



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# WORKING TOGETHER

STEVENS POINT AREA YMCA  
EMPLOYEE HANDBOOK



# About This Handbook

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January 2023

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.

The Stevens Point Area YMCA is a non-profit organization governed by a Board of Directors. Individuals who sit on the board are responsible for overseeing the organization's activities.

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. YMCA 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 Human Resources Department.

# TABLE OF CONTENTS

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- About This Handbook..... 2
- TABLE OF CONTENTS ..... 3
- ORGANIZATION PURPOSE & PRACTICES ..... 8
  - YMCA Mission ..... 8
  - Stevens Point Area YMCA Vision ..... 8
  - Organizational Philosophy ..... 8
  - Our Pledge Through Our Values..... 8
- EMPLOYMENT ..... 9
  - Equal Employment Opportunity ..... 9
  - Uniformed Services Employment and Re-Employment Rights Act of 1994 ..... 9
  - Employment Process ..... 9
  - Employment Records..... 9
  - Training & Development ..... 10
    - Required Training – All Employees..... 10
    - Position-Specific Training ..... 10
    - Staff Meetings ..... 11
    - Developmental Training/Educational Assistance..... 11
    - Professional Participation..... 11
- Employee Classifications..... 11
  - Nonexempt and exempt employees ..... 11
  - Full-time and part-time employees ..... 11
  - Classification changes ..... 12
- Employment of Minors ..... 12
- Employment of Relatives ..... 12
- Security and Right to Inspect Personal Property ..... 12
- Genetic Information Nondiscrimination Act (GINA) ..... 13
- Open-door Communication..... 13
- When You Resign ..... 13
- WORKPLACE SAFETY ..... 14
- Safety at the Y ..... 14
  - Building Security ..... 14

Concealed Weapons .....	14
Smoke Free Workplace.....	14
Alcohol and Other Substance Abuse .....	14
Notification of Convictions .....	15
Personal Vehicle Transport.....	15
Employee Photos .....	15
Bloodborne Pathogens.....	15
Chemical Hazard Communication .....	15
Child Abuse Prevention.....	16
Workplace Violence.....	16
Harassment Prevention .....	16
Sexual Harassment Policy .....	16
Harassment Education.....	17
Harassment Complaint Policy .....	17
Non-Retaliation Policy.....	17
<b>Whistleblower .....</b>	<b>17</b>
<b>Solicitation .....</b>	<b>18</b>
<b>EMPLOYEE EXPECTATIONS .....</b>	<b>19</b>
<b>Attendance .....</b>	<b>19</b>
Notification of Absence.....	19
Dependability and Punctuality.....	19
<b>Work Schedules &amp; Work Week .....</b>	<b>20</b>
<b>Work Rules .....</b>	<b>21</b>
Violations of Acceptable Conduct:.....	21
<b>Progressive Discipline .....</b>	<b>21</b>
Steps.....	22
<b>Separations .....</b>	<b>22</b>
Voluntary Separations.....	22
Resignation.....	22
Retirement .....	23
Involuntary Separations .....	23
Reduction in Work Force .....	23
Dismissal .....	23

Death.....	23
Special Notifications.....	23
Final Pay.....	23
Inclement Weather Policy.....	<b>23</b>
Babysitting Policy.....	<b>24</b>
Volunteering (Non-Exempt Employees).....	<b>24</b>
Overtime Pay.....	<b>24</b>
Working At Home or Outside Typical Work Hours.....	<b>24</b>
Breaks for Nursing Mothers.....	<b>25</b>
Changes in Personal Information.....	<b>25</b>
Confidentiality.....	<b>25</b>
Conflict of Interest.....	<b>25</b>
Electronic Communication and Equipment.....	<b>26</b>
Ownership of the Cell Phone Number.....	26
Personal Cell Phone Reimbursement.....	26
Employee Responsibilities.....	26
Violations.....	26
Electronic Equipment and Password Policy.....	<b>26</b>
Personal Phone Calls and Cell Phone Usage.....	<b>27</b>
Network System Security.....	<b>27</b>
Password Policy.....	<b>27</b>
Media Relations.....	<b>28</b>
Operation of Vehicles.....	<b>28</b>
Vehicle Use for Work-Related Travel.....	<b>29</b>
Required Training and Certifications.....	<b>29</b>
Social Media.....	<b>29</b>
COMPENSATION.....	<b>31</b>
Direct Deposit.....	<b>31</b>
Pay Periods & Pay Dates.....	<b>31</b>
Work Time Records.....	<b>31</b>
Payroll.....	<b>31</b>
Exempt Employee Pay Policy.....	<b>32</b>
Performance Reviews.....	<b>32</b>
Earnings Review.....	<b>32</b>
LEAVE OF ABSENCE (LOA).....	<b>33</b>
Family and Medical Leave Act (FMLA).....	<b>33</b>
General Leave Rights.....	33

Definitions of “Child” and “Parent” .....	34
Serious Health Condition.....	35
Notification and Certification.....	35
Intermittent Leave .....	36
Substituting Paid Time Off.....	36
Benefits during Leave .....	36
Returning to Work at the End of FMLA Leave .....	37
Failure to Return to Work at End of FMLA Leave.....	37
Failure to Meet Policy Requirements.....	37
<b>Medical Leave.....</b>	<b>37</b>
<b>Jury Duty.....</b>	<b>38</b>
<b>Military Leave.....</b>	<b>38</b>
<b>DRESS CODE .....</b>	<b>39</b>
<b>GENERAL DRESS CODE FOR ALL DEPARTMENTS .....</b>	<b>39</b>
<b>DEPARTMENT-SPECIFIC DRESS CODE: .....</b>	<b>40</b>
Aquatics & Swim Team: .....	40
Aspirus Drop-In Child Care: .....	40
Day Camp/Camp Glacier Hollow: .....	40
Drop-In Child Care:.....	40
Fitness Instructors:.....	41
Group Day Care and School Age Care: .....	41
Maintenance/Housekeeping:.....	41
Member Service Desk:.....	41
Office Personnel, Management and Administration:.....	41
Sports/Adapted Rec/Gymnastics:.....	41
Teen Department:.....	42
Wellness Center: .....	42

## WELCOME

The Stevens Point Area YMCA strives to provide quality programs and facilities for people of Portage County including Stevens Point, Plover, and other surrounding communities. However, these programs and facilities are only as good as the people who provide 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 contributor to our team.

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.

We 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 ask at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Zietlow". The signature is fluid and cursive, with a large initial "R" and "Z".

Ryan Zietlow  
President/CEO  
Stevens Point Area YMCA

# ORGANIZATION PURPOSE & PRACTICES

## YMCA MISSION

To put Christian Principles into practice by promoting youth, adult, and family activities that build a 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 Y is to help individuals and families realize that dream. So as an organization, we will continue to invest in our kids, our health and our neighbors through three areas of focus: Youth Development, Healthy Living, and Social Responsibility.

## OUR PLEDGE THROUGH OUR VALUES

We will create a caring experience for our all who wish to participate. We will lend you a hand – at any time. We will support those that need us most.

We will be honest and trustworthy to those we encounter and be grateful that they have chosen to spend part of their day with us, improving their health and the health of their family. We will thank all our volunteers every time they lend a hand.

We will have respect for all who come through our doors regardless of age, race, gender, religious belief, 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.



# EMPLOYMENT

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## EQUAL EMPLOYMENT OPPORTUNITY

The Y provides equal employment opportunities (EEO) to all employees and applicants for employment regardless of 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.

In accordance with the Americans with Disabilities Act and state disability laws, if you need workplace accommodations for your religious beliefs or for your disability, please speak with someone in our Human Resources Department. The Y will make reasonable accommodation so long as it does not create an undue hardship for the Y and is consistent with the law. If you have related questions, complaints, or comments, you should contact the Human Resources Director.

## UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT 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.

## EMPLOYMENT PROCESS

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 or transfer 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 (i.e. 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.

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 employee files 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
- Position title

## **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.

### **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.

- Bloodborne Pathogens (required annually)
- Child Abuse Prevention
- Sexual Harassment Prevention
- Missing Person
- Armed Intruder

Unexcused absence, or failure to complete training within required timeframes, may result in counseling and/or removal from work schedule. Repeated failure may result in termination. Required trainings are subject to change.

### **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 or as needs/opportunities arise. These include, but are not limited to:

- CPR/AED/First Aid (may be renewed up to 3 months in advance of expiration date)
- 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

Certain 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 CEO. Certain certifications that are considered a pre-requisite of the job are not paid for attendance when initially obtained or renewed to fulfill the pre-requisite. Once the pre-requisite is met and if the employee is still actively employed and the certification has expired, the YMCA will pay for attendance to renew the certification. Any fees associated with the cost of obtaining certifications are the sole responsibility of the employee.

### PROFESSIONAL PARTICIPATION

To develop awareness and an atmosphere of support for the YMCA and its programs within the community, YMCA management staff is 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 CEO.

## 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 more than 40 per work week. Any paid time off such as sick leave, holiday, and vacation time 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 (PT):** Average less than 30 hours per week in a position that is not seasonal in nature. Certain positions may require average hours of 30-37 per week in a position that is not seasonal in nature but must be approved by the CEO and Human Resources Director.
- **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.

- **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 human resources if additions will change their employment classification.

## **EMPLOYMENT OF MINORS**

Individuals under the age of 16 are not allowed to work for the organization in any capacity without a work permit. The YMCA operates in accordance with federal and state laws regulating the terms and schedule of any minor employees.

## **EMPLOYMENT OF RELATIVES**

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 their supervisor. Management reserves the right to transfer or ask for a resignation from either party.

## **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 voicemail or e-mail, others in the Y may have access and may have business needs to retrieve that information. The Y 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. Mail received at the Y, even “personal” is also not confidential. All property and processes here are for business purposes, and management has the right to access and inspect all property and processes. 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, email or any other form, 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 Human Resources 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.

## **WHEN YOU RESIGN**

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. 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 Human Resource Director.

All full-time staff will receive a Final Memo from Human Resources outlining benefit options at the end of employment including Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the [COBRA policy](#) in the Benefits Handbook.

# WORKPLACE SAFETY

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## 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 considered. 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.

## 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 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.

## CONCEALED WEAPONS

The Y is committed to maintaining a safe and healthful work environment for its employees. As part of this commitment, the Y's policy is to prohibit weapons of any type from the actual workplace or working areas where employees are located as well as from YMCA-owned vehicles. Employees who possess a valid concealed-weapons license may keep a secured and properly stored firearm inside their locked and privately owned motor vehicle when their vehicle is parked on YMCA property. Any violation of this policy shall subject the offending employee to discipline up to and including discharge.

## SMOKE FREE WORKPLACE

Smoking is prohibited in YMCA facilities, YMCA vehicles and on YMCA property. This includes usage of any form of tobacco, vapor, or e-cigarettes.

## ALCOHOL AND OTHER 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.

The illegal or unauthorized use of prescription drugs is prohibited. Violation of this policy may result in termination of employment.

### **NOTIFICATION OF CONVICTIONS**

Criminal record checks will be conducted on all employees. Completion of a successful background check is a condition of employment. The Stevens Point Area YMCA adheres to Wisconsin law concerning no discrimination based on one's conviction record. The YMCA may lawfully consider the circumstances of any conviction to determine whether they are substantially related to the circumstances of the particular job or licensed activity. Lack of truthfulness or honesty in informing the Y of a prior conviction will subject the person to discipline, up to and including termination. Arrests or convictions after the date of hire that could impact employment must be reported to the Human Resources Director within 24 hours of the conviction.

### **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. Any instances must be reported to the employee's supervisor or the Human Resources Director. All complaints will be fully investigated.

### **EMPLOYEE PHOTOS**

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

### **BLOODBORNE PATHOGENS**

The Y seeks to minimize risk of exposure to bloodborne pathogens by training employees who may encounter bloodborne pathogens in the course of their work. The Y uses "universal precautions," which means that all employees will treat all blood or body fluids as if the substance were contagious (i.e., contaminated by bloodborne pathogens). Universal precautions mean that you are expected to exercise work-practice controls and to use personal protective equipment, such as gloves, 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.

### **CHEMICAL HAZARD COMMUNICATION**

In your work at the Y, you may encounter 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 Member Service Desk or 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. Refer to the Code of Conduct for a detailed list that employees are expected to follow.

## **WORKPLACE VIOLENCE**

The Y 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. 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, yelling, bullying and overt intimidation of others. These “less than assaults” are still of a violent nature, and are often precursors of assaults. Any employee who feels that they are a victim of workplace violence should immediately contact their supervisor, another member of the management team, or Human Resources. In cases of accusations against an immediate supervisor, the employee should notify another individual in the chain of authority. If the complaint involves the CEO, the employee should contact the Human Resources Director. All accusations will be handled in a confidential manner. Frivolous complaints will be dealt with through the disciplinary process.

## **HARASSMENT PREVENTION**

It is the policy of the Y to 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, genetic information, or any other category protected by law. If an employee believes that he/she has been harassed, the complaint process outlined below should be followed. Questions should be directed to your supervisor, the CEO, 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 Y 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 also unlawful and will not be tolerated by any employee, agent, contractor, member, or visitor of the YMCA. 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 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 innuendos, sexual jokes, verbal commentaries about a person's body, or sexually degrading words used to describe an individual.

## **HARASSMENT EDUCATION**

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

## **HARASSMENT COMPLAINT POLICY**

The Y 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 authority. If the complaint involves the CEO, the employee should contact the Human Resources Director. All accusations will be handled in a confidential manner. Frivolous complaints will be dealt with through the disciplinary process.

## **NON-RETALIATION POLICY**

The Y 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, 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 a hearing under Title VII. Discrimination based on retaliation is prohibited. When an employee has reason to believe that he/she has been subject to retaliation, the employee should report such incidents to the Human Resources Director or CEO. If any complaint involves the Human Resources Director or CEO, the employee may report incidents to the Board Chair. All incidents of retaliation will be promptly investigated. Violations of this policy will not be permitted and will result in disciplinary action up to and including discharge.

## **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 standards. If you witness evidence of the following indiscretions by an employee, member or volunteer, please report it immediately to your direct supervisor or other management personnel:

- instances of fraud
- unethical business conduct
- violations of state or federal law
- 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. If the employee is uncomfortable, for any reason, reporting an incident to their supervisor, the employee can escalate the request in writing to the Human Resources Director. Upon completion of the investigation, the supervisor or Human Resources Director will report back to the employee. The whistleblower is not responsible for investigating any incident or involved with any corrective actions. If the employee is not satisfied with the response, the employee can escalate the request in writing to the CEO.

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 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 Human Resources immediately.

## **SOLICITATION**

The Y prohibits the solicitation, distribution, and posting of materials at all YMCA facilities by any employee. Employees may not solicit other employees or members during work times, except in connection with a Y approved or sponsored event. Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a Y sponsored event. The posting of materials or electronic announcements is only permitted with approval from the Human Resources Director or CEO. Violation of this policy should be reported to the Human Resources Department or CEO. The sole exceptions to this policy are charitable and community activities supported by the Y management, YMCA-sponsored programs related to Y services or the discretion of the CEO.

# EMPLOYEE EXPECTATIONS

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## 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 and communicated immediately to his/her direct supervisor.

## 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 60 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 60 minutes prior may be considered an unexcused absence.

## DEPENDABILITY AND PUNCTUALITY

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 more than 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 must contact the Human Resources Department 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 one instance of unexcused absence at a crucial time or in an overt manner. Any employee who is absent from work without notice or contact for more than two (2) scheduled shifts 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**

To maintain an effective work environment, the Y has established its working hours as required by organization operations, customer service needs, and department needs. Due to the nature of Y operations, employees in different departments and different jobs may have different work schedules. Employees will be given work schedules and break information upon hire by their supervisor. It may be necessary for the Y to change the hours of work to accommodate the needs of our members.

Immediate supervisors are responsible for the preparation and supervision of the work schedule for all 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 Y 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.

Although we encourage our staff to take time off for holidays, we recognize that some situations do require staff to work on holidays. The YMCA is under no obligation to provide extra pay for holidays. If you are required to come in on a holiday for training or meetings or you voluntarily choose to work, you will be paid your normal hourly rate. However, if you are required to work on a holiday for building operations or programming, part time staff will be paid 1.5 times their hourly rate and full time staff may convert the amount of time worked to Floating Holiday to be used before the end of the year. Floating Holidays do not carry over to the next year and are not paid out upon separation.

Non-attendance at required trainings or meetings or required certifications not being maintained as current are violations of work rules.

In the event of voluntary reduction of hours initiated by the employee, for Wisconsin Unemployment Insurance purposes, the reduction in hours may be considered a quit. Any wages that the employee earns while working the reduced hours may not be used to satisfy the quit requalification provision. An employee absent for two or more days without notification to his/her supervisor (no call/no show) will be considered to have voluntarily resigned without notice. The termination date will be the last day of actual work. *(See Separations)*

An employee who does not work at least one shift during a 30-day period will be considered as voluntarily resigned without notice. An employee on a substitute list or working as only a substitute employee (sub-only), who does not take at least one sub shift in 30 days will be considered as a voluntarily resignation without notice. The termination date will be the last day of actual work. *(See Separations)*

## 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. Acceptable conduct expectations apply at all times when an employee may be reasonably perceived to be working or representing the YMCA (e.g. wearing staff attire, on YMCA premises or program areas).

### VIOLATIONS OF ACCEPTABLE CONDUCT:

- Mistreatment or gross neglect of YMCA members, participants, guests, employees or volunteers.
- Racial or ethnic remarks/attitudes/behavior, or sexual harassment in any form toward YMCA members, participants, guests, employees or volunteers.
- Unsatisfactory work performance or service.
- Damage, loss or destruction of the organization’s, members’, participants’, guests’, employees’ or volunteers’ 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 time clock punching rules including, but not limited to, fraudulent punching.
- Violation of any commonly accepted rules of responsible or respectful personal conduct.
- Behaviors which have a negative impact on YMCA morale, perception or experience.

## PROGRESSIVE DISCIPLINE

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.

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 are more important than the reason for the disciplinary action.

## STEPS

At all times the work relationship is “at will.” 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. Disciplinary action could result in counseling statements, unpaid suspension, or immediate termination. 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, CEO and Human Resources Director.
- Final Warning
  - Reviewed with employee in conjunction with Human Resources Director.
  - Counseling Statement signed by employee, supervisor, CEO and Human Resources Director.
- Discharge
  - Reviewed with the employee in conjunction with the Human Resources Director.
  - Statement signed by employee, supervisor, Human Resources Director and CEO.

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 CEO, the Associate Executive Director or Human Resources Director.

## SEPARATIONS

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. For purposes of this policy the term “separation” refers to all terminations of the work relationship between the employee and the YMCA, regardless of the reason for such. Final pay will be provided in accordance with the YMCA’s regular pay schedule. Separations are categorized as either voluntary, involuntary or death.

### VOLUNTARY SEPARATIONS

#### Resignation

A decision freely made and initiated by the employee, to end his or her work relationship with the YMCA. The following are considered voluntary resignations:

- Written notice (preferred) or verbal notice to supervisor or Human Resources.
- Absence of two or more days without notification will be considered a voluntary resignation. (*See Work Schedule*).
- Staff who are on the sub list must work at least one shift every 60 days to remain on the sub list. Failure to work one shift in 60 days will be considered a voluntary resignation. (*See Work Schedule*).

#### Retirement

Employees who are 55 or older and have worked at a YMCA for 10 years or more and wish to go through the retirement process will need to apply to the Y Retirement Fund. Information for retirement will be provided upon request.

### INVOLUNTARY SEPARATIONS

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.

#### Reduction in Work Force

Involuntary separation may be imposed upon employees due to economic necessity, operational and/or programmatic changes, reorganization, or any other reason which requires a reduction in the YMCA's work force.

#### Dismissal

Employees may be dismissed by the YMCA for their failure or inability to meet job performance standards or expectations, not following the rules of the organization or department, or other reasons that conflict with the mission, values and/or goals of the organization.

If the involuntary separation involves the CEO, the CVO/Board Chair of the YMCA Board of Directors should contact the YMCA of the USA Alliance Director.

### DEATH

#### Special Notifications

Upon learning of the death of an employee, the YMCA will notify the Y Retirement Fund, 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.

### INCLEMENT WEATHER POLICY

In the event of extreme weather conditions, the CEO, along with the Management Team, will determine the closing, cancellation, or delayed start of programs or building hours:

- Individual employees do not determine program, facility or class cancellations.
- School Age Childcare AM and PM sessions are cancelled if the school site 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 does not report to work as scheduled:
  - Full time staff may use PTO, make up hours during the week, or use unpaid time off with the approval of their supervisor.
- Supervisors will contact only the employees scheduled to work during the closing, cancellation, or delayed start.

## **BABYSITTING POLICY**

The YMCA does not sanction, encourage or endorse the use of YMCA employees for non-YMCA childcare 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. If an employee provides care for a child that is a member or participant in YMCA programs, a Parental Consent Form must be signed by the employee, parent, and Human Resources.

## **VOLUNTEERING (NON-EXEMPT EMPLOYEES)**

Non-exempt employees cannot 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.

## **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. A work week is defined as Sunday through Saturday. Paid leave, such as holiday, sick or vacation pay, does not count as hours worked for purposes of calculating overtime.

No overtime can be worked without prior approval from employee’s direct supervisor or CEO.

## **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 supervisor and CEO. 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. The designated room for nursing mothers is in the lower level in the Women's Locker Room.

## **CHANGES IN PERSONAL INFORMATION**

You are responsible for notifying the human resource department 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 Human Resource Director 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 Human Resource Director. (If the conflict involves the CEO, the CEO must disclose such to the Board Chair). The Human Resource Director, in conjunction with the CEO, will determine the existence and nature of the conflict of interest and determine the appropriate course of action.

## **ELECTRONIC COMMUNICATION AND EQUIPMENT**

No employee should have an expectation of privacy as to his or her use of a YMCA cell phone, laptop, notepad, tablet, or other electronic equipment. Upon resignation, separation, or at any time upon request, the employee will be required to produce the equipment for return or inspection.

### **OWNERSHIP OF THE CELL PHONE NUMBER**

For employees whose position requires a company-issued cell phone, the YMCA reserves the right to retain the phone number and/or cell phone issued by the YMCA.

### **PERSONAL CELL PHONE REIMBURSEMENT**

Employees will not receive reimbursement for use of their personal cell phone. Employees whose position requires a cell phone will be placed on the YMCA cellular plan and upon separation will be removed from the YMCA cellular plan.

### **EMPLOYEE RESPONSIBILITIES**

The Employee will be responsible for notifying the YMCA of any changes in their personal cell phone number if they decline a YMCA cell phone and number. Employees in possession of YMCA owned cell phones and other electronic equipment are expected to protect the equipment from loss, damage, or theft. If the assigned equipment is lost or damaged, it must be reported to your supervisor before authorization for new equipment can be approved.

### **VIOLATIONS**

Violation of these procedures may warrant employment action up to and including discharge, depending on the severity of the violation. Any reasonable suspicion of violation of YMCA policy should be reported to an employee's Supervisor and/or the Human Resources Department. Reports may remain anonymous as far as practical.

## **ELECTRONIC EQUIPMENT AND PASSWORD 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.

## **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 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.

## **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.

## **PASSWORD POLICY**

Passwords should be considered confidential data and treated with the same discretion as any of the organization's proprietary information. The following guidelines apply to the confidentiality of organization passwords:

- Users must not disclose their passwords to anyone.
- Users must not share their passwords with others (co-workers, supervisors, family, etc.).
- Users must not write down their passwords and leave them unsecured.
- Users must not check the " save password " box when authenticating to applications.
- Users must not use the same password for different systems and/or accounts.
- Users must not send passwords via email.
- Users must not re-use passwords.

- Users under no circumstances may log in to any YMCA device using someone else's login credentials without direct instructions from the CEO or Administrative Services Director.
- Users will be notified automatically when a password change is required, which will typically be every 30 days.

Since compromise of a single password can have a catastrophic impact on network security, it is the user's responsibility to immediately report any suspicious activity involving his or her passwords to the Administrative Services Director. Any request for passwords over the phone or email, whether the request came from organization personnel or not, should be expediently reported. When a password is suspected to have been compromised the Administrative Services Director will request that the user, or users, change all his or her passwords.

## **MEDIA RELATIONS**

Communication with members of the media is managed through the CEO (or individual designated by the CEO), who 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.

## **OPERATION OF VEHICLES**

Vehicles owned, operated, or under the control of the Y are to be used only for Y business purposes.

You may drive a Y vehicle only if you are properly trained, licensed, and authorized to do so. While driving, you are required to adhere to state laws. When driving or riding in any Y vehicle or when driving your own vehicle on Y business, you are required to use seat belts. You may not use mobile communication devices (e.g., walkie-talkie or cell phone) 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.

If your position requires driving, a valid driver's license is required. Loss of license may result in termination of employment due to inability to perform the job. You must promptly inform your supervisor of suspension or loss of license or any on or off the job driving tickets or citations (except for off the job parking citations).

The Y may suspend you from driving responsibilities or terminate your employment if an insurance carrier determines that it will not insure you driving our vehicles. The Y may consider your provision of a work permit license, or an alternative insurance, which must be paid in full by you. However, this is at the Y's discretion and does not guarantee continued employment.

If you drive either a Y vehicle or a personal vehicle during business, a major driving violation, on or off the job, is directly and substantially related to your employment. A single violation may result in termination of employment, whether there is a citation or not suspension or loss of license, and whether the violation ever came to the attention of law enforcement authorities or not.

The Y or its insurers routinely check employees' driving records. It may suspend or terminate employment on discovery of suspended or lost licenses or any major violation. It may also terminate employment if a check reveals any driving violation which you did not properly report as required by this policy.

## **VEHICLE USE FOR WORK-RELATED TRAVEL**

A YMCA-owned vehicle is the preferred method of transportation for work-related travel. Use of a rental or privately-owned vehicle requires prior approval from the CEO or Human Resources Director. In the event a privately-owned vehicle is approved, it must be insured, and mileage will be reimbursed based on the IRS approved rate. Work-related travel is defined as travel around and between the Y's facilities and other work-related destinations. It does not include an employee's typical commute. Employees are responsible for submitting business expense reports to claim mileage reimbursement. If mileage is not tracked or total miles are in question, the Y will use a map application to determine reimbursement. Tickets, fines, or other damages are a personal expense.

## **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, driver training, and other topics. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are always current, 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.

As a prerequisite to the job, you are responsible for the cost of obtaining current certifications. If still actively employed and a certification needs to be renewed and has not yet expired, the Y will pay for the time to attend the class. The employee is responsible for the fees to obtain the certification with the exception of management team staff for whom the fees will be paid.

## **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. 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

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## 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 human resources with the new banking numbers prior to the next scheduled pay date.

## PAY PERIODS & PAY DATES

- Pay periods are two weeks in length.
- 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.
- Annual salaries are calculated by the number of payrolls each calendar year, paid biweekly, and paid only during the time the employee is actively employed.

## WORK TIME RECORDS

- Daily time records are kept through a time clock system or paper timesheet, dependent on position.
- Employees must punch in and out using the time clock system or record in and out times on paper timesheet, as instructed by their supervisor.
- Employees must punch in immediately prior to their work shift and punch out immediately after end of their work shift. Employees must also punch in and out for unpaid breaks, personal times, or any other times they are not in the course and scope of employment.
- Work shifts times are rounded up or down to the nearest 5 minutes.
- Employees are not allowed to punch other employees in or out, for any reason. This is considered fraudulent punching and is a rule violation for both employees involved and may result in termination.
- Employees must advise their supervisor of any punch or timesheet recording errors.
- Employees can view their time records, whether on time clock or paper timesheet.
- Supervisors will verify time records prior to payroll processing by Human Resources.

## 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 can provide information relative to a cost-free account that can be opened for pay deposit purposes.

Upon hire, employees will receive access to our payroll software company where you will have access to your payroll information, time clock, pay advices, W2's, etc. 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 pay advice 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 to avoid any improper deductions from the salary of exempt employees.

## PERFORMANCE REVIEWS

Supervisors are expected to provide ongoing feedback to employees relative to their work performance. All full-time employees receive a performance appraisal on an annual basis, and on the same schedule as the earnings review, if the employee is actively employed. Formal performance appraisals may also be conducted for specific positions. The purpose and content of the feedback and performance appraisal includes:

- 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

Earnings will be based on available funding, supervisor approval, and in accordance with the guidelines of the YMCA's salary administration process.

- **Full-time employees:** Earning amount(s) will be reviewed in January of each year. Earning amount(s) for employees hired during the months of October, November, or December will be reviewed in the January AFTER their one-year anniversary date.
- **Part-time employees:** Earning amount(s) will be reviewed on an annual basis on the employee's anniversary month for each position, as long as the employee is actively employed. Increases to earnings will be based on supervisor approval, available funding, and in accordance with the guidelines of the YMCA's pay grade process.



# LEAVE OF ABSENCE (LOA)

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## 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 Human Resource Director 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 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 Human Resources.

## GENERAL LEAVE RIGHTS

**Federal FMLA:** Under the federal FMLA, eligible employees are allowed up to 12 work weeks of unpaid leave per 12-month rolling calendar year 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 childbirth.

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.

**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 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, stepchild, 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, stepparent, 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.
- 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.
  - 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 Human Resources 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 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.

### **BENEFITS DURING LEAVE**

An employee's coverage under group health plans (i.e., group health and dental coverage) will be maintained during the period of an FMLA leave as required by the Wisconsin and federal FMLA laws and in accordance with the applicable terms of the plans. Employees who normally pay a portion of the premium for insurance coverage must continue to do so during the period of FMLA leave. If paid leave is substituted for unpaid leave, the employee's portion of the premium will be deducted from the employee's paycheck. For those employees on unpaid leave, payment arrangements must be made prior to the start of the leave, or as soon as practicable. A 30-day grace period will apply to premium payments. If payment is not made within the grace period, the employee's group health/dental insurance may be terminated.

If the Y maintains an employee's insurance during an FMLA leave, and the employee does not return from FMLA leave, under certain circumstances, the Y will have the right to recover the total cost of the insurance premiums paid during the employee's leave, as allowed by law.

Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Other benefit accruals may be suspended during the period of the leave and will resume upon return to active employment. Check with Human Resources regarding other benefit continuation provisions.

### **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 Human Resources 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 LEAVE**

If an employee fails to return to work after the expiration of an FMLA 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 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, 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 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 may use paid time-off or take the time unpaid. 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 human resource department.

# DRESS CODE

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As a cause driven organization strengthening the community by serving youth, teens, adults, and families, the image of the YMCA and our staff is important to our success. While recognizing the individuality of staff dress and appearance, all employees are expected to maintain a professional appearance when working at the Y. Proper dress allows staff to be instantly identifiable and to show high standards of professionalism in all areas of our facility. An employee's position and their department's activity dictate the type of clothing or uniform that is worn. The overall goal is to develop consistent attire so that all staff can be easily identified by members, participants, and co-workers.

## GENERAL DRESS CODE FOR ALL DEPARTMENTS

**SHIRTS:** To easily identify staff and for safety purposes, all staff should always wear approved YMCA garments (staff t-shirts, polo shirts, sweatshirts, etc.). Only white, black, navy, or grey (without writing) long-sleeved shirts may be worn underneath. Staff shirts should not be covered up by hoodies, cardigans, or jackets unless they have a Y logo on them. Exceptions from the approved shirts may be made with the approval of the CEO during special events or promotions. No tank tops or blouses or shirts that are revealing. Shirts must limit the body exposure and be at an appropriate length; no midriff, stomach showing or low-cut shirts.

**NAMETAGS:** Nametags/lanyards must always be worn by all employees.

**PANTS/SHORTS:** Solid, muted colored pants, leggings, and shorts only, no prints. Casual dress pants are appropriate as well as black, tan, grey or navy-blue wind pants (no sloppy sweatpants). No blue jeans, jean shorts or bibs, except on Friday's and special occasions. Skirts and shorts must not be more than 6" above the knee. Capris are also allowed. However, no frayed, holey pants or shorts.

**SHOES:** Shoes must always be worn. Dress-type sandals are acceptable, except for Maintenance, Fitness or Wellness Center staff. Exercise/tennis shoes (in good condition) are preferred in most areas. Water shoes, beach, or athletic style flip-flops and/or aqua shoes are only to be worn near/in the pool.

**HATS:** Hats can be worn only when engaged in outdoor activities to shield the sun.

**TATTOOS/PIERCINGS:** Jewelry and other accessories are permitted in moderate amounts and of minimal size. Jewelry should not be loose, dangle in such a way that it creates a safety hazard or becomes distracting to the customers served. Minimal ear piercings. Management may require that visible jewelry, body piercings, devices, or body art (such as tattoos) be removed or covered for certain positions or shifts. Questionable piercings or accessories may be subject to management's discretion and dependent upon the position. No controversial or inappropriate tattoos should be visible at any time.

**HAIR:** Hair must be neat, well groomed, away from the face and typically of natural colors. Questionable hairstyles (spiked hair, inappropriate shaved design, etc.) and/or colors (purple, orange, blue, etc.) may be subject to management’s discretion and dependent upon positions. Hair must not be loose or dangle in such a way that it creates a safety hazard or becomes distracting to the customers being served.

**GENERAL:** Clothing or any attire with inappropriate words, phrases or graphics will not be allowed and are subject to management discretion. Wearing any apparel that advertises alcohol, tobacco, drug paraphernalia or innuendos, sexual theme or poor conduct is strictly prohibited. Undergarments should not be visible at any time. All staff is expected to maintain a clean and professional appearance. All clothes, uniforms, hairstyle, and overall appearance must be neat, clean well-groomed and in good taste always.

## **DEPARTMENT-SPECIFIC DRESS CODE:**

### **AQUATICS & SWIM TEAM:**

1. YMCA guard shirt or staff shirt.
2. Female staff are required to wear one-piece swimsuit. Male staff are required to wear boxer type swimsuit.
3. Lifeguards are always required to wear a whistle.
4. No cell phones, smart watches, etc. allowed while lifeguarding.
5. Water shoes, flip-flops or aqua shoes are permitted (shoes are not allowed on pool deck).
6. Swim Team Coaches must wear comfortable exercise clothing during practice.
7. Swim Team Coaches must wear SPDY or staff shirt during meets.

### **ASPIRUS DROP-IN CHILD CARE:**

1. YMCA staff shirt.
2. Must always wear Aspirus nametag at all times. (No stickers on nametag)
3. Solid colored pants with no prints including leggings/yoga pants, wind pants, and jeans. NO sweatpants. Shorts are NOT allowed.
4. Must wear closed toe shoes.

### **DAY CAMP/CAMP GLACIER HOLLOW:**

1. YMCA staff shirt.
2. Wear camp staff shirts the first and last day of camp.
3. Tank tops and swimsuits acceptable when working around water. Female staff are required to wear one-piece swimsuit. Male staff are required to wear boxer type swimsuit.
4. Baseball hats are acceptable.
5. Flip-flops and water shoes are acceptable around the waterfront however sandals with a heel strap or sneakers/closed toed shoes are preferred for all other activities.

### **DROP-IN CHILD CARE:**

1. YMCA staff shirt.
2. Must wear YMCA nametag. (No stickers on nametag)



3. Solid colored pants with no prints including leggings/yoga pants, wind pants, and jeans. NO sweatpants. Solid colored shorts must not be more than 6" above knee.
4. Socks or clean shoes must be worn in the Toy Room.

### **FITNESS INSTRUCTORS:**

1. Appropriate exercise attire. Active-wear pants, capris, and yoga pants are acceptable in any color. Bright colors and prints are acceptable to be seen by participants in exercise classes.
2. No bra tops or exposed navel or midriff. Males must always wear shirts.
3. Exercise shoes must be worn except in Yoga & Pilates classes.

### **GROUP DAY CARE AND SCHOOL AGE CARE:**

1. Business casual or professional attire.
2. Nametag must be chest high.
3. Closed-toed shoes or sandals with a heel strap preferred for Child Care and School Age.
4. Jeans, wind pants, casual or dress pants appropriate.
5. Solid, muted colored pants with no prints including leggings/yoga pants, and wind pants are acceptable, no sweatpants.
6. Sweatshirts may NOT be worn over staff shirts.

### **MAINTENANCE/HOUSEKEEPING:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Casual or wind pants are appropriate. Shorts may be worn but must not be more than 6" above the knee.

### **MEMBER SERVICE DESK:**

1. YMCA staff polo shirt. Base layer may be worn under polo. Y logo must be easily seen.
2. Name tag/lanyard must always be worn and visible.
3. Casual or wind pants are appropriate, no sweatpants or leggings. Must be a solid, muted color.
4. No blue jeans, jean shorts or bibs. Shorts may be worn but must not be more than 6" above the knee.
5. Jeans may be worn on Friday, Saturday, and Sunday with YMCA staff polo shirt. No adornments or distressing on the jeans.

### **OFFICE PERSONNEL, MANAGEMENT AND ADMINISTRATION:**

1. The general dress code guidelines should be followed with generally accepted business casual or business professional attire.
2. Name tag/lanyards required.
3. If the HIGH temperature for the day is below zero, then you may wear jeans.
4. During the winter months you may wear jeans when you are night MOD.

### **SPORTS/ADAPTED REC/GYMNASTICS:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Sweatpants, wind pants or nylon/cotton athletic shorts are required. (Shorts must not be more than 6" above the knee). (Off-site Adapted Rec. Staff may wear jeans.)

#### **TEEN DEPARTMENT:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Casual or wind pants are appropriate, no sweatpants.
4. Blue jeans are acceptable. Shorts may be worn but must not be more than 6" above the knee.

#### **WELLNESS CENTER:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Sweatpants, wind pants or shorts, no blue jeans or jean shorts. (Shorts must not be more than 6" above the knee). Pants and shorts must be solid colors, no prints.
4. Exercise shoes must be worn (no flip-flops or sandals).

**Attire purchased by the YMCA and provided to you should be returned upon termination of employment.**

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Management, Directors, Coordinators and Supervisors are responsible for enforcing the dress code and grooming standards in their areas. This includes immediately addressing, bringing questions to appropriate management's attention and/or counseling employees whose dress and/or appearance is inappropriate. Reasonable accommodation may be made for employees' religious beliefs and disabilities whenever possible to present a professional appearance to the public. Any request for accommodations should be made in writing and with the Human Resource Director.

**NOTE:** Interpretation of policy, questions, conflicts, or complaints that cannot be handled by supervisors to an employee's satisfaction should be taken to the Human Resource Director.

Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress code and grooming policy may result in disciplinary action up to and including termination of employment.