp, or childcare. Lifeguards and front desk personnel must be a minimum of 18 years old, and building supervisors must be at least 21 years of age. No one under the age of 18 shall be left alone with children.

### **Employment of relatives**

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

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

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

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

### **Internships**

There are two types of Interns:

- Paid - A paid intern is classified as a temporary employee and is not eligible for YMCA benefits.

- Unpaid – An unpaid intern is not an employee and cannot replace an employee. An unpaid intern is a trainee who is learning professional skills and who should never be left alone in charge of a program or children..

### **Applications forms**

All applicants and staff members will complete appropriate application forms, data tracking forms and other necessary records as required by law and for YMCA payroll purposes.

### **Criminal background checks**

A criminal background check is a condition of employment once the prospective employee/volunteer meets hiring criteria. Current employees and volunteers shall have a follow-up background check completed at a minimum of every three years, or sooner per State Childcare regulations. Failure to consent and/or to satisfactorily clear a criminal background check will result in withdrawal of the job offer or immediate discharge. Former or returning staff members are required to have a criminal background check conducted if they have been away from the YMCA for 12 months or longer. The results of the criminal background must be received and reviewed before starting employment.

Evidence of date of birth shall be given as “post employment” information. Evidence that an employee can perform the requirements of the position may be requested from a physician.

### **Employee Change Forms**

It is the responsibility of the staff member to request a form to report any changes in name, address, telephone or marital status.

### **New employee orientation**

All new staff members are required to attend the new employee orientation at the direction of the Branch Executive prior to starting work. As part of this orientation, staff members will complete new hire paperwork (W-4, I-9, etc.), will receive the Employee Handbook, Drug Testing Policy, and will cover the Code of Conduct and related policies.

### **Introductory Period/Performance Evaluation**

All new or re-hired employees work on an introductory-period basis for the first 30 calendar days of their employment. During this period, employees are eligible for all benefits required by law and provided for by this policy, except where stated otherwise. Evaluations will be conducted by supervisors and discussed with the employee at the end of this period. The evaluation period may be extended by the supervisor, when conditions warrant. This introductory period in no way implies continued employment.

### **Voluntary philanthropic contributions**

All staff members are encouraged to voluntarily support the YMCA’s philanthropic interest, such as the Strong Kid’s campaign and planned giving, and other Association special events.

### **Annual performance review**

Each regular full-time staff member and his or her supervisor will establish annual work performance standards in writing. This will be followed by an annual work performance review conducted by the staff member’s immediate supervisor, documented in written form

and reviewed with the staff member. The purpose of the work performance review is to evaluate the staff member's overall work performance, assist in the staff member's continued growth and development, and ensure that the YMCA's goals are being met through the staff member's work effort.

### **Termination of Employment**

Employment with the YMCA is "at will" and either the YMCA or the staff member may terminate the employment relationship at any time, with or without notice, and with or without cause. The following rules and procedures will apply to terminations depending on the circumstances of the termination.

### **Voluntary separation by staff member**

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

### **Involuntary separation by YMCA**

A staff member may be discharged from the YMCA at any time, with or without cause and with or without notice. In circumstances in which the staff member is discharged for reasons other than for cause, the YMCA normally gives a staff member two weeks notice of discharge or pay in lieu thereof.

Discharge for cause requires no notice and no pay. Cause may include, but is not limited to, insubordination, theft, fighting, harassment, possession of a weapon, use or possession of an illicit drug, misappropriation for personal use of goods or materials owned by the YMCA, absenteeism, violation of any YMCA policy or breach of a duty reasonably owed the YMCA.

If a staff member who works multiple positions is terminated for cause, this termination stands for all positions. If the termination is for job performance, lack of hours, or elimination of position, remaining in secondary positions will be at the discretion of the supervisors.

### **Reduction in workforce by YMCA**

In the event of a reduction in volume of participation or for other economic or programmatic reasons, it may be necessary to reduce or restructure the workforce. In these instances, the YMCA will give full-time & part-time non-exempt staff members two weeks notice. The YMCA will give full-time exempt staff members four weeks notice. The YMCA may choose, but is not required, to give pay in lieu of notice.

### **Return of Association Property**

Upon termination of employment, a staff member shall immediately return to the Association all documentary or tangible confidential information and shall immediately return to the Association any and all other Association property in possession, custody or control, including, without limitation, any and all building keys, credit cards, cell phones, staff shirts, membership cards, payroll badges and Association documents and copies thereof, including this handbook.

## *CONDITIONS ON THE JOB*

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### **Work schedules**

Immediate supervisors are responsible for the preparation, supervision and approval of work schedules of the staff members they supervise. Applicable laws and needs of the YMCA govern these work schedules.

### **Work Schedule for Exempt Employees**

These procedures are immediately applicable to all exempt employees.

1. Exempt employees that are designated as executive, administrative, or professional and who receive a fixed salary are exempt from the overtime provisions of the federal wage and hour laws. In consideration of this fact, an employee shall be granted additional vacation time compared to non-exempt employees, as stipulated in the Personnel Policy.
2. Exempt employees are given extreme latitude in determining their work schedules, providing the procedures in this policy are followed. This latitude requires that the employee stay focused on their assigned duties and always schedule their work to ensure that professional responsibilities are adequately covered and that sufficient time off is taken to ensure a professional demeanor.
3. At the Golden Corridor Family YMCA, the normal workweek for exempt employees shall consist of approximately 40-45 hours across a five-day period during the hours of operation established for program responsibility. Since the YMCA is open seven days per week, this five-day period may consist of any five days, whether consecutive or not.
4. Exempt employees must take off a minimum of one full day in each work-week, Monday through Sunday. No exempt employee shall be required to work seven straight days.
5. Exempt employees may be required to work more than 40-45 hours and more than 5 days per week, depending upon specific job requirements. Should this occur, exempt employees shall not be authorized compensatory time off or additional pay for the additional work.
6. Likewise, it is conceivable that the work-week may be shorter than 40-45 hours from time-to-time, depending upon specific job requirements. Should this occur, an exempt employee should continue to receive their regular salary and not be required to take vacation or personal time. A shorter than normal work-week shall always consist of at least five working days, regardless of hours worked. A workday shall consist of at least four hours at a minimum. If an employee's work week is less than five working days, the employee shall be required to take vacation or personal leave, or sick leave if applicable, for any day less than five

working days, unless a holiday is within the five-day period.

7. **Compensatory time off is not authorized.**
8. Working from home is not authorized and shall not be counted in the work-week, unless directed specifically by management for a special project of limited duration.
9. Exempt employees may be required to attend offsite conferences, training events, promotional events, or meetings from time-to-time. These events, along with associated travel, although away from the YMCA, shall be counted in the work-week. One full day of attendance at one of these events, or travel to and from one of these events, shall be counted as one day of work. Conference or training attendance where the employee leaves from work or returns to work the same day shall be considered to be within the normal workday.
10. Sick days shall also be counted as a day worked in the work-week at the rate of one sick day for one day worked.
11. Exempt employees may be required to carry a cell phone, or be reachable 24-hours per day, seven days per week. Management personnel shall respect an employee's time off, but professional job responsibilities shall take precedence.
12. Management reserves the right to monitor specific work schedules if professional responsibilities are neglected or if employees are working extremely long hours on a regular basis at the detriment of their job.

### **Non-exempt employees**

The normal workweek is 40 hours for non-exempt full time staff members. Any and all work beyond 40 hours is considered overtime. The staff member is responsible for recording time accurately for all shifts worked on a daily basis, following procedure set forth by each branch. Only the time actually worked or spent in the YMCA required training and meeting attendance should be recorded. The YMCA does not pay for time spent in lunch periods or exercise classes. Staff members who work for multiple locations or charge their time to multiple accounts are responsible for reporting to their supervisor when they have reached 40 hours of work in one week. Overtime (working more than 40 hours in one week) must be pre-approved by the staff member's supervisor. Failure to obtain prior approval will result in disciplinary action.

### **Seasonal positions**

Seasonal positions are based upon work that is for short periods of time regardless of the number of hours worked in a week. Any work beyond 40 hours in one week is considered overtime. Seasonal staff members, in general, are not eligible for full-time or part-time benefits.



**Resident Camp counselor daily/weekly rate requirements:**

Resident Camp Counselors may be paid at daily or weekly rates and are exempt from overtime pay even if more than 40 hours are worked during a week, when

- Counselors work at a camp or recreation facility that is a separate recreational establishment,
- Spend more than half of their working hours in direct personal assistance and guidance to campers.

**Camp counselor hourly minimum rate requirements:**

Counselors working at day camps that are wholly or partially run out of YMCA branches must be paid at hourly rates. Staff members cannot be paid a weekly and an hourly rate during the same weekly time period, or a daily rate and an hourly rate in the same day. Overtime rules apply to day camp counselors.

**Overtime**

Hourly non-exempt staff members will receive overtime pay at the rate of 1.5 times the regular straight-time rate for all hours worked over 40 hours in any given work-week, in accordance with federal and state law. The staff member's supervisor must pre-approve any hours worked over 40 hours per week. For purposes of overtime calculations, hours paid for time off for any reason whatsoever (holidays, vacation, illness, or whatever causes) will not be deemed hours worked in accordance with applicable state and federal law. Staff members who work overtime without proper authorization may be subject to discipline up to and including discharge.

**Breaks and meals**

Breaks of short duration, running from 5-10 minutes are counted toward hours worked. The general rule is a 15-minute break for every four consecutive hours worked as long as the break does not interfere with the quality of customer service or the safety of children. Any staff member who works 7.5 hours or more in a day will be given an unpaid meal break of 20 minutes or more no later than five hours after the start of work. The staff member's supervisor determines how long the meal break will be. It should be understood that employees on break do not go into other work area for non-business purposes and interfere with or distract other employees who are working at the time. No break should be taken within an hour of arriving at or leaving work.

**Attendance**

Staff members are expected to report to work whenever scheduled and be at their work station at their starting time and again after their lunch break at the prescribed time. Failure to observe scheduled working hours reduces productivity and places an unfair burden on fellow staff members. Whenever a staff member is unable to report to work because of illness or emergency, the staff member must call their supervisor as far in advance as possible prior to the beginning of the scheduled shift. In the event of an emergency, the staff member should call as soon as possible. Messages left with co-workers or other staff members are not acceptable. Failure to provide proper notification of an absence or lateness, unexcused absences, late arrivals or early departures from work may result in disciplinary action, up to and including discharge. Information must be provided within 72 hours of the start of the absence. Some positions or situations may also

require that staff members who are planning to be absent find qualified staff substitutes to cover their job responsibilities. Failure to report to work for three consecutive workdays, and failure to notify the supervisor in advance of the reason for failure to report to work, will be considered a voluntary resignation.

### **Payroll Records**

Payroll and time records for all staff members will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the staff member and supervisor are held accountable for the accuracy of time records that reflect the exact hours and days actually worked. It is the employee's responsibility to clock in and out each day worked. It is the supervisor's responsibility to verify and sign off on all hours worked. Certain staff members, such as remote location employees, or those who do any work from home (*with supervisor consent*) will be required to fill out a time sheet of hours worked. For hourly staff members, working off the clock is strictly prohibited. Keep in mind that this particular action is a direct violation of the Federal Wage and Hour Laws. In other words, one cannot volunteer for one's own position.

### **Pay days**

All staff are paid on a bi-weekly basis, every other Friday with 26 paydays per calendar year. If a scheduled payday falls on a holiday observed by federal banks, paychecks and direct deposits will be distributed on the preceding weekday. The official work-week is Thursday through Wednesday. A copy of the pay schedule can be obtained from the Corporate Office.

### **Direct deposit**

All staff are eligible to be paid via Direct Deposit, in which electronic payments are made directly to the staff member's bank account. Proper forms are to be filled out upon hire and, whenever possible, give two weeks advance notice when changing banks or account numbers, in order to avoid delays and misdirected funds.

### **Required and voluntary deductions**

All required deductions such as federal, state and local taxes, and all authorized voluntary deductions such as health insurance contributions, will be withheld automatically from each paycheck. There are two times during the year when there are three paydays in a month. Health insurance deductions for exempt employees are not taken from these paychecks.

### **Time reporting**

It is necessary to maintain accurate and complete records of hours worked.

- All staff members are required to report Paid Time Off. Absence Authorization Forms must be filled out, signed by Supervisor and President/CEO and forwarded to the HR Dept. *See section under Paid Time Off for timeframe for such requests.*
- Hourly non-exempt staff members are required to
  1. Use the badge time clock, PC Entry, or complete time sheets daily.
  2. Record starting time, time in and out for meals or other unpaid breaks, quitting time, and total hours worked for each workday.
  3. Obtain approval before working overtime.

4. Make sure supervisors notate trainings or meetings to be paid at the training wage.

### **Employee Volunteers**

Volunteers are the backbone of the YMCA. The involvement of thousands of talented, committed individuals greatly extends the range, quality and variety of YMCA programs. Every staff member's job is to promote YMCA volunteer opportunities. All staff members should work to ensure that volunteers have a positive, rewarding experience at the YMCA.

Individuals who volunteer or donate their services, usually on a part-time basis for public service or humanitarian objectives, not as employees and without contemplation of compensation, are not employees. They are not eligible for any Association compensation or employee benefit programs.

Employees may serve as YMCA volunteers for services that differ completely from their compensated job functions. For instance, a member of the office staff may volunteer their time to coach a youth sports team. Except where the employee volunteers on a one-time only basis, the distinction between the compensated and volunteer positions must be documented and approved by the President/CEO. There can be no promise, expectation or receipt of compensation for any volunteer services.

### **Expenses and allowances**

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

### **Meals**

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

### **Driving for the YMCA**

A per mile reimbursement, at a rate established by the YMCA and updated periodically, is provided for staff members who use their personal automobiles for work-related travel. Work related travel is defined as work around and between the YMCA facilities and other community destinations, excluding travel to or from home to work headquarters. It is the staff member's responsibility to maintain mileage records and to submit a monthly reimbursement request within 30 days after the completion of the month. *It is preferred that these requests are submitted within the first week of the following month.* Requests will not be reimbursed after the 30 day time frame. Tickets for traffic violations will be the responsibility of the employee, but toll way expenses will be reimbursed.

### **Conferences**

Reimbursement is made for expenses for attendance at conferences, seminars and conventions, including travel expense, room and board, and registration fees, and with the approval of the supervisor, Branch Executive or department head.

**Training Pay**

Non-exempt (hourly paid) staff members attending mandatory training programs and seminars will be paid for the time spent in training. All trainings will be paid at the training rate which is currently minimum wage. Advance approval by the supervisor is required. If the attendance at a training program is voluntary and is left to the sole discretion of the employee, it will not be considered compensable time.

**Travel outside YMCA service area**

Coach class, or the most cost-effective fare, is preferred when staff members must travel outside the YMCA service area. The use of privately owned vehicles for this purpose is discouraged except when circumstances make it necessary or when the transportation of additional passengers benefits the YMCA. A staff member who drives a car on official trips for his or her convenience will be reimbursed for no more than the cost of satisfactory commercial transportation that could have been used. A staff member who drives to accommodate the YMCA will be reimbursed at the current mileage rate. This does not apply to passengers. For example: a staff member who drives his/her vehicle instead of flying will be reimbursed the constructive cost of airfare plus \$75 for incidentals (parking, taxi, etc.) that would be reimbursable had the employee taken air transportation. Travel time off will be granted at one day per scheduled trip.

**Service/professional membership expenses**

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

**Health and safety**

A safe, healthy and environmentally sound workplace is accomplished through a variety of YMCA activities, including safety education, training on the use of certain equipment, and job instruction. The best way to assure a safe working environment is to prevent unsafe working conditions. All employees will be required to attend training on emergency procedures and safety.

**Hazardous communication awareness**

Staff members are required to cooperate in maintaining a safe and healthy workplace and to participate in hazardous communication awareness, provided during the Emergency Procedures training, to ensure that all are fully informed and aware of any chemical hazards in the workplace. Volunteers and contractors may be covered by this policy.

**Blood borne pathogens**

The YMCA will comply with all OSHA requirements for the proper training of staff in dealing with blood borne pathogens, including hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In doing so, the YMCA will make an Occupational Exposure Determination and prepare an Occupational Exposure Plan. All staff members will receive initial required training which is part of the Emergency Procedures Training, and annual refresher trainings.

### **HBV vaccines**

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

### **Violence in the workplace**

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

### **Arrest or Conviction of a Staff Member**

All Staff Members, regardless of their position, are required to report an arrest to the Association within five days of when the arrest or conviction occurred. The report should be made in writing to the Branch Executive. It must include the exact charge or conviction, the location of court, and the date of the arrest or conviction. Failure to report arrests or convictions as required may result in disciplinary action up to and including termination.

### **Open Door Policy**

**Suggestions:** Although the organization is continually growing, the Y is strongly committed to maintaining an "Open Door" policy. Senior management believes that frequent, ongoing communication between employees and management offers the best means of ensuring that the organization continues to grow and prosper, thereby providing additional opportunities for everyone.

As a member of the Golden Corridor Family YMCA team, employees are encouraged to come forward with suggestions that may help the organization be even better. Management is interested in considering ways of attracting new members/program participants, expanding and enhancing products and services, and achieving greater operating efficiencies.

Please do not hesitate to bring ideas to the attention of management.

**Complaint Procedure:** If there is something about one's job that is troubling, management wants to know about it. Remember, unless it is brought to management's attention, it may go unnoticed and unresolved.

1. Complaints should be brought to one's supervisor first, unless the complaint is about the supervisor, in which case it should be brought to the supervisor's supervisor or the Human Resource Director. Experience has shown that most, if not all, issues can be resolved through frank and open discussion with the supervisor. However, if a satisfactory resolution is not reached at this level, one may proceed to Step Two.

2. Present concerns, in writing, to the YMCA's HR Director or Branch Executive. He/she will investigate the matter, consider all facts judged to be relevant, and issue a final decision as soon as practical.

Please be advised that this Complaint Procedure is to be used to address concerns about your working conditions and environment. It is not a process to

delay or appeal decisions made by your supervisor, the Human Resource Director, or any other member of the YMCA management relating to your job performance.

## *WAGE AND SALARY ADMINISTRATION*

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### **Philosophy**

The YMCA seeks to attract, motivate, develop and retain competent and talented staff by striving to pay its staff members at a level that compares favorably with salaries of similar organizations in the YMCA movement and in the local marketplace. The YMCA has established a wage and salary administration plan that seeks to provide for all staff members to be paid according to fair and uniform principles.

### **Salary administration program review**

Wage and salary ranges for each position are established through Y-USA evaluations and the President/CEO, and are reviewed annually by the Corporate Board. All matters pertaining to the interpretation of wage and salary administration should be directed to the Human Resources Department. The staff member and supervisor should insure that the job description is accurate and up to date.

### **Employee performance evaluation**

Performance evaluations and salary increases are determined by the position in the salary range, performance, promotion and budget guidelines. Formal performance evaluations occur at 90-days and annually. Supervisors may review performance more often, if desired.

### **Potential Salary increase**

Types of salary increases may include:

- **Merit:** A salary increase that recognizes a staff member's performance level.
- **Promotion:** A salary increase that compensates a staff member for promotion into a new position that has greater responsibility.
- **Administrative:** An increase that is the result of a range or market adjustment. It is used to correct an inequity in a staff member's salary.
- **Developmental:** An increase given to a staff member who obtains necessary and helpful certifications as laid out in the staff development plan.
- **Across the Board:** Rarely used and not guaranteed.

The YMCA will make every effort possible to see that employees are fairly compensated. Increases will be based on resources available and at the discretion of the President/CEO and the approval of the Board of Directors.

## EMPLOYEE BENEFITS

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### **Benefits philosophy**

Staff member benefits represent a significant part of a staff member's compensation package. Benefits help provide security and protection against stresses that otherwise disrupt the individual staff member's work and family life. The YMCA's benefits program is designed to enhance the work environment. The YMCA's benefits program complies with and supplements government-mandated laws and regulations. Descriptive materials, related to benefits, are typically provided to staff members during their initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the YMCA with or without notice.

### **Grandfather Provisions**

On September 1, 2014, the Prairie Valley Family YMCA and Alfred Campanelli YMCA merged with each YMCA having different benefit packages. The benefit packages of the Alfred Campanelli YMCA survived; however, continuing Prairie Valley Family YMCA employees at the time of merger, who had benefits greater than the surviving benefit packages shall be grandfathered as follows: (a) the duration of their employment with Golden Corridor Family YMCA, unless rescinded by the Board of Directors; (b) the implementation of self-directed changes to their benefit package, or (c) Board Directed changes to the Golden Corridor Family YMCA Benefit package. Grandfathering shall apply to vacation (until the next milestone anniversary), personal time, and health/dental insurance cost-sharing formulas. This category is CLOSED to other employees except those former Prairie Valley employees who were employed at the time of merger.

### **Definition of benefits eligible**

All regular full-time, benefits-eligible, staff members who are regularly scheduled to work a minimum of 40 or more hours per week, 52 weeks a year, except for approved absences, are eligible for the benefits described within this section and in the appropriate governing plan documents. Benefits-eligible staff members may enroll for benefits at the time of hire, during annual open enrollment (*November 1<sup>st</sup> to December 1<sup>st</sup>*) or following a qualifying event. Eligibility and full participation are subject to the plan requirements of the specific benefit and by restrictions detailed in other parts of this handbook. Typically, there will be no interruption of benefits for a regular full-time staff member who transfers from another YMCA; however, benefit levels may differ.

### **Recognition of prior YMCA service**

For the purpose of determining benefits (when years of service are the basis for awarding the benefits), continuous full-time employment in any local or national YMCA is to be counted subject to the terms of the applicable plans. Years of service generally are counted from original date of full-time employment and continue to accrue as long as the employment remains full time and continuous. Years of service may be adjusted to credit past experience for part-time staff members who are hired into regular full-time positions. Adjustments for part-time experience will be made by the Human Resources Department on a case-by-case basis.

### **Legally mandated benefits**

The YMCA complies with all applicable laws regarding staff member benefits, including:

**Social Security (FICA)** All staff members are required to participate jointly with the YMCA in the federal Social Security system.

**Workers' Compensation program** Staff members are covered against hazards of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by the state Workers' Compensation laws. All injuries (minor and major) must be reported to Human Resources and one's supervisor within 24 hours. The injured staff member and witnesses must fill out the provided accident or incident reports.

**Unemployment compensation** Staff members who become unemployed other than through their own fault may be eligible for unemployment insurance compensation in the manner and to the extent provided by the Illinois Unemployment Insurance Law or Wisconsin Unemployment Insurance Law.

### **Employer-sponsored benefits:**

#### **Retirement Fund**

The Golden Corridor Family YMCA participates in the plan by completely funding 8% of the eligible employee's gross wages once the employee has met the eligibility criteria. The YMCA reserves the right to amend its participation in the Fund at any time within the terms and conditions set by the YMCA and the Fund.

As an employee of the Golden Corridor Family YMCA, upon completion of eligibility requirements, one **must** participate in the YMCA Retirement Fund (as a mandatory condition of employment), which provides retirement, permanent disability and death benefits for the YMCA employee and their designated beneficiaries.

One becomes eligible to participate in the Fund when one is 21 years old or older and worked for two years completing 1000 hours of employment within each of those or any two years. After these enrollment requirements have been met one will be enrolled on the 1<sup>st</sup> of the month following one's employment anniversary date.

#### **Un-Worked Time philosophy**

The YMCA believes in providing staff members with adequate time away from work and strongly encourages time off as important to recharging, so to remain productive, enthusiastic and creative while at work. Since YMCA facilities are open and in operation throughout the year, including some holidays, the YMCA provides flexibility to staff members through Un-Worked Time. Un-worked Time is divided into three categories: Vacation and Personal Time; Holidays; and Sick leave

#### **Eligibility**

All regular full-time, benefits-eligible exempt and non-exempt staff members are eligible for Un-Worked Time.



## VACATION

### Un-Worked Time credits

Vacation time is accrued on each paycheck. Employees must be employed on the check date to be eligible for the accrual. No partial period accruals are considered.

Example:	Hire Date	Earning Begin
Employee A	June 1	June 1
Employee B	June 2	July 1

Credit increases are effective on the first day of the month after the month a staff member starts his or her 5th, 10th, and 20th year of employment. To determine credit rates please refer to the Vacation Pay Chart at the end of this section.

### Using Vacation Pay

Vacation Pay is accumulated on a per paycheck basis. It can be taken as soon as it is credited or saved for later use (for example, for vacations lasting 1 week or more). In scheduling the time period and length of vacations, consideration will be given to employee preferences, staffing requirements, and the seniority of those employees with competing requests. In all cases, the decision of whether to grant a particular request will be within the exclusive discretion of the YMCA, subject to the following rules:

- Requested vacation periods may extend no more than two consecutive weeks.
- A request will not be approved if it includes vacation time that has not yet been fully earned.
- Paid vacation days may only be used in either full-day or half-day increments. Days may not be split into hourly increments.
- Pay will not be granted in lieu of earned vacation days. The YMCA believes that vacations provide a needed, beneficial period of rest and relaxation.

For each full vacation day taken, eligible employees will receive their regular straight time pay for up to eight hours' work. For each one-half vacation day taken, eligible employees will receive their regular straight time pay for up to four hours' work. Paid vacation days, whether taken in full-day or half-day increments, are not considered as time worked for purposes of computing overtime pay.

In general, the YMCA shall complete an annual reconciliation of vacation days as of the last day of the calendar year. All vacation earned as of this date must be used within 12 months.

**Cashing out Vacation Pay**

Employees may not receive pay instead of time off from vacation pay except when ending their employment at the YMCA. Employees will be paid 100% of the credited but unused vacation pay.

**Maximum allowable Vacation Pay credits**

Accruals are based on the employee’s length of service as of the current check date being processed. Accruals will be based on actual hours worked for Non-Exempt employees. Exempt Employees will accrue on 80 hours per pay period. In order to encourage the use of vacation time, maximum allowable balances have been established and are displayed in the chart below.

Vacation Pay:

Full time employees earn paid vacation time on a calendar year basis and may carry over all unused vacation (maximum one year of benefits) for one year as of December 31<sup>st</sup>. On January 1 each year, or upon reaching one’s 5, 10 or 20-year anniversaries, the vacation eligibility of each regular full-time employee is determined in accordance with the following schedule:

<b><u>Length of Employment As of January 1</u></b>	<b><u>Rate of Accrual During Current Calendar Year Exempt Full Time Staff</u></b>	<b><u>Rate of Accrual During Current Calendar Year Non-Exempt Full Time Staff</u></b>
<i>Less than 5 full calendar years of service</i>	<i>.833 days’ paid vacation for each full month worked during the calendar year (maximum 10 days)</i>	<i>.416 days’ paid vacation for each full month worked during the calendar year (maximum 5 days)</i>
<i>At least 5, but less than 10, full calendar years of service</i>	<i>1.25 days’ paid vacation for each full month worked during the calendar year (maximum 15 days)</i>	<i>.833 days’ paid vacation for each full month worked during the calendar year (maximum 10 days)</i>
<i>At least 10 full calendar years of service</i>	<i>1.67 days’ paid vacation for each full month worked during the calendar year (maximum 20 days)</i>	<i>1.25 days’ paid vacation for each full month worked during the calendar year (maximum 15 days)</i>
<i>At least 20 full calendar years of service</i>	<i>2.083 days’ paid vacation for each full month worked during the calendar year</i>	<i>1.67 days’ paid vacation for each full month worked during the calendar year</i>

*(maximum 25 days)*

*(maximum 20 days)*

**Non-managerial hourly part time employees** working more than 1040 hours in a calendar year shall earn paid vacation time at the following rate:

For 1040 – 1200 hours worked, the employee shall earn 8 hours of vacation pay.

For 1201 – 1400 hours worked, the employee shall earn 16 hours of vacation pay.

For 1401 – 1600 hours worked, the employee shall earn 24 hours of vacation pay.

For 1601 – 1800 hours worked, the employee shall earn 32 hours of vacation pay.

For 1801 hours or more worked, the employee shall earn 40 hours of vacation pay.

**Managerial part time hourly employees** working more than 1040 hours (half-time) in a calendar year shall earn paid vacation time based upon the percent of full time equivalency (40 hours per week). [Example: A part time managerial employee working 20 hours per week shall earn vacation pay at the rate of 50% of a full time worker (20 hrs/40 hrs = 50%)]. The percent of full time equivalency shall be applied to the table of non-exempt full time vacation benefits (Section IV, paragraph C, subparagraph 1), c), (1) above).

## Holidays & Personal Days

All full-time employees receive six paid holidays. Below is a listing of the six holidays that are paid time off for full-time staff. In the case of holidays falling on the weekend, the holiday can be floated, but must be taken within the same month with approval from the Executive Director or CEO.

### Holidays

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

**Personal Days Off:** In addition to vacation and sick leave, full time employees shall earn two personal days off each calendar year, and part time employees working more than 1040 hours in a calendar year shall earn one personal day off each calendar year. These days may be used for any purpose the employee chooses including observances of religious holidays. Supervisors may deny a personal day, other than for a religious holiday, if it will create an undue hardship for the YMCA. **Compensation will not be paid for unused personal days.** Personal days may not be accumulated from year-to-year; they must be used in the year earned, or within three months after the end of the calendar year.

## Sick Leave

Full time employees shall earn sick leave at the rate of 10 days per calendar year, effective from the first day of employment. Part time non-managerial employees shall earn sick leave at the rate of 16 hours for every 1040 hours worked in a calendar year. Part time managerial employees shall earn sick leave at the rate of 10 days per calendar year multiplied by the percent of full time employment. Sick leave may be used for personal or family illness, doctor or dentist visits, funeral leave, or conditions related to the Family Medical Leave Act.

Sick leave may be accumulated up to a maximum of 90 days, after which time sick days earned in excess of 90 days shall be converted to personal days at the rate of two sick days for one personal day. Employees shall not be compensated for unused sick leave or personal days at any time.

### **Un-Worked Time and Medical Leave**

When a staff member foresees an extended leave for medical reasons, Un-Worked Time must be used in conjunction with other paid and unpaid medical leave benefits. Contact the Human Resources Department for any medical leave planning.

## Leave Policies

### **Jury Duty Leave**

To provide income protection while a full-time, exempt staff member performs his/her civic responsibility, the Golden Corridor Family YMCA provides up to three days off with pay, after which time the employee may use earned sick leave. The staff member is required to provide a copy of the subpoena or jury summons to his/her supervisor and the CFO. Staff members appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time (excluding sick leave) shall be used for these instances.

### **Voting Leave**

All staff members should be able to vote, either before or after their normally scheduled hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to two hours, during the work day to vote. This time will be unpaid time off. Time off to vote should be documented and emailed to the CFO.

### **School Visitation Leave**

If you are a full-time staff member and employed by the Association for a minimum of six months, you may request a school visitation leave. If the leave requested is greater than four hours, earned sick leave, vacation time, or personal time may be used. Employees must request the leave in writing at least seven days before the leave date, and present HR with the request documentation from the school.

### **Military Leave**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) prohibits discrimination against persons because of their service in the Armed forces Reserve, the National Guard or other uniformed services. USERRA protects the right of veterans, reservists, National Guard members, and certain other member of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

If you are obligated for Military Leave, please speak with your Executive Director or the CFO. Additionally, the Illinois Family Military Act permits parents and spouses to take unpaid employment leave, in order to spend time with persons called to active military duty, without the risk of losing their jobs. Upon returning from such leave, the employee must be restored to a position with equivalent seniority, benefits and pay. Eligibility requirements are similar to those for the FMLA, in terms of length of employment.

### **VESSA Leave (Victim's Economic Security & Safety Act)**

A staff member who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, may take up to a total of twelve workweeks of leave, during any twelve month period, to address the violence. This leave runs concurrent with FMLA leave, if applicable. The staff member shall provide the employer with at least forty-eight hours of advance notice of the intention to take leave, unless providing such notice is not practicable. Employers may require the employee to provide certification. Confidential information should be provided to the CFO only. An employee may not be discharged, retaliated or discriminated against for taking this leave from work as a result of violence in order to seek: medical attention, counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance or participate in a related court hearing. Employers are not required to provide paid leave under the Act, but may elect to substitute available paid leave for an equivalent period of leave provided under the Act. Employers will maintain group health plan benefits during the leave period at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

### **Bad Weather Time Off**

Unless the YMCA is officially closed due to threatening weather conditions, staff members are expected to come to work. Full-time staff members have the option to use a day of vacation, personal time, sick leave, or lose a day of pay if they choose to stay home. The staff member shall provide as much advance notice as possible.

## **Group health, dental and life insurance plans**

### **General provisions**

The YMCA contracts with YUSA to provide medical, dental, vision and life insurance coverage for selected categories of employees. Categories include:

- A. Former Prairie Valley Family YMCA employees, who were employed prior to the merger on September 1, 2014. Note this category is CLOSED to any new employee.

- B. Full-time employees, exempt or non-exempt, who were hired to work 40 or more hours per week year round.
- C. Employees who consistently work 130 or more hours per month, and who were **not** hired to work 40 or more hours per week.
- D. Employees who work less than 130 hours per month, or seasonal employees who were hired to work for 90 days or less.

### **Insurance Premiums and Subsidies**

Insurance premiums and subsidies will be published annually and be made available to employees during open enrollment periods.

### **Enrollment**

New full-time staff members are eligible from the date of initial hire to enroll in the group health, dental and life. If health insurance is waived at time of hire, the employee must wait to enroll until the next open enrollment period or following a qualifying event. Open enrollment is November 1<sup>st</sup> to December 1<sup>st</sup>..

### **Coverage**

Health/Dental/Vision/Life coverage is effective the first of the month following date of hire. Long Term Disability coverage is effective the first of the month following one year of continuous employment.

### **COBRA Insurance Continuation**

Staff members may be eligible to continue in the group health, dental and vision after termination of employment at their own expense under the provisions provided for in the Consolidated Omnibus Budget Reconciliation Act (COBRA) and other applicable laws.

## **Medical leave policies**

### **General statement of eligibility**

The eligibility period for all unpaid and paid medical leave benefits generally becomes effective on the first of the month after employment. Regular full-time benefits eligible, staff members are covered by these provisions. If eligibility definitions differ from this general statement, they will be noted within the specific benefit. Medical leave benefits may affect other benefits. Always contact the CFO for determination of eligibility and application of the policy.

### **Long-term disability**

#### **Long-term disability insurance**

The YMCA carries a long-term disability insurance policy for all regular full-time, benefits eligible, staff members. The YMCA pays 100 percent of the premium cost. Specific regulations regarding eligibility benefits and general provisions are covered in the insurance contract. If an employee leaves the employment of the Golden Corridor Family YMCA, and is rehired within 12 months, all past periods of Active Employment will be used in determining

eligibility. If the rehire takes place after 12 months separation, the individual will be considered a new employee and will have the standard 12-month waiting period.

#### **Elimination period**

The staff member must complete 90 consecutive days of disability to qualify for long-term disability insurance. The Long-Term Disability benefit generally provides 60 percent of an insured staff member's eligible pay up to a maximum of \$5,000 per month. The benefit may be reduced by other benefits to which the staff member may be entitled (such as Social Security, Workers' Compensation or other disability pay).

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

Staff members who meet the FMLA work requirement may be provided with up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. FMLA generally runs concurrently with other paid leave benefits.

#### **Eligibility**

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

#### **Reasons for taking leave**

- Birth, adoption or placement of a child in foster care.
- Care of staff member's spouse, domestic partner, child or parent who has a "serious health condition."
- Staff members own serious health condition that makes him or her unable to perform his or her job.

#### **Duration of leave**

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

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

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

#### **Intermittent Leave**

Intermittent leave or reduced leave schedule is permitted to care for a spouse, domestic partner, child or parent with a serious health condition or because of the staff member's own serious health condition. The YMCA may require an alternative work arrangement and schedule to accommodate the staff member's intermittent leave request.

### **Use of Un-Worked Time benefits**

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

### **Notice of leave**

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

- Nature of the leave
- Date the leave commences
- Expected return to work date
- Intermittent schedule (if applicable)

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

### **Medical certifications**

The staff member must provide, to the Human Resources Director, a medical certification completed by the staff member and the relevant health care provider to support the leave request because of a serious health condition of the staff member or a covered relative. The YMCA may require a second or third opinion (at the YMCA's expense) for a staff member reporting a serious health condition. A Return to Work Certificate to return to work is required from the attending licensed physician. A Return to Work Certificate may be obtained from the Human Resources Department.

### **Job benefits and protection**

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

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



- If the staff member is not able or chooses not to return to work at the end of FMLA leave on the scheduled return date, this will be considered a voluntarily resignation from their employment and/or position, unless an extension is granted.

### **Extension**

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

### **Definition of serious health condition**

A serious health condition is defined as:

- An illness, injury impairment, or physical or mental condition that involves hospital care
- An incapacity that lasts more than three days
- Absence plus treatment
- Pregnancy or prenatal care
- Chronic conditions requiring treatments
- Permanent/long-term conditions requiring supervision

FMLA is available in compliance with federal and state regulations.

## **Consulting or Teaching**

Employees are permitted to provide consultant services to other YMCAs and/or kindred organizations, subject to the approval of the President/CEO. If employees are released from job responsibilities to provide such services and remuneration is received, then the employee must reimburse the Golden corridor Family YMCA for all consulting fees earned. If employees consult during time-off, then the employee may retain remuneration received.

## **YMCA membership, program privileges, AFLAC options, and discounts**

### **Membership**

Regular full-time, benefits-eligible employees and members of their immediate families will be granted complimentary annual participating memberships. Family is defined for membership purposes as any dependent that is claimed for tax purposes and one other adult living in the same household. Part-time staff members, who work a minimum of 8 hours per week on a regular basis, will be granted an individual membership, or may receive credit equal to the cost of a single membership when upgrading their membership.

### **Merchandise**

Any staff member may purchase YMCA wear and athletic equipment at cost, plus any applicable sales tax.

### **Program participation privileges and discounts**

As a general rule, staff and their dependents will receive member discounts for programs and classes based upon their membership type. Special programs, childcare, family camp, and other similar programs will be offered to staff at a discount rate to be determined annually by the Branch Executive based upon the YMCA's actual cost for the program.

### **Aflac Insurance Option**

Full-time and regular part-time employees are entitled to participate in the voluntary pre-tax insurance program through payroll deduction. New staff members have 30 days from initial hire to enroll in the insurance plan or else they must wait until the next open enrollment period or following a qualifying event. Open enrollment is September 1<sup>st</sup> – 15<sup>th</sup>. For more information of Aflac and its various plans please see the CFO.

### **Professional Membership**

Full-time Exempt Staff are eligible to receive a fully paid annual membership in the Association of YMCA Professionals (AYP). If you are interested please discuss this with you supervisor. This policy will be reviewed annually to assure beneficial and equitable administration.

## ***STAFF RECOGNITION & DEVELOPMENT***

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### **Philosophy**

The YMCA recognizes that quality of work is directly related to the training and development of staff. Training is a process that continues throughout a staff member's career, and the YMCA encourages each staff member to discuss developmental needs with his or her supervisor. Ultimately, professional development is the primary responsibility of the individual staff member. The YMCA also recognizes its obligation to all staff members to provide them with timely and effective training experiences, mutually based upon the YMCA's goals and the staff member's needs.

### **Professional development for exempt staff**

Each regular full-time, benefits eligible (exempt) staff member should have a career development plan developed and reviewed annually with the supervisor. The career development plan should include consideration for appropriate professional societies, development conferences, college education, continuing education classes, the YMCA's Leadership Competency Plan. When properly approved by management and included in the budget, coverage for expenses will be provided, such as: tuition reimbursement, registration fees, books and study materials, travel expenses, room and meals when attendance requires travel away from home.

### **Professional development for non-exempt staff**

Training and career development planning for non-exempt full-time staff is encouraged. When training is directly related to the staff member's position, and the training has been budgeted and included in the staff member's career development plan, the YMCA pays for expenses, fees and time.

### **Required training**

Non-exempt regular full-time, benefits-eligible and regular part-time staff members are periodically required to take training for the fulfillment of their job responsibilities, such as re-certification, in-service or YMCA-sponsored training. When training is a requirement, the staff member will be paid, at a training rate, while in attendance. The training rate is set at the prevailing minimum wage. Fees and expenses may be paid at the option of the YMCA.

### **Staff recognition**

The YMCA encourages recognition of individual and team accomplishments. Examples of celebrations and recognition include the completion of team projects and assignments, meeting campaign goals, achieving higher status through the YMCA's Leadership Competency Plan, special contributions, tenure and other significant events.

## ***ELECTRONIC COMMUNICATIONS POLICY***

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### **Purpose**

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

### **Usage Philosophy**

The YMCA provides access to various information technology resources for its staff members and, in some cases, to volunteers, members and participants. These resources are provided to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. Resources such as computers, the Internet, e-mail, telephone and fax are intended for YMCA business only.

All data entered, created, received, stored or transmitted via YMCA equipment is considered YMCA property and is therefore subject to inspection, search and disclosure at all times by the senior management. This includes but is not limited to e-mails, web browser histories, all documents created and/or stored on technical equipment, and text messages on employer owned phones. This is to safeguard the interests of the YMCA and protect it from potential liability.

### **Core Guidelines**

- Communications sent from the YMCA network are identified as originating from the YMCA server and carry the YMCA name. E-mail, Internet usage and other communications must reflect well on the organization. Each staff member is responsible for using YMCA email and Internet resources in an acceptable manner.
- Passwords are confidential. Do not provide passwords to anyone except on a "need to know" basis for official YMCA business purposes. An example of a person who may need

to know a password is a supervisor needing access to a file in the absence of the staff member.

- The electronic communications systems should be used in ways that further YMCA business interests and support work on behalf of the YMCA. Any use of YMCA information or systems for the financial gain of a staff member or third party not relating to those interests is strictly prohibited.
- All language used in communications should be professional and courteous. Abusive or obscene content in communications is strictly prohibited.
- Use appropriate business English. In a culturally diverse environment such as the YMCA, the use of slang, humor, sarcasm, or local terminology may not be correctly interpreted, and therefore should be avoided.
- E-mail is no different than a written document. A file can be stored in the system indefinitely and can be reviewed, if necessary, during legal proceedings involving the YMCA. Take as much care in sending e-mail messages as with any confidentially written document.
- Treat all e-mail messages as public information. Senders have no control over messages once they are sent, and recipients may forward the messages to people not originally intended to receive them.
- All Internet communications should be treated as public information since those messages are not generally encrypted. No confidential or copyrighted information should be sent through the Internet.
- Confidential information such as performance or disciplinary communications should never be sent electronically.
- Staff members should use discretion when opening, downloading and saving files sent via e-mail or from the Internet.

### **Software**

Only software and applications purchased and licensed by the YMCA may be installed on YMCA equipment. An audit of installed computer software and applications may be periodically conducted. Unauthorized software will be removed.

### **Personal use**

As a benefit, staff members are permitted limited use of their office computer equipment to type personal items, access personal e-mail accounts and the Internet. Personal files should be saved in a directory named "personal" to facilitate the identification and backup of those files. All personal use is to be kept to a minimum while at work and is never to conflict with work performance. Extensive personal use of electronic communications resources can disrupt the vital flow of information upon which program participants, volunteers, and staff members depend. Any use of YMCA resources must not jeopardize or degrade system performance. Staff members may make or receive limited personal telephone or cellular calls.

### **Prohibited use**

The following are areas that are expressly prohibited by the YMCA. The YMCA strictly prohibits:

- Sending or receiving any data that may be construed to violate the values or policies of the YMCA. This prohibition includes (*but is not limited to*) sexually explicit or offensive

messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that can be construed as harassment or disparagement.

- Accessing another staff member's personal files without their consent.
- The personal use of cell phones while on the clock, except in emergency situations or as authorized by one's supervisor, is not conducive to business operations and is prohibited.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network.
- Intentional misuse of data or equipment.
- Collection and/or transmission of materials in violation of any federal, state or local law.
- Chain letters that are mailings with a request to recipients to continue distribution to others.
- Messages to other staff members that serve as advertising or solicitation for personal gain.
- Downloading or hosting of files such as mp3's, Bit Torrents, or other media or software files for personal use.

### **Social Media Policy**

Staff members who participate in social media including personal blogs should be aware that all the information published on Facebook, Twitter, Tumblr, blogs, vlogs, podcasts, photos, chat rooms, forums and wikis or other public websites or spaces is publicly accessible. It is recommended that employees create a separate work profile or Facebook page when interacting with members or co-workers. When utilizing these resources please keep the following guidelines in mind:

- **Use Disclaimers:** Make it clear that the views you are expressing are yours alone and not necessarily those of the YMCA when discussing anything relates to the work of the Y.
- **Be Transparent:** If you discuss the YMCA, then you have a duty to disclose your role within the organization. If you are creating an online space for a Branch or Program please see discuss this with the Executive Director or CFO before beginning. Social networks function well as smaller communities for Branches or Programs. Representing your community will increase activity from supporters in your community.
- **Be Accurate:** Even though blog posts may be primarily made up of personal opinion, do research well and check that facts are accurate. Make sure of permission to post any copyrighted or confidential information (e.g., images) to your blog, and be careful about posting or linking to items that may contain viruses.
- **Be Considerate:** Be mindful that the information posted on the internet will likely be seen by members of the YMCA community and could reflect poorly on one's character. As an organization that holds personal character in the highest regard, the YMCA is obligated to take actions to preserve its core values. As such, the YMCA may terminate staff members for publishing public web pages and blogs that are contrary to the YMCA's mission or are detrimental to its community. It is all about utilizing good judgment.

- **Don't Reveal Confidential Information:** If one writes or posts about the YMCA one must respect the privacy and confidentiality of other staff, volunteers, members, and program participants. Any confidential, proprietary, or trade secret information is obviously off-limits for personal blogs. The YMCA logo and trademarks are off-limits per YMCA and Y-USA brand guidelines. Anything related to YMCA members, programs, policy, strategy, financials, products, or similar items that have not been made public cannot appear in one's blog under any circumstances. Disclosing confidential or proprietary information can negatively impact the YMCA and may result in regulatory violations for the YMCA.
- **Be A Good Blogger:** When choosing to go public with opinions via a blog or social network, one is legally responsible for personal commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether pertaining to the YMCA, individuals, or any other entity). For these reasons, bloggers should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. In essence, blog (or post on the blogs of others) at your own risk. Outside parties can pursue legal action against one for postings. All employees are required to sign the YMCA Code of Conduct. Blogs that violate the YMCA Code of Conduct will result in disciplinary action potentially including suspension and termination of employment.
- **Respect Work Commitments:** Please remember that blogging and other social networking activities are personal and should be done on one's own time unless one has specifically been assigned to perform an online activity related to one's YMCA responsibilities as an employee or volunteer.
- **Press Inquiries:** Blog postings may generate media coverage. If a member of the media contacts an employee about a YMCA-related blog posting or requests YMCA information of any kind, contact the branch executive. One should also contact the branch executive for clarification on whether specific information has been publicly disclosed before blogging about it.

### **Compliance**

Failure to comply with this policy will be presented to the Branch Executive or department head for disciplinary action, up to and including discharge.

## ***CODE OF CONDUCT***

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### **Introduction**

The YMCA is committed to providing a safe and welcoming environment for all staff members, volunteers and program participants. To promote safety and comfort for all, staff members and volunteers are expected to act appropriately at all times while working or volunteering in YMCA facilities and programs. All staff members and volunteers are expected to behave at all times in a mature and responsible way in accordance with all applicable laws and regulations and the policies and procedures of the YMCA, and with adherence to the YMCA's four core values of caring, honesty, respect and responsibility.

Failure to comply with the expectations as defined within this Code of Conduct will lead to disciplinary action, up to and including discharge. It would be impossible for the YMCA to outline every "do" and "don't," but rather, the policies represented here are intended to cover general requirements that are essential for the YMCA's operations.

### **Behavior Toward Members, Guests, and Other Staff**

All staff members and volunteer leaders are expected to treat members and other staff with the utmost of respect, courtesy, kindness, and caring. The YMCA is in the "people business" and espouses the values of honesty, caring, respect, and responsibility. Staff members are expected to portray these values while exercising their staff responsibilities. Members may not always be right, but they shall always be treated with respect, even if member behavior is less than respectful to staff.

- It is not acceptable to be sharp, curt, or insulting to other staff members, members, or program participants.
- Staff should offer extra service versus simply answering questions.
- Staff shall always maintain a pleasant tone of voice, whether in person or over the phone.
- Priority must always be given to members who are present at the YMCA, versus those who are calling on the phone.
- Conflicts of any type are never to be discussed where other members might overhear.
- If a conflict occurs between a staff person and a member, the staff person shall immediately ask for assistance from a supervisor and move any further conversation to a private area.
- Personal behavior and language must be conducive to a professional place of business. Using profanity, sharing inappropriate jokes, and sharing intimate details of one's personal life is never appropriate.
- Staff members are not to meet with members, program participants, or other staff behind locked doors. All doors must remain unlocked if the room is occupied.
- Smoking is not permitted on YMCA property.
- Staff members may not discuss personnel issues with members, staff, program participants, or the general public. Personnel issues include such issues as salary, disciplinary actions, the behavior or dress of other staff, or any other issue that is of a personal nature.
- Staff members may not solicit or involve members in any personnel or policy issue. Member solicitation will consist of standardized program evaluations, and other issues approved of by the President/CEO.

Staff members must remember that service to our members is the primary reason our jobs exist. Our members deserve and should expect only professional service, programs, and facilities. Members do not expect to be involved in personnel conflicts or personal issues. As a result, staff members are expected to conduct themselves in a totally professional and business-like manner at all times. This is the benchmark against which behavior, attitudes, and dress will be judged. Members and guests must also act with

respect toward staff. Staff members are encouraged to walk away or hang up on an abusive member or guest, and immediately report the incident to a supervisor.

### **Harassment**

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

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

### **Definition of harassment**

Unwelcome verbal, physical or visual conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment. This includes unwelcome behaviors and intimidating acts directed at a person or persons based on their racial, ethnic or other protected status. Harassment includes, but is not limited to:

- Hostile, derogatory or otherwise unwelcome jokes, kidding, teasing or practical jokes.
- Hostile, derogatory or otherwise unwelcome written materials or graphic depictions circulated or posted within the workplace.
- Epithets, slurs, negative stereotyping, refusing to communicate with someone (giving them the "silent treatment"), and intimidating acts.

### **Definition of sexual harassment**

Unwelcome sexual advances or visual, verbal or physical conduct based on sex constitute sexual harassment when

- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the opposite or same sex as the harasser. Examples of prohibited sexual harassment include:

- 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 leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes or invitations, sexual text messages or other electronic communications.
- Verbal conduct such as derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, graphic verbal commentaries about the individual's body, and sexually degrading words used to describe an individual.
- Physical conduct such as patting, pinching or brushing against another person's body.

*This policy includes all YMCA sponsored activities outside of the work environment, such as picnics, staff meetings, trainings, holiday parties, etc.*

### **Retaliation**

The YMCA forbids retaliation against anyone for

- Reporting harassment.
- Assisting in making a harassment complaint.
- Cooperating in a harassment investigation.

### **Procedure**

Staff members who feel they have been discriminated against or in any other manner harassed should immediately report such incidents to their supervisor, Branch Executive or the Human Resources Department. All complaints will be investigated promptly, impartially and discreetly. Confidentiality will be maintained to the extent permitted by the circumstances.

### **Public displays of affection**

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

### **Relations between participants**

Hand holding and other forms of "appropriate touch" by participants, as defined by this handbook, are acceptable when they do not disrupt program-related activities. Sexual touching or other forms of "inappropriate touch" by participants, as defined by this handbook, are not acceptable.

Staff members observing inappropriate behaviors by participants should

- immediately report the incident to the Program Director, and, when appropriate,
- Talk to participants involved.

### **Relations between staff or volunteers, and participants**

Forms of appropriate touch between staff or volunteers, and participants, are acceptable when they do not disrupt program related activities. Inappropriate touch, including sexual touching or other sexually motivated behavior, by a staff member of a participant is absolutely prohibited. If sexual touching, sexually motivated behavior or other forms of

inappropriate touching take place between a participant and a staff member, the staff member may be subject to immediate disciplinary actions up to and including termination.

### **Relations between staff and/or volunteers**

Relations between staff members and/or volunteers center on discretion. Behavior by staff and/or volunteers around participants should at all times remain professional. At no time should the behavior of staff and/or volunteers indicate or convey that the staff/volunteers are romantically or sexually involved with each other. Behavior around other staff and volunteers should be such that no one is made uncomfortable. Any and all behavior in a program setting must allow for the perceptions and concerns of others.

### **Appropriate touch**

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

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

- Gestures of welcome, hello, good-bye, thanks
- Pats on the back, a touch on the shoulder
- Handshakes, high five's
- Physically demonstrating technique, such as swimming

### **Inappropriate touch**

Inappropriate touch is any physical contact that violates the touched one's comfort level. It is touch that is achieved through the use of power on the part of the one who touches. It is touch that is given or forced on one for the purpose of satisfying the one who touches, not the touched one.

Examples of inappropriate touch include:

- Sexual touching or sexually motivated behavior with a participant
- Physical force, hitting, arm twisting, pinching, biting Sexual touching or sexually motivated behavior include: intercourse, sexual contact, prostitution, exploitation for sexual purposes, narrative account of sexual activities, viewing another's or exposing one's own genitals, oral sex, sexual innuendoes and comments about one's body, showing photographs or drawings or writing of sexual activities, or other acts conducted for the purpose of sexual gratification.

### **Zero tolerance**

It is the policy of the YMCA that neglect, physical, sexual or psychological abuse and other inappropriate behavior, including the inappropriate or abusive touching of any participant or other staff member by any YMCA staff member or volunteer, will result in immediate disciplinary actions up to and including discharge. Staff members are expected to model appropriate touch to participants. This includes prevention of both verbal and physical abuse, not only to participants but to other staff as well. Program policy and responsible program procedures prohibit any inappropriate touch, abuse or public display of affection — either same or different gender.

## **Grooming and dress**

The YMCA welcomes and involves people of all ages from diverse cultures and backgrounds. YMCA staff members are expected to model good personal hygiene at all times in their roles as public representatives of the YMCA's mission to promote well-rounded healthy lifestyles. Individual expression in grooming and dress, when offensive to others, is inappropriate for YMCA staff while on duty or on the YMCA premises. Thus, it is necessary to have a grooming and dress code policy. As public acceptance of different fashions change, these guidelines may be modified from time to time, but the YMCA shall always opt for the more conservative approach, if any question exists. The YMCA has sole discretion to determine appropriate attire. All staff members are expected to follow these guidelines for appropriate dress while representing the YMCA.

## **Clothing**

- See individual branch dress codes for specific references.
- At a YMCA facility or program site, YMCA approved apparel, business casual or formal business attire is acceptable. Footwear should be appropriate to the job function.
- When attending formal business meetings with volunteers or the general public in or outside of YMCA facilities, formal business attire is advised.
- Staff leading or attending programs involving physical activity should wear approved YMCA apparel.
- All shorts, skirts and slacks shall be loose fitting, but not baggy, and not more than three inches above the knee. No visible undergarments.
- Female aquatic staff swimsuits shall be one piece, male aquatic staff suits shall be trunk style and all aquatic staff shall have footwear appropriate for poolside work.
- All staff members at YMCA facilities, program sites, etc. (except aquatic staff in swimsuits) shall wear YMCA ID badges/nametags at all times. When practical, badges or nametags shall be worn over the left breast or hung around the neck.
- YMCA logo hats may be worn outdoors. Hats are not appropriate indoors at any time. The supervisor must approve any hat that does not have a Y logo on it.
- Non-YMCA T-shirts and shorts are not acceptable except as noted above. Sheer fabrics, low-cut necklines, short hemlines, tank tops and faded torn clothing should be avoided.
- Exceptions to all of the above may be appropriate for staff involved in physical activities requiring clothing of a sturdier nature.

## **Grooming**

- The YMCA expects good personal hygiene at all times.
- Perfumes and fragrances should not be used in excess and should be evident only when in close proximity to someone.
- Facial hair should be neatly trimmed and clean at all times.
- The YMCA recommends no visible tattoos. When tattoos are visible, they should not be excessive in size, nor draw attention to location and not demonstrate a negative message or theme.
- The YMCA recommends no excessive jewelry, and prohibits jewelry that portrays a negative message or theme. This includes body piercing that could be deemed offensive or distracting.

- Nails shall be clean, neatly maintained and an appropriate length for completing job responsibilities.
- Hair shall be clean and neatly maintained.

### **Drug- and substance-free workplace**

The YMCA's goal is to promote the health, safety and productivity of its staff members, to protect the YMCA's integrity and to safeguard the public interest. The YMCA also recognizes the widespread use of drugs and alcohol in society and the need to maintain a substance-free workplace. Staff members and volunteers are expected to report to work mentally and physically fit for duty. This requires staff members to abstain from using alcoholic beverages and mood-altering drugs prior to the start of their workday, during the work period, during lunch and other work breaks. Staff members will not manufacture, sell, dispense, purchase, possess or use alcohol or unauthorized controlled substances on YMCA premises, on YMCA time or while conducting YMCA business off YMCA premises. Controlled substances include, but are not limited to, narcotics, depressants, amphetamines, hallucinogens and marijuana. Staff members will report to their supervisors the use of physician-prescribed or over-the-counter medications that might affect performance or safety. Supervisors may temporarily restrict or modify work assignments accordingly. Violation of any of the rules set forth above will subject the staff member to disciplinary action up to and including discharge. A copy of our drug testing policy will be given to all staff and a consent agreement must be signed by each individual employee.

### **Tobacco product-free environment**

The YMCA has designated its offices, facilities, grounds and vehicles smoke free because of its

- Goal "to improve the physical, mental and spiritual well-being of persons."
- Dedication to providing a healthy and comfortable environment for its staff members, program participants and volunteers.

Thus, tobacco products are prohibited in the offices, facilities, grounds or the vehicles of the YMCA. In addition, staff members may not smoke or chew while performing their job responsibilities off of YMCA property. Signs displaying the following statement will be posted at all building entrances and other appropriate places: "This YMCA is a smoke-free environment." The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All staff members share in the responsibility for adhering to and enforcing this policy.

### **Assistance for Smokers**

As part of its policy to provide a tobacco-free environment for all YMCA staff members, members and volunteers, the YMCA will make available tobacco cessation information upon request.

### **Use of alcohol on YMCA premises**

The YMCA prohibits the use of alcoholic beverages in its facilities and on any of its properties by individuals or groups. In the event that a special occasion may warrant the use of such beverages, permission for such use must be obtained from the President/CEO.

## *Miscellaneous Policies*

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### **Staff Parking**

While at work, Taylor YMCA staff members are to park west of the first turn near the Program Center to allow the members to park closer to the building. Parking outside this designated area is prohibited unless medically or physically necessary. Campanelli staff shall park far north or west in the parking lot to allow members and guests to use close in stalls.

### **Company vehicles**

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

### **Copier and postage machine**

The copier and postage machine are intended for business use only. The YMCA understands that, on occasion, an employee may need to make a personal copy or post a personal letter. When this occurs, it is expected that the staff member pays the YMCA the amount of the postage used and an amount for the copies as set forth by each branch.

### **Purchasing of personal items on YMCA account**

No employee will be allowed to use any YMCA account with any vendor for personal purchases. Staff members may purchase items from our internal store at cost. These purchases must be made in the same manner as any other customer. Staff may not use the YMCA tax exempt letter for personal purchases.

### **Solicitation**

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

### **Conflict of interest policy**

It is the policy of the YMCA that employees and volunteers are prohibited from engaging in activity, practice, or act contrary to the interests of the Association or inconsistent with the responsibilities entrusted to them. While an exhaustive list of conflict situations cannot be given, in general, there is conflict when a staff member or volunteer achieves personal gain or incurs obligation to others at the expense of the YMCA. Such personal gain need not be direct and might include gain by family members or relatives. The following list includes areas where a conflict of interests is likely to arise, but not meant to limit the areas where staff and volunteers should exercise discretion:

- Personal benefit from any corporate transaction; sale, purchase, rent, and lease of property, staff member's service, or supplying products.
- Receiving gifts, special payments, or favors greater than a nominal value (generally \$25.00 or less) from an individual or organization that is providing goods or services to the YMCA or receiving goods and services from the YMCA.
- Use of YMCA personnel in an individual venture or in conjunction with any business outside of the YMCA.
- Misuse of inside information or confidential information not available to the public for personal or other's gain, to include membership, contributor, or staff member mailing lists or use any such information to the YMCA's disadvantage or the staff members' or others' improper advantage.
- Use of YMCA resources to develop competitive programs for personal use or use by others.
- Soliciting or accepting gifts from any person or firm doing or seeking to do business with the YMCA under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the conduct of the YMCA business with the donor.
- Soliciting or possessing a financial interest in a firm that does business with or is a donor to the YMCA where interest is of sufficient magnitude to potentially affect one's decision or actions as a YMCA staff member or volunteer.
- Conduct that is disloyal, competitive, or damaging to the YMCA.

Any staff member or program volunteer who engages in an activity, practice, or act that constitutes, or appears to constitute a conflict of interest will be subject to disciplinary action that can include termination.

#### **Personal expression on public issues**

Staff members 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 disclose that the views expressed are one's alone and not those of the YMCA.

#### **Outside Employment Policy**

When one accepts *full-time employment* with the Association, one's professional responsibility is to the Association. Employees are hired, and continue in the Association's employ, with the understanding that the YMCA is their primary employer and that other employment or commercial involvements that are in conflict with the business interests of the Association are prohibited.

The Association does not object to one accepting outside employment as long as it does not

- Interfere with regular work hours;
- Affect the efficient performance of regular duties;
- Present a conflict of interest; or
- Cause one to be ill or accident prone through fatigue, worry or other conditions.

### **Whistle Blower Policy**

A whistleblower as defined by this policy is an employee of the Golden Corridor Family YMCA who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The YMCA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the HR Director or President/CEO immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to HR who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the President/CEO.

### **Child Abuse Prevention**

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. In the state of Illinois, the YMCA is a mandatory reporter. Employees are required to report known or suspected child abuse immediately to their supervisor or department head. The employee and supervisor will determine the appropriate action and the need to contact a child protective agency. Failure to report any suspicions is grounds for disciplinary action up to and including termination. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies.

### **Babysitting Outside of the YMCA**

The YMCA does not encourage or endorse the use of YMCA employees or volunteers for non-YMCA childcare activities. Such activities are outside of the scope of an employee's or

volunteer's duties. Employees and volunteers should not engage in any conduct relating to after hours childcare unless prior approval is received by the CEO or Executive Director.

### **Code of conduct for using the facility**

Staff members are expected to actively support and enforce the Code of Conduct for members and guests. The YMCA is committed to providing a safe and welcoming environment for all members and guests. To promote safety and comfort for all, the YMCA asks individuals to act appropriately at all times when they are in YMCA facilities, or participating in YMCA programs. We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others. The YMCA Code of Conduct does not permit language or any action that can hurt or frighten another person. Specifically, this includes:

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

Members and guests are encouraged to be responsible for their personal comfort and safety and ask any person whose behavior threatens their comfort to refrain. If a member or guest feels uncomfortable in confronting the person directly, they should report the behavior to a staff person. Members and guests should not hesitate to notify a staff person if assistance is needed. Staff members want to help. In order to be able to carry out these policies, the YMCA asks that members and guests identify themselves to staff when asked. The Branch Executive or Program Director will investigate all reported incidents. Suspension or termination of YMCA membership privileges may result from a determination by the Branch Executive if, in his or her discretion, a violation of this Code of Conduct has occurred.

### ***COMMITMENT TO DIVERSITY***

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The YMCA, throughout its history, has asserted the dignity of all people without exception. The Golden Corridor Family YMCA also recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability, cultural identity or sexual orientation. The YMCA, while not adhering to any doctrine or dogma, is committed to Christian principles. This includes asserting that all individuals, without exception, are intrinsically valuable.



**The YMCA is committed to**

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

The YMCA is recognized as a Global Center of Excellence that promotes diversity and inclusion.

## ACKNOWLEDGMENT OF HANDBOOK RECEIPT

Date of Handbook \_\_\_\_\_

I acknowledge having received a copy of the Golden Corridor Family YMCA's Employee Handbook and I agree to become familiar with its contents. I understand that neither this handbook, nor any other YMCA policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position and should in no way be construed as creating any sort of employment contract. I further understand that my employment relationship may be terminated by the YMCA or by me at any time, with or without notice, and for any or no reason. I also understand that all of the policies and procedures in this handbook or other YMCA documents may be changed at any time at the sole discretion of the YMCA, with or without prior notice to staff members.

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

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Staff Member Name (please print)