



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WORKING TOGETHER

EMPLOYEE HANDBOOK

YMCA of Northern Rock County



About This Handbook

REVISED DATE – May 22

This Employee Handbook is designed to answer some of the questions employees may have concerning this Y and its policies. It is for informational purposes only. The contents of the employee handbook are not an employment contract or agreement; rather, they represent a general outline or guideline of the human resource policies, benefits and expectations and are subject to modification, revocation, suspension, termination or change, in whole or in part, with or without notice, at the sole discretion of the Y.

Nothing contained in this handbook, or any other handbook, employment applications, memoranda and other materials given to employees in connection with their employment, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment, shall create a guarantee of assurance of employment or shall create any right to an employment-related benefit or procedure.

Employment at the YMCA is "at will," which means that either the employee or the Y may terminate the employment relationship at any time, for any or no reason.

This handbook supersedes and replaces all previously existing personnel policies, handbooks, manuals, guidelines, correspondence, rules and oral or written representations previously given or advised by the YMCA. Employees are required, as a condition of their employment, to read this Employee Handbook and sign the Acknowledgement Form provided to them. Y management will interpret and amend these guidelines as necessary.

If you have any questions regarding your employment, please discuss them with your supervisor or the Business Office.

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Welcome

The Y is a powerful association of people of all ages and from all walks of life joined together to strengthen community. You have been hired to join a team of staff and volunteers who are committed to ensuring that every individual has the opportunity to learn, grow and thrive. We are proud of the work we do, and we hope you will quickly understand how important your success at your position is to the overall success of our Y. Service to our community, members, families and children is always foremost in our minds. Your ability to help us serve others is vitally important to fulfilling our mission, cause and values. And remember to have fun along the way.

History

From Small Beginnings to a Major Force

The Y was founded in London, England, in 1844 as the Young Men's Christian Association to help young men develop character and avoid the unhealthy social conditions of the times. The Y Movement reached the United States by 1851. By the early 1900s, the Y began serving boys and older men in addition to young men. After World War I, women and girls became an active part of the Y Movement, and in the 1960s and 1970s, families became a major focus. Today, more than half of all YMCA members and staff are women and girls.

Today, the Y engages more than 10,000 neighborhoods across the U.S. As the nation's leading nonprofit committed to helping people and communities learn, grow and thrive, our contributions are both far-reaching and intimate—from influencing our nation's culture during times of profound social change to the individual support we provide an adult learning to read.

By nurturing the potential of every child and teen, improving the nation's health and well-being and supporting and serving our neighbors, the Y ensures that everyone has the opportunity to become healthier and more confident, connected and secure.

Global Reach

Since its founding, the Y has grown into one of the largest volunteer organizations in the world, serving more than 45 million people in 120 countries. Ys in the U.S. have played a key role in the growth and strength of our global organization and continue to partner with Ys around the world to address critical social issues. Collectively, we use the knowledge and resources of our global network to help people reach their potential. From welcoming newcomers in the U.S. to working to prevent the spread of HIV/AIDS in Ethiopia, Ys have the expertise and commitment to strengthen communities and bring about positive change.

Local

The YMCA of Northern Rock County has served the Janesville and surrounding Rock county area for more than 95 years. We do this through our commitment of mission. To put Christian Principles into practice through programs that build health spirit, mind and body for all. We do this through programs and services from birth to seniors, which include: Child Care, Active Older Adult Programming, Swim Lessons, Youth Sports, Day Camp, Health and Wellness Programming. Every day the Y supports kids, adult, seniors and families with programs that protect, teach, connect, heal, nourish and encourage.

What Drives Us

Our Cause Defines Us

We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side by side with our neighbors to make sure that people of every age, income level and background have the opportunity to learn, grow and thrive. At the Y, we strive to put the following values into practice in everything we do: caring, honesty, respect and responsibility.

Our Impact Is Felt Every Day

Driven by our mission-to put Christian principles into practice through programs that build healthy spirit, mind and body for all-our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

Our Commitment Is to Social Good

The Y is an independent 501(c)(3) tax-exempt organization under the IRS code, which means that donations to the Y are tax deductible. It is the goal of the Y to provide programs and services regardless of an individual's or family's financial ability to pay for participation. Every day, the Y brings together people of all ages and from all walks of life with a shared commitment to ensuring that everyone has the opportunity to live life to its fullest.

Our Association Statement of Faith

George Williams founded the YMCA in 1844 as a place of prayer and Bible study for the young men working in London who had migrated from rural England to find jobs. Seven years later, Thomas Valentine Sullivan, working as a marine missionary, formed the first U.S. YMCA at the Old South Church in Boston. From our rich heritage of strong Christian values and message, the Y has expanded into an organization that looks very different today than it did when our founding fathers first started.

The YMCA of Northern Rock County continues to focus on all three areas of the original triangle - Spirit, Mind, and Body. We choose to be an Association that strongly promotes the overall

health of the individual, equally addressing all areas; intentionally offering spiritual development as part of our service to the community.

While our roots are based in the Christian faith, we are absolutely open for all. Our strength lies in the way we live out our Christian principles each and every day with everyone we serve. We seek to honor the rich heritage of the Y and its Christian mission in all we do.

We hope you will join us in keeping that mission central, the 'C' in our Y visible, and our hearts open to all.

Employment

Equal Employment Opportunity

The Y provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, national origin, age, disability, genetic information, marital status, sexual orientation, status as a covered veteran, or other protected categories in accordance with applicable federal, state and local laws.

If you need workplace accommodations for your religious beliefs or for your disability, please speak with the Business Office. The Y will make reasonable accommodation so long as it does not create an undue hardship for the Y. If you have related questions, complaints, or comments, you should contact the Business Office.

Employee Classifications

The Y uses the following to define employment status for payroll & benefit administration:

Nonexempt and exempt employees

- **Nonexempt** employees are paid on an hourly basis and are eligible for overtime pay at the rate of 1.5 times the normal hourly rate for hours worked in excess of 40 per work week. Any paid time off do not constitute hours worked.
- **Exempt** employees are paid a salary for meeting agreed-upon management objectives, and while they generally work over 40 hours per week, they are not eligible for overtime pay.

Full-time and part-time employees

- **Full-time (FT):** Average 40 hours, or more, per week in a position that is not seasonal in nature.
- **Part-time, Level 3 (PTL3):** Average 30–39 hours per week
- **Part-time, Level 2 (PTL2):** Average 10–29 hours per week
- **Part-time, Level 1 (PTL1):** Average less than 9 hours per week

- **Seasonal (SEA):** Employees working for a period typically less than six months out of a twelve-month period. Seasonal staff members are not considered full time, although they often work 40 hours per week during the season.
- **Occasional/Substitute (SUB):** Employees without a regularly set work schedule or “on-call” basis.

Classification changes

Employees who wish to add to their regularly scheduled hours by picking up additional hours in their current position, or obtain additional position(s); must have prior approval from the department director and the Business Office if additions will change their employment classification.

Employment of Relatives

Employing relatives has the potential to create real or perceived conflicts of interest. It may also result in favoritism or partiality toward an employee, whether real or perceived.

Relatives of employees are not to be employed in a position that entails direct supervision where one relative reports to the other. Relatives may also not be employed to occupy a position in the same line of authority (i.e., chain of command). Relatives are defined as follows: parents, children, spouse, siblings, and family members living in the same house, domestic partners, and others who may not be related but who occupy equivalent roles.

Any exception to this policy must be approved by the CEO.

If two employees become involved in a relationship after employment occurs, they must report it to the supervisor. Management reserves the right to transfer or ask for a resignation from either party.

Corrective Action

To build and reinforce positive working relationships, as well as ensure effective and efficient operations, the Y may use processes to correct violations of rules, working instructions, or working habits. The specific objective of corrective action is to be a constructive learning tool, not to penalize or terminate employees. However there is no guarantee that corrective action will be given before termination of employment. The Y is an Employer at Will and can end employment for any reason without stating the reason and without prior warning if it believes it to be in the best interest of the Y.

Security and Right to Inspect Personal Property

Normal operations often require other employees to have access to your work area, desk, files, voicemail or computer. There is NO guarantee of privacy. Even if you have a personal access code or password for your voice-mail or e-mail, others in the YMCA may have access and may have business needs to retrieve that information and may record or monitor phone calls or the computer system and may intercept, copy, review or download any communication or files you create or maintain in these systems. All passwords or access codes must be pre-approved by management. All mail is opened by the office receptionist, and even "personal" mail may be opened in the rush of routine operations. All property and processes here are for business purposes, and management has the right to access and inspect all property and processes. So please do not keep anything in your work area, or your phone or computer system, or have mail sent to you which violates Y policy or which you do not want other employees to see.

There may be times when security concerns give reason for inspection of the packages, purses, backpacks or other personal parcels that employees have on the Y premises or Y owned/furnished lockers, vehicles, desks or other equipment. Please do not bring anything onto the premises that violates Y policies or that you would not want seen in the event of such an inspection.

All work product, whether on paper, computer, or email is the property of the Y and constitutes business records of the Y. These records may be audited by government agencies or subpoenaed into court and should reflect the professionalism of the Y and the employee.

Genetic Information Nondiscrimination Act (GINA)

You may be required or requested to provide doctor excuses for absence, fitness for duty, short term disability, leave verification, Workers Compensation reports or other information relevant to work, safety, insurance or leaves of absence. There is certain information the Y does not need and doesn't wish to have. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to a request for medical information, fitness for duty, sick leave, FMLA verification, etc. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Please contact the Business Office regarding any questions about this policy or about any information you may be requested to provide to the Y.

Open-door Communication

The Y has an open communication policy and welcomes any suggestions, questions, or concerns about your job, your working conditions, or the treatment you are receiving as an employee. Your suggestions for improving the Y are always welcome. Your questions and concerns are also of interest to management.

Ending Employment

Should you choose to resign, give your resignation notice in writing to your supervisor, including your reason for leaving and a current address so that your year-end tax information (Form W-2) and other correspondence can be sent to you. As a courtesy to our members and your co-workers, prior notice of your last day of work is appreciated whenever possible. Notice recommendations are: 2 weeks for support staff, and 4 weeks for professional staff. Return all Y-owned property, including keys, no later than your last day of work. If you wish, you may request an exit interview with the Business Office.

Workplace Safety

Safety at the Y

It is the fundamental principle of the Y that safety for members, participants, guests, volunteers and employees shall be the first and major consideration in all operating decisions. No program, activity, or operation shall be carried on until the safety of all is assured.

Safety is everyone's responsibility and all staff must cooperate in order to reduce the possibility of accident occurrence. Safety will take precedence over expediency, short cuts, and other decisions that may compromise safe operations.

Alcohol and Drug Free Workplace

A. Purpose and Goal

In accordance with the mission statement of the Y, we are committed to protecting the safety, health and well-being of all employees and other individuals in our workplace by providing an environment that builds healthy spirit, mind and body for all. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug & alcohol-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The Y encourages employees to voluntarily seek help with drug and alcohol problems.

B. Covered Workers

Any individual who conducts business for the organization, or is conducting business on the organization's property is covered by our drug & alcohol-free workplace policy. Our policy includes, but is not limited to executive management, supervisors, full-time employees, part-time employees and volunteers.

C. Prohibited Behavior

It is a violation of our drug & alcohol-free workplace policy to use, possess, sell, trade, or manufacture illegal drugs on or off the job. Employees are not to be under the influence of alcohol while on duty and are not to consume alcohol within six hours of reporting to work. (Controlled substances include, but are not limited to marijuana, amphetamines, cocaine, barbiturates and opiates).

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug & alcohol-free workplace policy to intentionally misuse and/or abuse prescription medications. Violation of this policy may result in termination of employment.

D. Notification of Convictions

Any employee who is convicted of a criminal drug or alcohol related violation must notify the organization in writing within 24 hours of conviction.

E. Drug Testing

Employees may be tested for drugs and/or alcohol randomly or on a reasonable suspicion, post-accident (any accident requiring medical attention or time off work for any person, or which results in property damage), return to work and follow-up basis.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. The Y may also require follicle or blood testing.

Any employee who tests positive for alcohol will be immediately removed from duty followed by corrective action up to and including discharge. The employee may be

required to pass a return-to-duty test at the employee's expense and sign a Return-to-Work Agreement. The employee/volunteer is subject to ongoing, unannounced, follow-up testing for a period of five years and will be terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee who tests positive for illegal drugs may be terminated from employment. The Y may consider later reinstatement if the employee, at the employee's own expense, is assessed by a substance abuse professional, and follows any plan prescribed by the substance abuse professional, and can present a certification of negative testing, and the substance abuse professional's recommendation for readiness to be re-employed at the Y. A re-hired employee may be required to sign a Return-to-Work Agreement and is subject to ongoing, unannounced, follow-up testing for a period of five years and will be terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or testing, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Invalid, Inconclusive or Suspect Tests.

Test which are found to be "invalid," "inconclusive" or "suspect" will be considered to be adulterated and treated as a positive test result.

Dispute of Results and Re-testing.

If an employee believes positive, invalid, inconclusive or suspect results are due to any medical condition, the employee should present documentation from his or her physician regarding the condition and how it could cause such a result. The information should be submitted to The Business Office. The Y will consider this information and may consider an alternative testing method.

An employee who disputes test results may, at the employee's expense, ask for a re-test of the sample. If the sample re-tests negative, any termination or other action may be rescinded.

F. Assistance

The Y recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. We

encourage employees who have alcohol/drug dependency to seek counseling or treatment. Various alcohol and drug counseling treatments may be covered by health insurance benefits. However, the ultimate financial responsibility for treatment belongs to the employee. Participation in treatment or counseling for alcohol or substance abuse will be considered in employment decisions but does not protect any employee from discharge or legal consequences for violation of this policy.

Blood-borne Pathogens

The Y seeks to minimize the risk of exposure to blood-borne pathogens by periodically training employees who may encounter blood-borne pathogens in the course of their work. The Y subscribes to the concept of "universal precautions," which means that all employees are required to treat all human blood or other body fluids as if the substance were contagious (i.e., were contaminated by blood-borne pathogens). Universal precautions mean that you are expected to exercise work-practice controls and to use personal protective equipment, such as gloves for example, when necessary. Should an exposure incident occur, immediately inform your supervisor. Each exposure must be documented on an incident report and submitted to your supervisor.

Building Security

Because security and safety are always a priority for the Y, employees are expected to follow all procedures for ensuring the security of our facility, including the grounds. Effective security requires proper identification of everyone present at the Y.

Staff members are required to dress according to the Association dress code policy while on duty. In addition, staff is expected to bring their membership cards, and scan in when entering the facility.

After hours, no visitors or unauthorized persons are allowed in the building without prior approval of management.

Chemical Hazard Communication

In your work at the Y, you may come in contact with hazardous material that you need to know how to handle. The Y makes available SDS (Safety Data Sheets) for all products used at the facility. A book of SDS sheets can be found at the main member service desk or from the facilities director.

The directions of the SDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc.) must be used as directed on the SDS sheets. If appropriate protective equipment is not readily available in your work area, contact facilities department or supervisor on duty.

Any accidents pertaining to chemicals or hazardous materials should be reported immediately to your supervisor.

Child Abuse Prevention

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Thus, child abuse, and the resulting severe effects, are of primary concern to the Y. Child abuse is the mistreatment or neglect of a child, by parent(s) or others, resulting in injury or harm. Because of our concern for the welfare of children, the Y has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, background checks are conducted upon hiring, and staff members receive training in recognizing, reporting, and preventing child abuse. Some of the guidelines for employees are as follows:

- 1) At no time during a Y program may a staff person be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them.
- 2) A child may not be left unsupervised while in an organized Y program, or in the facility under the age of 10.
- 3) Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.
- 4) Staff shall not abuse or mistreat children in any way, including:
 - a. physical abuse—striking, spanking, shaking, slapping, and so on;
 - b. verbal abuse—humiliating, degrading, threatening, and so on;
 - c. sexual abuse—touching or speaking inappropriately;
 - d. mental abuse—shaming, withholding kindness, being cruel, and so on; and
 - e. neglect—withholding food, water, or basic care.

No type of child abuse will be tolerated. Any abuse by a staff member may result in corrective action, up to and including termination of employment.

- 5) Staff members may not transport children in their own vehicles.
- 6) Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children is prohibited.
- 7) Outside of the Y, staff members may not be alone with children whom they meet in Y programs. This includes sleepovers, driving or riding in cars, and inviting children to their homes. If a relationship is developed between the child's parent and staff member and the staff chooses to provide child care outside of Y programming, the Y assumes no responsibility or liability for ramifications of that relationship. In addition, the staff member must inform parents of this policy.
- 8) Staff members may not single out children for favored attention and may not give gifts to youth or their parents.
- 9) Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.
- 10) Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- 11) Adult staff members may not date program participants who are under the age of 18.
- 12) Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (authorization on file with the Y).
- 13) Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- 14) Staff members are required to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules or any abuse witnessed or reported by a child, whether occurring inside or outside the Y environment.
- 15) Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and may result in termination.

- 16) Staff members are required to attend child abuse prevention training, read and sign all policies related to identifying, documenting, and reporting child abuse.

Harassment Prevention

The Y is committed to providing a professional work environment for its employees that is free from physical, psychological or verbal harassment. This commitment continues our long-standing policy to offer fair and equal employment opportunities to all persons based on our EEO criteria or any other criteria protected by state, federal or local laws.

Discrimination against employees, customers, vendors and the public is prohibited. Not only would such discrimination be unlawful, it would also be a bad business practice. We value all people equally and want all persons to regard our organization as the finest place to work, participate, or do business.

Harassment can occur as a result of a single incident or a pattern of behavior, where the purpose or effect is to create a hostile, offensive, or intimidating work environment. The offended person does not have to be the one the behavior is directed at, but also includes those in the environment who hear, observe or are otherwise affected. Harassment encompasses a broad range of physical or verbal behaviors which can include, but is not limited to, the following:

1. Physical harassment or other threat of harm against individuals or their property.
2. Verbal abuse, derogatory, stereotyping comments or slurs, whether it attacks an individual personally or on the grounds of age, race, sex, sexual orientation, ethnic background, religious beliefs, disability or other EEO categories.
3. Graffiti or graphics or electronic messages of the above nature.
4. Lewd, off color or sexually oriented comments, or jokes or nicknames regarding any of the EEO categories.
5. Sexual or threatening gestures or body movements.
6. Questions about another person's sex life or experiences.
7. Repeated requests for dates or romantic involvement.
8. Comments about another person's sexual attractiveness, desirability or sexually-related appearance.
9. Sexual touching or other repeated unwelcome touching.
10. Implications that employment decisions will be based on accepting unwelcome sexual or romantic advances.
11. Retaliation against any employee who has used this policy to raise concerns.

These are illustrative examples. There can be a variety of possible unwelcome behaviors based upon the EEO categories which can constitute harassment under this policy. When in doubt, refrain from the behavior or consult with the Business Office. Remember that “unwelcome” is judged by those on the receiving end of the behavior or others in the environment who hear, observe, or are affected by the behavior. Even your attempts at “humor” may be viewed as offensive and unwelcome by others.

The Y has the right to determine what constitutes inappropriate actions under this policy, and take any level of corrective action it decides is appropriate. This policy does not create any legally enforceable rights, contract, time frames or protections beyond those of the state or federal Equal Employment Opportunity laws, even if the Y prohibits conduct which is less than the legally defined standards for harassment or actionable conduct under these laws.

If you believe that you are being harassed by another employee, customer, vendor, visitor or any other person in the scope of your employment, you should promptly take the following steps:

You may politely and clearly tell whoever is doing the unwelcome attention to cease the behavior. There is no requirement that you confront the harasser if you do not wish to. You should also always report the situation to your direct supervisor or the Business Office, depending upon whom you feel most comfortable approaching.

The Y will promptly address any report and take appropriate action to correct harassment in the workplace. Corrective action will depend upon the situation, but may include informal corrective action, discipline, or termination of employment if appropriate.

Smoke & Tobacco Free Workplace

Because the Y is committed to promoting healthy living; all facilities, programs, vehicles and property are smoke & tobacco free. This includes usage of any form of tobacco, vapor or e-cigarettes. Outdoor usage may be allowed, at the discretion of the CEO, in designated areas only.

Whistleblower

The Y is committed to the highest ethical standards in everything we do and we strive to provide the best possible working conditions. As a Y employee, you are a steward of these high standards. If at any time, you witness evidence of the following indiscretions by an employee, member, board member or department, please report it immediately to your direct supervisor or other management personnel.

- instances of fraud,
- unethical business conduct,
- violations of state or federal law, or
- substantial and specific danger to an employee's or the public's health and safety.

Any Y employee who reports such incidents in “good faith”, is protected from threats of retaliation, discharge, or other types of discrimination, including but not limited to, loss of compensation or terms and conditions of employment that are directly related to reporting of an incident. No employee may be adversely impacted due to refusing a directive that, in fact, constitutes fraud or is a violation of law.

When an employee reports an incident to his/her supervisor or other management personnel, immediate action is required. The management staff will determine the best course to investigate the incident. Upon completion of the investigation, the supervisor will report back to the employee. The whistleblower is not responsible for investigating any incident, or involved with any corrective actions or measures.

If the employee is not satisfied with the response, the employee can escalate the request in writing to the Business Director or the CEO. If the employee is uncomfortable for any reason in reporting an incident to a direct supervisor or management personnel, the employee can again escalate the request in writing to the executive management team.

Reports of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. If an employee is witness to an incident, then it is important to record and report factual evidence. Reports should include, whenever possible, the following information: names, dates, times, location, persons in witness, documents or correspondences.

Any employee related concerns unrelated to fraud, unethical business conduct, or possible legal violations that do not pose specific danger should use regular channels for raising a concern. Retaliation against any individual filing an incident is strictly prohibited. Retaliation includes personal threats, adverse treatment, etc. If any employee believes he/she is the victim of retaliation, it must be reported to the Business Office immediately.

Workplace Violence Prevention & Respectful Workplace

The effects of workplace violence are tragic, and there are increasing practical and regulatory pressures to address this issue with effective policies and practices. We all have a “duty to care” for all people in our work environment.

Violence does not just mean physical harm to people or property. The National Institute on Occupational Safety definition of violence includes not only physical assault but threats, harassing calls, verbal abuse, following, yelling, bullying and overt intimidation of others. These “less than assaults” are still of a violent nature, and are often precursors of assaults.

The best place to stop violence is early, nipping inappropriate behavior in the bud, before it escalates. This policy is designed to help establish a “respectful workplace” where issues do not develop into violent confrontations.

Verbal Respect

As you are aware, the Y is open to the public daily, and many visitors walk through our facility on a regular basis. Our employees have diverse backgrounds and views of what is appropriate or humorous in the workplace. We must strive to constantly promote a non-offensive environment. Profanity is prohibited, as well as inappropriate jokes or comments regarding race, sexuality, gender, ethnic group, age, religion, sexual orientation, or hostile intimidating comments toward other employees. As co-workers, we must not only show respect toward one another, but also toward the public from which our organization is established. A visitor should be able to come into any area of our operations at any time without hearing offensive language. We trust that all staff understands the importance of an appropriate environment and will work to maintain that as part of our Y image.

There is no reason for verbal or physical aggression toward others or destruction of property or products. Any employee who does such acts or threatens to do that sort of behavior may be subject to immediate termination.

This is not a joking matter. The Y and your co-workers take safety seriously. Your idea of a “joke” or “teasing” could be perceived by others as a serious threat. So even “joking” on these topics violates this policy.

All employees are responsible for promptly informing the CEO of any incidents in which an employee, members or anyone else on our premises makes threats of physical harm or property destruction. If you have a disagreement with another person in our environment which you believe cannot be addressed in a civil manner, bring it to the attention of your supervisor, rather than engaging in a confrontation. If you believe you have been subjected to overtly intimidating or violent behavior, promptly inform the CEO.

Respectful Workplace Guidelines

We expect persons working or using the Y to behave in a mature and responsible way, and to respect the rights and dignity of others. Our Code of Conduct does not permit language, or any action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct and does not reflect our core values of caring, honesty, respect and responsibility.

In an increasingly uncivil world, where rudeness can result in violent reactions, we are placing renewed emphasis on POLITENESS in the workplace. It is no longer tolerable for any employee to be openly rude or overtly uncivil to another person.

These guidelines are intended to foster a better environment and more respectful workplace. They cover work relationships and work-related activities. They are not intended to apply to your non-work place or non-work related personal activities.

Employee Expectations

Attendance

It is vitally important that employees report to work when scheduled and on time to ensure adequate staffing. Exempt staff is expected to be present during regular business hours specific to programming and/or administrative responsibilities. Failure to observe scheduled working hours disrupts Y operations and places an unfair burden on fellow staff members.

Absences should be scheduled in advance. Unscheduled absences should be for unexpected illness or emergency purposes.

Notification of Absence

An employee needs to notify his/her supervisor of any absences as far in advance as possible. Your supervisor may require you to take initial responsibility for locating a substitute to cover your shift. An employee must call at least 30 minutes prior to start time to report any unexpected absences or tardiness. If the supervisor cannot be reached, leave a voice message and then also call the building supervisor or manager-on-duty. Failure to call at least 30 minutes prior may be considered an unexcused absence.

Tardy/Leave Early

You are expected to be at your work site and ready to work at the start of your assigned hours, and to remain at your job until the end of your assigned work hours, except for approved breaks. Leaving work early may be considered "walking off the job" or job abandonment and can be considered an unexcused absence or may be grounds for immediate termination of employment.

Any unexcused late arrival or return to work in excess of one hour will be considered as an unexcused absence rather than "tardy."

Employees are welcome to bring to management's attention any unexpected situations which may be considered as cause for excusing an absence. If the reason for absence is a serious health condition of the employee or a qualifying family member, the employee's absence may be covered under the Family Medical Leave Act (FMLA). Employees are instructed to contact the Business

Office for information regarding absences due to medical situations for themselves or family members.

Any significant unexcused absence may result in corrective action or termination of employment. "Significant" may mean the number of instances or may mean one instance of unexcused absence at a crucial time or in an overt manner. Any absence without calling in will be considered a serious or overt manner. You may also be denied Unemployment Compensation benefits if you are discharged for two unexcused absences or unexcused or no-notice tardy instances in a 120-day period.

Any employee who is absent from work without notice or contact for more than two (2) days shall be considered as having abandoned the job. A letter, accepting his or her voluntary termination, will be sent to the employee. A copy of the termination acceptance letter will also be placed in the employee's personnel file.

Work Schedules & Work Week

Supervisors generally prepare and communicate work schedules to their staff in advance of the workweek. Requests for schedule modifications must be made to the supervisor as early as possible, and your supervisor may require you to take initial responsibility for location of a substitute to cover your shift. Once work schedules are posted, employees are responsible to secure their own substitute to cover the shift, according to sub procurement procedures.

The YMCA workweek begins at 12:00AM on Sunday and ends at 11:59PM on Saturday.

Overtime Pay

The Y pays overtime in accordance with state and federal laws which includes time and one half to non-exempt employees who exceed 40 hours of work time within a workweek. Paid leave, such as holiday, sick or vacation pay, does not count as hours worked for purposes of calculating overtime.

Non-exempt employees are expected to monitor and manage their time to ensure overtime is avoided. In case of emergency or unforeseen circumstances, an employee may be requested to work over 40 hours in a work week. No overtime can be worked without prior approval from employee's direct supervisor.

Employees who fail to obtain proper approval prior to working hours that extend beyond the normal work day may be subject to corrective action. Repeated unauthorized overtime offenses may result in termination of employment.

Working At Home or Outside Typical Work Hours

All types of work on behalf of the Y, regardless of where or when it's conducted, is compensable for all non-exempt employees and must be recorded using approved time keeping tools.

Employees may not work from home or outside typical scheduled hours without prior approval from their direct report supervisor.

Non-exempt employees should not check for, read, send, or respond to work-related e-mails, text messages, and/or phone calls outside regularly scheduled work hours unless specifically authorized to do so in advance.

NOTE: calling in a work absence, calling co-workers to cover your shift or taking a call/message requesting you to cover a shift, is not compensable work time.

Breaks for Nursing Mothers

The Y complies with applicable federal and state laws regarding breaks for nursing mothers.

Changes in Personal Information

You are responsible for notifying the Business Office of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation.

Confidentiality

In the course of their job duties with the Y, many employees have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Y staff members have a duty to keep information confidential. The misuse, unauthorized access to, or mishandling of confidential information will result in corrective action, up to and including termination of employment.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interests of the Y. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with the Y are to act in the best interest of the Y. Employees are not to receive personal gain or incur obligation to others at the expense of the Y. Employees should make prompt and full disclosure in writing to the CEO of any potential situation which may involve a conflict of interest.

Examples of such conflicts include, but are not limited to, the following:

- Ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y.
- Staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y.
- Personal benefit from any Y transaction including sale, purchase, rent, lease of property, services, or supplies.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Y.
- Unauthorized use of materials, equipment, facilities, or other YMCA assets for personal purposes.

In connection with any actual or possible conflict of interest, an employee must disclose the existence of the financial interest to the CEO. (If the conflict involves the CEO, the CEO must disclose such to the board chair). The CEO will determine the existence and nature of the conflict of interest and determine the appropriate course of action.

Dress Code

As an employee of the Y, it is expected that you present a clean and professional appearance when you represent us, whether that is in, or outside of the facility. An employee's position and department dictate the type of clothing or uniform that is worn. Department Supervisors will be the final authority regarding questionable garments. If you are out of uniform you will be asked to remedy the situation. Failure to comply may result in corrective action.

Electronic Communication

The Y may provide a variety of electronic communication systems for use in carrying out its business, including telephones, cellular phones, voicemail, e-mail, computer stations, networks, and other devices. The purpose of these systems is to facilitate operations and business communication. All information and communications transmitted by, received from, or stored in these systems are the property of the Y and the Y reserves the right to access all of these systems at any time without advance notice. An employee's improper use of Y electronic communication systems can waste time and resources, cause embarrassment for both the Y and its employees, and create potential legal liability.

Employees should have no expectation of privacy or confidentiality with respect to use of the Y's electronic communication systems.

The Y maintains the right to monitor and access its electronic communications systems including, but not limited to, all messages and communications sent or received on the systems, and all files or documents on the systems, at any time without notice to employees.

Employees who use Y computers to perform their job functions may not install software or additional hardware onto such computers or the Y network without first receiving authorization to do so from the Technology Director.

The electronic communication systems may not be used to create any offensive, profane, threatening, discriminatory, or disruptive messages, communications, or materials. This includes, for example, messages, communications, or materials that are sexually oriented, racially derogatory, those that depict pornography or nudity, or any other content that could reasonably be construed as offensive to other employees.

The electronic communication systems may not be used to send or receive copyrighted materials, trade secrets, proprietary information, financial information, or similar materials without prior authorization from a member of management.

Employees may not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages, files, or other electronic information without the employee's permission or permission from a supervisor.

Electronic Communication Acknowledgement & Authorization

I understand that the Y owns all electronic communication content, including personal use, and there is no expectation of privacy. I understand that the Y monitors the computer, internet, cell phone and all other electronic devices and the usage of all employees and has the ability to do so at any time, including viewing my work, email, internet usage and any other usage at the time it is occurring, and that copies of my usage and any messages received by me or made by me at the time of usage or anytime thereafter and are the property of the Y. I understand and agree that the Y and systems network administrators and Information Technology (IT) consultants (agents) may consent to a law enforcement agency's search and retrieval of information. I understand that the Y keeps an archived record of all electronic usage, including use of my personal electronic accounts which are accessed using the YMCA computer and internet access, and that this record may remain on a hard drive, even after all other records are deleted. I authorize the Y and its agents and systems network administrators to engage in this monitoring and to intercept, inspect, retrieve, download, copy, disclose, disseminate and use any and all information or messages sent or received, whether of a business or a personal nature, from my internal

computer system and internet usage, on any Y owned telephones, cell phones or any other Y owned electronic devices or records.

Media Relations

Communication with members of the media is managed through the CEO (or individual designated by the CEO), which manages contacts with all media, including television, radio, newspapers, and other publications. In an emergency communications situation, or any time when a media representative requests information directly from you, you are expected to consult CEO for counsel and support.

Network System Security

The computer and network systems, and the data on those systems, are critical to the conduct of Y business. Security of those systems and data is a responsibility of all employees. Therefore, employees should not disclose anyone's password (including their own) or enable unauthorized third parties to have access to or use the system, or in any way jeopardize the security of the systems. Employees should notify their supervisor upon observing or learning of any violation of this policy.

Personal Phone Calls and Cell Phone Usage

If your position involves providing direct service or instruction to members and/or participants, you are not permitted to use your personal mobile communication device(s), and they must be stored out-of-sight with other personal belongings, while working. If you have an emergency situation that requires you to use your mobile device, you must notify your supervisor before taking or making the call or text so that you can be relieved from your duties to attend to the situation. Phones are to be silenced or on vibrate while working.

You may not use mobile communication devices (e.g., cell phones) while driving a vehicle for the Y. If you need to contact someone, you are expected to safely park before doing so. This applies to making or receiving calls, texting, emailing, etc.

Required Training and Certifications

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, first aid, and other topics. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If required certifications are not obtained, or expire, you may not be allowed to work until you become certified. You may also be subject to corrective action, including termination of your employment.

Social Media

The Y recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers. In order to protect the Y, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

Many Y employees maintain individual pages on social media sites and/or use other online communication tools to connect and communicate for personal purposes. While the Y does not mean to interfere with anyone's private life, the Y also realizes that publicly observable communications, actions, or words are not private. Individuals' online activities are accessible to the community at large; therefore when representing the Y, an employee's online activities should be consistent with the Y's mission and values.

Accordingly, the following guidelines must be followed by all employees when using social media or other online communication tools:

The use of photos, video, or images of Y co-workers, members, or participants is prohibited. If an employee uses the Y name (including names of camps or other programs) in any such communication, they should be especially careful to support the Y's image and mission while making it clear that they are speaking for themselves and not on behalf of the Y. Employees must also keep in mind that they may not post an endorsement of Y programs without disclosing their employment relationship with the Y.

This policy is not intended to curtail expression or discussion of issues protected by labor laws regarding wages, hours, or general employment issues nor to infringe on anyone's rights to express social, political, religious or similar views in your own social media or other personal communications.

When using social media, employees should keep in mind that other policies apply to its use, including, for example, the Y's policies on confidentiality, preventing child abuse, harassment prevention, and use of electronic communications systems. Employees who violate Y policies are subject to corrective action, up to and including termination of employment.

Compensation

Direct Deposit

Payroll direct deposit is required for all employees. With direct deposit, many banks offer waivers/reductions on account fees and other bank services.

If you change banks or accounts affecting your direct deposit, provide the Business Office with the new banking numbers prior to the next scheduled pay date.

Concerns about Pay

The Y follows the federal and state wage and hour laws (Fair Labor Standards Act). Those laws have a variety of provisions, including differing requirements for wages, overtime, vacation, absences, etc., for hourly and salaried “exempt” employees. That is why you will find some differing policies on these issues in the handbook, based upon salary and hourly status. If you have any concerns about your pay, or believe there have been errors in payment amount, in withholding or in deductions in pay for absences or other issues, please promptly inform your supervisor or the CEO. Please be specific in identifying your concern or the error.

The Y will review the concern and will correct any errors as quickly as possible.

You have a right to raise concerns. The Y appreciates your concerns because it allows the Y to be aware of and correct pay issues before they continue and become “accounting” issues. No employee will suffer retaliation for raising a concern about pay.

Gifts or Gratuities

Employees have an obligation to act solely in the Y’s best interest; therefore employees generally should not accept gifts, tips, or favors from any member, vendor, potential vendor, or other outside party. An exception may be made for infrequent gifts which are less than \$50 in value.

Employees may accept meals, refreshments, or entertainment of a nominal value (less than \$100) in connection with business discussions; for instance, occasional luncheons or dinner meetings, held to conserve time and build relationships. All employees have a personal responsibility to ensure that their acceptance of such gifts, meals, refreshments, or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

Time Collection and Payroll Administration

The Y payroll operates on a semi-monthly basis. Pay periods are from the 1st through the 15th and the 16th through the end of the month. Payday is the 5th business day following the end of the pay period. A schedule of pay dates is issued at time of hire or by contacting the Business Office.

Non-exempt staff are expected to record hours using the time collection options provided. It is your responsibility to ensure your supervisor has a complete record of your time by the end of each pay period.

Employees eligible for paid time off are expected to submit time off requests for absences by the end of each pay period.

Failure to properly record time worked and absences may be considered misconduct, which could lead to corrective action up to and including termination of employment.

Employees have on-line access to view or print their own timecards and pay information. For personal log-in information, or access to a computer/internet is needed, contact the Business Office.

Employees are responsible for ensuring accurate payment is made each pay period. Discrepancies or questions should be reported to the supervisor in a timely manner.

Wage & Salary Administration

The Y maintains a wage and salary administration plan to ensure all employees are paid in relation to their responsibilities and their contribution to the Y's success. Within its capability to do so, the Y also pays its employees at a level that compares favorably with salaries of similar organizations.

Wage and salary adjustments are made at the sole discretion of management, which may consider factors such as performance, position in salary range, promotion and budget guidelines and constraints. There is no guarantee of a salary increase.

Leave of Absence (LOA)

Family and Medical Leave Act (FMLA)

The Y strives to support the family and medical needs of employees and will grant family and medical leave in accordance with the requirements of applicable state and federal law, including the Family and Medical Leave Act (FMLA). This policy describes the state and federal FMLA laws and addresses certain differences between the two laws. When both laws apply, the leaves under state and federal law will run concurrently and the provisions more beneficial to the employee will apply. Medical leaves that qualify under the FMLA will also run concurrently with leaves under worker's compensation, short term disability and other laws, as applicable and as allowed by law.

Contact your supervisor or the Business Office as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions:

To qualify for FMLA, employees must be employed by the Y for a total of at least twelve (12) months and have actually worked at least 1,250 hours in the preceding 12-month period. To qualify for WFMLA, employees must have been employed at least 52 consecutive weeks and have worked or been paid at least 1,000 hours in the preceding 52 weeks.

Employees on FMLA leave may not engage in any other employment that is inconsistent with the reason for the employee's FMLA leave.

The Y will not use the taking of FMLA leave in compliance with the law as a basis for any adverse employment decision. Employees should direct any questions regarding FMLA leave to the Business Office.

General Leave Rights

Federal FMLA. Under the federal FMLA, eligible employees are allowed up to 12 workweeks of unpaid leave per 12-month period for the following reasons (see also Military family leave below):

- The employee's own serious health condition that makes the employee unable to perform the functions of his or her position
- To care for the employee's spouse, child or parent with a serious health condition
- For the birth of the employee's child, or placement of a child for adoption or foster care with the employee
- For incapacity due to pregnancy, prenatal medical care or child birth

Wisconsin FMLA. The Wisconsin FMLA permits eligible employees to take unpaid leave for the following reasons:

- 2 weeks for the employee's own serious health condition
- 2 weeks to care for the employee's spouse, child, domestic partner, parent, parent-in-law, or parent of a domestic partner with a serious health condition
- 6 weeks to care for the employee's child after birth or adoption

The Y will calculate the federal FMLA 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Under federal FMLA, leave for birth, adoption or foster care placement must be concluded within 12 months of the birth or placement for adoption or foster care. If both parents work for the Y, the employees will share one 12 week leave for the birth or placement of a child.

The Wisconsin FMLA entitlement will run on a calendar year basis. Any leave for the birth or adoption of a child taken under WFMLA must start within 16 weeks of the birth or adoption of the child.

Military Family Leave. The federal FMLA provides for military family leave. Several provisions of this FMLA policy (including employee notice provisions and certification requirements) apply to military family leave as well.

Married employees who both work for the Y are limited to no more than an aggregate of 26 weeks of leave between them for military family leave.

There are two types of military family leave:

- Qualifying Exigency Leave. Eligible employees with a spouse, son, daughter or parent on covered active duty or called to covered active duty status may use their 12-week FMLA entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare or parental care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The 12 weeks of leave afforded for a qualifying exigency is not in addition to the general 12 weeks afforded under the federal FMLA. An employee is entitled to no more than 12 total weeks of leave for any combination of personal, family or qualifying exigency military FMLA.
- Service member Care Leave. Eligible employees may also take up to 26 weeks of leave during a single 12-month period to care for an ill or injured service member who is the employee's spouse, parent, child, or "next of kin" who is a covered service member. A covered service member is a current member of the Armed Forces (including National

Guard or Reserves) or a covered veteran who has a serious injury or illness incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's or veteran's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy, is on outpatient status, or is otherwise on the temporary disability retired list. The 26 weeks of leave afforded for service member care is not in addition to the general 12 weeks afforded under the federal FMLA.

Definitions of "Child" and "Parent"

Under both state and federal FMLA laws, "child" means a biological, adopted or foster child, step child, legal ward, or a child for whom the employee provides day-to-day care. Also, the child must either be under age 18, or be 18 years or older and unable to care for him/herself because of a mental or physical disability or serious health condition. Under both state and federal laws, "parent" means biological parent, foster parent, adoptive parent, step parent or an individual who was responsible for the day-to-day care of the employee when the employee was a child. Under federal FMLA law, "parent" does not include parents of spouses or domestic partners. Under state FMLA law, "parent" includes parents of spouses or domestic partners.

Serious Health Condition

A serious health condition is an injury, illness, impairment or physical or mental condition that involves:

- Inpatient care in a medical care facility; or
- Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities. Continuing treatment by a health care provider includes:
 - A period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen or continuing treatment under the supervision of a health care provider (time limits apply to health care provider visits);
 - Any period of incapacity due to pregnancy or prenatal care;
 - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or

- Any period of absence to receive multiple treatments by a health care provider or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.
- (Under the Wisconsin FMLA, the requirement for more than three (3) consecutive calendar days of incapacity does not apply.)

Notification and Certification

Whenever possible, employees must give at least 30 days' written notice of the need for FMLA leave. When 30 days' notice is not possible, employees are expected to give as much written notice as is practical. Please see the Business Office for FMLA request forms. Normal call-in procedures must also be followed for all FMLA absences.

When requesting FMLA, employees must give sufficient information to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the Y if the requested leave is for a reason for which FMLA leave was previously taken or certified.

The Y may require an employee who is requesting FMLA leave to provide medical certification for the leave. Employees will have 15 days in which to provide the certification, except in extenuating circumstances. If an employee fails to provide adequate certification in a timely manner, the employee's leave request or continuation of leave may be delayed or denied altogether. The Y may require a second medical opinion at its expense regarding a serious health condition from a health care provider of its choice. If the first two opinions differ, the Y may obtain a third opinion at its expense from a mutually agreed upon health care provider. The third opinion shall be binding on the parties. Recertification and periodic reports regarding the employee's status and intent to return to work may also be required as allowed by law.

The Y will inform employees who have requested leave whether they are eligible for leave, specify any additional information needed, and inform the employee of his/her rights and responsibilities. If the employee is not eligible for leave, the Y will provide a reason for the ineligibility. The Y will also inform eligible employees whether requested leave will or will not be designated as FMLA leave and the amount of leave that will be counted against the employee's leave entitlement.

Intermittent Leave

An employee may take any leave covered by WFMLA as intermittent leave, provided the employee provides notice as required by the law. The last increment of intermittent leave for the birth or

adoption of a child under WFMLA must begin within 16 weeks after the birth or placement for adoption of the child.

For leaves covered only by federal FMLA, an employee may take “intermittent” or “reduced schedule” leave, if medically necessary, for the employee’s own serious health condition, to care for a spouse, parent, son, or daughter with a serious health condition, and to care for a covered service member with a serious injury or illness. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the Y’s operations. For medically necessary intermittent or reduced schedule leave that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, the Y may temporarily transfer an employee taking such leave to a position with equivalent pay and benefits if the new position better accommodates the leave. Military leave due to qualifying exigencies may also be taken on an intermittent basis. An Employer may deny the use of intermittent FMLA leave for the birth, adoption or foster placement of a child during the federal-only portion of their FMLA leave. (Under Wisconsin FMLA, the last increment of intermittent leave for the birth, adoption or foster placement of a child must begin within 16 weeks after the birth, adoption or placement of the child.) If spouses are both employed by the Y, their combined total leave for the birth, adoption or foster care placement is 12 weeks.

Substituting Paid Time Off

During the portion of any FMLA leave covered by Wisconsin law, employees may elect to substitute, or not substitute, any accrued paid leave for unpaid FMLA leave. During the federal-only portion of an FMLA leave, an employee may substitute any paid leave the employee would be eligible to take in compliance with the Y’s normal paid leave policies. During the federal-only portion of an FMLA leave, the Y may require employees to substitute accrued paid leave.

Returning to Work at the End of FMLA Leave

Employees who return to work from FMLA leave within the timeframes protected by the FMLA laws will be returned to their former position or, if that position is no longer available, an equivalent position with equivalent pay, benefits and other employment terms. If an employee wishes to return to work before his/her leave is to end, and work is available, the employee must notify the Business Office at least 2 days prior to the desired return date. If an employee took FMLA leave for his/her own serious health condition, a fitness for duty certification will be required before the employee may return to work. In such cases, an employee’s return will be delayed until such a certification is received.

Failure to Return to Work at End of FMLA-Protected Leave

If an employee fails to return to work after the expiration of an FMLA-protected leave, the employee's rights under state and federal FMLA laws will no longer be in effect and the employee will be subject to immediate termination. If the employee's inability to return to work is due to the continuation, recurrence or onset of the employee's own serious health condition, or of the serious health condition of the employee's spouse, child or parent, the Y will consider a request for a further unpaid leave. However, the employee must submit a written request for consideration of a further leave as soon as the employee realizes that he/she will not be able to return at the expiration of the FMLA-protected leave period. The Y will consider each such request on a case by case basis. There is no guarantee that a further leave will be granted.

Failure to Meet Policy Requirements

If the employee fails to meet the requirements of this policy for family or medical leave, the request for leave will be denied until the requirements are met.

Medical Leave

If you do not qualify for a leave of absence under the FMLA (Family and Medical Leave Act), you may request a medical leave for absences due to your own illness or injury; however, the Y cannot guarantee that it will have a position available to which you can return. Employees are required to use their available paid time-off during the absence prior to taking time without pay. Medical certification of the necessity for leave is required, and upon return, a fitness for duty report may be required.

Jury Duty

It is a moral and civic obligation for all persons to serve jury duty when called. You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. Any full-time employee serving jury duty during regularly scheduled workdays will receive full compensation for such days, up to 10 days.

Employees may retain what they earned as pay for their jury duty service.

Military Leave

If you are called or recalled for active duty, an official leave of absence without pay will be granted. Re-employment rights shall correspond with those provided by federal and state regulations. If you are completing your compulsory military training by service in the active reserves of the United States Armed Forces, you may use your available paid time-off for such

training.

Upon being informed of a military obligation, every effort should be made by the employee to contact his or her supervisor immediately. Employees should submit a copy of military training or duty records to the Business Office.

Other Leave

Employees who have had a minimum of one year of continuous employment may be considered for a leave of absence (without pay and benefits) for a maximum of six months, which may include approved FMLA, for circumstances such as personal reasons, education, or other unusual situations. The Y does not guarantee that it will hold a position; however, employees may reapply for open positions at the conclusion of their leave.

A leave is generally described as an absence from work, which may be short term or extended. Leave time is unpaid; however, any available paid-time off must be used during the absence prior to taking time without pay. During the unpaid portion of the leave, holidays are unpaid.

All leave requests should be made in writing at least 30 days in advance of the date the leave begins, except in true emergency situations. Leave requests are initially submitted to the supervisor, who will consult with the Business Office.

Employees generally may not work for themselves or another employer while on leave or the leave may be terminated by the Y. Exceptions must be approved in advance by the CEO.

Inquiries about leaves should be directed to both employees' supervisor and t the Business Office.

Benefits

Health, Vision, and Dental Insurance

The Y provides medical, dental, and vision insurance plans for regular full-time employees, part-time employees meeting eligibility requirements provided by the Affordable Care Act, and their eligible dependents. The Y and its employees share the cost of insurance premiums.

Written material related to current plan offerings will be provided to benefits-eligible employees. Terms of coverage under each benefit plan are defined by the governing plan document.

For newly eligible employees, enrollment effective date is the first of the month following 30 days of continuous employment. Enrollment elections are limited to initial eligibility and open enrollment periods only, unless the employee or eligible dependent has a life/job related change that would affect coverage status.

It is the employees' responsibility to notify the business office in the event of a life/job-related change (birth, adoption, divorce, etc.) which affects coverage status. Failure to provide written notice of life/job-related changes within 30 days of the event, may have serious consequences, including non-coverage of your dependents.

The Y will conduct an open enrollment process for health, vision, and dental insurance each year.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Federal law provides for continuation of benefits for employees or dependents who lose their health coverage. This temporary extension provides eligible employees/dependents continuation of benefits on a private-pay basis (group rate plus a 1% administrative fee) for up to 18 months. In some circumstances, this benefit can be continued for 26 weeks. Qualifying events include, but are not limited to, employees who leave the Y or are terminated (except for gross misconduct), employees who lose coverage due to reduction of hours, or circumstances in which covered dependents lose coverage.

The Y will provide the necessary paperwork that fully explains rights and requirements. There is a 60-day period in which the employee/dependents must decide. If an employee elects not to continue coverage or fails to make an election within the 60-day period, insurance will end the last day of the month in which the qualifying event occurs. Once someone qualifies for another insurance plan, this benefit will end

Membership, Program and Child Care Discounts

	<u>Complementary Membership</u>	<u>Program Discounts</u>	<u>Licensed Child Care Discounts</u>
<u>**Full-time</u> *Active employees working an average of 40, or more hours per week.	Individual or Household Membership	75% Employee 75% Household Members	75% all licensed programs
<u>**Part-time, level 3</u> *Active employees working an average of 30-39 hours per week.	Individual or Household Membership	50% Employee 50% Household Members	50% Early Learning, 75% School Age programming
<u>**Part-time, level 2</u> *Active employees working an average of 10-29 hours per week.	Individual or Household Membership	25% Employee 25% Household Members	25% Early Learning, 50% School Age programming
<u>Part-time, level 1</u> *Active employees working an average of 3-9 hours per week or 1 class/week.	Individual Membership	25% Employee Only	No discount
<u>Seasonal</u>	Individual Membership	25% Employee Only	No discount

*Audits will be conducted to ensure minimum requirements are met. Employees not meeting these requirements will have their benefits suspended until the next audit period.

** must be 18 years of age in order to qualify for a household membership.

Licensed Child Care Discounts

According to Internal Revenue Code, the total value of child care benefits must be reported in box 10 of the employees W-2. Amounts exceeding \$5,000 must also be taxed and reported as income. Note: Pre-tax deductions to a dependent care FSA also count toward the \$5,000 max.

Example: Total YMCA child care discount value for a calendar year is \$5,500. \$5,500 will be reported in box 10 of W-2, but only \$500 will be taxed and reported as wages in boxes 1, 3, & 5 of the W-2.

Employees are encouraged to seek guidance from a tax professional in determining the overall effect these benefits may have on their personal tax liability.

Y Care Discounts

Employees working a minimum 2 shifts per week for the Y Care program, may enroll their own age appropriate children in the program free of charge for the days working in the program. Regular rates, based on child's membership status, apply for care provided on days employee is not working within the program.

Child Watch Discounts

All employees receive free Child Watch services for their own children while working at the Y. Regular rates, based on child's membership status, apply while participating as a member. Children may not exceed 3 hours per day in any combination of non-licensed child care.

The Y reserves the right to restrict employee discounts for programs or services. For information on restricted programs and services, please contact your direct supervisor.

Individual memberships may only be used by the YMCA employee. Staff eligible for an individual membership may upgrade to a household membership by paying the difference between the membership categories. Payment for membership upgrades must be paid month-to-month by bank draft. Household memberships are defined by the Association Membership Policy.

All membership and program benefits terminate on the last day of active employment.

Paid Time Off

Part-time employees who work 1,250 hours or more by December 31st and all full-time employees are eligible for paid time off. Employees with multiple rates of pay will be compensated for paid time off at the rate of which the majority of hours were paid the previous calendar year. Time-off benefits are granted beginning January 1st, and generally must be used by December 31st of the same calendar year. Unused time-off will be lost as of December 31st and will not roll-over into the next calendar year. Exceptions may be granted at the discretion of the CEO.

Compensation is not granted in lieu of unused time-off and requests for paid-time off may be denied if total hours exceed 40 for that week. An exception is unused earned PTO will be paid out at the end of employment. You must be employed through December 31 the previous year, or no vacation is considered earned.

Requests or changes for time-off must be submitted to the Business Office.

A. Holidays

Full-time employees receive six (6) paid holidays per year compensated at 8 hours per day:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If an employee is required to work on a recognized holiday or the holiday falls on a regularly scheduled day off, compensatory floating holiday hours will be granted.

Floating holiday hours must be scheduled within the same calendar year and may not be carried over to the following year.

An employee, under any circumstance, shall have no claim for pay in lieu of unused holiday or floating holiday time-off.

B. Paid Time Off (PTO)

The Y believes time off is beneficial to the health and welfare of employees and should be taken each year. The amount of paid time off granted is based on employment classification and tenure. Tenure is: years of continuous Y employment as of December 31st the previous year. Paid time off can be used as: vacation, sick, bereavement, personal days, etc.

Full-time vacation benefit schedule:

Upon hire, employees are granted the following # of hours for the current calendar year.

Date of hire within months of:	Hours granted current calendar year
January – June	40
July – October	24
November – December	0

Before each new year begins, this schedule determines the # of hours granted the following calendar year for current full-time employees.

Years of Service on December 31 st	Hours granted following calendar year
0	40
1	120
2	160
5	200
15	240

Part-time vacation benefit schedule:

Part-time employees must have 1,250 hours or more by December 31st to be eligible for vacation due the following calendar year. This is not a vested benefit.

Years of Service on December 31 st	Hours granted following calendar year
3	25
5	50

Transferring from another YMCA. When an employee transfers from another Y, vacation eligibility will be based on original date of full-time continuous service and will be prorated from date of hire with our Y for the first calendar year. Employment will be considered continuous if break in service is less than 6 months.

Change from part-time to full-time status. When a part-time employee, **not eligible for part-time vacation**, changes from part-time to regular full-time status, vacation eligibility is determined by the date to full-time and that date is used thereafter to determine vacation eligibility.

When an employee **eligible for part-time vacation** changes from part-time to fulltime, the part-time vacation eligibility date is used.

Retirement Savings

The YMCA Retirement Fund was incorporated in New York in 1921 and is a 501(c)(3) not-for-profit corporation, organized and operated for the purpose of providing retirement and other benefits for employees of participating Ys throughout the United States.

For the most up-to-date information about the plans sponsored by the Fund, visit their website at www.yretirement.org. You will find the latest Fund news, frequently asked questions, quarterly investment and performance results, forms, and publications.

A. Retirement Plan

As a condition of employment, all Y employees who meet eligibility requirements are enrolled in the Retirement Plan.

Interpretations, definitions, and requirements related to this Plan are determined by the YMCA Retirement Fund's board of trustees, and each participating Y administers the Plan locally.

In order to be eligible, employees must be 21 years of age or older and complete two 12-

month periods of Y service, working at least 1,000 hours in each, beginning with the date of hire. The two years do not have to be consecutive. All hours of Y service count toward eligibility, even in cases where the employee is under age 21 or works at multiple participating Ys. Employees meeting these qualifications are automatically enrolled and immediately vested. If an employee was previously enrolled, he/she is immediately eligible for enrollment in the Plan.

The Y contributes on behalf of each eligible employee an amount equal to a specified percentage of his/her compensation. The Y reserves the right to amend its participation in the Plan at any time within the terms and conditions set by the Y, the Plan, and the YMCA Retirement Fund. The Fund may amend the Plan at any time, and it may also be amended at any time to conform to applicable federal law.

B. Tax-Deferred Savings Plan

Employees are encouraged to make voluntary contributions to the Tax-Deferred Savings Plan in order to achieve at least 15% total retirement savings, a goal recommended by many financial planners.

Opening a 403(b) Smart Account in the Tax-Deferred Savings Plan allows employees to save pre-tax amounts through payroll deduction. This account is available to all employees of the Y regardless of age, service, or number of hours worked. Contributions are subject to certain limitations under federal law.

Employees can also roll over money from eligible employer plans or IRAs into a Rollover Account in the Tax-Deferred Savings Plan.

If any inconsistencies arise between this material and the Retirement Fund Plan Documents, the language in the official Plan Documents will govern.

Social Security and Medicare

All employees of the Y participate in the Federal Income Contributions Act (FICA) for social security income benefits. The Y and the employee finance the cost of this benefit equally through payroll tax deductions.

Unemployment

The Y complies with state laws governing unemployment benefits. Unemployment is designed to provide security for those persons unemployed through no fault of their own. Information regarding claims procedures is available through the state's website at

<http://dwd.wisconsin.gov/UI/>.

Workers Compensation

The Y provides a comprehensive worker's compensation insurance program that covers lost wages and medical treatment due to injuries or illnesses that might happen during the course of your employment.

It is the employee's responsibility to immediately report to their supervisor or manager on duty, any work-related injury or illness regardless of how minor it might seem. Late reporting of claims could jeopardize your opportunity for benefits. Neither the YMCA nor its insurance carrier will pay worker's compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

The Y will pay the injured employee full wages for scheduled work time on the date of injury. Worker's Compensation Insurance covers damages for lost wages, medical expenses, permanent disability, and retraining.

A. Light Duty

"Light duty" is special, short-term work assignments which are not an employee's regular position. Light duty is reserved only for employees who are recuperating from work-related injury which qualifies for Workers' Compensation. Light duty is temporary, and all assignments will have an end date. In the event the employee is unable to return to the regular pre-injury position at the end of the light duty work, the light duty will not become a long-term job.

Light duty may be at a different rate of pay, different location, different hours and different duties than performed in the employee's pre-injury position.

There is no guarantee of light duty work. The Y may not be able to place all those with Workers' Compensation injuries into light duty positions. The amount and type of light duty work may vary from time to time based on the changing needs and budget, and provisions of light duty work is at the discretion of the Y as it determines is in its best interest at the time.