

**YMCA  
OF  
GREATER  
HIGH POINT**

**Personnel Guidelines and Practices**

(Revised, December 2011)

## **MISSION**

To put Christian principles into practice  
through programs that  
build a healthy spirit, mind and body for all.

### Vision

The Y is for: Youth Development  
Healthy Living  
Social Responsibility

Welcome to the Y!

We are glad you are here to be a part of this great organization. Everyone touched by the Y is considered a valuable member of our family. This includes the people in our many programs, the volunteers who donate their time and talents, those who support the Y throughout the community and, of course, each person on our team. Whatever your responsibilities are within the Y, your job is important as we work together to strengthen our community.

You are joining an organization with a long history of caring about people. Our goal is to consistently attract, develop, motivate and retain the most talented and committed team members. We are looking to you to practice, instill and model—in spirit, mind and body—the Y's core values of caring, honesty, respect and responsibility.

Please read this material to understand the purpose and uses of this guide. If you have questions about the information in this handbook, please ask for clarification. Your supervisor can answer most questions, or you can contact the Finance/HR department 336-869-0417. Again, welcome. We wish you the best in the Y.

## YMCA of High Point -Code of Conduct

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. In order to protect Y staff, volunteers, and program participants – at no time during a Y program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.</li> <li>2. Staff shall never leave a child unsupervised.</li> <li>3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for children and protection for staff (not being alone with a child). If staff assists younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.</li> <li>4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so they are visible to others.</li> <li>5. Staff shall not abuse children including:             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap</li> <li>• verbal abuse – humiliate, degrade, threaten</li> <li>• sexual abuse – inappropriate touch or verbal exchange</li> <li>• mental abuse – shaming, withholding love, cruelty</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul>             Any type of abuse will not be tolerated and may be cause for immediate dismissal.           </li> <li>6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.</li> <li>7. Staff will conduct a health check of each child, each day, as they enter the program, noting fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented</li> </ol> | <ol style="list-style-type: none"> <li>8. Staff responds to children with respect and consideration and treats all children equally regardless of sex, race, religion, disability, color, national origin, genetics and culture.</li> <li>9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.</li> <li>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.</li> <li>11. Staff may not solicit members, participants or other staff for contributions or sale of products except on behalf of other non-profits.</li> <li>12. Staff must appear clean, neat and appropriately attired.</li> <li>13. Using, possessing, or being under the influence of alcohol or drugs during working hours is prohibited. Drugs include the misuse of prescribed or over the counter medications.</li> <li>14. Smoking or use of tobacco is prohibited on Y property.</li> <li>15. Profanity, inappropriate jokes, sharing intimate details of one's personnel life and any kind of harassment in the presence of children or parents is prohibited.</li> <li>16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.</li> <li>17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.</li> <li>18. Staff should not be alone with children they first met in Y programs. This includes babysitting, and requires parental release prior to sitting submitted to the Branch Director.</li> <li>19. Staff may not transport children in their own vehicles.</li> <li>20. Staff may not date program participants under the age of 18 years of age.</li> <li>21. Under no circumstance should staff release children to anyone other than authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the Y).</li> <li>22. Staff must read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</li> </ol> |
|--|---|

I hereby acknowledge the following:

- I have received a copy of the YMCA of High Point's Personnel Guidelines and Practices I understand that it is my responsibility to read and understand the policies, rules, and benefits described in this handbook.
- I understand that if I have any questions regarding this information I should consult my supervisor or the finance/human resources department.
- I understand that the Y has the right to change these policies, rules, and benefits without notice.
- I understand that future changes in policies and procedures may modify, suspend, supersede, or cancel those found in this handbook, in whole or part, and that I and other employees typically will be notified of such changes through normal communication channels.
- I understand that any written or oral statements by a supervisor contrary to this handbook are invalid and should not be relied upon.
- I expressly understand that this handbook is provided as a guide and that it does not constitute a contract of employment. Rather, I acknowledge that my employment with the Y is on an at-will basis, which means that the employment relationship may be terminated at any time, by either the Y or by me, with or without cause and with or without prior notice.
- I understand and agree that I will read and comply with the policies and information contained in this handbook and that my continued employment is contingent on my following these policies.

\_\_\_\_\_  
Employee's name (Please print)

\_\_\_\_\_  
Employee's signature

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

Note: Complete this form and return it immediately to the Y finance/ human resources department or your Branch Directors office, for keeping in your personnel file. Revised December 2011

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# ORGANIZATIONAL CHART

**Personnel Committee** - Recommends Policy

**Association Board** - Approves Policy

**Chief Executive Officer** - Administers Policy

**Branch Executives** - Administer Policy

## **CONDITION OF EMPLOYMENT**

All employees are employed "at will". These guidelines do not constitute an employment contract, expressed or implied, between the YMCA of Greater High Point and its employees but are general guidelines to Y Personnel Policies. Supervisors do not have authority to deviate from these guidelines without prior written approval of the Chief Executive Officer. The Y reserves the right in its discretion to deviate from these guidelines under appropriate circumstances and to modify these guidelines, without notice, as it deems appropriate.

# THE YMCA OF GREATER HIGH POINT APPROACH

The basic concept which underlies the YMCA of Greater High Point personnel system is a commitment to the values embodied in the "YMCA of Greater High Point Approach".

## **Everything we do will be guided by the values we hold:**

- \* We strive for excellence without being obsessed with perfection.
- \* All people have worth and value, are basically good, want to do their best, and can learn, change and grow. All people will be treated with dignity and respect.
- \* The Y exists to give people the opportunity to succeed and reach their highest potential. We will provide quality programs to our Members and Participants.
- \* We will make programs widely available to people in our communities.
- \* Staff members and volunteers are our most valuable resource. Our decisions and programs are most effective when accomplished through our staff-volunteer partnership.
- \* Some staff will be brought into the Y as program specialists. We will work towards bringing those who desire and qualify into the Y Career Professional Director ranks.
- \* All staff is available to Members and Participants - We are open, available, and willing to help on any issue.
- \* We will constantly check for member, participant, volunteer, and staff satisfaction with our programs, services and operating methods and correct any deficiencies we find.
- \* Clean, safe, attractive and comfortable facilities will be maintained and are important to the achievement of our goals.
- \* We will provide programs which are safe for Members and Participants, Volunteers and Staff.
- \* We will operate the Y in a fiscally responsible manner with adequate financial reserves to allow for adverse times or unexpected situations.
- \* We want everyone who is involved with us to enjoy their involvement.

## **SECTION I BASIC ASSUMPTIONS OF THE Y's PERSONNEL SYSTEM**

There are basic assumptions underlying the YMCA of Greater High Point personnel system which includes certain rights and responsibilities.

### **Responsibilities - The Y will make every reasonable effort:**

- a. to be faithful to the mission statement of the Y;
- b. to assure that policies and administration of the personnel system are fair and equitable;
- c. to establish and maintain open communications with employees;
- d. to provide equal opportunity for all employees;
- e. to provide fair and competitive compensation;
- f. to provide benefits and working conditions in keeping with Y policy;
- g. to conduct regular performance reviews which relate work objectives to objectives of the Y;
- h. to maintain a process which provides for the hearing and resolution of grievances and misunderstanding; and
- i. to meet legal requirements related to personnel practices.

### **Rights - The Y has among others the following rights:**

- a. to establish basic work goals in keeping with the mission statement of the Y;
- b. to establish an overall organizational structure designed to best accomplish the objectives of the Y;
- c. to hire, promote, transfer, terminate, lay-off or recall employees at its discretion, and to establish and administer a personnel system which meets the personnel needs of the Y;
- d. to establish, eliminate or alter position descriptions and personnel qualifications for particular functions, and determine who is suitable and/or qualified to perform such functions;
- e. to establish and oversee compensation, career development, benefits, working conditions, and all other phases of employment;
- f. to assess employee performance and to expect employees to be productive in their assigned functions; and
- g. to exercise discipline, and to reprimand, suspend or terminate the employee based upon the best interest of the Y.

## **SECTION II BASIC PERSONNEL GUIDELINES AND PRACTICES**

### **Approval Process**

The Y's Personnel Guidelines and Practices are established by the Board of Directors upon recommendation of the Personnel Committee.

### **Administration**

The Chief Executive Officer (CEO) of the Y shall have full authority and responsibility for the administration of all personnel matters in accordance with these guidelines, as approved or amended by the Board of Directors. Exceptions to this policy will be made only with prior written approval of the CEO.

The CEO shall monitor the application of these guidelines to ensure fair and equitable treatment for all.

Each supervisor shares responsibilities for the administration of personnel matters in accordance with these guidelines.

### **Employment "At Will"**

All employment with the YMCA of Greater High Point is "at will" employment. Under "at will" employment, your employment with this organization can and may be terminated voluntarily by you and/or terminated by the Y with or without cause at any time, for any reason, or for no reason at all.

This provision supersedes any statement regarding employment, whether written, stated, or implied, which may conflict in any way with the Y Employment "At Will Policy."

### **Equal Employment Opportunity**

It is the policy of the High Point Y to comply with all existing statutes, regarding Equal Opportunity, as they relate to all employees and applicants for employment.

We would like to assure and positively carry out our policy by: recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, genetic information, and all other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, educational, social and recreational programs will be administered in the same impartial manner.

**Americans With Disabilities Act** - The Y's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities.

The Y is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation will be available to all employees and applicants, including work site accessibility as long as the employee is able to perform all the essential functions of their job and any accommodation doesn't cause undue hardship on the Y.

### **Harassment and Retaliation**

All employees should have a work environment free from intimidation and harassment on the basis of sex, race, color, religion, gender, national origin, age, genetic information, or disability. In addition, anyone who in good faith makes the proper Y officials aware of illegal intimidation or harassment will not be subjected to illegal retaliation for coming forward with their information or participating in an investigation.

The Y will not tolerate any harassment by managers, supervisors, co-workers, vendors, members, participants or their parents, or visitors which is verbal, visual, or physical that

denigrates or shows hostility or aversion toward an individual because of his/her sex, race, color, religion, gender, national origin, age, disability, genetic information, or that of his/her relatives, friends, or associates. All employees are responsible for helping assure harassment is avoided. If you feel you have experienced or witnessed harassment, you are to follow the following reporting procedures. First, you are to notify your supervisor immediately. If you are not satisfied with their response, or if they are the source of the harassment, then secondly you should report it immediately to the next level of management. And finally if you are not satisfied with their response or are uncomfortable in any way with the prior reporting procedure, you should immediately report your information directly to the Y's CEO.

As much as possible, confidentiality will be maintained with respect to a harassment complaint and any subsequent investigation. **HARASSMENT WILL NOT BE TOLERATED AGAINST ANY EMPLOYEE. ANYONE WHO COMMITS ACTS OF HARASSMENT WILL BE SUBJECTED TO SEVERE DISCIPLINE UP TO AND INCLUDING IMMEDIATE TERMINATION.**

The Y will not tolerate any retaliation. Specifically stated, no employee will be subjected to any form of retaliation or discipline who in good faith: (a) pursues a harassment complaint, or (b) participates as a witness, or (c) assists in an investigation. If you feel that retaliation has occurred against you or anyone else, you should follow the reporting steps outlined above. Retaliation will be taken as seriously by the Y as the original harassment.

## **Workplace Violence**

The Y seeks to provide a safe, secure and violence-free environment for all. This applies to Y facilities and all other places where the Y provides programs and activities. The threat or occurrence of violence in the Y is in direct conflict with the Y's mission and values and will not be tolerated.

Examples of unacceptable behavior include the following:

- Acts of physical violence such as hitting, slapping, kicking, punching or bullying.
- Acts that threaten physical violence
- Acts of intimidation, stalking, horseplay, verbal abuse or harassment
- Behavior indicating potential for violence, including throwing objects, brandishing weapons, or using any tool, supply, product or other item in a manner that implies it is a weapon
- Acts that endanger the safety of others
- Acts of destruction of property or any substantial threat to destroy property

If an employee is harmed or in fear of imminent harm, he or she should immediately contact law enforcement.

All employees are responsible for helping to maintain a violence-free environment and, therefore, are required to promptly and accurately report concerns, threats and incidents of violence, whether or not physical injury has occurred. Reports should be made to your Branch Director. As a part of its investigation and corrective measures, the Y may need to coordinate its efforts with law enforcement agencies.

Reports of incidents of violence, threatened violence or violations of this policy will be promptly investigated and, following that investigation, appropriate corrective measures will be taken. Depending on the circumstances, interim corrective measures may be taken before the investigation is completed. Reasonable measures will be taken to preserve the confidentiality of persons reporting possible violations of this policy. The Y prohibits retaliation against anyone who makes a report.

## **Compensation**

The Y shall establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation and classification, uniform and equitable salary/wages scales, and increments determined in light of a performance review and evaluation. Such a process will include interpretation of the salary/wage program to employees and the participation of employees in describing their jobs.

## **Direct deposit**

Direct deposit of your pay is required for all employees.

## **Work Year**

The budget and work year referred to hereafter shall be from January 1 to December 31.

## **Benefits**

The Y shall establish and administer a program of benefits within the Y's financial capacity to provide the same. The Y reserves the right to unilaterally amend, modify, or discontinue all or any part of its benefits, and such changes could be applied to active and inactive participants, including disabled personnel, personnel on a leave of absence and COBRA participants.

## **Reimbursement of Expenses**

The Y shall establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed. The decision of the CEO is final.

## **Working Conditions**

The Y shall establish and provide the employee with required/necessary equipment to perform tasks, and a safe work environment as defined by the Occupational Safety and Health Act.

Tobacco and Alcohol Free Workplace: Tobacco products and alcohol products are prohibited in Y facilities, vehicles, and on its property.

"Browsing the web" on work time, creating personal "home pages", or otherwise using Y facilities or equipment to access Internet sites for reasons unrelated to YMCA business and your job responsibilities is forbidden.

All software installed on Y computers must be reviewed and approved by the Y's System Manager. Program files which have been imported or downloaded from external sources should not be installed.

Y telephones are to be used for business purposes in serving our members and program participants. Limited personal use should be for emergencies and essential personal business. The frequency or duration of personal telephone calls must not interfere with the performance of an employee's job duties or the functioning of Y operations. Employees are expected to reimburse the Y for personal long distance charges. Employees should not expect voice mail to be private and an employee's use of Y telephones and voice mail systems grant permission for possible management review. Proper use of telephones and voice mail is a job requirement for all employees.

All Y communication tools and the information transmitted by, received from, or stored within computer systems are the property of the Y. With the exception of the telephone, all are to be used for job-related purposes only. Y communication systems are not to be used in ways that are unlawful, disruptive or offensive to others, or in ways that could be harmful to workplace morale. Employees who use the Y's computers, internet services and communication tools (e.g. Telephone, fax machines, voice mail, etc.) have no right or expectation of privacy when using these equipment or services.

## Personal Phone Calls and Texting

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

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

## Social Media

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

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

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

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

Staff should recognize that they are personally responsible for the content they publish on social media sites. Employees may be subject to discipline for online commentary, content, or images that are defamatory, pornographic, harassing, or otherwise inappropriate. Examples of inappropriate content include, but are not limited to, references to or photos of alcohol or illegal substance use; disclosure of confidential information about other people; and posting false, disparaging, or inappropriate information about other people.

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

## **Workplace Searches**

The Y provides its employees with the use of various properties and facilities for their convenience and which are necessary in the performance of their work. The Y owns and at all times retains full title and control, including the right of inspection, over such properties, vehicles, or facilities.

To the extent allowed by law, the Y reserves the right to inspect all Y furniture and furnishings such as desks, filing cabinets, lockers, and drawers. Whenever necessary, the Y will conduct the inspection in the presence of the employee working at that particular location. However, in emergencies or other circumstances determined by management, the Y reserves the right to conduct an inspection without the presence of the employee involved. A refusal to permit a search requested by Y management may result in disciplinary action, up to and including termination of employment.

## **Communication Between Employees and Youth**

The Y takes very seriously its obligation to protect children. Y staff should not have contact or communication with minors (under age 18) who participate in Y programs outside of Y work time. With today's electronic communication options (e-mail, text messages, blogging, social networking sites) it is more important than ever that all employees understand the Y's policy on such contact or communication in order to protect youth and staff. For purposes of this policy, a "youth" is anyone under eighteen (18) years of age who participates in Y programs or whom a Y employee has met through Y programs.

- Employees should not initiate personal phone calls with or receive personal phone calls from youth. A call is considered "personal" if it does not involve both a Y phone and Y-specific subject matter. When employees receive calls from youth on non-Y phones and/or regarding a non-Y subject, this must be immediately reported to a supervisor.
- Text messaging with youth is not permitted. If an employee receives a text message from a youth, a supervisor must immediately be made aware.
- Employees must not share any personal e-mail addresses or instant message names or nicknames with youth. Employees should not initiate or respond to e-mail or instant messages from youth while using any personal (non-Y) connection to the Internet.
- Use of social networking sites to communicate with youth is only permitted if done through a Y-sponsored or approved site. No personal blog or social networking site should be used. Any website or blog maintained by an employee should not have pictures of or make reference to any youth, and employees should not request or accept to be linked as "friends" or connections with youth via social networking sites.
- Communication between employees and youth should only be through Y e-mail accounts and phones, and any such communication with youth should be immediately reported to the employee's supervisor.

Employees violating this policy or using electronic communication systems improperly are subject to disciplinary action, up to and including termination of employment. Employees using Y electronic communication systems for defamatory, illegal, or fraudulent purposes also are subject to potential civil liability and/or criminal prosecution.

## **Gifts and Favors**

Employees have an obligation to act solely in the Y's best interest; therefore employees should not accept any gifts, favors, or entertainment valued at more than \$50.00 from any member, vendor, potential vendor, or other outside party. An exception may be made for infrequent gifts (or other items), which are less than \$50.00 in value. Tips or other gratuities may not be accepted in any amount.

Employees may accept meals, refreshments, or entertainment of a nominal value less than \$50. in connection with business discussions; for instance, occasional luncheons or dinner meetings, held to conserve time and build relationships. All employees have a personal responsibility to ensure that their acceptance of such gifts, meals, refreshments, or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

## **SECTION III EMPLOYMENT CATEGORIES**

### **Official Employer**

The YMCA of Greater High Point (the "Y") is the official employer. All employees are covered by these Personnel Guidelines and Practices and are subject to approved employee directives and the policies established by the Board of Directors.

### **Exempt Employees**

An employee who is exempt by definition under the provisions of the Federal Fair Labor Standards Act is an exempt employee.

It is recognized at times an exempt employee, because of the nature of his/her work, will have to work extended and irregular hours. While there are no definite numbers of hours stipulated by these guidelines, an exempt employee is expected to work at least forty (40) hours per week, and often times may work more than 40 hours and will not be entitled to overtime compensation.

### **Non-Exempt Employees**

An employee who is not exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards is a non-exempt employee.

### **Employee Classification**

For the purpose of determining which guidelines and benefits apply, the following employee classifications have been established:

#### **Full-Time:**

Employees who work a regularly scheduled work week of consistently thirty-five (35) hours or more per week or a total of 1,820 hours or more in a fiscal year. Full-time employees may be eligible for all benefits if they otherwise qualify.

#### **Part-Time:**

Those persons employed to work less than thirty-five (35) hours per week or less than a total of (1,820) hours in a fiscal year and may or may not be regularly scheduled. Part-time employees are not eligible for benefits. (Exception: Upon meeting certain requirements, Part-time employees may be eligible for retirement benefits. See Retirement Benefit Section.)

**Temporary:**

Those persons employed by the Y for a specified and limited time period, always less than twelve (12) months, or until the "at will" decision is made to terminate employment, whichever comes first. They are not eligible for benefits.

**Seasonal:**

Those persons employed by the Y for a specified programmatic period, always less than twelve (12) months, i.e.: summer day and resident camp, or until the "at will" decision is made to terminate employment whichever comes first. They are not eligible for benefits.

**All Categories:**

A worker's permit is required for anyone under age eighteen (18).

**Independent Contractor:**

An individual who is contracted to perform specific duties and who meets the independent contractor definition under various laws and regulations. Independent contractors shall not be considered Y employees, shall not receive any Y benefits, nor come under stipulations of the Personnel Guidelines and Practices except where specifically indicated.

**Government and Special Funded Contract Employees:**

An individual employed by the Y to work under government funded or specially funded contracts. Conditions of employment are stated in each contract but all employees working under contract are subject to "at will" employment. Eligibility for benefits and salary adjustments are dependent upon individual contracts which supersede Y definition of employee status, starting salaries, benefit eligibility and salary adjustment schedules.

## **SECTION IV SALARY/WAGE ADMINISTRATION**

The basic purpose of Salary/Wage Administration is to ensure all employees receive fair and equitable compensation for work performed and the Association receives the highest performance return for its salary/wage dollar investment.

**The Plan**

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

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

**Basic Work Week**

The basic work week runs Monday through Sunday with variable starting and stopping times designated by the supervisor and as dictated by operational requirements and prevailing law.

## **Pay Intervals**

Direct deposits are currently issued the 15th and the last day of each month. All manual payroll will follow the same dates of distribution. Pay days will be adjusted for weekends and holidays.

## **Overtime**

Overtime work for non-exempt employees will be the exception, rather than a normal practice. Overtime must be approved in advance by the supervisor. In accordance with application Federal and State laws and regulations, non-exempt employees will be compensated at a rate equal to one and one-half times their hourly rate for hours worked in excess of 40 during the work week. Accepting and cashing each payroll check will be an acknowledgment by the employee that any overtime that was due was paid. If you think you are entitled to additional overtime payment, you must make that known prior to the next cut-off date for payroll.

## **Working on a Holiday**

Non-exempt employees may be required to work on a scheduled holiday from time to time. They will be compensated at a rate equal to straight time plus overtime provisions as directed by law.

Exempt employees may be required to work on a scheduled holiday from time to time. They will be provided alternate time off. The alternate time off must be scheduled with prior approval of Branch Executive.

## **Salary/Wage Range**

A salary/wage range is established with an indicated minimum, mid-point and maximum for each position. The salary/wage range structures shall be reviewed annually by the Personnel Committee. Any adjustments must be made by the Personnel Committee and approved by the Y Board of Directors.

## **Time Sheets**

Proper accounting of hours worked is the responsibility of the supervisor and must be approved in accordance with YMCA established procedure.

## **Job Descriptions**

Each employee shall have a clearly stated job description setting forth the important and essential elements of the job, which are properly identified and described.

## **Job Evaluation**

The CEO, utilizing National Y guidelines, has the responsibility for evaluating employee positions.

The evaluation of exempt positions examines three major factors as the basis for evaluation: Work Performance, Work Profile and Attainment of Goals.

The evaluation for non-exempt positions examines similar factors.

## **Performance Objectives**

The primary documents on which performance objectives are based for all employees are the job description and the Y's Long Range Plan. Each individual is expected to prepare performance objectives in conjunction with his/her supervisor each year and is evaluated on the degree of success in attaining the objectives identified.

## **Annual Performance Review**

Individual performance and salaries will be reviewed annually. Any raises will be granted on the basis of merit and available funding. Such merit increases are totally discretionary and determined by the performance appraisal process; and will be within the guidelines of the Y's salary administration program. There are no guarantees of salary increases.

## **SECTION V EMPLOYMENT**

The employment policy applies to existing positions, and the creation of newly approved positions. All new employees upon hire must present documentation that verifies identity and authorization to work in the United States as required by Federal law.

### **Employment Interviews**

Individuals invited for exempt employment interviews may be reimbursed for necessary travel and pre-authorized expenses incurred by attendance at the interview.

### **Employment of Relatives**

No full time employee should be supervised by a relative or member of the same household. Relative is defined as a spouse, parent, son, daughter, brother, sister, grandparent, grandchildren anyone in a "step-" relationship (e.g. "stepson," etc.) or in-laws (e.g. mother-in-law, etc.) anyone living permanently in the same household.

Exceptions to this policy may be approved only by the Personnel Committee and are subject to review.

## **SECTION VI TRAINING AND CAREER OPPORTUNITIES**

The Y recognizes that the quality of its work is directly related to the continuing career growth of its employees. Though it believes that professional development is the primary responsibility of the individual, the Y also recognizes its obligation to all employees to provide them with timely and effective training experiences, mutually-based upon the Y's goals and the employee's needs.

Consequently, annual consultations between employees and their supervisors to identify training and career development needs will be conducted; and a written career development plan for each full time prepared.

Expenses, related to career development and other training opportunities may be paid in full by the Y, when participation requests are submitted in advance and approved by the employee's supervisor.

## **SECTION VII EXPENSES AND ALLOWANCES**

### **General Expenses**

Reasonable and necessary expenses incurred while on Y business, may be reimbursed by the Y. The decisions of the CEO as to the reasonableness and necessity of the expenses shall be final.

The following are recognized as reasonable and necessary expenses when approved by your supervisor prior to incurring the expenses.

- a. The cost of meals when the purpose is to conduct Y business within \$30 per day per diem rate established in business policy.
- b. Business use of a personal automobile shall be reimbursed at the maximum mileage rate allowed by the Internal Revenue Service for exemption from taxable income.
- c. Expenses for attendance at business meetings, conferences, and seminars, including meals, transportation, and lodging and registration fees.
- d. Travel expenses for conference attendance may be reimbursed at a rate not to exceed coach airfare between High Point and the city where the conference is held. Employees are required to seek the lowest possible airfare.
- e. Membership dues in the Association of Professional Directors.
- f. Membership dues and related expenses in other professional organizations, service clubs, or community organizations where it is deemed advantageous to the Y.
- g. Long distance charges for Y business while out of the office.

### **Relocation and Moving Expenses**

Subject to prior written approval by the Branch Director, full-time exempt employees, when employed and required to move, will receive reimbursement for reasonable moving expenses when detailed receipts are provided, in accord with the following guidelines:

- a. Expenses for moving family and household furnishings, plus shipping one car, may be reimbursed. The Y will pay up to 30 days of in-transit storage, if permanent lodging is not available.
- b. Expense of transporting boats, pets, aircraft and trailers is the responsibility of the employee.
- c. Reasonable and necessary expenses for employee and spouse for meals, lodging and transportation for a one-time house hunting trip, not to exceed three days, may be reimbursed.
- d. A one-time relocation loan of \$1,000 will be made by the Y if the employee is moving into the YMCA of Greater High Point service area. If the employee terminates, or is terminated for cause, the employee agrees that the Y may fully deduct the loan from any pay due the employee by the Y. If the employee's pay is insufficient to pay the balance of the loan, the employee agrees to pay the remaining balance within seven (7) days to the Y.

### **Consulting Fees**

Professional services to organizations performed on the employee's own time must be done without jeopardy to their ability and availability to perform regular job assignments and insofar as no conflict of interest is apparent or perceived. Any fees for these services belong to the employee.

## **SECTION VIII BENEFITS**

### **General Provisions As To All Benefits**

This handbook provides a partial description of benefits that may be available to you. The plan documents and insurance policies control in deciding any questions which may arise concerning benefits described in this handbook and control over any contrary information provided herein.

Eligible employees in the Y are provided a wide range of benefits, including retirement and health care benefits. A number of benefits (such as Social Security, workers' compensation, and unemployment) cover all employees in the manner prescribed by law, but as to some benefits, eligibility is based on a variety of factors unique to each program. Programs have terms, conditions, and applicability, which are subject to change, and no guarantee is made that the Y will continue to provide the benefit. The continuation of any benefit is in the Y's discretion. Check with the Y's CEO, or the benefits coordinator to review the benefit documents to determine whether you qualify.

### **Social Security**

All employees are required by law to participate in Social Security under the Federal Insurance Contribution Act (FICA). Contributions will be shared by the employer and the employee as prescribed by law. The employees' contribution will be withheld from the employees' wages.

### **Worker's Compensation**

All employees shall be covered by Worker's Compensation Insurance, which provides benefits in the case of work related illness or on the job accident. In the event of a work related accident, let your supervisor know immediately, otherwise you might waive certain rights. The Y has the right to direct your medical care and treatment. The Y will make every effort to return employees to work on light duty, if necessary, consistent with the Doctor's recommendation

### **Unemployment Compensation**

The Y's practice shall be consistent with Federal and State laws.

### **Medical Related Benefits**

The Y makes available to all employees regularly scheduled to work 30 hours or more per week, the opportunity to participate in a group Health Care plan. This benefit may be waived by the employee. Premium expense for group medical may be paid by the Association for eligible employees however; no reimbursement shall be paid to any employee who waives coverage. Plan descriptions will be distributed to all eligible employees.

### **Life Insurance Benefits**

Full-time employees (30 hours or more per week as required by state law) may participate in group life insurance plan. The Y may from time to time assist in the cost of dependent coverage. Dependent will be as clarified by the insurance eligibility plan. Nothing herein, however, shall prevent the Y from amending or terminating this Plan, provided such amendment or termination is permissible under applicable law and such amendment or termination shall not affect a claimant's rights to benefits hereunder with respect to reimbursable expenses that have been incurred prior to the date Y action is taken to terminate the Plan or the effective date of such termination, whichever occurs last.

## **Continuation of Benefits**

Within the guidelines of the insurance carrier, employees, upon retirement, may elect to continue participation in the group insurance plan at the employees' expense. Health benefit coverage may be continued after retirement at the retiree's expense and at full premium cost. An exception to this is when the eligible employee chooses retirement at age 60 or older and has had 25 years of continuous Y service, with no less than the final 10 years with the YMCA of Greater High Point; the employee will be allowed to continue participation in the group health plan, paying all of the individual employee monthly premium. This includes COBRA. Spouse and/or family would be at retiree's expense and at full premium cost. Election of such coverage would need to be made within 30 days after the retirement date. Retiree coverage would end on the date the retiree become 65. Persons leaving the employment of the Y, for reasons other than retirement, may continue their insurance consistent with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

## **Service Award**

Each year after the completion of 25 continuous years employment with the Y in a full-time capacity, employees may be eligible for a Service Award. This award if provided would be in the form of check in an amount equal to five percent of their annual salary, subject to withholding. The payment of this Service Award is in the total discretion of the Y and is based on the financial status of the Y for each year that an employee may become eligible. There is no guarantee of any distribution in a given year and this payment is not an earned right.

If an employee has worked in a full-time capacity with more than one Y, it will be the employee's responsibility to provide a validated Y work history that is acceptable to the YMCA of Greater High Point.

The Service Award distribution will take place during the month of December each year to eligible employees, including those who become eligible during that calendar year. Should an otherwise eligible employee leave the employment of the YMCA of Greater High Point prior to the distribution of the award for the calendar year in which they leave the employee may in that total discretion of the Y receive an award pro-rated for the time they worked during their last calendar year at the YMCA of Greater High Point.

## **Retirement Program**

Employees will be enrolled in the YMCA Retirement Fund after, as a condition of employment; they have satisfied the eligibility requirements of the National YMCA Retirement Fund. Detailed Retirement information can be reviewed at [www.yretirement.org](http://www.yretirement.org)

The Y contributes 12 percent of the employee's base salary to the retirement plan.

YMCA Retirement Fund rules and regulations shall govern participation in the plan.

A YMCA Retirement Fund booklet outlining participation provisions and benefits is available to all participants.

Additional contributions, consistent with the rules and regulations of the YMCA Retirement Fund, may be made by the employee on an optional basis. The fund may amend the plan at anytime; and may also be amended at any time to conform to applicable federal law.

## **Y Usage and Program Fees**

### **Exempt Employees**

Exempt employees, plus dependents (tax deductible dependents) living in their household, are provided complimentary Association wide Y usage during their employment. Y retired staff, plus dependents (tax deductible dependents) with a minimum of 10 years continuous service immediately prior to retirement, living in our service area are provided with the same.

They may also participate in program activities free of charge. They must pay any special direct costs for program materials (i.e. books, certification fees). Resident Camp reserves the right to select available sessions to staff as well as partial or full payment on more than one family member participating. Always check with Camp prior to enrollment.

### **Full-Time Employees**

Full-time employees (35 hour or more per week), plus dependent (tax deductible dependents) living in their household, are provided complimentary Association wide Y usage during their employment.

They may also participate in program activities free of charge, as long as the program's registration limit has not been reached. To reserve a space in a program with a limited number of participants, they may pay one-half the member rate. In addition, they must pay any special direct costs for program materials (i.e.: books, certification fees). Full-time Y retired staff, plus dependents (tax deductible dependents) with a minimum of 10 years continuous service immediately prior to retirement, living in our service area are provided with a lifetime, Association wide, complimentary Y usage. Resident Camp reserves the right to select available sessions to staff as well as partial or full payment on more than one family member participating. Always check with Camp prior to enrollment.

### **Part-Time Employees**

Part-time and seasonal employees will receive an individual Association membership to use facilities during the time of their employment. Programs or other activities will be paid for at the member rate. Part-time staff on the YMCA retirement fund, at their retirement date and having worked continuously 20 years will receive a complimentary, individual, Association wide Y usage for life.

## **SECTION IX ABSENCES**

Regular and timely attendance is required of all employees and is an important part of your job performance. You are expected to be at your work site and ready to work at the start of your assigned hours, and to remain at your job until the end of your assigned work hours, except for approved breaks and meals. Attendance will be monitored on an ongoing basis and will be included as part of an employee's performance review.

There are times when an unscheduled absence is unavoidable. If you need to be absent from work, you must contact your supervisor (not a coworker or front desk staff) as soon as possible, and no later than two hours prior to the start of your scheduled shift. Your supervisor may require you to take initial responsibility for locating a substitute to cover your shift.

Failure to observe scheduled working hours disrupts Y operations and places an unfair burden on fellow staff members. Unexcused, repeated tardiness or absences and/or failure to personally notify your supervisor of an absence can result in disciplinary action up to and including termination. If you are absent for two consecutive workdays without contacting your supervisor, you will be considered to have voluntarily resigned your position.

### **Sick Leave (Personal Illness or Non-Work Related Accident)**

When absence from work is necessary due to illness or accident, the Supervisor shall be notified no later than the beginning of the employee's workday.

Sick-leave benefits are designed to be used for absences due to your own illness or injury. You may also use sick leave to care for an ill or injured member of your family living in your household. Sick leave may also be used for your own or your dependents' health appointments.

Employees do not accrue sick-leave benefits during any leave of absence.

Sick leave is not available for the first 90 days of employment.

Unused sick hours that are not used in a calendar year will not be carried forward or paid upon termination of employment.

Full-time employees, who are absent due to personal or family illness or non-work related accident, are provided paid sick leave based on length of service at the time the incapacity begins (worker's compensation rules will govern work missed due to related

A physician's statement may be requested prior to approval for paid leave and may be required upon your return to show your fitness to return to work.

### **Computation**

Sick leave is calculated on the basis of the eligible employee's full-time employment with any Y and using the following schedule:

- a. First three months of employment the employee will not be eligible for paid sick leave.
- b. Beginning with the fourth month of employment through the following December 31, eligible employees will receive one day sick leave for each full month worked up to a maximum of nine (9) days. In the first year you must have accrued the number of sick days you wish to take(no borrowing ahead)

- c. Beginning with the first full calendar year employment, eligible employees will receive a maximum of ten days of sick leave each year. The first full calendar year begins with January, following the completion of three months employment.

For employees who transfer from another Y, basic sick leave allowed for the remainder of the calendar year in which they transfer shall be based on their years of full-time Y service as outlined above, pro-rated from the amount of time employed during their first calendar year with the Y of Greater High Point.

Sick leave cannot be accumulated or carried over from year to year. At the time of termination of employment, an employee shall have no claim for pay in lieu of unused sick leave. Sick leave runs concurrent with FMLA leave.

### **Employee Extended Illness Leave (Non-Work Related)**

After the eligible sick leave has been paid at full pay, and vacation and all personal time has been used in that year, full-time employees with five or more years of consecutive full-time service may receive up to 3 months additional paid leave for their individual medically dictated absences in conformity with the following schedule:

- \* One additional month's leave at 80 percent of salary
- \* Second additional month's leave at 70 percent of salary
- \* Third and final additional month's leave at 60 percent of salary

Extended Illness Leave runs concurrent with FMLA leave. The Y can request physician's treatment statements weekly to determine eligibility for Extended Illness Leave. Also, a physician's statement may be required prior to returning to work.

Employees are eligible to receive only one paid Extended Illness Leave in a rolling year (365 days) commencing on the first day of leave and no more than three paid Extended Illness Leaves in any five year period. Upon return there is no guarantee an employee will receive same job or same pay.

### **Long Term Disability**

Long Term Disability insurance may be provided to full-time employees with five more years of full-time continuous service to the YMCA of Greater High Point used in conjunction with the Extended Illness leave policy listed above. Employees who are eligible should request plan descriptions at the time of eligibility.

### **Pregnancy**

Pregnancy related disabilities are treated the same as any other medical disability. The disability begins when the employee's physician states that it is medically necessary for the employee to discontinue work. The disability ends with the employee's physician releases the employee to return to work.

Unused earned sick leave may be taken by a full-time employee who is unable to work due to a pregnancy related disability. When all paid sick leave is used, full-time employees with five (5) or more years of full-time YMCA employment may request Extended Illness Leave which will be available only for the period of actual medical necessity.

Following pregnancy related disabilities; the employee will be reinstated according to Federal and State regulations.

## Family and Medical Leave of Absence

Employees who have worked for the Y for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid leave for the following reasons:

- \* Birth of a child of the employee, and to care for such child;
- \* Placement of a son or daughter with the employee for adoption or foster care;
- \* To care for the spouse, son or daughter, or parent of the employee who has a serious health condition; and
- \* A serious health condition which renders the employee unable to perform the functions of the employee's position.

The Y will use a rolling 12 month period, measured backwards from the date FLMA leave begins. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the employee and the Y agree. If both spouses are employed by the Y, the combined leave shall not exceed twelve (12) weeks.

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on reduced hour's basis only if such leave is medically necessary. If intermittent or reduced hours leave is required, the Y may in its sole discretion temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave.

During Family leaves of absence, the Y will continue to pay its portions of the health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Y for payment of health insurance premiums during the family leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her work due to circumstances beyond the control of the employee.

During leave, the employee will continue to accrue employee benefits, such as vacation pay, sick pay, pension, etc. Employment benefits other than vacation and sick days accrued by the employee up to the day on which the family leave of absence begins will not be lost.

Employees are required to use their available sick, extended illness leave, personal and vacation benefits as part of family and medical leave of absence. NOTE: That portion of the family leave of absence which is sick, extended illness leave, personal and vacation time will be with pay according to the Y's and those days will run concurrent with FMLA leave.

Employees who return to work from a family leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

Applications for family leaves of absence must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days notice is not possible. Appropriate forms must be submitted to the CEO to initiate family leave and to return the employee to active status. Employees requesting medical leave must provide the Y periodically with the appropriate medical certification completed by the health care provider. The burden rests with the employee to keep the Y advised at least weekly of their medical status.

## **Funeral Policy**

Upon prior approval by the Branch Director, full-time employees may have up to five (5) days paid leave for death in the immediate family (spouse, parent, son, daughter. For a brother, sister, grandparent, grandchildren anyone in a "step-" relationship (e.g. "stepson," etc.) or in-laws (e.g. mother-in-law, etc.) anyone living permanently in the same household). Days beyond five (5) will be charged to vacation or personal days.

Emergency leave is not paid during leaves of absence.

## **Jury Duty**

Documented time off without loss of pay shall be granted to full-time employees called for jury duty. No refund to the Y of per diem fees and other allowances will be required. Employee must return to work upon early dismissal. Employee shall inform supervisor immediately upon receiving notice to serve on a jury. Upon request the employee may be required to provide sufficient documentation of actual time spent on jury duty.

## **Military Leave**

When a full-time employee is called or recalled for active duty, the Y will grant an official leave of absence without pay. Re-employment rights are provided in Federal and State laws.

Full-time employees serving in a Reserve component of the US. Armed Forces of National Guard may use their vacation time for the required annual training and receive full pay for that period. These employees may take such training duty at a time other than vacation, if approved by the CEO or a designee, in which case, the Y will pay the difference between the salary and the amount received from military service, up to a maximum of ten (10) days.

## **Holidays**

Exempt and full-time employees are entitled to the following holidays each year with pay:

- New Year's Day
- Easter Sunday
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- One Floating Holiday (one day)

In order to receive holiday pay, the employee must have worked their regular schedule the day immediately preceding and following the holiday or be approved for paid leave. If the holiday falls on a non-scheduled workday it will be treated as an additional floating holiday for that year. The floating holiday must be scheduled in advance with the supervisor.

## **Personal Day**

Exempt and full-time employees are entitled to two (2) personal days with pay during the calendar year. These are to be selected by the employee with prior approval of the supervisor.

For the remainder of the calendar year in which hired, new employees will be eligible for personal days pro-rated for the time remaining in that year. At the time of termination, whether voluntary or involuntary, any unused personal days are forfeited and no pay will be made. Personal days cannot be carried over or accumulated from year to year.

## Vacation

The Y provides vacation leave because it is an essential contributor to both personal well-being and productivity on the job. Eligible employees may use accrued vacation for paid time away from work. All eligible employees are required to use their vacation benefits each year. Vacation days cannot be accumulated or carried over to the next year or borrowed from the next year. An employee cannot take pay in lieu of vacation days. Employees shall schedule their vacation time, subject to supervisor approval at such time that best suits the requirements of their job.

At the time of termination, whether voluntary or involuntary, any unused vacation days are forfeited and no pay will be made for them not having been used.

Vacations are calculated on the basis of the employees' full-time employment with any Y.

Beginning with the next calendar year (January following their date of employment with the YMCA of Greater High Point), employees who transfer from other Y's will be eligible for vacation, based on their years of full-time employment with any Y.

The following applies to paid vacation time:

- You must be a regular full-time employee regularly scheduled to work a minimum of 35 hours per week to receive vacation benefits.
- Eligible employees begin accruing vacation leave (in the same calendar year) after 90 days of employment on the first day of the following month. You will accrue one day per month not to exceed 10 days in the remaining calendar year. You must have accrued the number of vacation hours you wish to take (no borrowing).
- The period of service in the table listed below is based on all periods of employment of 35 or more hours with the Y.
- Employees with previous employment at another Y will be entitled to earn vacation benefits based on their total years of continuous, full-time Y service.
- Vacation is paid based on the employee's current hourly rate of pay, scheduled hours to work, excluding overtime and other compensation. Vacation pay will not be granted in increments of less than four (4) hours or half days
- Vacation is not available for the first 90 days of employment.

The amount of vacation for eligible employees for each hour worked up to 40 hours per week is as follows: Hours Accrued Per Pay Period (24 Pay Periods), Days Accrued Per Year, Based on Years of Service. January 1<sup>st</sup> after your first one-year anniversary date the following apply:

- 0–2 years 10 days per year
- 3–5 years 15 days per year
- 6–10 years 20 days per year
- 11+ years 25 days per year

## Parental Leave Policy

The Y will permit each employee who is a parent, guardian, or otherwise a child's legal representative, a total of four hours of leave per year from work without pay to attend or participate at their child's school. The time when the leave is taken must be mutually agreed upon by the Y and the employee. The Y requires an employee request the leave in writing no less than forty-eight (48) hours prior to the time requested. Each employee upon their return from school must provide written certification from the child's school verifying the employees' attendance.

## **SECTION X SEPARATIONS**

The term "separation" shall refer to any and all termination of the relationship between an employee, regardless of job classification, and the Y, as employer. Separated employees will be paid all wages/salary

### **Resignation**

Resignation is a voluntary choice, freely made by the employee for whatever reason. An exempt employee is expected to give a minimum of four (4) weeks notice of resignation. A non-exempt employee is expected to give a minimum of two (2) weeks notice of resignation. No severance allowance will be provided.

### **Reduction in Work Force**

Separation of an employee because of the discontinuation of a position or retrenchment in budget, or for other circumstances arising through no fault of the employee, is at the discretion of the employer. Four (4) weeks written notice of such termination will be provided exempt employees; two (2) weeks written notice of such termination will be provided non-exempt employees from the terminating supervisor and will be confirmed by the Branch Executive.

The Y in its sole discretion provides for separation wages in a reduction in force circumstances as follows:

- a. A separation payment may be paid to employees who have been employed full-time by the YMCA of Greater High Point at least one (1) year and who are separated from the Y for reasons that are not prejudicial to the Y, as determined by the Y at its sole discretion. Severance pay will be paid for the employee's years of continuous service (including those in other Y's) at a minimum of one week for every year up to a maximum of 16 weeks. (pay distribution will be on the regular payroll cycle.) The Y may elect to provide pay in lieu of notice.
- b. No separation shall be paid at death or to employees who leave the Y's employ of their own volition, or who are dismissed due to no fault or reason of the employee.

### **Transfers**

#### **Exempt Employees**

Whenever exempt employees transfer within the Y, or transfer to another Association of the Y, a minimum of a four (4) weeks notice shall be given to the Branch.

#### **Non-Exempt Employees**

Whenever non-exempt employees transfer within the Y, a minimum of a two (2) week notice should be given to the Branch.

### **Retirement**

Rules and regulations of the YMCA Retirement Fund govern normal and early retirement options. Details are at [www.yretirement.org](http://www.yretirement.org)

### **Death in Service**

In the event of the death of an employee, earned salary, and any other benefits to which the employee was entitled will be paid to the deceased employee's estate or named beneficiary.

### **Unsatisfactory Performance**

Employees may be dismissed by the Y for their failure or inability to meet job performance standards or expectations. Generally, prior to such dismissal, an employee's supervisor must have made a reasonable and documented effort to resolve

the performance deficiency; including provision of written notification about the deficiency, specific expectations and time-frame for improvement to that employee. However, the Y reserves the absolute right to terminate at any time without warning in its sole discretion.

In the event that the involuntary separation involves the CEO, the Chief Volunteer Officer (CVO) should contact the YMCA of the USA local consultant.

Should a satisfactory resolution not be accomplished after the proper notification **and** pre-determined period for improvement, a separation-date will be established

## **SECTION XI WE WANT TO HEAR YOUR CONCERNS**

While we feel that most employee complaints can be prevented by treating everyone in a fair and honest manner, we do realize that there are times when misunderstandings, problems and hurt feelings occur. Whenever you have a complaint, you should let management hear about it, normally in the following order:

1. Your Supervisor
2. Your Supervisor's Manager
3. Branch Executive
4. CEO

If you do not feel that you can discuss the matter with anyone in the normal steps outlined above, you can skip a step. In addition, the CEO will discuss your complaint at any time or will help you present the facts to any level of management. You should go to the next level within three days after you receive the decision at any level.

We believe that what you have to say and how you feel about your job is important. In the past, employees' ideas, suggestions and complaints have resolved problems and resulted in better working conditions. When you have something to discuss, let us hear from you. Any and all complaints will be answered as quickly and fairly as reasonably possible. The CEO's decisions are final and binding.

## **SECTION XII GENERAL INFORMATION**

### **Open Communication Policy**

The Y encourages open communication between employees and between employees and supervisors.

### **Employee Personnel Files**

The information in the employment file of each employee is considered confidential and will be so treated. Each individual has the right to see information contained in his/her file in the privacy of the Finance/HR Department at a mutually convenient time. No documents may be removed or added by an employee. The file and its contents belong exclusively to the Y.

### **Solicitation**

Solicitation of employees by other employees or external solicitors for the purpose other than Y sponsored events is prohibited on Y premises except during non-working times, and in non-working areas.

### **Exit Interviews**

An exit interview may be extended to an employee leaving the employment of the Y. For exempt employees, exit interviews may be conducted by the CEO. Non-exempt employee exit interviews should be conducted by the Branch Executive or designee from the Branch which the employee is leaving. A copy of every exit interview noted shall be forwarded to the CFO for placement in the personnel file of the departing individual.

### **Dress Code**

By dressing appropriately for our work and our positions and by modeling good personal hygiene, our employees help create a welcoming environment and favorable professional image of themselves and the Y. Our grooming and dress standards include the following:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- When attending business meetings with community members, business attire is expected.
- All staff members must meet uniform and/or dress codes that may be required for their particular jobs.
- All clothing should be neat, clean, and in good repair at all times. Clothing should not be distracting to others, expose undergarments, or present a safety hazard. Appropriate dress at the Y does not expose one's midriff, bare shoulders, or chest.
- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps are not appropriate for indoors.

An hourly employee reporting to work in violation of these standards will be sent home without pay until dressed in accordance with the standards. Supervisors can answer any questions about what is considered proper attire. Employees whose religious beliefs and practices require a change or modification (an accommodation) to these standards may submit a request to their supervisor.

### **Employment of Minors**

Work permits are required for those employees under age eighteen (18) and are required prior to the first day of work.

## **Change of Name, Address or Tax Status**

You are responsible for notifying [the business office or HR department] immediately of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation.

## **Inclement Weather**

On days when inclement weather may produce undue hazard in getting to or from work, the Branch Executives (after consulting the CEO) will make a decision on closing or remaining open at that Branch.

On days when the Branch is closed due to inclement weather, the following pay practices will be followed:

1. If closed, there will be no loss in pay to full-time employees for regularly scheduled work hours.
2. When a Branch officially open late or closes early, there will be no deduction for regularly scheduled time not worked by the full-time employees.
3. If open, exempt employees and full-time non-exempt employees are expected to work or utilize a personal day, vacation day or loss of pay for time not worked.
4. Part-time employees must work in order to be paid.

## **Voluntary Contributions**

All employees are given the opportunity to support the Y's philanthropic interests, such as United Way and the annual YMCA Friends of Youth.

## **Personal Expression on Public Issues**

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

## **Volunteer Services**

So as to eliminate any dispute about whether an employee is on-duty or off-duty, **non-exempt** employees may not volunteer their services in any YMCA of Greater High Point activity where they perform duties similar to those in their assigned job description. They may perform volunteer services only if those services are totally unrelated to their Y job, and if their services are not similar in any manner to the Y duties for which they are paid.

## **SECTION XIII DRUG AND ALCOHOL POLICY**

Your Y is committed to providing a safe and healthy work environment for all its employees. All employees may be randomly tested for alcohol and drugs. In addition, as set forth below, all employees are subject to being tested upon reasonable suspicion and after a work-related accident. This is to restate in a more formal way our policy as to all employees regarding the work-related affects of alcohol and drug use and the unlawful possession of such substances on company premises and while on Y business:

1. Employees are expected and required to report to work on time and in an appropriate mental and physical condition to work. Employees who are under the influence of alcohol or drugs will be subject to discipline including immediate discharge. The word "drugs" as used in this policy includes drugs or controlled substances (1) not legally obtainable, or (2) legally obtainable, but not used in a lawful, safe, or prescribed manner, or (3) mind or mood altering substances which are not sold as drugs or medicines but are used for mind, behavior, or mood altering effects.
2. All employees are forbidden to use or possess alcohol or drugs at any time during the work day or anywhere on the Y's premises or anywhere while on Y business. Employees also are forbidden to engage in any distribution, sale, or other transactions involving alcohol or drugs while on the Y's premises or anywhere while on company business. Violation of these rules will result in discipline including immediate discharge, and may have serious legal consequences.
3. Employees, upon reasonable suspicion, who appear to be in an impaired condition on the job may be asked by the Y to submit to a substance test to determine whether they are under the influence of alcohol or drugs. The types of tests that may be used include breathalyzer, blood and urine tests. Reasonable suspicion shall include, but is not limited to, any occurrence resulting in an Y official observing actions, appearances, or conduct indicative of the employee having alcohol or impairing drugs in their body. The decision of the official is final. An employee's failure to submit to such testing and sign the necessary medical authorizations to have the tests performed will result in discipline including immediate discharge.
4. Any employee who is involved in a work-related accident which requires more than simple first aid may be asked by the Y to submit to a test to determine whether the employee is under the influence of alcohol or drugs. The types of tests that may be used include breathalyzer, blood, and urine tests. Any employee involved in a motor vehicle accident while on Y business, must report the accident to the Association immediately, and be required to provide a breathalyzer, urine, or blood sample. Any driver too seriously injured to provide such sample may be required to provide authorization necessary to obtain hospital reports or other documents that would indicate whether alcohol or drugs were in Employee's body at the time of the accident. In the event the Y requests such testing the Employee's failure to voluntarily submit to such testing will result in discipline including immediate discharge.
5. Upon submission to a test, the Y may suspend the employee without pay. An employee with a positive test may, at their own option and expense, have a second test made on the same sample. Refusal to submit to, failure to appear for a test, efforts to tamper with or failure to pass a drug test will result in disciplinary action, up to and including discharge.
6. Employees must, as a condition of employment, report any arrests or conviction under any criminal alcohol or drug statute within five (5) days.
7. All employees who must use a prescription drug that causes adverse side effects (e.g. drowsiness or impaired reflexes or reaction time) should inform their supervisor that they are taking such medication on the advice of a physician. The employee is responsible for informing their supervisor of the possible effects of the drug on their performance and the expected duration of use.
8. The Y takes substance abuse seriously, whether it is alcohol or drugs of any nature. Because this Y is an employer in North Carolina, each employee is an "At-Will" employee. Nothing in this policy is contractual in nature, nor meant in any way to diminish or extinguish the employment "At-Will" relationship. This policy presents

general guidelines as to how the Association will act, but it is virtually impossible to conceive every possible situation that might arise. Therefore, the Y in its sole discretion reserves the right to terminate any employee which in the Y's sole discretion has violated either the spirit or letter of this policy.

## **Conflict of Interest**

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

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

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

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

## **Confidential Medical Information**

All medical information is sensitive. Employees are expected to treat medical information as confidential, whether it is related to employees, members, youth, volunteers, or donors, and should not disclose it to others. If you are unsure whether someone needs to know, you should check with your supervisor before disclosing. Furthermore, medical information regarding Y participants may be subject to certain federal privacy rules.

The Y and its employees will respect and protect the privacy of medical information, medical records, and related information about participants who request or receive direct services from the Y. The Y safeguards all confidential information about participants consistent with federal and state laws.

## **Chemical Hazards in the Workplace**

The Y is committed to offering a safe and healthy workplace. Employees are trained in hazard awareness to ensure they are fully informed and aware of any chemical hazards in the workplace.

In your work at the Y, you may come in contact with hazardous material that you need to know how to handle. The Y makes available MSDS (Material Safety Data Sheets) for all products used at the facility. Your supervisor or business office can tell you the location of the MSDS sheets.

The directions of the MSDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc) must be used as directed on the MSDS sheets. Please ask your supervisor where this equipment is stored, and how to use it, if you have not already been trained.

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

## **Assignment of Y-Owned Cell Phones**

The Y will consider assigning a Y-owned cell phone when your job requires you to be accessible outside of scheduled or normal working hours. Y-provided cell phones are intended for official Y business and, therefore, the Y expects you to exercise prudent judgment in keeping personal calls. When an employee leaves employment or changes positions, the Y cell phone is to be returned to the Y immediately.

All time spent by nonexempt employees utilizing Y-owned cell phones or personal cell phones used for Y purposes will be considered hours worked, is compensable, and counts toward overtime eligibility as required by law. Therefore, in order to avoid incurring unnecessary expenses, cell phones should not be used by nonexempt employees for Y business outside of regularly scheduled work hours, unless required by your supervisor. This includes all types of work-related communication, including email and PDAs.

## **Reimbursement of Personal Cell Phone/ Communication Device Costs**

In cases when the Y determines that a cell phone is needed but usage is expected to be low, your personal cell phone/communication device may be used and the Y will provide a modest monthly amount through payroll to reimburse you for the business-related portion of your monthly cell phone costs. In such situations, you should understand that your personal phone number may be published for business use.

Reimbursements will end when an employee changes jobs or leaves employment

## **Building Security**

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

Staff members are required to wear name tags, while on duty. In addition, members are expected to bring their membership cards, and guests are required to provide picture identification.

After hours, no visitors or unauthorized persons are allowed in the building under any circumstances.

## **Using Y Vehicles**

Vehicles owned, operated, or under the control of the Y are to be used only for Y business purposes. Branch Director makes exceptions based on circumstances. You may drive a Y vehicle only if you are properly trained, licensed, and authorized to do so. While driving, you are required to adhere to state laws. When driving or riding in any Y vehicle or when driving your own vehicle on Y business, you are required to use seat belts.

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