



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

BUILDING A STRONGER COMMUNITY EMPLOYEE HANDBOOK YMCA OF THE FOX CITIES

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INTRODUCTION

Purpose

This employee handbook will give important information about working at the YMCA of the Fox Cities. The policies explain many of the benefits of working here as well as rules and what is expected of employees. This manual is not a contract, nor is any portion of it a contract expressed or implied between the YMCA of the Fox Cities and its employees, but are guidelines to be adhered to by management and its employees.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at the YMCA of the Fox Cities. Plan Summary Documents will supersede any information covered in this handbook. Also, revisions may be made to the handbook. Every effort will be made to effectively communicate changes to this manual. This manual supersedes and revokes any differences in any memo, bulletin, policy or procedure, on any subject discussed in this manual that has been issued prior to the date listed below on each page.

The YMCA of the Fox Cities has the right to add new policies, change policies, or cancel policies at any time. The only policy that will never change or be cancelled is the employment-at-will policy. The employment-at-will policy allows the employee or the YMCA of the Fox Cities to terminate your employment at any time for any reason. The employment-at-will policy is further described in the policy titled Nature of Employment. Employees will be informed of changes made to the handbook.

Administration:

The YMCA of the Fox Cities Board of Directors employs the President to whom it delegates responsibility for the overall administration and interpretation of policies and procedures that are summarized within this manual. The direct administration of the policies and the supervision of staff are the ultimate responsibility of the President. However, these may also be delegated to others, where appropriate.

Interpretation:

All matters, pertaining to the interpretation of this manual, are referred to the President or to the President's designated representative (Human Resource Director).

Review:

This manual should be reviewed on an annual basis, but may be changed at any time upon approval of the President. The Board of Directors will approve any matters directly pertaining to the President. This handbook does not preempt any State or Federal laws; however, effective with the implementation date of this manual, this policy does supersede and replace all previously existing YMCA policies, manuals, memos, and handbooks. Employees will be provided copies of any subsequent revisions.

Welcome

Welcome to the YMCA of the Fox Cities staff team. I hope that you are excited about your new position and are proud to be a member of our team. You are very important to the success of our YMCA in providing important programs and services to our community.

Please take the time to read over the material in this booklet. The information in this employee handbook is meant to be a guide to help assist with your understanding of our expectations and to help answer general questions that you may have about our policies and procedures.

Your supervisor, any member of the management group, or our human resource specialists can answer any questions or help address any concerns that you may have.

Thank you for choosing to work for the YMCA of the Fox Cities as we work together to build strong kids, strong families, and strong communities.

I look forward to working with you as a part of our exceptional YMCA team.

William R. Breider III
President / CEO

Brief History

The YMCA was initially founded in 1844 in London, England by George Williams, a drapery clerk, and eleven other young men. The YMCA provided a library, discussions, lectures, Bible study, and an atmosphere of wholesome Christian Fellowship as an alternative to the corruption and immorality then confronting young men crowding into London to embark on commercial careers.

The YMCA is one of the largest and longest standing-voluntary organizations in the United States. There are more than 2,000 local YMCA's each with its own volunteer Board of Directors, or Board of Managers, and each with its own staff. Together we have more than 12 million members and participants. There are YMCA's in more than 120 countries around the world making the YMCA a unique international movement.

The YMCA is a very diverse organization. Each local YMCA determines the programs that are most appropriate for its community. Staff members are listeners and organizers. They work with volunteers in assessing community needs and interests and in organizing effective programs. You were hired because you are self-motivated, an initiator, and a creative person.

The YMCA movement is bound together by a common mission. Programs throughout the years have had similar central values and objectives.

As an employee of the YMCA of the Fox Cities, you are working with an organization that has been a major force within the communities since 1888. In August 2002 the decision was made to merge the existing area YMCA's to form one association to better service our communities and our members. As an association there are four locations, Appleton, Greenville, Kimberly, and Neenah-Menasha. The YMCA has your interest in mind as we work together for continued growth and achievement.

It is the firm belief of the YMCA of the Fox Cities that only by working together can we both achieve our goals, thus, your progress will depend largely on your interest in and application to your job. Both the continued growth of the YMCA of the Fox Cities and your opportunities for advancement are dependent on the quality of your performance.

Vision

The YMCA of the Fox Cities aims to be the premier human service and membership organization while fostering collaboration and effectively utilizing resources

Mission Statement

The YMCA is a not for profit organization which puts Christian principles into practice by promoting youth, adult and family activities that build a healthy spirit, mind and body for all.

Core Values

- **Caring**
- **Honesty**
- **Respect**
- **Responsibility**

Expectations

At the YMCA of the Fox Cities, we expect staff, members and guests to behave in accordance with our mission and values at all times, respecting the rights and dignity of others.

At the YMCA of the Fox Cities we demonstrate
Caring, Honesty, Respect, and Responsibility
 by:

- ◆ Speaking in respectful tones; refraining from the use of vulgar or derogatory language; and dressing appropriately.
- ◆ Resolving conflicts in a respectful, honest and caring manner, never resorting to physical contact or threatening gestures.
- ◆ Respecting others by refraining from intimate behavior in public and/or abstaining from contact of a sexual nature
- ◆ Respecting the property of others; never engaging in theft or destruction.
- ◆ Creating a safe, caring environment; never carrying illegal firearms or devices.
- ◆ Participating in programs to build a healthy spirit, mind and body; never engaging in the use, sale, dispensing or possession of illegal drugs or narcotics, or the unsanctioned use of alcohol on YMCA premises.

Adherence to the YMCA Code of Conduct and regulations is essential.

Rights and Responsibilities

Certain rights and responsibilities are imposed on the company by state and federal laws, rules, legislation and court decisions. Many of these have implications for the policies and procedures that govern our employees. For this reason, a summary of the company's basic rights and responsibilities may be helpful. These rights and responsibilities include, but are not limited to, the following:

1. **Rights** – The employer has, among others, the following rights:
 - a. Managing the company's employees, including the hiring, promoting, scheduling, transfer, assignment, and retention of employees in positions with the company.
 - b. Establishing work rules and goals in keeping with the mission statement of the YMCA.
 - c. Establishing and altering employment policies and procedures, including those set forth in this handbook.
 - d. Establishing and administering guidelines for compensation, career development, benefits, working conditions, and all other phases of employment.
 - e. Utilizing progressive corrective actions, suspending, discharging, or taking other appropriate disciplinary action against employees when necessary.
 - f. Scheduling overtime work as required, consistent with the company's requirements.
 - g. Developing job descriptions that serve as guidelines and not rigid limitations.
 - h. Assessing employee performance and to expecting employees to be productive in their assigned functions.

2. **Responsibilities** – The YMCA will make every effort:
 - a. To be faithful to the mission statement of the Association.
 - b. To assure that policies and administration of the personnel system are fair and equitable.
 - c. To establish and maintain open communication with employees.
 - d. To provide fair and equitable compensation, benefits and working conditions in keeping with the Association policy and in relation to service rendered.
 - e. To conduct regular performance reviews, at least annually, which relate work objectives to objectives of the Association.
 - f. To provide a process for hearing and resolution of any grievances and/or misunderstandings.
 - g. To meet legal requirements related to personnel practices.

EMPLOYMENT

Employment Policy

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

The Board of Directors employs the President, who in turn employs all other staff. Employment responsibility and authority may be delegated, as the President deems appropriate.

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

Employment with the YMCA is not for any specific term, and may be terminated at any time, for any reason, by the employee or the YMCA.

Nature of employment

You became an employee at the YMCA of the Fox Cities voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that the YMCA of the Fox Cities may terminate your employment at any time, with or without cause, in accordance to applicable federal or state laws.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between the YMCA of the Fox Cities and any employee. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the discretion of the YMCA of the Fox Cities.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the President of the YMCA of the Fox Cities.

Member Relations

Our members are very important to us. Every employee represents the YMCA of the Fox Cities. Our members judge all of us by how we treat them. One of the highest priorities at the YMCA of the Fox Cities is to help any member or potential member. Nothing is more important than being courteous, friendly, prompt, and helpful to members, potential members or any individuals utilizing the YMCAs services.

Your contacts with the public, your telephone manners, and any communications you send to members reflect not just on you but also on the professionalism of the YMCA of the Fox Cities. Good member relations can build greater member loyalty.

Employee Relations

Accordingly, as our members are important to us, so are our employees. The goal of the YMCA of the Fox Cities is to consistently recruit, develop, motivate, recognize, reward and retains the most competent employees possible to aid in the achievement of our mission and ensure member satisfaction. To assist in promoting positive employee relations, the YMCA of the Fox Cities Human Resource Philosophy is to be:

- Committed to responding to employee issues and concerns;
- Develop open and direct communication mechanisms;
- Provide competitive wages and benefits;
- Maintain a quality working environment;
- Recognize and reward individual achievement and merit;
- Maximize personal development and growth; and
- Treat employees fairly – with dignity and respect.

Open Communication

It is the practice of The YMCA of the Fox Cities to encourage open communication between the Association and the employees. Your opinions, suggestions and questions are important to us. The Company has bulletin boards in all buildings, utilizes payroll stuffers, emails, newsletters, and mails notices, to inform employees of policies and important developments, which will affect you or your job. The Company requests that all employees check the bulletin boards and review all information in their buildings on a regular basis.

It is also important that your problems or complaints be discussed and resolved. While we encourage you to talk with your immediate supervisor, all levels of management and Human Resources are available to you to discuss your concerns.

Equal Employment Opportunity

The YMCA of the Fox Cities is, and always has been, dedicated to the goal of providing equal employment opportunities and advancement for all persons without regard to age, race, color, religion, mental or physical disability, marital status, gender, national origin, sexual orientation, veteran status, or for any other legally protected reason as required by law. The YMCA of the Fox Cities makes employment decisions based on each person's performance, qualifications, and abilities.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the YMCA of the Fox Cities.

The YMCA of the Fox Cities believes that equal employment opportunity makes good business sense, so it insists that all employees of the YMCA of the Fox Cities refrain from any act which is designed to cause unlawful employment discrimination against a fellow employee or applicant for employment, including but not limited to discrimination in hiring, placement, transfer, demotion, promotion, recruiting, advertising, compensation, training, termination, Company-sponsored events, or use of employee benefits or facilities. Compliance with this policy will be

part of performance standards for our employees. The Human Resource Director serves as the Company's Equal Opportunity Employment Coordinator and has responsibility for assuring compliance with the plan.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Human Resources Director. You will not experience any negative consequences for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

Americans with Disability

The YMCA of the Fox Cities policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. We are committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation may be available to all employees and applicants, including work site accessibility as long as the accommodation doesn't cause undue hardship on the YMCA of the Fox Cities.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

The YMCA of the Fox Cities is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability.

The YMCA of the Fox Cities is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Immigration Law

The YMCA of the Fox Cities is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at the YMCA of the Fox Cities is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility prior to employment.

If you leave the YMCA of the Fox Cities and are rehired, you must complete another Form I-9 if the previous I-9 is more than three years old, if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Human Resources Department.

Employment of Relatives

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

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

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

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

Although the organization has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the YMCA will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved. When the termination of one employee is necessary, the employee with the least amount of company service will be terminated.

EMPLOYMENT STATUS & RECORDS

Definitions of Employment Status

The YMCA of the Fox Cities uses the following classifications as a basis for its payroll system and for the purpose of describing and reviewing policies and benefits offered to employees. It is the intent to clarify the definitions of employment classifications so those employees understand their employment status and benefit eligibility.

Each employee is designated as either EXEMPT or NONEXEMPT from federal and state wage and hour laws. Your supervisor or payroll department can inform you of your status.

Exempt Employees are paid on the basis of an annual salary and are excluded by law from specific provisions of federal and state wage and hour laws, including not being entitled to overtime pay.

Nonexempt employees are paid on an hourly basis and are subject to premium pay of overtime in accordance with federal and state laws. According to these laws, overtime pay of one and one half times their regular hourly rate is paid after 40 hours of work are performed during a week.

Full-Time Employees are those persons who are regularly scheduled on a continuous basis to work at least 37.5 hours or more each week for twelve months of the calendar year. Such employees are eligible for benefits as specifically provided in this policy.

FTE (Full Time Equivalent) Employees are those persons who are regularly scheduled on a continuous basis to work at least 30 to 37 hours each week for twelve months of the calendar year.

Regular Part-Time Employees are those who are regularly scheduled on a continuous basis less than 29 hours per week but more than 20 hours per week for ten or more months of the calendar year.

Part-Time Occasional Employees are those persons, who are regularly scheduled to work less than 20 hours each week, teach minimum of one class or work one shift per week, work at least 5 hours per month, or work less than nine months a year.

Seasonal Employees are those persons whose assignment is less than 4 months, such as summer camp counselors.

Substitute Employees are those persons who do not have regularly scheduled hours; but rather, work a flexible schedule, based upon availability and workload need. They are not eligible for employee benefits or employee discounts.

Government-Funded Projects/Programs – The YMCA of the Fox Cities operates a variety of programs, which are contracted for a specific period of time. Persons, employed by such programs, may or may not be considered YMCA employees, listed on the payroll, and receive pay and benefits relative to the provisions of the specific contract as well as other applicable employment guidelines.

Independent Contractors and contracted employees - are non-YMCA employees who are engaged for specific services with established fees, contract expenses and written agreements and are not eligible for any employee benefits except specifically provided in this policy.

Job Posting

The YMCA will strive to provide the opportunity for promotion from within the association, whenever possible. However, it also supports and participates in the YMCA of the USA's open application process for staff placement. Applications for employment will be accepted when there are positions open. Generally, most positions will be posted internally for current employees to apply prior to outside recruitment efforts.

Applications will only be accepted for positions that are open. Unsolicited applications will be maintained in an inactive status. All other applications will be kept active for 90 days.

Employment Records

Complete personnel information about each employee shall be secured upon employment. Applications, payroll and time records, performance evaluations, etc., of all employees will be maintained in the Human Resource Department according to reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of time records, which reflect the exact hours and days actually worked. In response to valid requests to verify employment, without the employee's written approval, the YMCA will release only date(s) of employment and last position

title. Employees or former employees may authorize the release of salary and other employment related information by granting permission in writing.

Applications

The YMCA of the Fox Cities relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.

All individuals seeking employment will complete the appropriate application and consent forms and must consent to a criminal records check.

False Information – Applicants for employment are expected to provide complete and accurate information regarding their background, employment history, credentials and qualifications for employment. If, following employment, the YMCA learns that an employee concealed, made a false statement or intentionally failed to answer any questions fully and

accurately the employee may be subject to disciplinary actions, up to and including termination of employment, regardless of the time lapsed before the discovery.

Employment Information

All employees shall be furnished with information regarding their employment, which includes the following: a position description and pertinent information (rate of pay, effective hiring date and benefits summary). Typically, Exempt and Full Time employees will receive a letter, written by the Human Resource Department, explaining the compensation and benefit information. Part-time employees will receive this information in the form of their Personnel Action Form. Both documents will be signed by the employee and supervisor and maintained in the personnel file. Neither letter nor form is to be considered a contract of employment.

Job Descriptions

Each employee shall have a clearly stated job description, which ensures that the important and essential elements of the job are properly identified and described. Job descriptions will be signed by the employee and maintained in the personnel files.

Access to Personnel Files

The information in the personnel file of each employee is considered confidential and will be so treated as such. Personnel files are the property of the YMCA of the Fox Cities, and access to the information they contain is restricted. Generally, only officials and representatives of the Company who have a legitimate reason to review information in a file are allowed to do so. The YMCA will cooperate with any regulatory agencies with appropriate authorization to release the information. An employee may review material in his or her file with reasonable advanced notice. Files may only be reviewed in the Human Resource Department and in the presence of the individual appointed by the Human Resource Director. Copies of the file can be obtained with advance written notice.

Personnel Data Changes

It is the employee's responsibility to provide current name, address, telephone numbers, and emergency contacts. Tax deductions will be made in accordance with governmental regulations. The employee must provide change in tax status information to the payroll department.

All other personnel changes (promotions, transfers, wage increases, etc.,) must be signed by the employee and supervisor and maintained in the personnel file.

Personnel Action Forms can be used to document most changes to employment. Personnel Action Forms can be obtained through your supervisor, payroll or human resources.

Orientation and Initial Evaluation

Orientation - An orientation for new employees will be provided during the first 90 days of employment. Orientation will include general employment practices, benefits (if applicable) and individualized department specific training. In addition, every new employee must attend the prescribed mandatory training within the first 60 days of employment. The orientation period allows time to decide whether the working relationship should be continued.

Initial Evaluation - All new or re-hired employees work on an introductory period basis for the first 90 calendar days of their employment. At which point the employee's performance shall be documented and shared with the employee. During this period, employees are eligible for all benefits required by law and provided for by this manual. Performance reviews will be conducted on a minimum of an annual basis thereafter.

The initial evaluation may be extended If you are absent for a significant amount of time during your introductory period or if it is decided more time is needed to fairly evaluate your performance.

Minors under the age of 18

Employees under the age of 18 are not allowed to begin work for the YMCA in any capacity without a work permit and must work within statutory guidelines which include hours able to work, types of positions available to work and breaks given. No person will be employed under the age of 14. For questions please see your supervisor or the Human Resource Director.

Required Training

A safe, healthy, and environmentally sound work place for all employees is accomplished through a variety of YMCA activities, including safety education, training of equipment, job instruction, and wellness programs. Participation in mandated emergency procedures and Child Abuse Awareness is required within 60 days of placement in the job for all employees, selected volunteers and contractors to ensure that all are informed and aware of prescribed safe procedures. The YMCA reserves the right to introduce additional mandatory training sessions as needed to maximize staff potential and comply with state and federal regulations. The YMCA will document and maintain accurate records of required training.

Employment Reference Checks

To ensure that individuals who join the organization are well qualified and have a strong potential to be productive and successful, the YMCA of the Fox Cities will check the employment references of all applicants.

In addition, written and telephone inquiries for employment verifications are referred to the Human Resources Department. The Human Resource Department will provide the necessary information to complete the employment reference verification to include job title, dates of employment, and status of the employee. Written requests for salary information for purposes of obtaining credit (e.g. mortgage applications, etc.), signed by the employee, are forwarded to the Human Resource Department, completed and mailed out.

Criminal Record Check Policy

Criminal record checks will be conducted in order to encourage and preserve an environment in all YMCA of the Fox Cities facilities and programs which is safe and less vulnerable to risk of damage, property loss and/or human danger.

1. All new hires, current employees, volunteers, and rehires will be subject to a criminal record check as applicable by regulatory agencies.
2. Employment is contingent upon the successful results of the criminal record check and having no "permanent bar", "bars with rehabilitation" crimes as defined by the appropriate regulations, and convictions that may lead to a bona fide qualification exclusion for the position hired for.
3. All pending criminal charges may be used as a valid bar to employment in accordance to regulations until more information or finalization of charges is completed.
4. Any applicant who has indicated that he/she has been convicted of a crime may be hired depending on the correlation of the job and the convictions. The Human Resources Director must give approval for such hire.
5. A new employee who has indicated on the employment application that they had not been convicted of a crime and the criminal record check indicates that the employee was convicted of a crime may be terminated for falsification of the application.
6. A new employee who has indicated on the employment application that they were convicted of a crime and the hire was approved may be terminated for falsification of the application if the criminal record check indicates that the employee was convicted of a crime other than what was indicated on the application.
7. All current employees must report to management and human resources as soon as possible but no later than the next working day, when any of the following occurs:
 - a. been convicted of any crime,
 - b. has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the

abuse or neglect, or threat of abuse or neglect, to a child or other client, or other client, or an investigation related to misappropriation of a client's property,

- c. the person has a governmental finding, substantiated against them of abuse or neglect of a client or of misappropriation of a client's property,
- d. in the case of a position where the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.

The Human Resource Director must be involved for any employment decisions or actions taken upon an employee for any of the above reasons.

Employee Driver's License Record Checks

To ensure the safety and well being of the Association's children and employees, employees who regularly drive a company owned motor vehicle will have their driver's license record checked through the insurance company. For the purpose of this policy, "regularly operates" is defined as an employee who operates a YMCA motor vehicle at least once per week. Employees will be subject to underwriting requirements and could be subject to losing their driving privileges, which could ultimately adversely affect the position that the employee holds.

WORK CONDITIONS AND HOURS

Hours of Work/Pay Period

The official workweek is Monday through Sunday. Immediate supervisors are responsible for the preparation and supervision of the working schedule for all of their employees. All such schedules will be governed by applicable laws and needs of the YMCA. Overtime work must be approved, in advance, by an employee's immediate supervisor.

Paychecks are issued through automatic deposit deduction and on a bi-weekly basis.

Work Schedule

The schedule and number of working hours will be outlined at the time of employment. In all cases, the supervisor determines the work schedule. Applicable laws and needs of the YMCA shall govern all such schedules. The supervisor must approve deviations of the schedule or from the number of hours to be worked. Assumption of the duty assignment from another employee without authorization from the supervisor could be grounds for disciplinary actions.

Attendance, Tardiness and Notification of Absence

In order to provide services for members, guests, and the public, all positions are essential. Employees are expected to follow their designated work schedule and be punctual. Punctual means that an employee is at his/her work at the start of the work schedule and remains on the job until the end of the work schedule.

If you are unable to report for work or will be late, you must notify your supervisor immediately so that work schedules can be arranged to cover all services. In most instances and whenever possible a minimum of a 1 hour advance notice is required for an unscheduled day off. Not reporting to work without proper notification may be grounds for disciplinary actions up to and including termination.

Absences of 3 consecutive workdays may require a doctor's release before returning to work. A **Leave of Absence Form** should be completed prior to or immediately following absences that are due to either their own medical illness or injury or possibly for an immediate family member (see the Leave of Absence section of this manual, notify your supervisor or Human Resources for more information). Any absence of three or more consecutive workdays without notification to your supervisor will be considered a voluntary quit.

Six absences within a 12-month time period (other than for approved FMLA purposes) may be considered excessive and disciplinary actions up to and including termination may be taken.

Three unscheduled days off without proper notification (no call/no show or unexcused) may be considered a voluntary quit.

Snow and Emergency Policy

The Vice President of Operations and the Membership/Community Relations Director, or designee in the absence of the above two, will make the decision to close early or not to open, as appropriate, for all centers and will make the decision to cancel and/or delay classes and programs. The YMCA's Executive Directors will be notified and fully informed of contemplated actions. The Membership/Community Relations Director, or designee in the absence of, may also contact appropriate media.

If, because of a severe snowstorm or other emergency, it becomes necessary to close early or if the YMCA will not open because of a severe overnight storm, the following policy is in effect:

1. Selected employees may be required to work when others are dismissed to help deal with the emergency or to complete critical assignments.
2. All full-time employees who are asked to leave work early or asked by the supervisor to not come in because of conditions will be paid for the remainder of the full workday. When an emergency extends beyond one day, employees who do not work will not be paid, except as required by state or federal law. If desirable, employees may opt to use a vacation day (if eligible and available) with supervisory approval.
3. All part-time employees who are asked to leave work early or to not come in because of conditions will be paid for actual time worked only. When an emergency closing extends beyond one day, employees who do not work will not be paid, except as required by state or federal law.

When the YMCA of the Fox Cities does not open, most employees will be notified by radio and (when possible) by telephone.

EMPLOYEE BENEFITS

Legally required Benefits

The YMCA complies with state and federal provisions regarding employee benefits such as:

Social Security (FICA)

All employees are required to participate in the federal old age survivors and disability insurance system known as social security. The cost is paid by the YMCA and the employee as prescribed by law.

Worker's Compensation

The YMCA provides a comprehensive worker's compensation insurance program to our employees. The YMCA of the Fox Cities pays the cost of this program.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that requires medical, surgical, or hospital treatment. Subject to legal requirements, worker's compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither the YMCA of the Fox Cities nor its insurance carrier will pay worker's compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

The YMCA of the Fox Cities will pay the injured employee full wages for scheduled work time on the date of injury. Worker's Compensation Insurance does not pay the first three days after the work injury, unless the required time off the job exceeds seven days. The YMCA of the Fox Cities will pay scheduled time for these three days if the absence will not exceed seven days as determined by the physician's first report at the time of injury.

If the injury or illness is later determined not to be work related the injured employee will reimburse the YMCA of the Fox Cities or the time paid will be taken out of the employee's vacation or sick bank (if applicable).

Unemployment Compensation

Unemployment insurance was established to provide security for those persons unemployed through no fault of their own. Employees are eligible for unemployment compensation in the manner and to the extent provided by the Wisconsin unemployment compensation law. The YMCA pays the cost.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

HIPAA – The Health Insurance Portability and Accountability Act of 1996 was signed into law on 8/21/96. HIPAA's provision limit exclusions for pre-existing conditions; prohibit discrimination against employees and dependants based on their health status; guarantee renewability and availability of health coverage to certain employers and individuals; and protect many workers who lose health coverage by providing better access to individual health insurance. Your Insurance Carrier will handle most of HIPAA's rules and regulations. See your Plan Administrator for more details.

HIPAA Special Enrollment (Federal Register Section 54.9801-6T) – The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special Enrollment periods are to apply to you and/or your spouse and/or your child/ren if you have a new dependent as a result of marriage, birth, adoption or the placement for adoption. Under these rules, a group health plan is required to provide a special enrollment period for these individuals should they request enrollment within 30 days after a special enrollment event has occurred.

HIPAA Special Enrollment for Declining Enrollment – If you are declining enrollment for yourself or your dependents (including your spouse) and you state in writing that you and/or your dependents have coverage under another group health plan or health insurance coverage as the reason for declining enrollment, then special enrollment rules may apply to you and/or your spouse and/or your child/ren in the event you and/or your dependents have lost this other coverage due to the loss of eligibility.

Provisions for Health, Dental and Prescription Drug Coverage

The YMCA of the Fox Cities will provide a comprehensive hospitalization, major medical and dental insurance plan to eligible employees and their dependents. Exempt and full time employees are eligible who are regularly scheduled to 35 or more hours per week and can begin coverage the first of the month after 30 days of employment.

A description of the eligibility rules and benefits is provided in the Plan's Summary Plan Description. Administrative information is provided in the Plan's Administrative Manual. The terms and conditions of the Plan control in every case.

Benefit Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death.

Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at the YMCA's group rate plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

Flexible Benefit Plan

Section 125 of the IRS code allows certain expenses to be deducted from the employee's paycheck before taxes. All full time employees are eligible to participate in the health care and dependent care flexible spending plans. A description of the eligibility rules and benefits is provided in the Plan's Summary Plan Description.

Provision for Income Supplement and Retirement

Retirement Savings

The YMCA of the Fox Cities participates in the YMCA Retirement Fund for the benefit of eligible participating employees and their families. The Retirement Fund is a defined contribution, money purchase, pension plan, which provides retirement, disability and death benefits. A description of the eligibility rules and benefits is provided in the Fund's Summary Plan Description and will be provided upon hire or feel free to contact the benefit coordinator or human resources with questions. Administrative information is provided in the Fund's Administrative Manual. The terms and conditions of the plan control in every case. The YMCA reserves the right to amend its participation in the Fund at any time within the terms and conditions of the Plan. The Fund may amend the Plan at any time; and may also be amended at any time to conform to applicable federal law.

Group Life, Accidental Death and Dismemberment

The YMCA will make provisions for the protection of employee beneficiaries through a group life, accidental death and dismemberment insurance plan. Participation for eligible employees is available, unless the employee specifically waives it. Exempt and Full-time employees receive term life insurance in an amount equal to the employee's annual salary rounded up to the next \$1,000. A description of the eligibility rules and benefits is provided in the Plan's Summary Plan Description. Administrative information is provided in the Plan's Administrative Manual. The terms and conditions of the plan control in every case.

Long Term Disability

The Association will provide for the protection of Exempt and Full-Time employees, totally disabled from accident or sickness through a long-term disability policy. Coverage begins after 90 days of disability; offset by other insurance. A separate long-term disability manual, providing information on eligibility and extent of coverage, will be available to employees. A description of the eligibility rules and benefits are provided in the Plan's Summary Plan Description. Administrative information is provided in the Plan's Administrative Manual. The terms and conditions of the Plan control in every case.

YMCA Membership and Program Discounts

The YMCA of the Fox Cities memberships and discounted YMCA programs (including childcare) may be provided and/or discounted for the employee and their immediate families. Membership and program discounts are dependent upon the employee's employment classification on file. Refer to the association's current employee discount schedule, your supervisor or the Human Resource Department for an updated schedule.

Expenses and Allowances

Reasonable personal expenses incurred while on approved YMCA business, shall be reimbursed with prior authorization. Such expenses may include:

- A. Travel expenses including fares, mileage, meals, lodging.
- B. Conference and training registration and event expenses.
- C. Membership dues and meals in a service club, professional society or community organization, where such membership is deemed advantageous to the YMCA interests.
- D. All expenses should have detailed receipts prior to being paid.
- E. The Executive Director shall approve all YMCA expense reports. The President of the Board of Directors will approve expense reports from the Executive Director and the members of the Board.
- F. Management reserves the right to question and/or, in some cases, denies any expenses that do not seem reasonable &/or outside of policy.
- G. In most cases, alcohol and personal entertainment outside of the event being attended is not reimbursable unless prior approval is obtained.

Time-off Benefits

Bereavement

(Exempt and Full Time employees) The YMCA of the Fox Cities provides leave to employees who need to take time off because an immediate family member died. To ask for bereavement leave, see your supervisor.

Up to three- (3) bereavement days will be granted with pay upon approval by the supervisor for exempt and full time employees. Generally time off will be granted either immediately before or after the funeral. Additional available vacation days or time off without pay (if vacation time has been exhausted) may be granted by the supervisor for additional time off.

For bereavement leave, "immediate family" means mother, father, sister, brother, husband, wife, child, grandparents, grandchild, mother in-law, father in-law, sister in-law, brother in-law, stepmother, stepfather, stepsister, stepbrother, and stepchildren.

Jury Duty

(Exempt, Full-Time and Part-Time) The YMCA of the Fox Cities encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Jury duty time off will be granted with pay for normally scheduled work for up to two weeks. Employees called for jury duty are expected to report for work each day on which they

are excused from jury duty and fulfill their regular work duties to the extent possible. Employees must present written notification to their supervisor of the jury duty assignment immediately upon their receipt of it.

Holidays

(Exempt and Full-Time) The YMCA of the Fox Cities grants to all regular continuous exempt and full-time employees eight (8) paid holidays per year (6 recognized holidays and 2 floating holidays). The President or designee annually establishes the fixed holidays.

The employee and supervisor are responsible for the accurate reporting of all time off on the time card. The calendar year is defined as January 1 to December 31.

All exempt and full-time employees are paid for fixed holidays from the date of hire. New exempt and full-time employees during the first year of employment will be granted 2 floating holidays if the full-time hire date is between January 1st through June 30th, 1 floating holiday will be granted if hired between July 1st and September 30, no floating holidays will be granted if hired after October 1st until the following January 1st. New employees are eligible to take floating holidays after 90 days of employment. Floating holidays can be used at your discretion but must be requested and approved in advance and in writing by the supervisor.

Because of the nature of our services, some employees may need to work on a holiday. Those non-exempt employees who work on a holiday may reschedule the paid day off within the same month or additional compensation may be arranged for certain positions through mutual agreement with that employee and the YMCA. Under no circumstances will Holiday pay (including floating holidays) be paid out in cash or upon an employee's termination.

Compensation is based on the employee's normal work schedule. If an employee is scheduled to work 35 hours per week, the benefit rate will be 7 hours per benefit day. Hours paid for compensated time off (such as holiday pay or floating holidays) will not be used to calculate overtime pay.

It is customary for the following federal holidays to be scheduled as fixed association holidays:

- New Year's Day (January 1)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Christmas Day (December 25)

Vacations

(Exempt and Full-Time Employees) The YMCA believes that it is beneficial to the health and wellness of employees and vacation time should be taken each year. The amount of actual vacation allowance granted is based on tenure. Accrual for new hires will begin the first of the month following 90 days of regular exempt and full-time employment if the hire date is on or before September 30th of that year. New employees will not be allowed to take paid vacation prior to the 90 days of full-time employment.

The vacation allowance is based on a calendar year system and is converted to a calendar year on January 1st of the year (which will be considered year 1 for the vacation schedule). Vacation allowances are not cumulative from year to year. Any vacation earned during the calendar year (January 1) must be used prior to the end of that calendar year (December 31). Vacation may be taken in half-day or full-day segments. Compensation is not granted in lieu of unused vacation, except upon separation from employment.

An employee may convert vacation time off to sick time off if an employee presents management with medical documentation to validate the medical illness or emergency while they were on an approved vacation.

Vacation requests and changes must be submitted in writing and be approved in advance by the supervisor. The employee and the supervisor are responsible for proper recording of all taken vacation time, and other time off, including non-paid time off, on the time card or time sheets for the pay period in which it occurred.

Compensation is based on the employee's normal work schedule (maximum of 8 hours for an 8 hour shift or 10 hours for a normally scheduled 10 hour shift) and paid out at the primary base pay. If an employee is scheduled to work 35 hours per week, the benefit rate will be 7 hours per benefit day. Overtime hours are not paid out on non-worked paid time off unless legally required.

Termination – Typically earned vacation may not be scheduled during the notice of resignation period (period of time from resignation notice given to termination day or last day worked). In the event of a termination, any earned but not used vacation will be paid out with the final paycheck. Any used but unearned vacation taken will be paid back to the employer by the employee. Upon termination, if an employee has taken more than their accrued vacation time at the date of separation, the excess amount will be deducted from their final paycheck. In the event of an employee death, all earned and unused vacation allowances will be paid.

Vacation allowance schedule is as follows:

Full-Time

Years of Service

Year 1
Year 2 – 5
Year 6 – 15
Year 16 – 25
26 + years of service

Vacation Schedule

1 week/5 days
2 weeks/10 days
3 weeks/15 days
4 weeks/20 days
5 weeks/25 days

Exempt

Years of Service

Year 1
Year 2 – 5
Year 6 – 15
Year 16 + years of service

Vacation Schedule

2 weeks/10 days
3 weeks/15 days
4 weeks/20 days
5 weeks/25 days

Employees in employment prior to year 1 can begin taking earned vacation following 90 days of employment. Employees begin to earn vacation the 1st of the month following 90 days of employment.

Sick Pay

(Exempt and Full-Time) Employees who are absent due to personal illness, injury or accident will receive compensation, based on accumulated sick leave at the time the incapacity begins. Sick leave is accrued at the rate of 1 day sick time for each completed month worked, up to a maximum of 60 days. Sick time will begin earning the first of the month following the first day of employment, however, no sick time will be granted during the first 90 days of employment.

Sick days are not a vested benefit. An employee shall have no claim for pay in lieu of unused sick time. Upon an employee's separation from the YMCA, there will be no payment for accrued sick time.

If an employee is absent due to illness notification of at least one (1) hour notice to the supervisor (or designee) is required so that adequate coverage can be obtained.

Sick time may be taken in full or half-day increments only and are paid at the employee's normal worked schedule.

Time off requests for either a medical personal illness or injury or a family illness or injury may be considered under the **Family Medical Leave Policy** – refer to the Family, Medical Leave section of this manual **AND contact the Human Resource Department**. Additional documentation may be required for FMLA requests.

Time off for medical purposes of 3 days or more may require a physician's verification of illness in order to return to work.

Six (6) absences within a year are considered to be excessive absenteeism and could be grounds for disciplinary actions up to and including termination of employment.

Employee Wellness

(Exempt and Full-Time) The YMCA of the Fox Cities encourages its employees to maintain healthy lifestyles, which will assist in developing a more productive work force, and ensure more healthful lives. Exempt and Full-Time employees may receive an additional personal day off under the floating holiday policy, upon verification of using zero (0) sick-days off the year before. The employee will receive this additional day off to be used the following year of service.

Leave of Absence

There may be occasions when the best interest of the YMCA and/or the employee will be better served by maintaining an employment agreement during that employee's absence from work. Any such absence should not result in significant additional expense to the YMCA.

Military Leave

When an employee is called or recalled for active duty in the military, the YMCA will grant an official leave-of-absence without pay. Re-employment rights correspond to existing applicable laws.

Employees, who are completing their military tenure in the Armed Forces Reserves or National Guard, may use their vacation time for such training; and receive their full salary from the YMCA for that period. For training that is taken at a time other than vacation, the YMCA will pay the difference between the employee's salary and military pay. Upon being informed of a military obligation, every effort should be made by employees to contact their supervisor immediately.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service and in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Human Resources Department for more information.

Personal Leave

Personal leave of absence up to 20 working days without pay may be granted for unforeseen urgent personal business or if the employee is not eligible for provisions under the Family Medical Leave (see family medical leave section). Personal leaves must have advance approval by the Executive Director, Supervisor and Human Resource Director through an application process. All vacation pay (if applicable) must be utilized prior to receiving unpaid time off. Benefits may be continued at this time at the employee's expense. Benefits for an absence of longer than 3 days will be prorated for that month. Eligibility for reinstatement of lapsed benefits is contingent on the approval of the insurance company. Documentation for a personal leave can be obtained from the Human Resource Department.

Extended Leave

Extended leaves of absence (up to 6 months), without pay, may be granted to employees who have a minimum of 12 months full-time service to the YMCA of the Fox Cities, for unusual circumstances, such as personal reasons, continuing formal education, etc., (but not to obtain other employment or extend a Family Medical Leave). Extended leaves of absence will be for extenuating circumstances other than circumstances in which a Family or Medical Leave would be granted (see policy). Request forms for an extended leave can be obtained through the Human Resource Department, must provide advance notice, provide a full explanation and projected schedule, must be made in writing, and submitted to the employee's supervisor. The final decision rests with the Executive Director, the Human Resource Director and based upon needs of the association.

During the leave, arrangement for continuation of benefits must be made prior to the start of the extended leave with the Human Resource Director. Continuation of benefits will be at your own expense and in accordance to the plan documents. While on an approved extended leave, seniority and years service benefits will be adjusted to accommodate the time off but will be maintained as long as the return to work date is met.

Upon return from an extended leave, effort shall be made to place the employee in the same or comparable position (if qualified) to the one held before the leave began, however there may not be any guarantees of employment. Should a position in which the employee is qualified for not be available upon the employee's return, the leave shall expire and the employee's employment terminated as of the date the leave expired. If an employee is rehired within a period of six months, following such termination, the employee shall be given credit for prior service.

Family and Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) requires Companies with 50 or more employees to allow eligible employees to take up to 12 weeks of unpaid leave within any 12 month period for qualified family and medical events and be restored to the same or equivalent position upon their return. The 12-month period is calculated by 12 months immediately preceding the leave.

To be eligible for FMLA you must be employed at least fifty-two consecutive weeks and have worked for least 1,000 hours during those fifty-two weeks under the Wisconsin Law. If you have worked over 1250 hours in the previous 12 months, you are eligible for family and/or medical leave under both the Wisconsin and Federal laws.

If eligible for the Federal and Wisconsin law, you may take up to twelve (12) weeks-unpaid leave within a twelve (12) month period. If eligible for only the Wisconsin Family and Medical Act, a fewer number of weeks is available to you.

Family Leave will be granted for any of the following reasons:

- To care for your child after birth
- To care for your child who has been placed with you for adoption or foster care (for the purpose of this policy, a child is defined as natural, adopted, or foster child, a stepchild or legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.

Under the above circumstances leave must be completed within 12 months of birth, adoption or foster placement.

Medical leave will be granted for any of the following reasons:

- For your own “serious health condition” which renders you unable to perform an essential function of your position.
- To care for a spouse, child or parent (covered relative), with a “serious health condition”. A “serious health condition” is defined as any illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider due to: a health condition lasting more than three consecutive days; pregnancy or prenatal care; a chronic, serious health condition which continues over an extended period of time; a permanent or long term condition for which treatment may not be effective; and any absences to receive multiple treatments for restorative surgery, or for a condition which would result in a period of incapacity if not treated.

If both spouses work for this company, they may only take together a **combined** total of 12 weeks to care for the same individual.

Leave Notices and Medical Certification:

We require reasonable advanced notice of any leaves. Failure to provide such notice for leave may be grounds for delay of leave. If the leave is foreseeable you must ordinarily provide 30 days advance notice. When the need for leave is not foreseeable, you should notify the supervisor and Human Resources within two business days of learning of your need for leave, if possible. Request for Leave forms are available from the Human Resource Department. If you take leave due to your own serious health condition or to care for a covered relative, you must contact the company on the first of each month regarding the status of the condition and or intention to return to work.

We may require medical certification to support a request for leave because of your own or covered relative's serious health condition. We may also require second or third opinions at our expense. “Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in delay of further leave until it is provided.” Medical Certification forms are available from the Human Resources Department.

Intermittent Leave:

Leave because of a serious health condition may be taken intermittently or on a reduced schedule, if medically necessary and if it does not cause an undue hardship toward the company. We will require that you, if at all possible, attempt to schedule intermittent leave in a manner that will create the least disruption to the company's operations. Wherever possible, any medical treatments and/or appointments should be scheduled around your work schedule. In addition, while you are on intermittent leave, the company may temporarily transfer you to an available alternate position that better accommodates your recurrent leave and which has equivalent pay and benefits. If leave is unpaid, we will reduce your salary based on the amount of time actually worked.

Pay while on an approved Family or Medical Leave:

Accrued sick time (if eligible) and other types of accrued paid leave (if applicable and available) **may** be substituted for unpaid time off for either a portion or all of your time off (if available).

Due to the various State and Federal regulations, pay while on a leave of absence will be

discussed at the time of your request. Your family/medical leave runs concurrently with other types of leave, including both State and Federal Leaves and Workers' Compensation. During FMLA leave, outside employment is prohibited.

Medical and Other Benefits:

During an approved FMLA leave, the company will continue to pay for its share of your group health and dental insurance. If paid leave is substituted for unpaid family/medical leave, the company will deduct your portion of the group health premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. The method of payment will be determined at the time of approval of the leave. If your health care premium payment is more than 15 days late, we will notify you in writing to this effect. Your health care coverage will cease if your premium payment is more than 30 days late. If you elect not to return to work, you will be required to reimburse the company for the cost of the premiums paid by the company during your leave.

Return to work:

If you return to work when your leave is over, you will be returned to your employment position held immediately prior to the leave if that position is vacant, or placed in an equivalent position.

Our intent is to comply with applicable provisions of both the Federal and Wisconsin Family and Medical Leave Acts. As these laws are complex and can be quite confusing, please contact the Human Resources Department if you would like more information.

WAGE AND SALARY ADMINISTRATION

Goals of the Wage and Salary Administration

The YMCA of the Fox Cities maintains a wage and salary administration plan to provide that all employees are paid according to fair and uniform principles; and in relation to their responsibility and value for the organization's success. Within its capability to do so, the YMCA also pays its employees at a level, which compares favorably with salaries in other similar organizations for similar positions. Individual's salaries shall be reviewed annually, and increments (if any) shall be granted solely on the basis of performance and merit. Increments must be within the guidelines of the salary administration plan. Any questions regarding your salary should be directed to your supervisor, Executive Director or the Human Resource Director.

Salary Increments

Individual salaries shall be reviewed annually, and increments (if any) shall be granted solely on the basis of merit. Merit increases are determined by the performance appraisal, and shall be within the guidelines of the YMCA of the Fox Cities salary administration program. All salary adjustments will be signed by the supervisor and employee and contain the appropriate documentation to justify the salary adjustment.

Performance Appraisal

A performance appraisal shall be conducted, at a minimum, on an annual basis for the purpose of evaluating an employee's performance, assisting in the employees continued growth and development, and to ensure that the goals and objectives are being met through the employee's work effort. Typically, all new employees will receive a 90-day performance review as part of their completion of their orientation period and annually thereafter. Performance appraisals shall be conducted by the employee's immediate supervisor, documented in written form and reviewed with that employee. All reviews will be signed by the supervisor and maintained in the employee's personnel file.

Typically, pay increases will not be granted until a completed performance appraisal and documented achievement of required skills is on file.

Wage Garnishment and Wage Assignments

This Association policy is to comply with all applicable laws.

Overtime

There may be times when the YMCA of the Fox Cities cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of any overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the work.

Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, holiday, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

STAFF AND CAREER DEVELOPMENT

Staff Development and Training

Though professional development is the primary responsibility of the individual, the Executive Director shall be responsible for providing such opportunities for the staff, as a part of his/her management responsibilities.

The YMCA recognizes that the quality of its work is directly related to the continuing career growth and training opportunities for employees. Developmental training experiences will be provided for all employees, based upon the Association's goals and an individual's career plan and job responsibilities.

Consequently, periodic consultations between employees and their supervisors to identify training and career development needs will be conducted. (As a part of the Performance Appraisal Procedure.)

Reasonable expenses, related to career development will be paid in full by the YMCA, when approved in advance by the employee's supervisor and executive director. An employee may receive financial assistance for continuing education. Financial assistance for continued education is dependent upon the individual's career path and budgetary constraints. Such educational reimbursement must be approved in advance and in writing prior to enrollment of classes. Applications for reimbursement can be obtained through the Human Resource Department and must be maintained in the personnel files.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Problem Resolution

The YMCA of the Fox Cities encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the supervisor and management.

The YMCA of the Fox Cities works hard to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect and honesty in accordance to our mission.

Employees are encouraged to give positive and constructive feedback to each other, management, and to the organization so that we can improve our processes and procedures.

If you disagree with the rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this manual. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner (refer to the problem resolution process). You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment, policy or a decision that affects you is not fair, you are encouraged to use the following problem resolution process. You may stop the procedure at any step. Complaints or problems should be brought to supervisors or management's attention in writing as soon after the events have taken place as possible.

Problem Resolution Process

Step 1. Conflict between staff members, or complaints from employees, should be amicably resolved between the individuals or between employee and supervisor through discussion. Sincere effort to resolve issues at this level is expected and desired. Typically, complaints should be submitted, in writing within 10 business days after the incident occurred.

If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you may present the problem to the next level of management, the executive director, human resource director or any other member of management. The supervisor that received the initial complaint will be responsible to ensure that all documentation is completed

and routed.

Your supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. The supervisor documents the discussion and should forward the decision to the employee within 10 business days of the complaint. All documentation will be forwarded to the Human Resource Department and maintained appropriately.

Step 2. If the parties involved fail to reach an agreement, the next higher level of management, the executive director (if not available or appropriate the human resource director), should be asked to mediate and facilitate an agreement. The meeting and resolution should be documented and forwarded to the employee and human resource director within 10 business days of the meeting. All documentation and resolution will be forwarded to Human Resources and maintained appropriately.

Step 3. Human Resources Director and/or President. Matters not settled after exhausting the above prescribed procedures may be brought before the Human Resources Director or the President. When this step is necessary, a conference with the Human Resources Director or the President shall be requested. The President shall be the final authority in any dispute.

In some instances further investigation may be needed. Typically, the Human Resource Director will lead the investigation of any employment complaints and report the finding to the appropriate management levels to determine proper resolution. In the event that the Human Resource Director is involved in the complaint, the President (or designee) will lead in the investigation.

Step 4. The Human Resource Committee may review matters brought up at any step but will review all matters brought to step 3. Depending on the circumstances, the Human Resource Committee may be presented with information prior to final actions &/or after to ensure consistency and fairness of decisions. The Human Resource Committee may be consulted to resolve an unresolved grievance. This step will be initiated by the Human Resource Director and/or President.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make the YMCA of the Fox Cities a better place to work.

Performance Improvement Developmental Plan

Maintaining good discipline requires that the supervisor and employee share a clear view and understanding of:

- * YMCA Policies and Procedures
- * Employee's Job Description
- * Any other expectations a supervisor may have
- * Performance Standards
- * Rules of acceptable conduct

Proper performance improvement plans & discipline should be constructive, fair and consistent. It builds and reinforces the employer/employee relationship.

We believe it is important to make sure that all employees are treated fairly and that disciplinary

actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Performance Improvement Process/Progressive Discipline Steps

Depending on the circumstances involved and the severity of the problem, additional steps may be added or steps in the process may be eliminated or the progressive discipline process altered. Although your employment is based on mutual consent and both you and the YMCA have the right to terminate employment at will, with or without cause or advance notice, the YMCA may use the Performance Improvement Steps with discretion. The decision to not follow the Performance Improvement Steps will be made in collaboration with the Executive Director and the Human Resource Director.

Disciplinary action may be any of the following four steps: 1) a first offense may call for a verbal warning; 2) a second offence may be followed by a written warning; 3) a third offense may lead to a suspension; and, 4) a fourth offense may lead to termination of employment.

In very serious situations, some types of employee problems may justify either a suspension, or immediate termination of employment. The Human Resource Director should be consulted prior to any suspensions and **MUST** be consulted prior to any terminations of employment

By using the Performance Improvement Plan, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the association. Following are typical guidelines for the Performance Improvement steps:

- A. When unsatisfactory performance and/or violations of acceptable conduct occur, the following steps should be followed:
 1. After a documented verbal coaching, and if the unsatisfactory situation appears to have worsened or remained the same, a written Performance Improvement Plan form is completed to document the event. The employee and supervisor will have an in person conference to discuss the performance and agree upon an improvement plan which will be documented on the form and signed by the employee and supervisor. The original completed form is sent to the Human Resources Department and maintained in the personnel file and a copy to the employee.
 2. If unsatisfactory conduct or performance continues, depending on the severity of the situation one or more of the following may occur: an additional counseling session; an unpaid suspension of two or more days; placement on probationary status; or immediate discharge.
 3. Discharge – The final and ultimate step in the Performance Improvement Plan is discharge. **Approval for discharging or involuntary terminations on any employee must be obtained in advance from** the Human Resource Director or President. In the absence of the Human Resource Director or for further evaluation of the situation an unpaid suspension may be given, pending an investigation.

The Human Resource Director **must** be notified of all conduct and actions that may lead to a possible suspension and/or termination **prior** to any actions taken.

The Human Resource Director will review past documentation and ensure any actions are legal, fair and consistent. The Human Resource Director may also lead further investigation.

Unacceptable Conduct

Every organization must have some basic rules of conduct. These rules have been established so that all employees may know what is expected of them, and to clearly define unacceptable behavior that could result in disciplinary actions and/or discharge without benefits.

The following list behaviors that will lead to disciplinary action and/or discharge without benefits. This list is a short summary of unacceptable conduct and by no means exhaustive or limited to:

1. Mistreatment or gross neglect of members, employees, volunteers, or YMCA participants.
2. Insubordination, disrespect, racial or ethnic remarks/attitudes/behavior, sexual harassment or discrimination in any form toward the public or fellow employees.
3. Unsatisfactory work performance or service.
4. Damage, loss, or destruction of YMCA members' or employees' property due to willful or careless acts.
5. Theft or dishonesty.
6. Failure or willful refusal of performing required work including insubordination.
7. Fighting, swearing, or abusive language while at work.
8. Excessive absence with no prior notification to supervisor (3 no calls/no shows is considered excessive within a 12 month period).
9. Excessive absences or tardiness (the YMCA considers 6 absences within a 12 month period to be excessive).
10. Loafing, solicitation, appearing to sleep on the job, inefficient performance of duties, incompetence, neglect of duties, or failure to complete required training for positions held.
11. Use of alcohol or drugs while on duty or coming to work under the influence of an illegal drug or alcohol (See Substance Abuse/Alcohol Policy).
12. Any willful acts against the employer, which threaten the financial or social position of the YMCA.
13. Falsification of company documents including: application, personnel records, time cards, expense reports, etc.
14. Violations of any commonly accepted, reasonable rules of responsible personal conduct.
15. Accepting commissions or presents in any form from merchants, purveyors or others, or in any manner placing him/herself under obligation to a person with whom the Association does business or may be doing business in the future.
16. Smoking outside of designated areas.
17. Use of YMCA technology for personal gain, misuse of company equipment or documentation.

Violations of any of the work rules are just cause for discipline actions, up to and including discharge. Discipline is necessary to preserve good working conditions and fairness for other employees, members, and guests.

Personal Behavior and Appearance

Appearance, speech, actions and personal hygiene reflect directly upon the employee and the YMCA and are the primary source of good public relations. Courtesy, helpfulness, promptness and a consistent attitude of friendliness on the part of all employees is essential.

An employee's position and department dictate the type of clothing or uniform that is worn. Clothes, uniforms, hairstyle and overall appearance must be neat and clean and in good taste at all times.

Inappropriate behavior, speech, attitude or appearance will result in disciplinary action and/or discharge.

If one's personal behavior outside of working hours has a potentially negative impact on the reputation or constituents of the YMCA, such behavior may be the cause for disciplinary actions and/or discharge.

Dress Code

Because the impressions and perceptions of our members are formed within minutes of entering the YMCA of the Fox Cities, the image we portray is important. The attire of our staff directly reflects this image, thus our desire is to provide...a professional image...one that our members have come to expect.

General:

- Use your best judgment; clarify any questions with your supervisor.
- Shirts and shoes must be worn at all times.
- Dress type sandals are permissible, exercise/tennis shoes preferred in most areas and in good condition, flip-flops and aqua shoes only in the pool.
- Nametags should be worn at all times, with the exception to areas where safety may be at risk (childcare).
- YMCA staff shirts should be your first choice to wear. Other YMCA apparel is appropriate and may also be worn.
- Skirts and shorts must not be more than 6" above the knee (shorts as approved by departments are to be tan or black, khakis, or blue – not blue jean material).
- Clothing with inappropriate words, phrases, or graphics will not be allowed and are subject to management discretion.
- No hat/caps, tank tops, crop tops, or frayed pants or shorts.
- Piercing only in ears. Others must be hidden or removed.
- No **blue** jeans, pants, shorts, or bibs. Khakis, blue pants, tan, and black pants are appropriate.
- You may be asked to cover controversial or inappropriate tattoos.

- The department head will be the final authority regarding questionable garments and disputes.

Individual departments may have specific uniform guidelines that employees are required to wear while at work. Please contact your department for specific department guidelines.

Personal Gain

Under the IRS guidelines for non-profit organizations, the facilities may not be used for profit. Employees cannot, even while off duty, use the YMCA facility or name for personal gain, nor can they solicit members for personal business. Examples include but are not limited to: personal training business, private swim lessons, and private gymnastics.

Commissions

Under no circumstances shall an employee accept commissions or in any manner place themselves under obligation to current or potential vendors of the association.

Personal Expression on Public Issues

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

Compensation for Services Outside the YMCA

Subject to the approval of their supervisor, employees may be permitted to provide consultant services to other YMCA's and/or kindred organizations with similar goals and objectives for up to 10 days per calendar year. If employees are released from job responsibilities to provide such services and remuneration is received, the YMCA of the Fox Cities must be reimbursed for any consulting fee received by those employees unless other arrangements have been made. If they consult during their time-off, then any remuneration may be retained by the employee. In the event that this requires time away from the job, any fees paid for such services shall be credited to the current operating budget of the Association. The Association prohibits the practice of "conflicts of interest" by any employees. The Executive Director and the Human Resource Director will decide determination of a conflict of interest.

Smoke Free Workplace

Smoking is prohibited in YMCA facilities, vehicles, and on its property.

Drug And Alcohol Use

Employees are the YMCA's most valuable resource and for that reason, their health and safety are of paramount concern. Any individual who has been diagnosed with drug or alcohol abuse will be treated similarly to any other individual who is disabled. The YMCA will not tolerate any alcohol or other drug abuse which imperils the health and well being of its employees or which

threatens its business. Employees who abuse alcohol or other drugs, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, endangering the safety of others and delay and risk in delivering the services the YMCA provides. Employees have the right to work in a safe and drug-free environment and to work with persons free from the effects of alcohol and other illegal drugs.

The YMCA is therefore committed to maintaining a safe workplace free from the effects of alcohol and other illegal drugs. Compliance by all employees with this policy is mandatory. Violation of this Policy may result in disciplinary actions, up to and including discharge.

Prohibited Conduct

The YMCA's Drug and Alcohol Policy prohibits a range of conduct, including, but not limited to, the following:

1. Use, possession, manufacture, distribution, dispensation, purchase, transportation or sale of alcohol or other drugs on Association property, in Association supplied vehicles, or during working hours (except by, and in accordance with, Section III below);
2. Storing in a locker, desk, automobile, cabin, or other area owned by or on the Association's premises any alcohol or other drug (except by, and in accordance with Section III below). The Association reserves the right to search the employee, the employee's locker, desk or other Association property under the control of the employee, as well as the employee's personal effects or automobile which are located on YMCA property;
3. Refusing to provide, switching or adulterating any sample submitted for testing;
4. Refusing consent to testing or to submit a breath, saliva, hair and/or urine sample for testing when requested by the Association, or refusing to sign a required document test-related documents, including but not limited to, authorization forms.

Authorized Use of Prescribed Medicine

An employee who is taking prescription medication in accordance with a valid prescription and under the direction of their physician is not in violation of this policy. However, any employee taking medication that may cause work-related side effects or impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others, should disclose the use of such medication and its side effects to their supervisor(s) or Human Resources.

Alcohol and Controlled Substances Testing

Whenever the YMCA has **reasonable suspicion** to believe that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or other drugs, or that this Policy has otherwise been violated, the YMCA will require the employee to submit to alcohol and/or drug testing.

Applicants and employees subject to testing, prior to testing, must sign an approved form consenting to the testing and authorizing to the release of the test results to the Association designated representative.

Testing will be completed immediately following the reasonable suspicion or work-related accident. A member of the Management Staff or Human Resources will escort the employee off Association premises and to the testing facility. The employee will be subject to a drug screen and/or an alcohol test, or any other methods that may be developed to test for alcohol and drugs.

Business Trips and YMCA-Sponsored Functions

The YMCA recognizes that, on occasion, the Association's business or YMCA-sponsored events include entertainment, which may involve the consumption of alcoholic beverages (does not include underage personnel &/or during any on duty time). The YMCA requires that employees be responsible in their consumption of alcohol. Intoxication under such circumstances is strictly forbidden. Also, the use of alcohol will not be regarded as an excuse for unprofessional, discourteous behavior.

Unlawful Harassment:

It is the policy of the YMCA of the Fox Cities that all employees shall have the right to work in an environment free from any form of unlawful discrimination. Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of this company that sexual harassment will not be tolerated. It is a violation of the YMCA for any supervisor or employee, volunteer, or member, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment – Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations

- Physical conduct such as touching, assault or impeding or blocking movement and retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced or witnessed such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for the YMCA should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their supervisor, next line of management, the Human Resource Director, or the President. All reports must be taken seriously and will be investigated for proper resolution.

The YMCA will immediately investigate complaints or reports of harassment and take whatever appropriate action may be necessary. Under most instances the Human Resource Director will be responsible for coordinating and/or performing the investigation. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser.

The employee in question may be suspended and/or member's membership be suspended during the investigation or may be terminated immediately, depending upon the severity of the situation. The accused will be removed from the work environment and accuser made as comfortable as possible. Employees who register complaints or make reports of harassment may request that the reports or complaints be made in confidence. All investigations will be kept as confidential as possible with communicating to individuals on a "need-to-know" basis.

After the investigation, the accused employee may return back to work if found innocent. If guilty, the employee will be disciplined appropriately, up to and including possible termination of employment. Disciplinary actions will be documented and placed into the employee's file.

The YMCA of the Fox Cities prohibits retaliation against any employee who complains of sexual harassment or who participates in an investigation. Any employee involved in retaliating against another employee will be subject to disciplinary actions up to and including termination of employment. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need-to-know basis.

All documentation of an incident and outcomes will be maintained appropriately in the Human Resource Department.

Violence in the Workplace

The YMCA of the Fox Cities is committed to providing a safe and healthy work environment free from any threats or acts of violence. Towards this commitment, it is the policy that the YMCA will not tolerate any threats or acts of violence directed by one employee, volunteer or member towards another. Violence is defined to include (but not limited to) physical assault, aggressive behavior at another individual, purposeful destruction of property, and intimidation through verbalized or implied threats, excessive tricks and or pranks targeted at a few individuals, excessive "bullying" to the point of undue stress and an uncomfortable work environment is being created. Any reported act or threat will be investigated as a serious violation of company policy. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment.

An employee who has been a recipient of a threat of violence or victim of an act of violence is to make a report to your supervisor, management, or the Human Resources Director. Such reports will be kept confidential to the extent possible. Typically, the Human Resource Director will coordinate and in some instances conduct the investigation. Action will be taken as appropriate to the situation. Where indicated, the YMCA will cooperate with local law enforcement representatives.

As acts of violence in the workplace may also be perpetrated by people from outside the workplace, the YMCA requests any employee, who feels an outside threat poses a risk within the workplace, to report the situation to their supervisor and the Human Resources Director.

Pre-employment screening is an important part of workplace violence prevention. Prior to hiring an employee, the YMCA of the Fox Cities conducts reference checks and criminal record checks on all employees. It is our intent to provide a safe environment. We will ask all employees' cooperation and commitment to the prevention of safety risks within the company. This includes violence by one employee, volunteer or member to another.

Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal lives, including work, to the degree that they can. The YMCA of the Fox Cities wants to help these individuals to work as long as they continue meeting acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on any employee is confidential. The YMCA will take reasonable precautions to protect medical information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

If you have questions or concerns about life-threatening illnesses, you should contact the Human Resources Department for information and referral to appropriate services and resources.

Computer and Email Usage Policy

To help you do your job, the YMCA of the Fox Cities may give you access to computers, computer files, the email system, internet, software, laptops, and handheld devices (this list is not all-inclusive). You should not use a password, access a file, download or install software, or retrieve any stored communication without authorization from the MIS Director. It is also prohibited to use any outside instant messaging systems other than what may be provided through the association. To make sure that all employees follow this policy, we may monitor computer and email usage. Such monitoring may include the printing and reading of email and electronic files entering, leaving, or stored in these systems.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

At the YMCA of the Fox Cities you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of the YMCA, religious or political causes, outside organizations, or any other non-business matters.

The YMCA of the Fox Cities buys and licenses computer software for business purposes. We do not own the copyright to this software. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. The YMCA of the Fox Cities prohibits the illegal duplication of software and its documentation.

Research on the Internet should be focused on the task at hand. Wandering among web sites or being detoured to an “interesting” but irrelevant web site is not productive.

If you know about any violations to this policy, notify your supervisor, the Human Resources Department or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Workplace Monitoring

The YMCA of the Fox Cities may conduct workplace monitoring to help ensure quality control, employee safety, security, and member satisfaction.

Employees who regularly communicate with members may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you are the property of the YMCA of the Fox Cities. We reserve the right to monitor computer activities and data that are stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employee’s legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.

Use of Telephones

Our telephone communications are an important reflection of our image to members and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette; use the approved greeting, speak courteously and professionally, repeat information back to the caller, ask before you transfer a call, and only hang up after the caller hangs up.

We ask that any personal phone calls be limited and in most cases for emergency purposes only. If you make personal calls on the YMCA of the Fox Cities business phones we ask that they be during a break in work to have minimum disruptions to the service being offered. Long distant phone calls for purposes other than emergencies are not permitted. You will be asked to reimburse the association for any personal long distance phone calls. Abuse to this policy may result in disciplinary actions up to and including termination.

Personal Automobile Use

The YMCA of the Fox Cities is not responsible for damage to your personal automobile when you are using it for Company business. The YMCA of the Fox Cities will reimburse the employee based on actual miles driven times the rate established by the company. This must totally compensate you for all gasoline mileage, wear and tear, and insurance costs associated with the business use of the vehicle.

Enforcement and Employment Violations:

Employees should report any suspected violation of the employment policies as described in this manual to one or more of the following: the employee's supervisor, the employee's supervisor's manager, or the Human Resource Department. Employees can also report violations anonymously by putting the violation in writing and sending it to either the President or the Human Resource Department.

No employee may be subject to any retribution or retaliation for the good faith reporting of a violation. In fact, disciplinary action will be taken against anyone who retaliates against an individual for reporting a violation. Submission of knowingly false reports constitutes a violation and will result in disciplinary action.

SEPARATIONS

For the purpose of this policy the term "separation" shall refer to any and all terminations of the relationship between the employee and employer. Separations are to be categorized as either voluntary or involuntary.

Voluntary Separation

- A. **Resignation** – Initiated and made freely by an employee to terminate his/her working relationship with the YMCA. Employees who resign shall be paid for their accrued, and unused, vacation time.

(Excessive no call/no shows for a scheduled shift will be considered a voluntary separation.)

Notice - It is recommended that in most cases notice of resignations be provided in writing to the YMCA of the Fox Cities with at least a 2 week notice for hourly employees and a 4 week notice for salaried employees.

Final Pay - The YMCA of the Fox Cities will provide the final paycheck in accordance with the YMCA of the Fox Cities regular compensation schedule.

- B. **Retirement** - Retirement is a voluntary choice of the employee.

Notice – A minimum of 30-days notice should be given to the YMCA of the Fox Cities and the YMCA Retirement Fund.

Final Pay – The YMCA of the Fox Cities will provide the final paycheck in accordance with the YMCA of the Fox Cities regular compensation schedule.

Involuntary Separation

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

- A. **Reduction in Work Force** - Involuntary separation may be imposed upon employees as a result of economic necessity, operational, and/or programmatic changes, reorganization, or any other reason, which requires a reduction in the present work force.

The President, Executive Director and Human Resource Director are responsible for final decisions regarding which employees will be affected by a reduction in the work force. Using input from appropriate professional staff members, such decisions will consider at least the following factors:

1. qualifications to perform available jobs
2. previous job performance, and
3. seniority

Compensation of Involuntary Separation - All employees, upon involuntary separation, shall be paid their worked hours with the next regularly scheduled pay period and will be paid for any accrued (and unused) vacation time (if applicable). Except in cases of

terminations for poor performance, misconduct and terminations for cause, exempt and full-time employees may be eligible for additional compensation dependent upon the employee's years of continuous YMCA service on the following schedule and as determined at its discretion.

Severance Pay for Reduction of Work Force (Exempt and Full-Time Employees)

<u>Period of Service</u>	<u>Separation Allowance</u>
1 to 3 years	2 weeks
4 to 6 years	4 weeks
7 to 9 years	6 weeks
10 to 14 years	8 weeks
15 years or over	12 weeks

- B. **Dismissal for Cause** – An employee may be involuntarily separated for cause. In this event, the employee may be advised of the reason for termination. In most cases, the performance improvement process shall be followed (see performance improvement process section of this manual). Individuals dismissed for cause will not be eligible to receive severance pay.

Return of Company Property

The YMCA of the Fox Cities may loan you property, equipment, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at the YMCA of the Fox Cities, you must return all property immediately (including membership cards if not continuing membership on your own).

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

Employee Acknowledgement Form

I acknowledge that I have been given a copy of the employee handbook. The major segments and important information have been reviewed. I also understand that it is my responsibility to review and abide by the policies within this handbook and within the specific department and location in which I work in. I understand that I should consult my immediate supervisor or the Human Resources Department if I have any questions that are not answered in the handbook.

I became an employee at the YMCA of the Fox Cities voluntarily. I understand and acknowledge that there is no specified length to my employment at the YMCA and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause. I also understand and acknowledge that "at will" means that the YMCA may terminate my employment at any time, with or without cause, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that the YMCA of the Fox Cities may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized the President of the association.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (Printed):

EMPLOYEE'S SIGNATURE: _____

DATE: _____