

Stevens Point Area
YMCA



Employee Handbook

**STEVENS POINT AREA YMCA
EMPLOYEE HANDBOOK**

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October 15, 2006

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Dear New Staff Member,

Welcome to the YMCA!

The Stevens Point Area YMCA strives to provide quality programs and facilities for people of Stevens Point, Plover and other surrounding communities. However, these programs and facilities are only as good as the people who provide customer service for them. You have been selected as an employee of the YMCA because we think you have the attitude, personality and qualifications to be an outstanding employee.

This handbook is intended to help you get acquainted with our organization and the policies by which we are governed. Please take the time to review the information provided.

I want you to enjoy your employment with us and to recognize the valuable service you provide to others. So, if you have any questions, please feel free to speak with me at any time.

Sincerely,

Dave Morgan

David Morgan
Executive Director/CEO
Stevens Point Area YMCA

ORGANIZATION PURPOSE & PRACTICES

YMCA Mission

To put Christian Principles into Practice through Programs that build Healthy Spirit, Mind, and Body for All.

Stevens Point Area YMCA Vision

To be the identified leader in providing programs and services that enrich the quality of life for the communities we serve.

Organizational Philosophy

The Stevens Point Area YMCA has been learning and growing with area families for many years. We understand the trials that today's families face, we are aware of their hurdles and obstacles, and we embrace their dreams. We believe that families -- regardless of culture, ethnicity, or even socio-economic background -- have at least one common hope. Parents want an improved life for their kids, a life with fewer struggles and greater rewards. Our goal at the YMCA is to help parents and families realize that dream.

Our membership continues to reach all-time highs. Hundreds of area children and families utilize our facility and participate in programs each day. Each time, a staff or volunteer leader like you will be there to teach our four core values of Caring, Honesty, Respect and Responsibility. It is these values that define the Y and will help us succeed in the future.

Financial Assistance

The Stevens Point Area YMCA believes in providing membership and program services to all who desire to participate in the YMCA. The YMCA's financial assistance program, supported in part through contributions to the *Strong Kids Campaign*, provides funds for those in need within our available resources.

We believe every child deserves quality licensed childcare. Every budding gymnast deserves a chance to train in a champion-producing program. Every teen deserves a safe and fun place to hang out with friends on Saturday night. From aquatics to youth sports, from toddlers to teens, life enhancing programs are provided and subsidized through Strong Kids funding.

We will continue to work harder than ever to ensure that everyone wishing to participate in Y programs can do just that, even if they can not afford to pay. As an employee you will be asked to look within your heart to help support those less fortunate. Help us make sure that NO ONE is ever denied access as a result of their financial hardship.

Our Pledge:

We will create a *caring* experience for our all that wish to participate. We will lend you a hand -
- at any time.

We will make a *personal connection* with our community. As the leader in providing positive health related programs we will direct our community towards a healthier lifestyle. We will provide an environment that connects you to your community and your community to you.

We will have *respect* for all who come through our doors regardless of age, gender or economic status.

We will take *responsibility* for our community, whether by offering innovative wellness opportunities for the health seeker and their families or by continuing to be good stewards and maintain a high level of financial integrity.

We will *be grateful* that you have chosen to spend part of your day with us, improving your health and the health of your family. We will thank all our volunteers every time they lend a hand.

YOUR EMPLOYEE HANDBOOK

Purpose

The Employee Handbook is a summary of the employment policies, procedures, benefits, and rules applicable to all employees of the Stevens Point Area YMCA. It has been prepared for informational purposes and to assist in justifiable personnel decisions and practices in a manner that is equitable and in accordance with the objectives of the Stevens Point Area YMCA.

Scope

The Employee Handbook is not a contract, nor is any portion of it a contract. None of the statements, policies, procedures, or rules contained in the Employee Handbook constitutes a guaranty of employment, a guaranty of any other rights or benefits, or a contract of employment, expressed or implied. Employment with the YMCA is employment at will. "Employment at will" means that employees may end their employment at any time for any reason; and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause.

This Employee Handbook replaces all previous Stevens Point Area YMCA Personnel Policy Handbook, policies, manuals or handbooks. The provisions of the Employee Handbook do not preempt or replace applicable employment laws. The Employee Handbook may be changed at any time, under the direction and approval of the Stevens Point Area YMCA Board of Directors and/or CEO. Employees will be provided copies of any subsequent revisions.

Except as specifically detailed, all categories of employees are subject to the provisions of the handbook.

Administration

The Board of Directors of the Stevens Point Area YMCA employs a Chief Executive Officer (CEO) to whom it delegates responsibility for the overall administration and interpretation of the adopted policies as described in the Employee Handbook. The direct administration of the policies and the supervision of staff are the ultimate responsibility of the CEO. However, these may also be delegated to others, where appropriate.

All matters, pertaining to the interpretation of this policy, are referred to the CEO or to the CEO's designated representatives. Final interpretation and implementation of the policies, procedures or information in the Employee Handbook is the responsibility of the CEO.

Reading Your Handbook

For efficiency and ease of reading, the following terms will be used interchangeably:

- Stevens Point Area YMCA: YMCA, organization
- Management staff of the Stevens Point Area YMCA: we
- Employee Handbook: handbook

EMPLOYMENT PHILOSOPHY & PRACTICES

Goals

The employment policies and practices of the YMCA are directed toward achieving the stated goals and objectives of the organization. These are to be achieved in accordance with the mission and values of the YMCA.

The quality and caliber of our employees, the effectiveness of their work, and the shared enthusiasm for the organization play a major role in the attainment of the YMCA's purposes. The YMCA's goal relative to our human resources is to consistently recruit, develop, motivate, recognize, reward and retain the most competent employees possible to aid in the achievement of our mission. We will strive to make the YMCA a desirable organization in which to work and grow both professionally and personally. It is our expectation that our employees will work with us to achieve the highest standards of service to our members, participants, and visitors, and to sustain high interest in the success of our programs and operations.

The mutual interests of members, participants, visitors, employees, contributors, and the community depend upon maintaining the YMCA as a financially sound operation. This requires improved methods, flexibility, and a cooperative effort on the part of the total employee team. It is our goal to achieve this sound operation in a manner that provides a high degree of satisfaction to all involved parties and in a spirit of cooperative purpose and effort.

Equal Employment Opportunity

It is the policy of the YMCA to recognize the competence and ability of applicants for employment and of existing employees. Pursuant to state and federal law, the YMCA will provide equal employment opportunities to all individuals without regard to race, color, religion, sex, age, national origin, marital status, veteran status, sexual orientation, mental or physical disability, or any other basis prohibited by federal or state statute.

Americans With Disabilities Act

The YMCA complies with the Americans with Disabilities Act and state disability laws, and will therefore afford any reasonable accommodations to qualified applicants and employees with known disabilities, unless such accommodations would cause unreasonable hardship to the YMCA, subject to limitations set forth in such laws.

Uniformed Services Employment and Reemployment Rights Act of 1994

The YMCA complies with above Act (referred to as USERRA), and will therefore afford to qualified applicants and employees who are members of the "uniformed services" all employment and reemployment rights under USERRA. Details of the terms of USERRA, including the employee and employer responsibilities and rights will be provided upon request.

EMPLOYEE CATEGORIES

Definitions

The following classifications are used as a basis for our payroll system, benefits, and for describing and reviewing policies. Placement in an employment category does not constitute a contract or promise of employment.

Full-Time Employee: Employee regularly scheduled to work a minimum of 35 hours or more per week, with an expected period of employment of six continuous months or more.

Part-Time Employee: Employee regularly scheduled to work less than 35 hours per week.

Substitute Only Employee: Employee without regularly scheduled hours. Employee works on an as-needed basis, based on work and employee availability.

Limited Term Employee: Employee whose expected period of employment is less than six continuous months.

Independent Contractors: Individual who is engaged for specific services with established fees, contract expenses and written agreements. This individual is *not* considered an employee of the YMCA.

Fair Labor Standards Act (FLSA) Classifications: The following two classifications of employees may be either full or part-time:

- Non-Exempt: Employee whose position does not meet FLSA exemption tests. A non-exempt employee is paid in accordance with the minimum rate provisions of state and federal law and is paid at least 1.5 times the regular rate of pay for hours worked in excess of 40 in a work week.
- Exempt: Employee whose position meets FLSA and state law exemption tests. Such employee is exempt from the minimum rate and overtime provisions of the FLSA and state law.

Basis of Pay Categories: The following categories may be full or part-time:

- Hourly: Employee is paid based on number of hours worked.
- Salaried: Employee is paid a pre-established amount per week

Position Titles: Position titles are determined based on the duties and responsibilities of the position, and do not reflect employment categories described above.

Employment of Minors: Individuals under the age of 18 are not allowed to work for the organization in any capacity without a work permit. Persons under the age of 16 will only be hired in positions where direct adult supervision is consistently present. The YMCA operates in accordance with federal and state laws regulating the terms and schedule of any minor employees.

Work Schedule

- Immediate supervisors are responsible for the preparation and supervision of the work schedule for all of their employees.
- Work schedules, including breaks, will be governed by applicable laws and needs of the YMCA.
- The YMCA is under no obligation to provide time off for lunch or breaks, except in the case of minor employees. However, the YMCA will strive to provide paid and/or unpaid breaks for employees as needed or appropriate to work assignments.
- Any deviations from the employee's assigned work schedule must be approved in advance by the employee's supervisor, prior to the hours being worked.
- Over-time work must be approved, in advance, by an employee's immediate supervisor.
- Non-exempt employees are not permitted to take work home or work from their home, unless approved in advance by their supervisor. If approved, accurate reporting of all time worked is mandatory.

Volunteering (Non-Exempt Employees)

Non-exempt employees can not volunteer to perform work related to their employment position.

Volunteer opportunities within the YMCA should be limited to:

- Events in which the employee elects to participate in recreational activities or projects that involve family members
- Assistance in special fund-raising activities unrelated to the employee's job
- Any other activities unrelated to the employee's job and at the sole discretion of the employee

Participation as a volunteer must be approved in advance by the employee's supervisor. Any uncertainty relative to relationship of the volunteer activity to the employee's job should be referred to Human Resources.

Outside Work (Moonlighting)

Employment as an exempt staff person requires the need for flexibility in scheduling and availability. As a result, an exempt employee shall not engage in outside work for personal remuneration without prior authorization from the Executive Director.

EMPLOYMENT PROCESS

Recruiting & Selection

The YMCA endeavors to select personnel who, relative to the position being filled:

- Meet the necessary standards of educational and occupational qualifications
- Can effectively advance the objectives of the YMCA
- Have the ability or potential to perform the tasks assigned
- Have the capacity for professional and personal growth
- Exhibit the values of the organization

All employment practices shall be consistent with applicable laws, acts and regulations which control the employment relationship.

The Board of Directors employs the CEO, who in turn employs all other staff. Employment responsibility and authority may be delegated to others by the CEO.

The YMCA supports both an open application process and promotional opportunities. Based on organization needs and resources, openings may be posted internally and externally, or may be filled through promotion of an existing employee, without posting.

Employment Records

Employees must complete all necessary employment forms, including, but not limited to:

- Employment application
- Criminal background check consent forms
- Employee information and eligibility verification forms, with presentation of required documentation
- Tax forms
- Forms required by program licensing (eg. child care)
- Work permit, as applicable
- Driver record check consent form, as applicable

In addition, employees must sign all required receipts for employment handbooks, agreements and employment documents. Employment is conditioned upon completion of the required records.

Criminal record checks will be conducted on all employees. Record checks for all licensed child care staff will be performed in accordance with licensing rules. Successful completion of background checks is a condition of employment. Convictions are not an automatic bar to employment. However, failure to provide complete and accurate information at the time of hire, relative to criminal convictions, may result in immediate termination. All employees must notify the Human Resources Director of an arrest or conviction that occurs after the date of hire.

Upon hire, the employee shall be provided with a document including the job title, rate of pay, start date, schedule and supervisor name. This document is not to be construed as an employment contract.

Records constituting the employee file will be securely maintained in the Human Resources Office in accordance with employment regulations. Employees may review and/or copy their personnel file according to state law. This request must be made in writing.

Employee files may only be accessed by authorized individuals. Any outside agency wishing to access the employee file must have an authorization form signed by the employee/former employee, stipulating what can be reviewed and/or copied. Without the authorization, the Human Resources Department will only release:

- Employment start and end dates
- Employment category
- Position title

Any changes in personal data must be promptly communicated to the Human Resources Department.

EARNINGS ADMINISTRATION

The YMCA maintains an earnings administration plan to provide that all employees are paid according to fair and uniform principles and in relation to their responsibility and value for the organization's success. Within its capability to do so, the YMCA pays its employees at a level which compares favorably with salaries in other similar organizations. The YMCA's earnings administration plan must be balanced with overall economic vitality of the organization.

Pay Periods & Pay Dates

- Pay periods are two weeks in length
- Pay periods begin on a Friday and end two weeks later on Thursday
- Upon hire, the employee will be provided with a pay periods/pay date calendar
- Employees are paid every second Friday, resulting in 26 or 27 pay dates per calendar year

Work Time Records

- All employees are required to keep daily records of all hours worked, on timesheets provided by the YMCA.
- The timesheet must be maintained in the location specified by the employee's supervisor.
- The employee must sign each timesheet, certifying that the timesheet accurately reflects the days and hours worked.
- At the conclusion of the pay period, if the timesheet is maintained off-site, the employee is responsible for submitting the timesheet to the supervisor for approval. The timesheet must be turned in according to the location and schedule specified by the supervisor.
- The supervisor will review, initial and submit the approved timesheet to Human Resources for processing.
- The employee is held accountable for the accuracy of the timesheet.
- Completed timesheets will be retained in the employee file.

Payroll

- Pay is directly deposited in the bank and account of the employee's choice, as specified at time of hire. If an employee does not have an account for this purpose, the YMCA will provide information relative to a cost free account that can be opened for pay deposit purposes.
- An Earnings Statement will be provided each pay date. The statement will detail earnings and deductions and will be delivered to a departmental location at the YMCA, as specified by the employee's supervisor.
- Deductions from payroll, including but not limited to garnishments and wage assignments, will only be made as authorized by the employee or as allowed or required under federal or state wage and hours laws.
- Questions relative to an employee's payroll deposit or Earnings Statement should be directed to Human Resources.

Exempt Employee Pay Policy

The YMCA intends to comply with all applicable provisions of the Fair Labor Standards Act, as amended, and state wage and hour laws, including minimum wage and overtime provisions. Such laws prohibit certain deductions from the salary of employees who are otherwise exempt from overtime pay requirements. If the YMCA makes a deduction from salary that the exempt employee believes is questionable or improper, the employee may submit a written statement/complaint to the Human Resources Department immediately following the deduction in question. The YMCA shall investigate and review the deduction to determine whether such deduction complies with state and federal law. Any improper deduction shall be reimbursed to the employee. The YMCA shall continually review its practices concerning deductions in an effort to avoid any improper deductions from the salary of exempt employees.

Performance Appraisals

- Formal performance appraisals will be conducted for all employees (with possible exception of substitute only and limited term employees).
- Performance appraisals will be conducted by the employee's immediate supervisor, documented in writing and reviewed with the employee.
- The purpose and content of the performance appraisal may include:
 - Evaluation of overall work performance
 - Assistance in employee's growth and development, including future opportunity planning
 - Ensuring that the YMCA's goals are being met through the employee's work effort

Earnings Review

- Each employee's earning amount(s) will be reviewed in conjunction with performance appraisals
- Increases to earnings will be based on merit and available funding, and in accordance with the guidelines of the YMCA's salary administration process
- Earning adjustments may be made separate from the performance appraisal process, as required by or in response to employment regulations or organizational wage scale evaluations

TRAINING & DEVELOPMENT

The YMCA recognizes that the quality of its work is directly related to the operational training that is provided, along with continuing career-growth and skill development opportunities for employees. Though it believes that professional development is the primary responsibility of the individual, the YMCA also recognizes its obligation to all employees to provide them with timely and effective training experiences, mutually-based upon the YMCA's goals and the employee's needs. In support of this belief, training needs and opportunities will be an integral part of the performance review process.

Required Training-All Employees

The following training programs or events will be provided by the YMCA and are mandatory for all employees. Program dates, presentation, completion options and compensation will be communicated to employees by employee's supervisors upon hire.

- YMCA Orientation:
 - YMCA History
 - Customer Service
- Bloodborne Pathogens (required annually)
- Child Abuse Prevention
- Sexual Harassment
- All Staff Training Events

Unexcused absence, or failure to complete training within required timeframes, may result in counseling and/or removal from work schedule.

Position Specific Training

As a condition of employment, employees are required to meet and continue to satisfy the specific training requirements of their position as dictated by program licensing, instructor/employee certification, safety regulations or organizational determinations. Training requirements, methods of completion, compensation and training cost reimbursement will be communicated by employee's supervisor prior to hire. These include, but are not limited to:

- First Aid
- CPR
- Health & Fitness certifications
- Lifeguard/Swim Instruction certifications
- Licensed Child Care required trainings
- Bus/Van Training

Staff Meetings

Positional, departmental and organizational staff meetings are a critical tool for the communication of organizational information, work processes improvement and training and team and organizational development. Meeting schedules will be communicated by employee supervisors. Attendance will impact work performance and review. Hourly employees will be paid for time spent at required meetings.

Developmental Training/Educational Assistance

Expenses incurred by employees, related to career development and other training opportunities, may be paid in part or full by the YMCA. To be considered, requests must be submitted in writing in advance of program attendance and be approved by the employee's supervisor and the Executive Director.

Professional Participation

In order to develop awareness and an atmosphere of support for the YMCA and its programs within the community, YMCA management staff are encouraged to maintain active membership in related YMCA, community and professional organizations. Reimbursement of related expenses will be determined by the departmental Director, under the guidance of the Executive Director.

EMPLOYEE BENEFITS

(Section I1 revised effective April 1, 2009)

Benefits Philosophy

Employee benefits represent a significant part of an employee's compensation package. They help provide security and protection against stresses which otherwise could disrupt the individual employee's work and family life. The YMCA's benefits program is focused to enhance the work environment. It is responsive to the increased recognition that employees have different needs, depending on their age, marital status and dependents. The YMCA's benefits program complies with and supplements government-mandated laws and regulations.

Descriptive materials, related to benefits, are provided to employees during their initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at any time at the discretion of the YMCA or as required by employment regulations.

The specific benefits provided vary according to employment category, as indicated in the benefit descriptions.

Legally Mandated Benefits

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

Social Security (FICA and Medicare Tax): All employees are required to participate jointly with the YMCA in the federal Social Security system. Taxes are paid by the YMCA and the employee as prescribed by law.

Worker's Compensation Program: All employees 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 worker's compensation laws. It is the responsibility of the employee to report a work injury or illness to his/her supervisor within 24 hours. Failure to promptly report a work injury or illness could serve to delay or deny worker's compensation benefits.

Unemployment Insurance (FUTA): The YMCA's practice will be consistent with federal and state laws. All employees are eligible for Unemployment Compensation in the manner and to the extent provided by the Wisconsin Unemployment Compensation Law. The cost is paid by the organization.

YMCA Membership & Program Benefits

Stevens Point Area YMCA membership and program benefits are provided to employees as follows:

Exempt & Full-Time Employees:

- Membership: During the term of employment, a family membership, including locker rental for all family members, will be provided at no cost to the employee.
- Program Participation: For the majority of programs and at the discretion of the YMCA, the employee and all family members may receive a 50% discount off the member fee. Programs with high direct costs may be assigned an employee fee, to be determined by the department Director. Employee fees for specific programs will be determined and communicated prior to the start of program registration.
- Child Care: Employees will receive a 40% discount off the member fees.

Part-Time and Limited Term Employees: (Does not include substitute only employees)

- Membership: During the term of employment, a membership for the employee will be provided at no cost to the employee. The fees associated with adding family membership or locker rental will be the employee's responsibility.
- Program Participation: The employee will pay member rates for all programs. In order for the employee's family members to qualify for member rates, the employee must be paying for a family membership.

Retirement Benefit

The YMCA participates in the YMCA Retirement Fund Plan for the benefit of eligible participating employees. The YMCA Retirement Fund Plan is a defined contribution, money purchase, pension plan which provides retirement, permanent disability retirement allowance and death benefits.

Participation in the YMCA Retirement Fund Plan is a condition of employment for all employees who meet the following criteria:

- Minimum two years of continuous employment with the Stevens Point Area YMCA
- 1000 hours of employment within each of two employment years (need not be consecutive)
- At least 21 years of age

Employees who are age 18 or older, and work at least 20 hours per week, may contribute to a tax-deferred account for pre-eligible YMCA Retirement Fund Plan employees.

The employee's contribution to the YMCA Retirement Fund Plan is by payroll deduction. The contribution amounts, vesting schedule, employee's rights and terms and conditions are contained in the YMCA Retirement Fund Plan document, which may be amended at any time by the YMCA or to comply with controlling regulations.

Details of Plan provisions and processes are provided to all eligible employees prior to enrollment or upon request.

Time-Off Benefits

Eligibility for time-off benefits is based on employment category.

Family Medical Leave Act (FMLA): The YMCA will provide Family and Medical Leave for its employees who meet certain requirements, as mandated by Wisconsin and federal laws. This benefit applies to employees who have been employed for at least twelve months and worked for at least 1,000 hours during the twelve months preceding the leave. The specific provisions of this benefit are detailed in the FMLA Guide which is provided to employees upon notification of potential FMLA leave or upon request.

Jury Duty:

- Applies to all employees
- Granted without pay
- Jury duty compensation is retained by the employee
- Employee must present jury duty notification to supervisor upon receipt
- Employees called for jury duty are expected to report to work on days on those days which they are excused from jury duty, and to fulfill their work duties to the extent possible

Bereavement Leave: In the event of death in the immediate family, bereavement leave will be granted as follows:

- Without pay to part-time, substitute and limited term employees
- With pay to full-time employees
- For funeral or memorial service attendance or associated activities
- Maximum of three days
- Immediate family includes parent, sibling, spouse, child, including grand, step and in-law

Military Service: When an employee is called or recalled for active duty in the military, the YMCA will grant an official leave-of-absence without pay. Eligibility and re-employment rights correspond to existing applicable laws. Upon being informed of a military obligation, every effort should be made by employees to contact their supervisor immediately.

Outside Consulting: Subject to the written approval of the employee's department Director and the Executive Director, employees are permitted to provide consultant services to other YMCA or non-competing kindred organizations with similar goals and objectives. The maximum time spent in this capacity will be determined by the department Director and Executive Director. If the employee is released from job responsibilities to provide such services during regularly scheduled work hours and payment is received, the YMCA must be reimbursed any consulting fee received by the employee, unless other arrangements have been made and approved by the Executive Director. If the employee consults during non-regularly scheduled work hours, the employee may retain any payment received.

Extended Leave: Extended leaves of absence for unusual personal circumstances or continuing education, which do fall under other time off provisions, may be granted to employees who have a minimum of twelve months of continuous full-time service to the YMCA. Such leave will be without pay. Requests for extended leave, providing a full explanation and projected schedule, must be made in writing and submitted to the employee's supervisor. The final decision whether to grant such leave, and the associated rights and requirements, rest with the Executive Director.

Holiday/Personal/Illness & Injury Paid-Time-Off/Disability Insurance

These paid-time-off benefits are provided for full-time employees only. Details of these paid-time-off benefits are included in the Benefit Handbook provided to eligible employees upon hire.

Income Supplement Benefits

The following benefits may be available for full-time employees only. These benefits include:

- Life Insurance
- Dental Insurance
- Medical Insurance
- Medical Insurance Incentive Bonus
- Flexible Spending Account

Details of these benefits are included in the Benefit Handbook provided to eligible employees upon hire.

CONDITIONS OF EMPLOYMENT

(Section J7 revised March 8, 2009)

YMCA Values and Goals

The four core values of caring, honesty, respect and responsibility must be evident in all aspects of YMCA programs and work. Therefore, persons selected for employment need to be in agreement with purpose and goals of the YMCA. The following conditions of employment exist to ensure support of organization goals, to foster a positive and safe environment for our staff, members, participants and visitors, and to comply with employment regulations.

Non-compliance with any of the conditions of employment, as detailed in the following sections, is grounds for disciplinary action up to and including termination. Correction of noncompliant work behaviors, including discipline, is necessary to foster positive working conditions and equity among employees, members, participants, and guests.

Child Abuse Prevention

Code of Conduct: The Child Abuse Prevention Code of Conduct details behavior expectations in support of the prevention and detection of child abuse. The Code of Conduct is provided and reviewed with each employee during their initial meeting with Human Resources. The employee must sign and abide by the provisions of the Code of Conduct.

Babysitting Policy: The YMCA does not sanction, encourage or endorse the use of YMCA employees for non-YMCA child care activities. Such activities are outside of the scope of an employee's duties with the YMCA. The YMCA does not assume any responsibility for off-duty employment including, but not limited to, legal liability that may occur. Under such circumstances, the YMCA is not an individual's employer and does not provide worker's compensation or other coverage for such non-YMCA employment or activity. In the event that an employee provides care for a child that is a member or participant in YMCA programs, an Unsanctioned Child Care Waiver must be signed by the employee, parent and Human Resources.

Health & 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, job instruction, and support of employee participation in YMCA health enhancement programs and facilities.

Employment conditions which specifically support the health of safety of staff include:

Smoke Free Workplace: Smoking is prohibited in YMCA facilities, YMCA vehicles and on YMCA property.

Substance Abuse: The YMCA is committed to a drug-free workplace. Employees are expected to report to work mentally and physically prepared for work. Employees will not manufacture, sell, dispense, purchase, possess or use alcohol or unauthorized controlled substances on YMCA premises, on YMCA time, or YMCA business off premises. The YMCA reserves the right to require drug and/or alcohol testing, based on reasonable suspicion. Employees will report to their supervisors the use of physician-prescribed or over-the-counter medication that might affect performance or safety. Legally prescribed drugs must be contained in the original prescription container and prescribed for the current use of the person in possession. Employees should not expect privacy in the workplace with respect to desks, cabinets, computers, mail (including internet or postal mail) or any other item or material provided to the employee by the employer.

Personal Vehicle Transport

The use of personal vehicles to transport minor program participants or members is prohibited. Transporting for medical emergencies should be the responsibility of a parent, relative or trained medical personnel.

Bloodborne Pathogens

The YMCA will comply with all OSHA requirements for the training of staff on Bloodborne Pathogens Standards. In so doing, it will make an exposure determination, prepare an exposure plan, train employees and make available the Hepatitis B vaccine when necessary, and take other action regarding labeling, waste disposal and follow-up in the event an employee is exposed to blood or other potentially infectious material.

Workplace Violence

The YMCA strongly believes that all employees should be treated with dignity and respect and should not experience a fearful work environment. Acts of violence will not be tolerated. Any instances must be reported to the employee's supervisor or the Human Resources Director. All complaints will be fully investigated. The organization will promptly respond to any incident or suggestion of violence.

Employee Photos

The YMCA reserves the right to photograph/film its programs and activities and use these images in various promotional or outreach activities. As a condition of employment, the YMCA and its agents may use an employee's photograph/likeness/voice as it pertains to participation within the YMCA in any manner for promotional efforts without expectation of any reimbursement in connection with its use or complaint of personal privacy violation

Work Rules

Every organization must have some basic rules of conduct. The following are deemed violations of acceptable conduct. The list is subject to change by YMCA management at any time, and is not intended to be exhaustive. The YMCA retains the right to discipline employees as determined appropriate to the behavior. At all times the work relationship remains "at will", whether or not the YMCA chooses a particular mode of discipline for a violation.

Violations of Acceptable Conduct:

- Mistreatment or gross neglect of YMCA members, participants or guests
- Racial or ethnic remarks/attitudes/behavior, or sexual harassment in any form toward YMCA members, participants, guests or employees
- Unsatisfactory work performance or service
- Damage, loss or destruction of organization, member, participant, guest or employee property due to willful or careless acts
- Theft or dishonesty
- Failure or willful refusal to perform work as directed; insubordination
- Fighting, swearing or abusive language while at work or on the YMCA premises
- Loafing or appearing to sleep on the job; inefficient performance of duties, incompetence or neglect of duties
- Any willful or wanton acts against the employer which threaten the financial or social position of the organization
- Falsification of employee records, including, but not limited to, timesheets
- Violation of any commonly accepted rules of responsible or respectful personal conduct

Attendance, Punctuality & Dependability

In order to provide services for members, participants and guests, all positions and timely performance of all work functions are essential. Employees are expected to follow their designated work schedule and to be punctual and dependable. Punctual means that the employee is at the assigned work station, ready to work, at the start of the work schedule; dependable means that the employee works according to the assigned schedule, remaining on the job until the end of the assigned shift.

If an employee is unable to report to work or will be late, it is the employee's responsibility that the immediate supervisor be notified as soon as possible, prior to the beginning of the scheduled shift. The employee must make all reasonable attempts to secure a substitute. If the absence is for more than one workday, the employee may be asked to submit a doctor's statement for verification purposes. An employee absent for two or more days without notification to his/her supervisor may be considered to have voluntarily resigned without notice.

Based on circumstances involved, it is under the supervisor's discretion to classify an absence as excused or unexcused. Excessive absence, or lack of punctuality or dependability, whether excused or unexcused, may be grounds for discipline or discharge.

Inclement Weather Policy

In the event of extreme weather conditions, as determined by the Executive Director, the following applies:

- All preschool, youth and adult programs will be cancelled
- Group child care will operate as scheduled
- Drop-in child care will be open by 9:00 A.M.
- Family Prime Time and Teen Center will be open by 10:00 A.M.
- Snow Days program will be operational by 7:00 A.M.
- Swim lesson times will become open swim
- Great Escape A.M. and P.M sessions are cancelled if the school served is not in session
- Unless and until the program an employee is scheduled to work is cancelled, the employee is expected to report to the work site
- Usual absence procedures apply if the employee is unable to safely report to work as scheduled
- Closings will be announced on the following stations:
 WSPT (98 FM) WYTE (96 FM) WIZD (100 FM)
- Announcements relative to closing will also be on the incoming telephone line

Personal Appearance & Behavior

Appearance, speech, actions and personal hygiene reflect directly upon the employee and the organization and are a significant factor in public relations. Courtesy, helpfulness, promptness and a consistent attitude of friendliness on the part of all employees is essential.

An employee's position and duties, along with the presentation goals of the organization, dictate the type of clothing that is worn while working. Clothing, hair, and overall appearance and grooming must be neat, clean and appropriate at all times. The wearing of unauthorized or inappropriate buttons, badges or messages on attire is not permitted. In situations of disagreement relative to the appropriateness of attire, final determination will be made by the Executive Director. The dress code chart is included in the appendix of this Handbook. All employees must abide by the dress code as detailed on the chart for their department and position.

Personal Expression on Public Issues

Employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on issues such as social, economic, religious and political subjects. However, they must refrain from giving any impression that their views and positions are those of the YMCA.

Personal Relationships Policy

The employment of relatives, domestic partners or significant others 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:

- For the purposes of this policy, personal relationships are defined as:
 - Relatives: Spouse, parent, child, sibling, cousin, niece/nephew (includes in-laws, step, grand)
 - Domestic partners: Residents of same household with sharing of expenses (includes roommates)
 - Significant others: Relationship that has progressed beyond a platonic friendship, regardless of gender or sexual orientation
- Individuals who have a personal relationship shall not be hired or transferred into positions that would create a supervisory-subordinate relationship.
- If a personal relationship exists or develops between two staff members in a supervisory-subordinate relationship:
 - Where transfer opportunities exist, the individuals will be given the opportunity to accept transfer to a position eliminating the supervisory-subordinate relationship.
 - Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.
 - If transfer opportunity does not exist, the individuals will be given the opportunity to mutually determine which person will resign from the position(s) creating the supervisor-subordinate relationship. If a mutual decision cannot be reached, the YMCA reserves the right to terminate one or both individuals from the position(s) creating the supervisory-subordinate relationship.
 - Employees agreeing to transfer or discharge will be required to sign a statement acknowledging the mutual and voluntary nature of their decision
- Exceptions to this policy must be approved in advance by the Executive Director.

Unlawful Harassment

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

If an employee believes that he or she has been harassed, the Complaint Process outlined below should be followed. Questions should be directed to your supervisor, the Executive Director or the Human Resources Director.

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

Sexual Harassment Policy

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

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

Sexual harassment results from unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment; and coerced sexual conduct by a person in a position of authority in the workplace. Examples of prohibited sexual harassment include, but are not limited to:

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

Harassment Education

All employees are required to complete the Harassment Prevention Training, as provided by the YMCA.

Harassment Complaint Policy

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

Non-Retaliation Policy

The YMCA is committed to maintaining a work environment free from retaliation for opposition to any practice declared unlawful under Title VII of the Civil Rights Act of 1964 or the Wisconsin Fair Employment Act; or because of the filing of a charge; giving testimony or assistance; or participation in any manner in any investigation, proceeding or hearing under Title VII. Discrimination on the basis of retaliation is prohibited.

When an employee has reason to believe that he or she has been subject to retaliation, the employee should report such incidents to the Human Resources Director or Executive Director. In the event that any complaint involves the Human Resources Director or Executive Director, the employee may report such incidents to the Board President.

All incidents of retaliation shall be promptly investigated by YMCA. Violations of this retaliation policy will not be permitted and will result in disciplinary action up to and including discharge. Employees may also file complaints with the EEOC, regardless of whether or not they file a grievance and/or participate in the complaint procedure of the YMCA.

Electronic Equipment Policy

All electronic communication systems provided by the YMCA, including, but not limited to, telephones, e-mail, voicemail, pagers, two-way radios, the internet, and computer hardware and software, are the sole property of the YMCA. This includes all information transmitted by, received in or from, and/or stored on these systems. Use of the YMCA's electronic communication systems is a privilege and provided only to authorized individuals.

The Electronic Equipment Policy (Addendum 2) details allowed and prohibited use of such equipment. The Policy is provided and reviewed with each employee during their initial meeting with Human Resources. The employee must sign and abide by the provisions of the Electronic Equipment Policy.

Confidentiality

Due to the nature of the work performed, employees may have access to confidential organization, member, participant, guest, or staff information or records. While the YMCA encourages a climate of open communication, this does not apply to confidential information. Confidential information includes, but is not limited to, information of a personal, private or non-public nature. Employees are expected to safeguard the security of information that could be detrimental to the organization or individuals.

Expenses and Allowances

Reasonable expenses incurred while on approved YMCA business shall be reimbursed. Such expenses may include:

- Travel expenses, including fares, mileage, meals and lodging (within association expense guidelines).
- Conference and training events, including those related to travel, meals, lodging and registration fees.
- Membership dues and meals in a service club, AYP or other professional society, or community organization where such membership is deemed advantageous to the YMCA's interest.

Use of YMCA credit cards for personal expenditures is expressly forbidden, even when the employee plans to reimburse the YMCA. Employees may not make, or enable volunteers, members or program participants to make, personal purchases through YMCA accounts.

Commissions

Under no circumstances shall an employee accept commissions or personal gifts, or in any manner place him/herself under obligation to current or potential vendors of the organization.

Employee Contributions

The YMCA depends upon contributions of individuals and organizations to continue its services. It is anticipated that all employees committed to the goals of the YMCA will want to contribute to the funds that make this work possible. The United Way, the Strong Kids Campaign, and Capital Campaign are highly important to the YMCA's work with people and resultant contribution to individuals and the community. Although employees are under no obligation to contribute, they are encouraged to participate in a manner in keeping with responsible citizenship and their concern for people, and to the extent which they are able. Contribution opportunities and methods will be described during initial employment meeting with Human Resources and during fund-raising events.

Communication Policy

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

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

Organization Audit Policies

Whistle Blower Policy/Code of Ethics, Conflict of Interest Policy, and Record Retention Policy are available for review by contacting Human Resources or the Executive Director.

SEPARATIONS

(Section K2 revised March 8, 2009)

Employment with the YMCA is employment at will. "Employment at will" means that employees may end their employment at any time for any reason; and that the employer (the YMCA) may terminate employees at anytime for any reason, with or without cause.

For purposes of this policy the term "separation" refers to any and all terminations of the work relationship between the employee and the YMCA, regardless of the reason for such. Separations are categorized as either voluntary or involuntary.

Voluntary Separation

Resignation: A decision, freely made and initiated by the employee, to end his or her work relationship with the YMCA.

- In such cases, it is recommended that notice of such decisions be provided to the YMCA on the following basis:
 - Exempt Employee: 4 weeks
 - Non-Exempt Employees: 2 weeks
 - Retirement: 30 days
 - Eligibility for rehire may be affected if recommended notice is not given
- Final pay will be provided in accordance with the YMCA's regular pay schedule

Death

Special Notifications: Upon learning of the death of an employee, the YMCA will notify the YMCA Retirement Fund Plan, Life/AD&D Insurance, and Disability Insurance carriers as appropriate.

Final Pay: The YMCA will provide beneficiaries with a final paycheck in accordance with the regular compensation schedule.

Involuntary Separation

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

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

Every effort will be made to transfer that person to another comparable position within the YMCA, if his/her job performance warrants it. Employees, who have been employed for at least one year, will receive a minimum of 14 days notice prior to termination. The YMCA may elect to provide pay in lieu of notice.

Dismissal For Cause: An employee may be involuntarily separated for cause. In this event, the employee will be advised of the reason for termination in writing.

Employees may be dismissed by the YMCA for their failure or inability to meet job performance standards or expectations.

In the event that the involuntary separation involves the Executive Director, the President of the Board of Directors should contact the YMCA of the USA local consultant.

Progressive Discipline

Maintaining a healthy work environment requires that the supervisor and employee mutually share a clear understanding of:

- YMCA policies and procedures
- Employee's job description
- Job performance standards
- Rules of acceptable conduct
- Other expectations that a supervisor may have for the employee.

Proper discipline is to be constructive - not destructive. It should strive to build and reinforce a positive employee-employer relationship. In many cases, the manner in which a supervisor disciplines is more important than the reason for the disciplinary action.

Steps: Progressive discipline is typically, but not always, a multi-step process. However, based on the specific circumstances involved, steps may be added or deleted from the usual progression. At all times the work relationship is “at will”. Although the YMCA is not required to follow the progressive discipline as described, typically, progressive discipline will consist of the following steps:

- Discussion of the need for improvement
 - Documentary note in employee file
- Written Counseling Statement
 - Reviewed with employee
 - Counseling Statement signed by employee, supervisor, Executive Director and Human Resources Director
- Final Warning
 - Reviewed with employee in conjunction with Human Resources Director
 - Counseling Statement signed by employee, supervisor, Executive Director and Human Resources Director

At each step in the progressive discipline process, specific behavior change expectations are communicated and review dates established. If improvement goals are not met according to the final warning, separation will occur. Separation based on work behaviors (rather than position specific skills) may apply to all current YMCA positions. Approval for separation must be obtained in advance from the Executive Director, or if not available, the Associate Executive or Human Resources Director.

DRESS CODE

	STAFFSHIRTS			PANTS, SHORTS, SKIRTS, CAPRIS				Business Casual	Fitness Attire
	Non-Collared (eg. t-shirt, sweatshirt)	Collared (eg. polo, oxford)	Tank Top	Solid Colors (other than blue denim)	Blue Denim	Windpants/Nylon Shorts			
Administrative		X		X			X		
Adaptive Recreation	X	X	X	X		X			
Aquatics*									
CDO		X		X					
Drop-In Child Care	X	X		X		X			
Facility Services	X	X	X	X	X	X			
Fitness Center	X	X		X		X			
Fitness Instructors			X			X		X	
FPT/Teen Center/SNY	X	X		X		X			
Front Desk		X		X					
Group Child Care	X	X	X	X		X			
Gymnastics	X	X	X	X		X			
Housekeeping	X	X	X	X	X	X			
Preschool	X	X		X		X			
Ruth Gilfry	X	X		X		X			
School Age	X	X		X		X			
St. Mike's Child Care*	X	X		X		X			
Youth Sports	X	X	X	X		X			
Administrative: Includes: Executives, Directors, Coordinators, Administrative Office Staff									
*Aquatics: Director will provide specific Dress Code									
*St. Mike's Child Care: Coordinator will provide Dress Code specific to hospital									
Notes:									
Staff shirt colors: 4 Value colors, white, black									
Name tags required at all times (Exceptions: Gymnastic and Fitness Instructors)									
Shoes required at all times (Exceptions: Infant Child Care and Gymnastics)									
Closed toe shoes required: Fitness, Facility Services and Housekeeping)									
Staff in Pool: 1 piece swim suits only									
No bib overalls (Exception: Facility Services, depending on nature of work)									
No hats or head scarves indoors (Exception: Facility Services, depending on nature of work)									
Shirts must be of sufficient length to tuck in (e.g. no bare midriff)									
Neckline on shirts must be sufficiently high so that excessive cleavage is not evident									
Shorts must be of mid thigh length or longer (e.g. no "short shorts")									
Blue denim skirts and dresses acceptable as business casual attire									
Revised 3-8-09									

ELECTRONIC EQUIPMENT POLICY

The following guidelines are to help you in the use of YMCA electronic equipment including, telephone, fax, pagers, computers, two-way radios, voice mail and e-mail.

- All YMCA provided equipment is provided primarily for business purposes. Appropriate and reasonable personal use is permitted.
- Appropriate and reasonable use of YMCA equipment is determined solely by the YMCA and refers both to type and extent of use. Specifically excluded items include:
 - Sending or copying copyrighted materials
 - Sending chain letters or similar items
 - Sending or forwarding offensive materials
 - Gambling, pools, or other activities of chance
 - Any use of “adult” web sites or 900 access phone numbers
 - Any illegal or unlawful activity
- Only legally obtained and properly registered software may reside on any YMCA computer. No employee may add any software to YMCA computer equipment without express written consent of the YMCA. Permission to add software and/or download programs off the internet must be obtained from the Administrative Services Director PRIOR to downloading any such programs.
- The YMCA reserves the right to monitor any use of its equipment. The monitoring may be random or for apparent cause, announced or unannounced, of active communications or stored messages, of programs or data files. Anything passing through or resident in the equipment may be reviewed.
- Employees are responsible for any costs and/or fees generated by or arising from personal use of the YMCA equipment. This includes long distance toll charges, roaming, connection or access charges, personal purchases, loss, theft or damage of equipment taken off-premises for personal use.
- Misuse or abuse of personal use privileges may result in limitation or loss of use of the equipment, job suspension or termination of employment.