



TRANSFORMING OUR COMMUNITY TOGETHER

BE A SUPERHERO FOR OUR COMMUNITY

**SPARTA/WHITE COUNTY
FAMILY YMCA
EMPLOYEE POLICY HANDBOOK**

REVISED 4/2021



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WELCOME FROM THE CEO

Welcome to the Sparta-White County Family YMCA!

The YMCA has earned a reputation of caring for the communities where we work and live. We believe in the YMCA's mission and are encouraged to bring people and resources together to build a stronger and healthier community. As part of our commitment to the Y, we want to give you the opportunity to learn more about the organization and its purpose. Since 1992, the Sparta-White County Family YMCA has been honored to serve its community. As one of the longest running community organizations, it is our distinct privilege to be part of a cause-driven association of men, women and children committed to bringing about lasting personal and social change. With a focus on nurturing the potential of children, improving our community's health and well-being, and providing opportunities to give back and support others, our Y enables youth, adults, families and communities to be healthy, confident, connected and secure. Deeply rooted in our community, the Y is a valuable community asset that works to ensure that everyone – regardless of age, income or background – has the opportunity to learn, grow, and thrive. WE'RE MORE THAN A GYM. WE'RE A CAUSE! There is no other non-profit quite like the Y! That's because in 10,000 neighborhoods across the nation, we have the presence and partnerships to not just promise, but to deliver, lasting personal and social change.

Welcome to the team!

Sincerely,

A handwritten signature in black ink that reads "Kyle Goff". The signature is written in a cursive, flowing style.

Kyle Goff
CEO

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to support the mission and vision of the Sparta-White County Family YMCA through its personnel practices and relationships. These guidelines outline what you can expect from us, the employer, and what we can expect from you, the employee. If you have any questions concerning the applicability of a policy or procedure, you should address your specific questions or concerns to your supervisor or department director. The Sparta-White County YMCA reserves the right to revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion.

Notes

- For the purpose of this handbook terminology such as “the Y”, “Y”, “the YMCA”, and/ or “YMCA” is referring to only association: the Sparta/White County Family YMCA.
- References to Sparta/White County Family YMCA property, assets and equipment also includes any and all property, assets and equipment of the City of Sparta.
- Upon signing off on this handbook, all policies and guidelines within it will be active, full-force for all employees. No employees will have legacy rights to past handbooks or prior policies under any circumstances.

ABOUT US

History of the YMCA

From Small Beginnings to a Major Force

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

Today, the Y engages more than 10,000 neighborhoods across the U.S. As the nation's leading nonprofit committed to helping people and communities learn, grow and thrive, our contributions are both far-reaching and intimate—from influencing our nation's culture during times of profound social change to the individual support we provide an adult learning to read. By nurturing the potential of every child and teen, improving the nation's health and well-being and supporting and serving our neighbors, the Y ensures that everyone has the opportunity to become healthier and more confident, connected and secure.

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

History of the Sparta-White County Family YMCA

In 1990, Mayor Bob Breeding and Vice-Mayor Margaret Pearson led the way in transforming the original building of West Sparta Elementary School, built in 1948, into the City of Sparta Recreational Center. On March 24th, 1992 our local city government chartered the YMCA which made the Sparta-White County Family YMCA officially validated to function under the name of the YMCA.

Mission, Values and Cause

Overview

There is the YUSA, the governing organization of all Ys, but each YMCA is independently operated and develops its own brand. Each Y is welcomed to create their own purpose, practices, and core values.

Mission Statement

To glorify God by empowering our community to reach its fullest potential in mind, body, & spirit.

Our Vision

To lead as a positive catalyst for our community by providing quality services that promote lifelong growth for all.

Our Values

- Faith
- Respect
- Servanthood
- Responsibility

How Do We Live Out Our Values

1. Through YOUTH DEVELOPMENT, we nurture children's potential by helping them build skills and develop belief in themselves. Our support helps guide young people discover who they are meant to be.
2. Through HEALTHY LIVING, we improve the nation's health & well-being one member at a time. We have health & wellness programs, disease prevention programs, and opportunities for one-on-one consulting with a Wellness Coach or Personal Trainer.
3. Through SOCIAL RESPONSIBILITY, we give back and provide support to our neighbors and friends who otherwise would not have the opportunity to participate at the Y.

Why Do We Exist?

- Advancement of religion
- Relief of the poor, distressed or the underprivileged
- Lessening the burdens of government
- Ease of neighborhood tensions
- Eliminating prejudice and discrimination
- Defending human and civil rights secured by law
- Promoting health and wellness, fighting epidemics

Our Commitment Is to Social Good

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

Areas of Focus

Through YOUTH DEVELOPMENT, we nurture children's potential by helping them build skills and develop belief in themselves. Our support helps guide young people discover who they are meant to be.

Through HEALTHY LIVING, we improve the nation's health & well-being one member at a time. We have health & wellness programs, disease prevention programs, and opportunities for one-on-one consulting with a Wellness Coach or Personal Trainer.

Through SOCIAL RESPONSIBILITY, we give back and provide support to our neighbors and friends who otherwise would not have the opportunity to participate at the Y.

Structure

Organizational Hierarchy

To establish a proper chain of command and streamline communication, the YMCA is divided into different departments. Each employee works inside a department, which has a director. The employee will report to and be held responsible by the department director. Current departments:

- Welcome Center
- Fitness & Wellness
- Child Watch
- Aquatics
- Child Care
- Programs
- Media & Marketing

Department directors will perform job evaluations, coordinate scheduling, handle hiring and firing within the department, and make pay recommendations to the CEO. Department directors collectively make-up the leadership team. All department directors report directly to the CEO. Departments can be added temporarily to accommodate grant funding or achieve a particular short-term task. Departments can be absolved at any moment, for any reason deemed appropriate by the CEO, leading to the lay-off of all employees inside the department.

Whole is Greater Than The Sum of Our Parts

We are classified as a "Small Y" by YUSA. At a small organization, we rely on each other. Supervisors may occasionally ask you to assist with projects, special events, or programs that fall outside your direct job description. Special circumstances could arise that our staff has to pull together to accomplish a task. We ask for the trust and psychological safety of your teammates, as well as the best interest of the YMCA, that you be willing to venture off your formal job description and help the team in any way possible.

Open Door Policy

All department directors, the Office Administrator, and CEO keep an open door policy. Any concern, question, or recommendation can be taken to anyone on the leadership team, including the CEO, at any time. However, to provide clarity and effective communication, as well as build trust and accountability, we ask that you raise all concerns, questions, and recommendations to your department director first. If you detect a sense of negligence in their response, or you have a serious concern about the conduct of a department director, you are free to bring this to the attention of the Office Administrator and/or CEO.

Board of Directors

To meet the requirements of YUSA and be eligible to operate under the YMCA charter, our organization is required to have its own Governing Board of Directors. The Board of Directors manages the CEO and the CEO manages the staff. Board members have no authority in day to day operations of the YMCA. There should be very little crossover from employees to Board members. Please note a staff member may be asked to join a task-force that requires them work with board members or may be asked to attend board meetings. Any board policy instituted will be done so by the CEO. Board members are volunteers and are still required to pay membership dues and program fees. A board member should never use their status to lobby for special treatment by a staff member. If you feel a board member has overstepped their bounds, please contact the CEO. An updated list of board members will be given to the staff each year.

EMPLOYER PRACTICES

At-Will Employer

Your employment with the YMCA is voluntary and you are free to resign at any time. Similarly, the YMCA is free to end the employment relationship at any time, with or without cause, and with or without prior notice. While we hope our relationship will be long and mutually beneficial, recognize that neither you nor the YMCA has entered into any contract of employment for any specific period of time. No representative of the YMCA has the authority to make any representations inconsistent with this policy. The at-will nature of your employment may be changed only by a written agreement signed by you and the CEO of the YMCA.

Equal Employment Opportunity

All employment decisions at the Sparta/White County Family YMCA will be based on merit, qualifications, and abilities, in order to provide equal employment opportunities to all individuals. No employment practice will be influenced or affected by an applicant's or employee's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, and any other status protected by law.

Any employee with questions or concerns about any type of discrimination at the Sparta/White County Family YMCA is encouraged to bring these issues to the attention of their supervisor, office administrator, and/or the CEO. Employees can raise concerns or make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination.

Americans with Disabilities Act

The Y prohibits discrimination against employees and applicants with disabilities in all aspects of employment including, but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. The Y's commitment to this policy includes making reasonable accommodation to persons with disabilities, to enable them to perform the essential functions of their jobs, unless to do so poses an undue hardship on the Y or a direct threat to health or safety.

The employee should make his/her supervisor aware of the need for an accommodation. The Y will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

A "reasonable accommodation" is any change or adjustment to a job, the work environment, or the way things usually are done, that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the Y or create a direct threat to health or safety. Qualified individuals with disabilities are individuals with disabilities who

have the required education, skills, and experience for the job and who can perform the essential functions of the job with or without reasonable accommodation. The term disability is defined by applicable law.

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. Although the Y will consult with the employee to understand his or her precise limitations and to learn the types of accommodations the employee feels would be most effective, the ultimate decision as to whether a specific accommodation will be made rests with the Y. When the appropriate accommodation is not obvious, the Y will assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the Y reserves the right to choose which accommodation it will make.

Workstation – Information Safeguards

The Sparta/White County Family YMCA is a Covered Entity under the Health Insurance Portability and Accountability Act (HIPAA) Security Regulations. As such, the Sparta/White County Family YMCA is required to safeguard electronic protected health information (ePHI) in accordance with the HIPAA Safety Rule Regulations. These policies reflect the YMCA's commitment to complying with such regulations. The purpose of this policy is to provide policies and specifications on workstation use that include documented instructions and procedures defining the proper functions to be performed and the manner in which those functions are to be performed in order to maximize the security of ePHI.

Policy Workstation Use TYPE: Standard REFERENCE: 45 CFR 164.310(b)

Security Regulation Standards Language

"Implement policies and procedures that specify the proper functions to be performed, the manner in which those functions are to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstations that can access electronic protected health information.

1. To ensure that workstations and other computer systems that may be used to send, receive, store or access ePHI are only used in a secure and legitimate manner, all workforce members' must comply with the YMCA Computer Use Policy.
2. The YMCA may provide workstations and other computer systems to work force members for the purpose of performing their job functions for the YMCA. Workforce members shall be responsible for using workstations appropriately in conformance with this policy.
3. The YMCA may remove or deactivate any workforce member's user privileges, including but not limited to, user access accounts and access to secured areas, when necessary to preserve the integrity, confidentiality and availability of its facilities, user services, and data.
4. Workforce members must be assigned and use a unique User Identification and Password (See HIPAA Security Policy #14 – Access Control)

5. Workforce members that use the YMCA information systems and workstation assets should have no expectation of privacy. To appropriately manage its information system assets and enforce appropriate security measures, the YMCA may log, review, or monitor any data (ePHI and non-ePHI) stored or transmitted on its information system assets.

Workstation - Physical Safeguards

This document provides guidelines for appropriate use of computer facilities and services at the Sparta/White County Family YMCA. It is not a comprehensive document covering all aspects of computer use. It offers principles to help guide YMCA employees and specific policy statements serve as a reference point. It will be modified as new questions and situations arise. Computers, the Internet and electronic mail (e-mail) are powerful research, communication, commerce and time-saving tools that are made available to YMCA employees. The use of this efficient and effective communication tool is critical but, like any tools, computers, the Internet and e-mail have the potential to be used for inappropriate purposes. The YMCA will provide workstations and other computer systems to YMCA employees for the purpose of performing their job functions for the YMCA. The YMCA employees shall be responsible for using workstations appropriately in conformance with this Policy. The following policies on computer, the Internet and electronic mail usage shall be observed by all YMCA employees.

- Users of the Internet and e-mail are to comply with all appropriate laws, regulations and generally accepted Internet etiquette.
- Primary purpose of the Internet and e-mail is to conduct official business.
- Users should identify themselves properly when using the Internet and e-mail, conduct themselves professionally, and be aware that their activities reflect on the reputation and integrity of all YMCA employees.
- Each user is individually responsible for the content of any communication sent over or placed on the Internet and e-mail.
- All employees have a responsibility to ensure a respectful workplace. YMCA equipment must not be used to visit Internet sites that contain pornographic or sexually explicit information, pictures, or cartoons.
- Exceptions to this policy are only allowed when pre-approved by the department head and deemed necessary for official YMCA business, research or investigatory work.

The following actions are prohibited. It is unacceptable for YMCA employees to:

- Knowingly or intentionally publish, display, transmit, retrieve or store inappropriate or offensive material on any department computer system.
- Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
- View or distribute obscene, pornographic, profane, or sexually oriented material Violate laws, rules, and regulations prohibiting sexual harassment.
- Engage in any unauthorized activities for personal financial gain.
- Place advertisements for commercial enterprises, including but not limited to, goods, services or property.

- Download, disseminate, store or print materials including articles and software, in violation of copyright laws.
- Download any software, including but not limited to games, screensavers, toolbars or any other browsing tools without the permission of Information Services.
- Violate or infringe on the rights of others.
- Conduct business unauthorized by the YMCA
- Restrict or inhibit other users from using the system or the efficiency of the computer systems.
- Cause congestion or disruption of networks or systems, including distribution of chain letters.
- Transmit incendiary statements, which might incite violence or describe or promote the use of weapons.
- Use the system for any illegal purpose or contrary to YMCA policy or business interests.
- Connect a personal computer to the YMCA network without having the computer checked by Information Solutions to ensure no threatening viruses / programs infect the YMCA network.
- Monitor or intercept the files or electronic communications of other employees or third parties.
- Hack or obtain access to systems or accounts they are not authorized to use.
- To disclose a Login ID(s) or password to anyone nor allow anyone to access any information system with someone else's Login ID(s) or passwords
- Use other people's Login ID(s) or passwords to access any information system for any reason.
- Will not post any patient information on social network sites, public forums, etc.
- Users shall not remove from YMCA's facilities electronic media that contains protected Health Information (PHI) or confidential or proprietary YMCA information unless such removal is authorized by user's supervisor and the user signs out the media in accordance with the YMCA HIPAA Security Device and Media Controls Policy.

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Diversity and Inclusion

Strengthening Our Work Through the Diversity of Our People

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together, we work to ensure that every individual—of any gender, income, faith, race, sexual orientation or cultural background—has the opportunity to live life to the fullest. We share the values of caring, honesty, respect and responsibility—everything we do stems from these. We know that the key to effectively nurturing the potential of children, improving the nation's health and well-being and supporting our neighbors is a passionate, experienced and

diverse array of staff, volunteers and members who value what everyone brings to the table. Working in 10,000 U.S. communities and more than 120 countries worldwide makes strong diversity and inclusion practices paramount for the Y.

Believing we all benefit from the unique talents of our diverse staff, we encourage all Y employees to form and participate in active groups with other employees who share similar interests or backgrounds. Employee Resource Groups give our employees opportunities to contribute, learn, network and share experiences as they progress in their careers. Employee Resource Groups provide invaluable input and insight to address challenges in our communities. See [Link](#) for more information. The Y offers professional development and training programs that steward staff through a range of opportunities that build 21st-Century leadership competence and help them obtain the experience they need to lead YMCAs in all our communities.

Diversity and inclusion practices at the Y foster a high-performing learning environment where staff and volunteers are engaged and valued and where they are encouraged to collaborate, generate ideas and contribute at the highest level. We are passionate about our cause and know that our ability to achieve it begins with reflecting and partnering with all people and communities.

Employment Authority

The Sparta/White County Family YMCA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form (I-9) and present documentation establishing identity and employment eligibility. It is the normal practice for HR to obtain copies of the original identification presented as documentation for the I-9 form. These documents are kept in a secured area and separate from the employee's personnel file. These documents must be renewed every three (3) years and/or if a name change occurs as regulated by Department of Homeland Security. Resident aliens must provide the HR department with their green card. Note: Only original documents listed on the I-9 form under "Lists of Acceptable Documents" will be accepted as verification. Copies of documents are not a satisfactory replacement.

Open Position/Application Procedure

When positions become available, the department director will notify the CEO of the open position. The CEO or authorized office personnel will post the job description with the YMCA. All applicants are tracked to prevent discrimination. Open positions may be posted for a specific length of time, or "until filled", depending on the position available. The Sparta/White County Family YMCA encourages employees to seek advancement or additional experience by applying for any open positions for which they qualify. Generally, employees must be in their current position for at least six months. In addition, employees must have a good performance and attendance record.

Best practice would be to discuss intentions to apply for an open position with your department director to determine if your skills fit the requirements of the job. If you apply for another position, you will be considered for the new position along with all other applicants. The YMCA will promote from within whenever possible by selecting the best possible applicant. However, a better-qualified external candidate may be selected. The Sparta/White County Family YMCA 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. Any misrepresentation, falsification, and/or material omissions in any of this information may result in exclusion by the YMCA of the individual from further consideration for employment or, if the person has been hired, disciplinary action up to and/or immediate termination of employment.

Background Checks

The Sparta/White County Family YMCA recognizes the importance of maintaining a safe and productive workplace with honest, trustworthy, qualified, reliable and non-violent employees who do not present a risk of harm to others. For the benefit of all employees, the Sparta/White County Family YMCA has a third party perform a background check or other investigation on all new employees. The types of reports that may be requested may include, but are not limited to: criminal record checks, public court records checks, driving records, drug and alcohol test results, and/or summaries and verification of educational and employment records and licensing or certification histories. The information contained in these reports may be obtained from private or public record sources, including sources that an employee identifies before or during employment, or through interviews with co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

The results of the background check and/or other types of investigations are used in connection with an employee's application for employment, or at any time during the course of employment, for purpose of evaluating the employee's suitability for employment, promotion, reassignment, or retention. The YMCA may also gather reports after employment, for the purposes of evaluating, investigating, or enforcing compliance with YMCA policies, or in connection with responding to grievances or complaints, whether or not the employee still works for the YMCA at the time the report is requested. Potential and current employees must provide truthful and complete information in response to inquiries made by the Sparta/White County Family YMCA or third-party investigators during the course of investigations. Failure to do so or attempting to interfere with implementation of this policy, or its efforts to obtain information, may result in discipline, up to and including termination of employment.

Criminal Records Check

All employees working with youth and children are required to have a criminal background check performed. Each employee will sign a non-conviction statement that loosely adopts the ODJFS form #01328. They will be required to re-certify this statement annually. They will also be subject to a mandatory criminal record check consisting of a statewide criminal search and nationwide sex offender search. This is a YMCA-paid criminal record check that will be re-certified

every four (2) years, or when deemed necessary. The department director or CEO will determine if the employee is eligible to work based upon their criminal history. If there is a conviction on record, consideration for employment may still be made depending on: the nature of the crime, the number of years since the crime, rehabilitation, character references, etc.

Salary/Hourly Pay Administration

The Y maintains a wage and salary administration plan to ensure all employees are paid in relation to their responsibilities and their contribution to the Y's success. Within its capability to do so, the Y also pays its employees at a level that compares favorably with salaries of similar size organizations. Wage and salary adjustments are made at the sole discretion of department directors & supervisors, which may consider factors such as performance, position in salary range, promotion and budget guidelines and constraints. There is no guarantee of a salary increase.

Employment of Relatives

Members of staff's immediate family and/or other significant relationship will be considered for employment as long as they meet the qualifications for the position. Employment of immediate family and/or other significant relationships will not be considered if it would create a supervisor/subordinate relationship or conflict of interest. Exceptions may be made subject to CEO approval.

Unemployment

The Y complies with state laws governing unemployment benefits. Unemployment is designed to provide security for those persons unemployed through no fault of their own. Information regarding claims procedures is available through the state's website at <https://www.tn.gov/workforce/unemployment.html>.

EMPLOYER RESPONSIBILITIES

Definitions

EXEMPT EMPLOYEE: Exempt employees are those that are excluded from the overtime pay requirements of the FLSA. Exempt employees are paid a salary, have certain types of job duties, and are expected to work beyond their normal work hours whenever necessary.

NON-EXEMPT EMPLOYEE: Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per workweek.

INDEPENDENT CONTRACTOR: Performs specific services with established fees, contract expenses, and by written agreement. Paid by invoice and are not employees of the YMCA.

PART-TIME EMPLOYMENT STATUS: 29 or less hours per week

PART-TIME PLUS EMPLOYMENT STATUS: 30–39 hours per week

FULL-TIME EMPLOYMENT STATUS: 40 hours or more each week

An employee may work in one or more departments at the YMCA, flexing hours from one department and/or job to the next. The employee's primary supervisor is responsible for reviewing the overall number of hours worked on a per pay period basis and adjusting the employee's employment status as necessary during quarterly reviews. To ensure accuracy, a structured review will be completed by the CEO or department director on an annual basis.

To determine if you are part-time, part-time plus, or full-time, the YMCA will take your fiscal year to date weekly hours average. This means, at various times, you should fluctuate from one status to another. However, your department director will work to maintain a consistent number of hours so there is little confusion in which category you fall.

Minor Employees

All Minor Labor laws issued by the State of Tennessee will be followed and enforced, per Tennessee Child Labor Act. A summary of these laws is posted at the time clock.

YMCA of the USA - Levels of Leadership

The Leadership Competencies listed below come from the YMCA of the USA's Cause-Driven Leadership Competency Development Guide. This guide provides a framework for YMCA employees working to expand and enhance knowledge, skills and abilities to further develop in a current role or prepare for a more advanced position. Whether a Program Director aspiring to be a CEO or a

Welcome Center Associate dreaming of serving as Director of Outreach Programs, this guide is intended to provide career guidance and development suggestions to YMCA staff at all levels. Please see your supervisor for a copy of the Competency Development Guide.

Leader: Any staff member without supervisory responsibilities performing a direct service to members and/or an individual contributor. All employees are considered leaders, there are no certification requirements.

Team Leader: Any staff member performing supervisory duties with direct reports and/or any staff member who regularly leads a team of staff or volunteers without direct supervisory responsibilities and/or any staff member, with or without supervisory responsibilities, who regularly leads a process, project or function with significant scope and potential impact. The Team Leader certification is designed to help prepare staff members as they transition into Team Leader responsibilities. The primary focus of the Team Leader certification is to inspire and motivate staff toward a career at the Sparta/White County Family YMCA, to provide knowledge of the YMCA history and mission imperatives, and to provide foundational knowledge of leadership competencies. To attain YMCA Team Leadership status, candidates must:

1. Complete YMCA Principles and Practices
2. Complete YMCA Introduction to Volunteerism
3. Complete YMCA Introduction to Leading Others
4. Complete YMCA Fiscal Management
5. Complete YMCA Leadership Competency Assessment
6. Complete YMCA Team Leader certification test
7. Receive supervisor Letter of Recommendation
8. Course substitutions: available
9. Recertification: none

Multi-team or Branch Leader: Any staff managing multiple team leaders/supervisors representing multiple departments. Any staff member who regularly leads multiple teams of staff or volunteers without direct supervisory responsibilities. Any staff member who provides tactical and operational leadership to multiple departments within a YMCA branch, association or corporate office. Any staff member, with or without supervisory responsibilities, who regularly leads multiple processes, projects, or functions with significant scope or potential impact.

The Multi-Team or Branch Leader certification is designed to prepare staff as they transition or as they are about to transition into a multi-team or branch leadership role and offers three (3) tracks to choose from:

1. General Track: provides foundational knowledge of select leadership competencies at the Multi-Team or Branch Leader level.
2. Executive Preparatory Track: provides knowledge of select leadership competencies at the Multi-Team or Branch Leader level specific to those who aspire to become Executive Directors or similar positions and who are selected through an application process.
3. New Branch Executive Track: provides knowledge of select leadership competencies at the Multi-Team or Branch Leader level specific to those who are in their first 1-2 years as a Branch Executive Director in a multi-unit YMCA.

See your supervisor or CEO for more information on becoming certified as a Multi-Team or Branch Leader. Recertification requirements apply.

Organizational Leader: Staff members who provide strategic and visionary leadership to the organization.

The Organizational Leader certification is designed to prepare staff as they transition or as they are about to transition into organizational leadership roles and offers two (2) tracks to choose from:

1. **General Track:** provides foundational knowledge of select leadership competencies at the Organizational Leader level.
2. **Organizational Leadership Forum Track:** provides knowledge of select leadership competencies at the Organizational Leader level specific to individuals at the Vice President level, including VP, District Executive, Group VP and VP of Operations. Those who complete the program will receive a Certificate in Non-Profit Management from the University of Notre Dame.

See the CEO for more information on becoming certified as an Organizational Leader. Recertification requirements apply.

New Hire Procedure

When offered a position of employment with the Sparta/White County Family YMCA, all new employees will sign off on a job description specific to their area of employment. All new hire paperwork **MUST** be completed through the department director before any individual may begin employment. This will include initial hire paperwork as mandated by law, information needed to perform payroll processing, and job-specific certification requirements. Each employee will be given a copy of the Employee Handbook and any YMCA assets needed to perform their duties. The department director will explain all necessary policies and procedures including, but not limited to: employee benefits, probationary periods, performance evaluations, pay dates, and anything else related to payroll and time keeping. The department director will discuss job-specific duties and responsibilities, training to be completed, and expectations required. Additional sign-offs of department-specific handbooks may be necessary. This will ensure that a proper introduction to the employee's work environment is complete.

Performance Evaluations

A performance evaluation provides a means for discussing, planning, and reviewing the performance of each employee. Regular performance evaluations are designed to:

1. Help employees clearly define and understand their responsibilities
2. Provide criteria by which their performance will be evaluated, and suggest ways in which they can improve performance

3. Identify employees with potential for advancement within the Sparta/White County Family YMCA
4. Help managers distribute and achieve departmental goals
5. Provide a fair basis for awarding compensation based on merit

All performance evaluations are based on character, chemistry, and competency brought to the Y team. Factors included in these three components are, but are not limited to:

- Attitude
- Customer Service
- Quality of work
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with YMCA policy
- Past performance evaluations
- Improvement
- Acceptance of responsibility and constructive feedback
- Communication
- Initiative, desire for professional growth, willingness to learn, and eagerness to advance
- Feedback from members, program participants, and community members that the employee serves.

Employees should note that a performance evaluation does not guarantee a pay increase or promotion. Quarterly evaluations are best practice; however, a department director may perform an evaluation at any time.

Payroll Procedures

The Sparta/White County Family YMCA's policies and procedures regarding work hours, time-keeping, and overtime compensation are listed below. Payroll and time records of all employees will be maintained to meet the reporting requirements of federal and state regulations. Both the employee and the supervisor are accountable for the accuracy of this information, and that the records reflect the exact hours and days actually worked.

Pay Period and Payday

The work week is Sunday to Saturday, with two work weeks combined to make a pay period. Employees are paid on a bi-weekly basis with payday being the Friday following the end of a pay period. If a pay day falls on a banking holiday, the payday will be recognized as the Thursday before.

Direct Deposit

Direct Deposit is the only option to receive compensation for work performed. A completed and signed authorization form AND verification of bank routing and account numbers must be

submitted with the authorization form to complete the process. Verification of bank account information can typically be provided with:

- Voided check
- Direct Deposit statement from bank (not a monthly bank statement)

Direct deposit may be changed at any time by completing a new authorization form and submitting new verification. It is the employee's responsibility to notify the Business and Finance Manager of any changes to banking information that may affect the direct deposit process. Any changes need to be completed before the end of the payroll period that is directly affected. Any bank fees incurred due to negligence on the part of the employee will be deducted on the employee's next paycheck. There is no limit to the amount of accounts an employee may use for direct deposit, nor any limitations to how the employee wishes to divide up the payments, as long as the Office Administrator can accommodate the request without burden.

Expense Reimbursement

Employee out-of-pocket expenses will be reimbursed (via check) within 7-10 business days after the following items have been received by the Office Administrator:

- A complete and accurate expense form that is signed off & approved by the employee and the employee's direct supervisor
- Receipts with highlighted expenses

Breaks

Breaks & Lunches

All non-exempt employees are permitted breaks and lunches, depending on their consecutive number of hours worked. Best practices are as follows:

- Working 8+ hours: two 10-minute rest breaks and a one-hour unpaid lunch
- Working 6 but no more than 8 hours: two 10-minute rest breaks and one 30-minute unpaid lunch
- Working 4 but no more than 6 hours: one 10-minute rest break
- Working less than 4 hours: no break

Breaks are not permitted at the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their break periods will not be permitted additional compensation. Employees are to be completely relieved from duty during their meal break and must clock out. If an employee has job responsibilities that allow them to find time for a lunch break while on the clock, the employee and their direct supervisor can make the proper accommodations. If this is the case, the YMCA would ask that you eat out of view from members and community members. If the employee is asked to perform work duties while on his or her meal break period, the employee must be compensated for the time while still allowed to partake in a meal. The time spent working during the meal break will be counted toward the total hours worked.

Your department director could revoke this at any time and move to an unpaid lunch hour if it becomes apparent that the employee is faltering in their duties due as a direct result or that the employee's job has become so strenuous that they are unable to have ample time to eat. Failure of nonexempt employees to return on time from breaks or lunch will be subject to disciplinary action up to and including termination.

Breaks for Nursing Mothers

The Fair Labor Standards Act (FLSA) requires that an employee have a reasonable break time to express breast milk for a nursing child up to one year after the infant's birth, each time such employee has a need to express milk. Employees at the Sparta/White County Family YMCA who are breastfeeding mothers will have access to have private room, private office, or secluded area where they can privately breastfeed somewhere other than a restroom per FLSA.

Wellness Break

Upon approval by their department director, employees may combine rest breaks for a wellness break where the employee participates in an approved wellness activity. Wellness breaks are a privilege and not a right and may be revoked if not used appropriately or if service to the public is affected. Wellness breaks may not be added to lunch periods of any type of leave.

Overtime

Overtime compensation is paid to all non-exempt employees in accordance with federal and state law. Overtime is based on actual hours worked. Therefore, time off for Vacation, Sick Leave, Medical Leave, holidays, or any other leave will not be considered hours worked for purposes of calculating overtime. Overtime is calculated at (1-1/2) times the employee's normal rate of pay, specific to the job performed during the time overtime was earned. Overtime is any hours worked over forty in the normal work week. Overtime must have prior approval from the supervisor. Abuse of unauthorized overtime will be subject to disciplinary action.

Exempt Record-keeping for Payroll

Exempt employees must submit a completed time report approved by their supervisor, at the end of each pay period. Exempt employees must record, in whole day increments, any vacation time, jury duty, bereavement leave, sick leave, extended medical leave, and/or holidays as necessary. Compensation for exempt employees is not based on the time sheet. Exempt employees are paid a salary to accommodate their hours worked.

Non-Exempt Record-keeping for Payroll

Time-Clock

Non-exempt employees are required to use the time clock available to record their time. Altering, falsifying, and/or tampering with time records (whether yours or another employee's) may result in disciplinary action up to, and including, termination. The employee is ultimately responsible for making sure all hours worked are properly documented. All efforts should be made to use the time clock to record employment hours worked.

Out of Office Work

Some jobs at the YMCA will require employees to work from home or at various locations. If you are required to perform work at a location that does not have a YMCA time-clock, your department director or office administrator can give you an out of office timesheet to log your hours. This form must be turned in and approved by your department director no later than 4 days before payday. (i.e. paydays primarily fall on Friday; the form must be turned in no later than Monday). Best practice is to pin the timesheet to your time card before the end of the pay period so both are reviewed together at the same time. The relationships between the YMCA and its employees are built on trust. We ask that you do not abuse the opportunity to advance the Y while not being monitored.

Volunteers

Refer to the Volunteer Handbook, as a volunteer is NOT considered an employee.

Staff Training and Development

The Sparta/White County Family YMCA recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site. Hotel, airfare, mileage and/or car rental will be paid for by the YMCA for out-of-town training events requiring such accommodations. A food allowance will also be established by the CEO for these events as well. The employee will be paid their normal rate of pay for the attendance of the training event and travel time in accordance to all federal & state laws.

Please note that staff training and development opportunities are subject to annual YMCA budgets established for external training events. The Sparta/White County Family YMCA reserves the right to determine which training functions are in the best interests of the company, its future planning, and direction. Employees should complete a Training Request Form at least 30 days in advance before registering for training.

Personnel Files

All employees begin a personnel file when hired. It includes any and all documents related to their employment. The Office Administrator and CEO have full access to these documents so that accurate records are maintained. Supervisory staff will be given access on an as-needed basis.

Employees may periodically review their personnel file by making an appointment with the Office Administrator or CEO.

EMPLOYEE RESPONSIBILITIES

Changes in Personal Information

It is the employee's responsibility to promptly notify the Office Administrator of any changes in personnel data. An "Employee Status Change form" should be completed, and any necessary paperwork should be attached. The following is a list of potential changes that need to be reported:

- Legal name
- Address
- Telephone number(s)
- Email address
- Direct deposit bank information
- Marital status
- Number and name of dependent(s)
- Payroll tax Information
- Emergency contact
- Educational accomplishment(s)
- Training(s) completed
- Certification(s) received
- YMCA of the USA leadership status
- Arrests or changes to driving record* (within 5 days)
- Other information that may affect your employment

Arrests or criminal charges must be reported to your department director and/or CEO within five (5) days. This may or may not affect your employment status but failure to report could lead to disciplinary action up to and including termination.

Attendance Policy

At the Y, regular 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 lunch. Attendance will be monitored on an ongoing basis and will be included as part of an employee's performance review. Employees should be available to work and accept at least 10 hours per week unless otherwise permitted by the Department Director. Failure to work a minimum agreed hours per week for two consecutive pay periods will result in voluntary termination for job abandonment.

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 work days without contacting your supervisor, you will be considered to have voluntarily resigned your position.

Dress and Personal Appearance Code

The Sparta/White County Family YMCA strives for an image that embraces professionalism and high standards yet embraces diversity and acceptance. The overall goal is to be consistent in attire so that employees can be easily identified by members, participants, and co-workers. This policy is in place to alleviate the potential for physical injury to the employee, as well as members, participants, and coworkers. If the YMCA staff shirts are issued to the employee, the specific amount issued is based on the employee's employment status and number of hours and days worked.

Administration

Office Staff, Welcome Center, Department Director

Business casual dress is required during business hours for administrative/office staff. This includes, dress or khaki style pants with blouses, button up tops, polo's, or other business casual attire. Jeans are not permitted. Flip flops and sandals are not acceptable. Each staff member should dress appropriately for their day. YMCA staff shirts are also permitted. Name-tags should be worn at all times.

Consult your supervisor if you are unsure what is considered appropriate.

Front Line Staff

Child Care, Child Watch, Summer Camp, Maintenance, & Outreach:

1. Front line staff are issued YMCA staff shirts. Typically, a shirt color, or style, is chosen for each department, and may be changed at any time. If the change is made by management, shirts will be reissued based on employment status above. An employee working in more than one department may be issued the number of shirts eligible based on hours and days worked in that department.
2. If issued, name-tags or badges should be worn at all times.
3. Tan, khaki, white, black, or another solid color pants, capris, and knee length shorts and skirts are acceptable, regardless of the season or activity. Jeans will not be worn unless a special exemption is made by the department supervisor. Athletic shorts may be worn by Child Care, Summer Camp, and Child Watch as long as they are appropriate in length when standing and sitting. Pants and shorts must be free of frays, large holes and in overall good repair.
4. Shoes must be worn at all times. No flip flops, sandals, open-toed, or slip-on shoes are acceptable, regardless of the season or activity. Exercise/tennis shoes (in good condition) are preferred. Summer staff may wear Chaco's as long as there is strap on the back.

5. Hats and scarves, as well as non-approved outerwear, are not acceptable while inside the facilities. Undergarments should not be visible at any time, including neckline, sleeves, and bottom of shirt.
6. Attire with inappropriate words, phrases or graphics will not be allowed and are subject to management discretion. 7. For the safety of our employees, After-school, Summer Camp, and Child Watch staff are not permitted to wear jewelry that can cause injury (including hood earrings, facial piercings, etc.) while working with children.

Aquatics

Lifeguards are issued YMCA staff shirts. A whistle is issued to each employee upon hire. Fanny packs with a rescue mask are given at the beginning of each shift. All lifeguards must wear sandals that are not restrictive or bare feet while on duty and must have a whistle around their neck.

- Lifeguards:
 - Male Lifeguards: Swim trunks with YMCA Lifeguard T-Shirt
 - Female Lifeguards: Shorts (no writing or large logos on them) with YMCA Lifeguard T-Shirt with red fanny pack. If you are lifeguarding in just a swimsuit it needs to be a lifeguard labeled competition one-piece swimsuit.
- Water Aerobics & Swim Lesson Instructors:
 - Male: Swim trunks
 - Female: One-piece swimsuit

Fitness Staff

Personal trainers, group exercise instructors, youth programs instructors/coaches

MOST fitness staff are issued YMCA staff shirts. Whether issued to the employee or not, appropriate attire is required, specific to the area worked by the employee. Fitness staff may not wear tops that expose their naval, midriff, breast, or undergarments. Attire should allow for appropriate range of motion. Shoes must be worn at all times. No flip flops, sandals, open-toed, or slip on shoes are acceptable, regardless of the season or activity. Exercise/tennis shoes (in good condition) are preferred, although group exercise and youth sports instructors, may require a particular type of footwear.

YMCA Issued shirts

Shirts and accessories are property of the YMCA and must be returned at the time of separation of employment. If items are not returned upon processing of the employee's last paycheck, the replacement cost of the item will be deducted from the employee's final wages. Employees will sign for, or acknowledge receipt of, all property issued to them.

Employees may make a request of additional shirts, apparel and YMCA brand clothing and accessories to their department director. If the request is denied, employees may still purchase the items at their own expense. The Y will allow the employee access to any discount or special rates through partners and vendors. These items are the employee's property.

YMCA Employee Name Badges

MOST front-line staff will be issued a name badge. The determination of whether an employee should receive a name badge will be based on the employee's visibility to members and community members. Name badges must be worn at chest high level whenever on duty. Name badges should be worn in a safety appropriate manner depending on the job. It is mandatory to wear your name badge and to request a replacement name badge in the event of attrition.

Personal Hygiene

Hair should be worn in a safety-appropriate manner depending on the job being performed. (i.e. - pulled back, etc.) Hair should be neatly groomed and clean. Beards and goatees should be neatly groomed.

Body Art

Facial body art is not permitted. Visible body art must be "tasteful and appropriate". Confer with your department director if you are uncertain.

Jewelry

Jewelry must be worn in a safety-appropriate manner. Please wear minimum jewelry. Traditional pierced earrings are allowed. Facial piercings should be limited to a small nostril stud or hoop. Gauge earrings, tongue piercing, and septum piercings are not permitted while on duty. Confer with your supervisor if you are uncertain.

Off Hours/Workout

Do not wear staff shirts while working out or out in the community when not on duty. Please bring another shirt to work out in or change into after you complete your shift. If you are visiting the YMCA during off duty time, we absolutely want you to stop in and use this time to development personal relationships with other staff. When visiting, if you are not in proper work attire, please be sure to not be behind the front desk or put yourself in a position where members think you are on the clock.

Disciplinary Action For Non-compliance Of Dress Code

YMCA employees shall be subject to the following disciplinary action if they fail to comply with the association dress code and personal appearance code:

- 1st Offense: The employee's supervisor shall remind the employee verbally of their non-compliance and require them to comply with the dress code during their next work shift
- 2nd Offense: The employee shall receive a written warning from their supervisor
- Subsequent Offense: The consequences for further offense of the dress code and personal appearance policy will follow the progressive disciplinary policy and understand the consequences of not following the policy it outlines.

Trainings, Meetings, and Certifications

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, first aid, child abuse prevention, driver training, and other topics. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If your required certifications expire, you may not be allowed to work until you re-certify. You may also be subject to disciplinary action.

Training/Certification Expenses

Staff is responsible for fees associated with the initial certification of basic certifications (CPR/AED/First Aid, Lifeguarding through the American Red Cross, or Y-USA and any Fitness certifications) that qualify staff for a position or for wage increases. When applicable, the course fees are offered at an "at cost" rate to make them more affordable to the employees. These fees must be paid prior to the start of the training and certification. The YMCA will cover the cost of all re-certifications.

Occasionally, the YMCA will request or require employees to obtain a specific, specialized certification (unique, third party certifications) under specific circumstances. In these cases, the YMCA will cover associated fees for the certification. Staff may seek out additional certifications for their own professional development to increase their possibility of advancement. The staff member may turn in a Stand Training Request form. If the CEO and department director deny this request the staff member can pursue certification at their own expense. If the specialized certification includes recurring fees, the staff member must turn in a Staff Training Request each time a fee is charged. Based on budget restrictions, the CEO and department director will determine if the fees will be covered by the YMCA on an individual, case by case basis. Please see your director with questions concerning what qualifies as a specific certification.

Staff may participate in free training on Link. Additionally, Regional Trainings are made available for staff to participate in at reduced cost and sometimes scholarships are available. Speak with your supervisor about identifying these opportunities and/or locating training that would be beneficial for you. Staff are encouraged to obtain new certifications/trainings. If finances are a barrier to completing a specific certification, you may complete a Staff Training Request form. This must be completed by the employee and approved by the department director, then the CEO. All decisions are based on business need, return on investment to the organization, and budget availability. Any training requiring travel of any kind must be approved by the CEO.

Meetings & Events Policy

It is the policy of the Sparta/White County Family YMCA that when foods and beverages are purchased with YMCA funds, served on YMCA property and/or served at YMCA meetings or events, alcohol will not be served or allowed.

Confidentiality

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

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 and regulations and Y policies. Questions about compliance should be directed to your supervisor.

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.

All employees have a duty of loyalty to the Y, to further its cause and goals and, in general, to work on behalf of its best interests. In the event that an employee's actions or decisions could result in improving their own personal interest or monetary gain with a concurrent depreciation of the YMCA's interest, or otherwise affect the YMCA adversely, this creates a conflict of interest. Employees should make prompt and full disclosure in writing to CEO of any potential situation which may involve a conflict of interest. Examples of such conflicts include, but are not limited to, the following:

1. 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, or competes with the Y
2. Staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y
3. Personal benefit from any Y transaction including sale, purchase, rent, lease of property, services, or supplies
4. 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

5. Unauthorized use of materials, equipment, facilities, or other YMCA assets for personal purposes

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

Media Relations

Communication with members of the media is managed through the CEO which manages contacts with all media, including television, radio, newspapers, and other publications. In an emergency communications situation, or any time when a media representative requests information directly from you, you are expected to consult the CEO for counsel and support. Staff are not permitted to speak with the media or make social media post under any circumstance until the CEO has been consulted.

Political Activity

Encouraging participation in the political process in general, such as voting, is congruent with strengthening communities and promoting social responsibility. While the Y recognizes the importance and responsibility of staff to participate in the political process, in accordance with Section 501(c)(3) of the Internal Revenue Code, Ys are prohibited from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office or political cause. No employee shall be compensated or reimbursed for personal political contribution; and efforts devoted to political activities must be outside of working hours. No employee may solicit for any campaign or cause during working hours or while on YMCA time, nor use Y resources to do so. Employees may not wear or post campaign/political paraphernalia on Y premises or during working hours. It must also be made clear that any statements regarding public issues, candidates, or office holders are the opinion of the individual, not the Y.

Volunteering While Employed

The Sparta/White County YMCA strongly encourages volunteering. However, employees may not "volunteer" hours of work for the department they are employed in. The employee may, however, volunteer for the Sparta/White County Family YMCA special events and/or other activities outside of their current department. Best practice is to meet with a supervisor and put intentions in writing so that no miscommunication can be perceived. All employees are encouraged to attend and/or volunteer for at least 2 events for the Sparta/White County Family YMCA every year.

Sparta/White County YMCA Property

The Sparta/White County Family YMCA property, such as equipment, vehicles, telephones, computer software is not for personal use. These devices are to be strictly used for YMCA business, and are not permitted off grounds unless authorized. Y property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Any unreturned assets are subject to deduction from the employee's final paycheck. Replacement cost of YMCA assets will vary, and therefore is decided on a case-by-case scenario. The YMCA computers, internet, and emails are a privileged resource and must be used only to complete essential job-related functions. Employees are not permitted to download any pirated software, files, or programs and must receive permission from a supervisor before installing any new software. Files or programs stored on company computers may not be copied for personal use. Phones are provided for business use. The YMCA requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief.

Employees and Employers share a relationship based on trust and mutual respect. However, the YMCA retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders – electronic or otherwise – at any time. Employees should not entertain any Y expectations for privacy when on the YMCA grounds or while using YMCA property. All documents, files, voicemails, and electronic information, including emails and other communications, created, received, or maintained on or through company property are the property of the YMCA, not the employee. Therefore, employees should have no expectation of privacy over those files or documents.

Cell Phone Usage

Employees that provide a direct service to members and/or participants are not permitted to use cell phones while working. If an employee has an emergency situation that requires them to use their cell phone, they must notify their supervisor before taking or making a call or text so that they can be relieved from duties to attend to the situation. Cell phones are to be silenced or on vibrate mode while working. Employees may not use cell phones while driving a vehicle for the YMCA. If necessary, the employee is expected to safely park before making or receiving calls, texts, emails, etc.

Social Media

The YMCA understands that social media can be a fun and rewarding way to communicate with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media, the YMCA has established these guidelines for appropriate use of social media. This policy applies to all employees who work for the YMCA.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Sparta/White County Family YMCA, as well as any other form of electronic communication. The same principles and guidelines found in this handbook apply to employees' activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise that adversely affects members, volunteers or the company's business interests and partners may result in disciplinary action up to and including termination.

- **Know and Follow the Rules:** Carefully read this Social Media Policy, the Equal Employment Policy, the Non-Harassment/ Non-Discrimination Policy, and the Code of Professional Conduct and ensure your postings are consistent with these policies. Postings that may include maliciously defamatory remarks, unlawful harassment, and threats of violence or similar unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- **Be responsible:** Use your best judgment and exercise personal responsibility. Take responsibility as an employee of the YMCA to heart. Integrity, accountability, and respect are our core values. We trust and expect you to exercise personal responsibility whenever you participate in social media and other on-line activities. Remember that there can be consequences to your actions in the social media world – both internally, if your comments violate YMCA policies, and with outside individuals and/or entities. If you are about to publish, respond or engage in something that makes you even the slightest bit uncomfortable, don't do it. Also, we encourage you to try to resolve all differences with an individual, organization, and even the YMCA through direct communications. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that are maliciously defamatory, that are obscene, that disparage customers, that attack the YMCA, or that might constitute unlawful harassment. Examples of such conduct might include false posts meant to intentionally or maliciously harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.
- **Be honest and accurate:** Check your facts before posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything and deleted postings can be searched. Never post any information or rumors that you know to be false about the YMCA, fellow co-workers, members, volunteers, and/or people working on behalf of the YMCA or competition.
- **Post only respectful content:** FTC regulations require persons with a material interest to disclose their association with a company if they give a testimonial or other product endorsement. Do not give a testimonial, endorse the Y, or otherwise publicize or promote

the YMCA in any way without identifying yourself as a YMCA employee. Express only your personal opinions. Never represent yourself as a spokesperson. If the YMCA is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the YMCA, members, or employees. Remember, social media has become a prevalent method of self-expression in our culture. The YMCA respects the right of employees to use these mediums during their personal time. If an employee chooses to identify himself or herself as a YMCA employee on a website or blog, he or she must adhere to the following guidelines:

1. Make it clear to the readers that the views expressed are the employee's alone and that they do not necessarily reflect the views of the YMCA.
2. Do not disclose any information that is confidential or proprietary to the YMCA.
3. Employees are not permitted to post pictures of members or Youth Programs participants, unless the appropriate permissions have been granted.
4. Avoid making defamatory statements about the YMCA, employees, members, Youth Programs participants, partners, affiliates, and others (including competitors).
5. Be careful not to let social media interfere with the employee's job or member commitments.

Social Media While At Work

Refrain from using social media while on work time, unless it is work-related as authorized by a manager. To help reduce spam and other unwanted email traffic, employees should not use a company email address to register on social networks, blogs, or other on-line tools utilized for personal use. Please use your own individual or private email address.

Retaliation is Prohibited

The Sparta/White County Family YMCA prohibits taking negative action against an employee for reporting a possible deviation from this policy or for cooperating with an investigation.

Smoking & Tobacco Policy

The Sparta/White County Family YMCA is a smoke-free facility and complies with all Tennessee State Laws in regards to smoke-free facilities. The YMCA encourages healthy habits and does not allow employees to smoke on YMCA/City of Sparta property. This also includes all forms of e-cigarettes and vaping devices. Dip and all other forms of tobacco are prohibited while the employee is on the clock.

Parking

Employees must park far enough away from front entrance that members have access to closer spots. Employees must park starting past the gravel enclosed shaded area. Parking in the front

parking spots is not permitted at any time, unless loading/unloading your vehicle. Your vehicle must be moved to the parking promptly after finishing the load/unload.

EMPLOYEE BENEFITS

Benefit Overview

Employee benefits represent a part of an employee's compensation package. The Y's goal is to help provide security and protection against such stresses which otherwise could disrupt the individual employees work and family life. Benefits may be modified or terminated at the discretion of the YMCA. The following employment status makes an employee eligible for the benefits listed. See the section titled "EMPLOYER RESPONSIBILITIES: Definitions" for how an employee's employment status is determined.

(FT) FULL TIME (40 or more hours per week):

Holidays, Vacation Time, Sick Time
Program benefits/discounts
Retirement Benefits
Household YMCA membership

(PT+) PART TIME PLUS (24-39 hours per week):

Retirement benefits
Household YMCA membership
Vacation time

(PT) PART TIME (8-24 or less hours per week):

YMCA membership & 30% off family rate
Program benefits/discounts

Group Fitness Instructor Level 3 (3 classes or more per week)

Program benefits/discounts
Household YMCA membership

Group Fitness Instructor Level 2 (2 classes or more per week)

Program benefits/discounts Individual
YMCA membership and 30% discount for household members

Group Fitness Instructor Level 1 (1 class per week or sub)

Individual 30% membership

Holidays

The YMCA defines a holiday as any day throughout the year that the facility hours are modified.

Full-Time

All full-time employees are eligible for 12 paid holidays per year as follows:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

If a holiday falls on a weekend, employees will be given a floating holiday that is to be used within 7 days before or after the actual holiday with prior supervisor approval. Floating holidays will not rollover if unused. If an employee is full-time and eligible for the paid holiday, but required to work, they accrue two floating holidays. Floating holidays are to be scheduled, and approved, by your supervisor BEFORE any missed work.

Part-Time Plus

All part-time plus employees are eligible for 2 paid holidays per year as follows:

- Easter
- Christmas Day

On these two holidays, the YMCA is closed. Each part-time plus employee will be paid for 6 hours on these two holidays.

Vacation/PTO

The Sparta/White County Family YMCA provides vacation/PTO time for the purpose of providing employees with the opportunity to take time away from work without the loss of compensation. Time away from work to pursue special interests is crucial to mental health and long-term job performance. FT and PT+ employees are eligible for PTO/vacation time benefits. Part-time employees do not qualify.

Accruing Vacation Time

Vacation time will accrue, but may not be used, during an employee's first 90 days of employment. If the employee is found to have earned full-time or part-time plus employment status after a quarterly (first 90 days) review, the employee will be awarded PTO/vacation benefits. The amount of an eligible employee's annual paid vacation is based on the number of years of continuous service to the YMCA.

Eligible employees earn vacation leave from their dates of hire as follows:

Years of Service	Yearly Accrual of Days
0-4 years	5
5-9 years	10
10	15

How To Use Vacation/PTO Days:

1. Vacation is to be scheduled, and approved, by your supervisor two weeks before any missed work.
2. Vacation must be used by the end of the fiscal year, as it is not carried over into the next fiscal year. The Sparta/White County Family YMCA's fiscal year runs from January 1st to December 31st.
3. FT employees will be paid 8 hours per vacation day, PT+ employees will be paid 6 hours per vacation day.

Exceptions/Guidelines:

1. Unused Vacation will not be paid out at the end of the year.
2. Employees may not take more vacation then they have accrued without written approval from their immediate supervisor.
3. Employees can turn in/request unpaid vacation time if they have no accrued vacation days.
4. Department directors/supervisors can deny paid or unpaid vacation time.
5. Be sure that you are qualified as a part-time plus employee or full-time employee before assuming you have vacation days. See job definitions under the Job Responsibilities section of this handbook.

Separation Of Employment

Accrued and unused vacation time is paid out at employment termination. However, unused vacation cannot be used in lieu of proper notification of intended termination. An employee whose employment is terminated during the first ninety (90) days of employment, for any reason, will not receive payment for accrued vacation time.

Leaves of Absence

NOTE: PT AND PT+ employees are entitled to the same benefits as related to "Leave of Absence" with the exception that any leave is unpaid and subject to supervisory approval.

Sick Leave Pay

Full-time employees, exempt or non-exempt, will receive up to 48 hours of sick pay each calendar year. This pay can be used for absent days due to illness of the employee, employee spouse, or employee with children only. Each full-time employee will earn this bank of hours at the

beginning of each calendar year. Once the 48 hours have been used, any additional sick leave will be pulled from the employee's vacation bank or Extended Medical Leave if the situation qualifies. These hours do not accrue into the following calendar year, and do not get paid out if any employee voluntarily leaves or is terminated. It is up to the supervisor's discretion if they require proof of a doctor's note or hospital release.

Any situation surrounding the following will qualify:

- Spouse or Significant Other/Domestic Partner
- Child or Stepchild
- Parent or Stepparent (including in-laws)
- Sibling or Step-sibling (including in-laws)
- Grandparent or Step-grandparent (including in-laws)
- Grandchild or Step-grandchild

Employees that do not have PTO/sick leave available and the supervisor/department director has not approved the day off, the employee is required to find a coworker to cover their shift. In this case, if the shift is uncovered, it will be the original scheduled employee who bears responsibility.

Jury Duty

It is a moral and civic obligation for all persons to serve jury duty when called. You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. Any exempt employee serving jury duty during regularly scheduled workdays will receive full compensation for such days. The Y does not compensate hourly employees for jury duty service. If you are summoned, you may take the time unpaid. Employees may keep what they earned as pay for their jury duty service.

Witness Duty

Any employee called to be a witness for the benefit of the Sparta/White County Family YMCA will be paid their normal hours for that day at their normal rate of pay.

Military Leave

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

Family Medical Leave Act (FMLA)

The Y strives to support the family and medical needs of employees and will grant family and medical leave in accordance with the requirements of applicable state and federal law, including the Family and Medical Leave Act (FMLA). Please contact your supervisor as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions:

To be eligible for family and medical leave benefits, an employee must:

- have worked for the Y for a total of at least 12 months(may be non-consecutive)
- have worked a total of at least 1,250 hours during the previous 12 months; and

Eligible employees may receive up to a total of 12 work weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period. A 12-month period begins on the date of an employee's first use of federal family and medical leave. Successive 12-month periods commence on the date of an employee's first use of such leave, after the preceding 12-month period has ended.

Leave may be used for one or more of the following reasons:

- The birth of a child or placement of a child for adoption or foster care
- The care of an immediate family member (spouse, child, or parent) with a serious health condition
- Inability to work because of his/her own serious health condition
- Qualifying exigency leave for families of members of the National Guard or Reserves or a regular component of the Armed Services, when the covered military member is on covered active duty or called to covered active duty
- Military caregiver leave to care for an injured or ill service member or veteran
- Under some circumstances, employees may take family and medical leave intermittently, which may mean taking leave in blocks of time or reducing their normal weekly or daily work schedule.

Within five (5) business days after the employee has submitted the appropriate certification form, the Business Administrator will send a notification and response to the employee. Employees seeking to use family or medical leave may be required to provide one or more of the following:

- 30 day's advance notice when the need for the leave is foreseeable.
- Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).
- Periodic recertification.
- Periodic reports during the leave when the leave is needed to care for an immediate family member or the employee.
- To return to work, a fitness-for-duty report may be required, if the leave is due to the employee's medical situation.

When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Y's operation. Family and medical leave is unpaid; however, the Y requires an employee to use accrued PTO/vacation time, prior to taking time without pay. The use of sick leave or vacation will not extend the length of the leave to which the employee is otherwise entitled.

Under most circumstances, upon return from family and medical leave, an employee will be reinstated to his or her previous position. However, an employee returning from a family and

medical leave has no greater right to reinstatement than if the employee had been continuously employed. For example, if an employee's position is eliminated during the leave, the employee would not be entitled to reinstatement. An employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

Extended Medical Leave

Full time exempt and full-time non-exempt employees may take up to twenty (20) days of medical leave with pay to recover from an extended medical issue including but not limited to maternity, surgery, and extended illnesses. Pre-approval must be obtained at least eight (8) weeks in advance from the CEO, except in emergency situations. Extended Medical Leave Allowances are granted only after completion of six (6) months of full-time employment. Upon initial eligibility, the employee will receive a pro-rated allowance based on the remaining calendar year and rounded to the nearest 1/2 day. Full medical leave allowances are awarded on January 1 of each year. An employee may not use more than twenty (20) days of paid medical leave in any twelve (12) month period. Upon severance of employment, voluntary or involuntary, employees shall have no claim for pay in lieu of unused paid extended medical leave.

Return to Work Release

For the protection of the Sparta/White County Family YMCA, any employee who is absent for an extended period of time (3 or more days) due to illness or for return after surgery, pregnancy and/or treatment must submit a return to work release from the attending physician. If an employee must leave work or was transported for medical treatment from work, a return work release is necessary for the employee to be permitted back to work after the causing event. This is for the protection of the YMCA and the employee to ensure their ability to perform their job duties with or without necessary restrictions.

Other Leave

Employees who have had a minimum of one year of continuous employment may be considered for a leave of absence (without pay and benefits) for a maximum of six months for circumstances such as personal reasons, education, or other unusual situations. The Y does not guarantee that it will hold a position; however, employees may reapply for open positions at the conclusion of their leave. A leave is generally described as an absence from work, which may be short term or extended. Leave time is unpaid; however, available vacation time, sick time, and extended medical leave must be used during the absence prior to taking time without pay. During the unpaid portion of the leave, holidays are unpaid, and additional vacation time/sick time does not accrue.

All leave requests should be made in writing at least 60 days in advance of the date the leave begins, except in true emergency situations. Leave requests are initially submitted to the department director, who will consult with the Office Administrator or CEO. Employees generally may not work for themselves or another employer while on leave or the leave will be terminated by the Y. Exceptions must be approved in advance by the CEO.

Retirement Benefits

The Sparta/White County Family YMCA is enrolled in the Y-Retirement Fund. Requirements for eligibility are set by the Y-Retirement Fund, not the Sparta/White County Family YMCA. Any employee who works 1,000 hours two years (do not have to be consecutively) will qualify. At this time, the Y will contribute 8% for all qualified employees. The Y-Retirement Fund minimum contribution, between employee and employer, is 8%. The Sparta/White County Family YMCA, at any time with a 30 day notice can lower its contribution and ask the employee to supplement the gap (i.e. - the Y lowers its contribution to 5% while asking the employer to contribute the remaining 3%). If the employee refuses to have the remaining percentage not covered by the YMCA, that employee will forego their eligibility in the Y-Retirement Fund program until the employee notifies the Y otherwise.

Social Security and Medicare

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

SAFETY IN THE WORKPLACE

Safety Overview

The Sparta/White County Family YMCA supports and works towards a safe, healthy, and environmentally sound workplace through activities such as safety education, training on the use of equipment, job instructions, and the provision of an employee wellness program. Employees are responsible for using protective gear where needed, observing safe work practices, and reporting all potential safety hazards and accidents to their supervisor. Supervisors are responsible for their direct work areas.

In keeping with its safety commitment, the YMCA has established a Safety Team with members from departments within the YMCA. This Safety Team meets monthly (or as needed) and discusses the safety concerns, problems, works proactively with safety hazards or concerns, and periodically performs safety audits of work areas.

The Sparta/White County Family YMCA has a separate manual titled “Safety, Emergency and Crisis Management Procedures” that covers most situations in relation to:

- Important Telephone Numbers
- Medical Emergencies
- Exposure to Blood-borne Pathogens
- Fire and Emergency Evacuation
- Power Failure
- Environmental Emergency, snow & ice
- Thunderstorms
- Tornadoes
- Flood
- Extreme Heat
- Missing Child
- Lockdown
- Bomb Threats
- Building Evacuation
- Crisis Management Plan

Access to Y Property

Non-employees should not be present on Y property unless as a member or as a visitor authorized by department director or supervisor. Employees should be present in work areas of the facility only when reporting to work, while working, or during the process of leaving upon the completion of the shift. This means that employees should not be in work areas of the facility before or after work or on their scheduled days off, except as an authorized member or guest of the Y.

Blood-Borne Pathogens

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

The Y has procedures for confidential medical evaluation and follow-up in the event an employee reports exposure to blood-borne pathogens. Should an exposure incident occur, immediately inform your supervisor. Each exposure must be documented on an incident report and submitted to your supervisor.

Worker's Compensation – Job Related Injuries

As required by law, the Sparta/White County Family YMCA provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses, at no cost. Workers' compensation insurance provides coverage to employees who experience job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits.

An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses. PLEASE BE ADVISED THAT AN ALCOHOL AND DRUG SCREENING IS REQUIRED AND WILL BE CONDUCTED FOR ALL WORK-RELATED INJURIES RESULTING IN MEDICAL TREATMENT. A separate insurance company administers the workers' compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation is available from the HR department.

The YMCA will not be liable for workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activities sponsored by the YMCA.

Whistleblowing Policy

The Whistleblowing Policy of the YMCA is intended to provide a mechanism for the reporting of illegal activity or the misuse of YMCA assets while protecting the employees who make such reports from retaliation. This policy is designed to address situations in which an employee suspects another employee has engaged in illegal acts or questionable conduct involving the YMCA's assets. This conduct might include outright theft (of equipment or cash), fraudulent expenses reports, misstatements of any accounts to any manager or to the YMCA's auditors, or even an employee's conflict of interest that results in financial harm to the YMCA. The YMCA encourages staff to report such questionable conduct and has established a system that allows them to do so anonymously.

Reporting Procedures

This reporting procedure is intended to describe the process through which concerns about possible misuse of YMCA assets are handled pursuant to the YMCA's whistleblower policy: An employee makes a report of suspected misuse of YMCA assets by reporting in-person to a Department Director, Business Administrator or CEO or reporting anonymously to the board chair.

The report is promptly reviewed by the CEO, as well as to determine whether the report constitutes a complaint or a non-complaint, unless one of them is allegedly involved in the misconduct, in which case the report should be reviewed by only one of them. If both of them are alleged to be involved, the report should go directly to the board chairperson.

A complaint means any report involving:

1. questionable accounting, auditing, financial reporting, or internal controls
2. suspected fraud, theft or improper use of company assets
3. a violation of the YMCA's conflict of interest that results in a financial harm to the YMCA
4. a claim of retaliation against an employee making a good-faith report regarding any of the preceding matters.

A non-complaint means a report of any other matter not involving a misuse of the YMCA's assets. If the report is deemed to be a complaint, it will be promptly investigated and forwarded to the board chairperson. If the report is deemed to be a non-complaint, it will be referred to the appropriate executive or manager for follow up. Some non-complaints may involve serious matters and may require prompt investigation but may nevertheless not involve misuse of the YMCA's assets.

Each complaint is fully investigated, and in a manner intended to protect confidentiality of the employee making the complaint. A written report of the outcome of each investigation is prepared and delivered to the board chairperson. The board chairperson decides whether the report involves a matter that is material. If it is deemed material, it is reviewed by the full board, or senior management may be directed to take action to resolve the situation. If the report is deemed nonmaterial, it is not reviewed by the board but is instead addressed by the CEO, as appropriate.

No Retaliation

An employee who has made a report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation of any kind by any YMCA employee is directed to immediately report it to the CEO, Business Administrator, or the Board Chair as appropriate. Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as practicable, consistent with a full and fair investigation. The party conducting the investigation will notify the employee of the results of the investigation. The Sparta/White County Family YMCA strongly disapproves of and will not tolerate any form of retaliation against employees who report concerns in good faith regarding the YMCA's operations. Any employee who engages in such retaliation will be subject to discipline up to and including termination.

Child Abuse Prevention

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

1. At no time during a Y program may a staff person be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them.
2. A child may not be left unsupervised.
3. No type of child abuse will be tolerated. Any abuse by a staff member will result in disciplinary action, up to and including termination of employment. Staff shall not abuse or mistreat children in any way, including:
 - physical abuse—striking, spanking, shaking, slapping, and so on;
 - verbal abuse—humiliating, degrading, threatening, and so on;
 - sexual abuse—touching or speaking inappropriately;
 - mental abuse—shaming, withholding kindness, being cruel, and so on; and
 - neglect—withholding food, water, or basic care.
4. Staff members may not transport children in their own vehicles.
5. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
6. Outside of the Y, staff members may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.
7. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.

8. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.
9. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
10. Staff members may not date program participants who are under the age of 18.
11. Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (authorization on file with the Y).
12. Staff members are to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules to their supervisor or next level of supervision.
13. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
14. Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.
15. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.

For more detailed information regarding how staff should interact and protect children, please reference the Sparta/White County Family YMCA Comprehensive Child Protection Policy Manual.

Electronic Communication with Youth Participants

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.

1. 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.

2. Text messaging with youth is not permitted. If an employee receives a text message from a youth, a supervisor must immediately be made aware.
3. 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.
4. 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.
5. 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.

Alcohol and Drugs Prohibited

To protect youth, families, members, and staff, the use, sale, manufacture, or possession of alcohol or non-prescribed drugs is prohibited in any Y workplace including, but not limited to:

- any Y facility,
- property owned by the Y or used to run Y programs,
- YMCA rented, leased, or owned vehicles, or
- while conducting Y business.

An employee may not report to work under the influence of alcohol or non-prescribed drugs. Additionally, alcoholic beverages and non-prescribed drugs are not permitted in Y facilities or on Y property and Y funds may not be used to purchase alcohol. Treatment programs may be available through the medical insurance plans offered by the Y. Treatment programs may help individuals deal with an alcohol and/or drug problem before the problem affects performance and becomes a disciplinary issue. Employees with concerns regarding their own or another person’s use of drugs or alcohol are encouraged to seek and obtain assistance from [a supervisor or the Human Resource Department].

All bus drivers and others with commercial driver’s licenses (“CDLs”) are enrolled in a federally mandated drug and alcohol testing program, which includes random testing. Employees who test positive for the presence of alcohol or drugs are subject to disciplinary action, up to and including termination of employment.

Anti-Harassment Policy

The Sparta/White County Family YMCA prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin, or ancestry, physical or mental disabilities, medical condition, marital status, age, sexual orientation, gender identity, or any other basis protected by federal, state or local laws & regulations. Any employee who engages in behaviors defined below violates the Sparta/White County Family YMCA's Anti-Harassment policy, and will be subject to disciplinary action up to, and including, termination.

DEFINITION OF HARASSMENT:

Prohibited unlawful harassment includes, but is not limited to, the following behaviors:

1. Unwanted sexual advances, invitations, propositions, comments or sexual flirtation
2. Offering employment benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
5. Leering or making sexual gestures
6. Making or using derogatory comments, slurs or jokes
7. Verbal abuse of a sexual nature, sexual jokes, graphic verbal comments about an individual's body, sexual degrading words used to describe one's body
8. Suggestive or obscene letters, notes or invitations
9. Verbal abuse based on any other protected basis, such as race, age religion, national origin, or sexual orientation
10. Unwanted touching
11. Assault
12. Retaliation for having reported or threatening to report harassment
13. Any verbal, visual, or physical conduct with a minor
14. Bullying, whether intentional or unintentional
 - a. Verbally: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks
 - b. Physically: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
 - c. Gestures: non-verbal threatening gestures, glances which can convey threatening messages
 - d. Exclusion: socially or physically excluding or disregarding a person in work-related activities

Complaint Procedure

An employee who feels that a violation of this policy has occurred should contact the Business & Finance Manager. Each allegation will be investigated as quickly and discretely as possible. The Business & Finance Manager should take immediate and appropriate action:

1. Fully inform the complainant of their rights
2. Stop any further harassment
3. Eliminate any effects of the harassment
4. Provide a written determination to the complainant, alleged harasser, and others involved (if necessary)

DISCIPLINARY ACTION

Employee Discipline Policy

The Sparta/White County Family Y has the right to discipline any employee for unsatisfactory job performance, failure to follow policies, and procedures set forth within this handbook, and/or any other conduct deemed inappropriate by the YMCA. Disciplinary action is intended to give employees advanced notice, whenever possible, of problems with their conduct or performance in order to provide an opportunity to change or improve their behavior.

Disciplinary action may consist of verbal warnings, written warnings, suspensions and terminations. Other actions may be taken such as a pay reduction, job demotion or transfer. Employees may receive immediate suspension, with or without pay, to investigate allegations of child abuse, harassment, safety violations or workplace violence. The Sparta/White County Family YMCA remains to be an at-will employer and can terminate employment with or without cause and with or without prior warning.

Rules of conduct are necessary for employee safety, good management, effective work, fairness and protection of the Sparta/White County Family YMCA, members and employees. Because it is not possible to list every form of unacceptable behavior and conduct, there may be others not listed that conflict with the Y's interest and are not allowed. The following behaviors and/or conduct can result in any level of disciplinary action, up to and including immediate termination:

1. Failure to adhere to the policies, procedures and/or guidelines of this handbook
2. Failure to adhere to the policies, procedures and/or guidelines in other departmental handbooks
3. Poor work performance, incompetence, inefficiency, or inability to maintain YMCA standards
4. Insubordination or refusal to comply with directives
5. Disrespect toward supervisors, coworkers, members, volunteers and/or community partners
6. Discrimination, harassment and/or bullying
7. Abuse (sexual, physical and/or emotional)
8. Damage to YMCA, member or co-worker property
9. Falsification, misrepresentation or omission of information, documents and/or records
10. Lying
11. Possession of a weapon or dangerous materials on Sparta/White County Family YMCA property
12. Disregard for safety and/or security procedures
13. Manufacture, possession, use, under the influence, distribution, sale, purchase, or dispensation of illegal drugs or alcohol on YMCA property or during working hours
14. Disorderly or disruptive conduct
15. Unauthorized use of company property, equipment, devices or assets, including damage, destruction and/or theft
16. Breach of confidentiality

17. Illegal or violent activity
18. Falsifying injury reports or reasons for leave
19. Practical jokes and/or horseplay
20. Sleeping on the job or giving the appearance of sleeping
21. Any other action or conduct that is consistent with Sparta/White County Family YMCA policies, procedures, standards and/or expectations

The Sparta/White County Family YMCA recognizes that illness and other circumstances may occasionally prevent employees from working. If, for any reason, an employee is sick or has an emergency arise that causes them to need to be absent from work, the employee must telephone their supervisor and talk directly to them, as early as possible, usually not less than two (2) hours before the start of their shift. It is not acceptable to leave a voicemail or send a text; the employee must speak directly to the supervisor. Best practice requires that the employee find coverage for their absence and have it approved by the supervisor, but that may not always be possible. If the employee fails to notify their supervisor of their absence, per the procedure stated above, their absence will be considered a no call, no show. One no call, no show occurrence can, and will, be considered a voluntary resignation on the employee's behalf. Again, dependability and punctuality are essential, and accountability is required.

Supervisors may use discretion when enforcing disciplinary action. The Sparta/White County Family YMCA is aware that the above policy will sometimes need more open interpretation and exceptions, under given circumstances, will need to be made. Proper documentation of any and all instances is required to maintain accurate attendance records.

Complaint and/or Grievance Procedure

A complaint is a grievance of alleged violation toward a current employee of an approved personnel policy or practice or of an applicable state or federal law. The steps in the complaint procedure are as follows:

1. The first step in resolving a complaint is to meet with the employee's immediate supervisor. This may be done verbally or in writing. The supervisor will investigate the matter and provide the employee with a response. In normal situations, complaints will be resolved in Step 1. If the employee feels that the situation is not resolved, the employee should inform the supervisor that they plan to proceed to Step 2.
2. The employee may direct his/her complaint to the immediate supervisor's supervisor in writing. The employee will be given the opportunity to discuss the matter in private. The supervisor shall investigate the complaint and provide the employee with a written determination. If the decision does not satisfy the employee, then the employee may proceed to Step 3. If the immediate supervisor's supervisor is the CEO, then the employee may proceed to step 4.
3. The employee may direct his/her complaint to the Business & Finance Manager in writing. The employee will be given the opportunity to discuss the matter in private. The Business &

Finance Manager shall investigate the complaint and provide a written determination. If the decision does not satisfy the employee, then he may proceed to the final step.

4. If the employee is not satisfied with any of the above decisions, the complaint may be presented in writing to the CEO. The CEO's decisions are final and binding. The CEO may select a committee to hear the grievances. The CEO will respond with a written decision to the employee. **In most cases, the CEO will be the immediate supervisor listed in Step 2. If this is the case, there will be no need to proceed to step to Step 3.

The appropriate timeline may not exceed ten (10) days between steps. If more than ten days have lapsed between steps by the employee, the complaint/grievance will be dismissed without further investigation.

The following are instances where the complaint procedure does not apply:

1. Complaints concerning employee benefits, which should be handled directly by the HR department (Business & Finance Manager and the CEO).
2. Complaints concerning employee termination, which should be directed, immediately, to the CEO or the Board Chair.

SEPARATION OF EMPLOYMENT

By definition, the term termination will refer to any and all separation of the relationship between an employee and the Sparta/White County Family YMCA.

Types of Employment Termination

Termination by Voluntarily Resignation

The decision by an employee to resign is a voluntary choice. Due to employment being at-will, an employee may resign at any time with or without notice. However, it is best practice for an employee to give advance notice, in writing, and continue to work until the last scheduled day of employment. An exempt employee should give thirty (30) days' notice, and a non-exempt employee should give two (2) weeks' notice. Separation paperwork is noted whether the employee followed best practice or not and, depending on the circumstances, may affect the employee's rehire status.

Involuntary Resignation

Due to employment at-will, the Sparta/White County Family YMCA may terminate an employee with or without cause and with or without notice. However, if an employee is terminated for unsatisfactory performance, the supervisor must have made a reasonable effort to resolve the problem, and should provide documentation of disciplinary action taken.

Reduction of the Workforce

An employee's position may be reduced or eliminated at the sole discretion of the Sparta/White County Family YMCA, at any time. Selection for reduction in force generally will be based on skills, abilities and performance. However, reductions will be made as it most benefits the YMCA. Whenever it is possible, written notice of work force reduction will be given, however, this is not always possible.

Final Pay Check

The employee's final pay check will include all money owed to the employee, including unused vacation time. If assets issued to the employee by the Sparta/White County Family YMCA have not been returned, such as uniforms & keys, a deduction will be made on the final paycheck at replacement cost of the item(s). All final pay checks are processed as a manual, paper check and be mailed to the employee's address on file unless other arrangements have been made.

Exit Interview Questionnaire

An exit interview questionnaire may, or may not, be included with the employee's final pay check, including a prepaid return envelope. All separated employees are encouraged to complete the exit interview questionnaire and return it as soon as possible.

Exhibit A:

HANDBOOK ACKNOWLEDGEMENT

This Employee Handbook has been prepared as a reference manual to help employees understand the organization, their employee benefits, work policies and procedures, and other important information. The contents of this handbook, however, constitute only a relatively brief summary of employee benefits, personnel policies and employee regulations in effect at the time of its publication. This handbook should not be construed as creating any kind of employment contract guaranteeing employment for any specific duration. If an employee has any questions about any policy or benefit that is not answered to their satisfaction in this handbook, they should ask their department director or supervisor. The information contained in this handbook is subject to change by the Sparta/White County Family YMCA without prior notice.

This is to acknowledge that I have received a copy of the Sparta/White County Family YMCA's employee handbook. I understand that it is my responsibility to read the handbook and understand its terms. By signing the Employee Handbook Acknowledgement form, the employee acknowledges that they have received a copy of the Sparta/White County Family YMCA's Employee Handbook. They also understand:

1. It is the employee's responsibility to read the handbook and understand its terms
2. If the employee has any questions concerning the information, they are to bring it to the attention of their department director or CEO.
3. The statements contained in the handbook constitute management and employee guidelines only
4. The Sparta/White County Family YMCA reserves the right to change, modify or delete any of its work rules and policies at any time, with or without notice
5. The Employee Handbook is not a contract of employment and that no expressed or implied promise or guarantee with regard to the duration or terms of my employment, wages or benefits is binding unless made in writing and duly executed by the CEO.

This will also confirm that I understand that this employee handbook is not a contract of employment and that no expressed or implied promise or guarantee with regard to the duration of terms of my employment, wages, or benefits is binding upon the Sparta/White County Family YMCA unless made in writing and duly executed by the CEO as clearly and specifically intended as a contract or agreement.

I give permission to garnish my last paycheck if there are any outstanding balances owed to the Sparta/White County Family YMCA upon my resignation or termination of employment for child care fees, additional memberships, and unreturned uniforms or company assets.

Employee Signature

Date

Exhibit B:

SOCIAL MEDIA POLICY

Personal Web sites, social media networking sites, and Web blogs have become prevalent methods of self-expression in our culture. The Sparta/White County Family YMCA respects the right of employees to use these mediums during their personal time. If an employee chooses to identify himself or herself as an employee of the Sparta/White County Family YMCA on a web site, social media networking site, or be blog, he or she must adhere to the following guidelines:

- Make it clear to the readers that the views expressed are the employees alone and that they do not necessarily reflect the views of the Sparta/White County Family YMCA
- Do not disclose any information that is confidential or proprietary to the Sparta/White County Family YMCA or to any third party that has disclosed information to the company. Consult the company's confidentiality policy for guidance about what constitutes confidential information. Employees are not permitted to post pictures of members or child care participants on any website or social media site.
- Uphold the Sparta/White County Family YMCA's core values and respect the individual and avoid making defamatory statements about the Sparta/White County Family YMCA employees, programs, members, child care participants, partners, affiliates, and others, including competitors.
- Do not let blogging interfere with your job or client commitments.

If blogging activity is seen as compromising the firm, the Sparta/White County Family YMCA may request a cessation of such commentary and the employee may be subject to counseling and potential disciplinary action. Employees who fail to comply with our social media policy may face disciplinary action up to and including termination. For any questions about these guidelines or any matter related to personal web sites, social media networking sites, or blogs contact the Office Administrator or CEO.

By signing the Social Media Policy, I acknowledge that I have read, understood, and will abide by the rules per this policy.

Employee Signature

Date

Exhibit C:

DIVERSITY & INCLUSION

The Y is a diverse organization of people joined together by a shared commitment to ensure that everyone has the opportunity to learn, grow, and thrive. Cause-driven YMCAs are led by staff and volunteers who intentionally and continuously strive to promote an inclusive organizational culture that values diversity, strengthens inclusion, and builds global community in the U.S. and abroad. By prioritizing diversity and inclusion, we seek to ensure that all segments of society have access to the Y and feel welcome and fully engaged as participants, members, staff, and volunteers. The Y is a force for building bridges among all people to advance our cause of strengthening community.

STAFF AND VOLUNTEER ENGAGEMENT

The Y excels by intentionally engaging the entire organization and actively involving staff, policy volunteers, and program volunteers in the development and implementation of diversity, inclusion, and global efforts. This helps YMCAs create an environment where members and the community feel appreciated and connected. Ensuring that Y staff, policy volunteers, program volunteers, members, and community stakeholders know and represent the community is vital to organizational success and advancing the Y's cause of strengthening community.

The Sparta/White County Family YMCA is fully committed to meeting and maintaining the standards and Best Practices of the YMCA of the USA. This means as an employee of this department you are expected to follow the guidelines stated above and in the Sparta/White County Family YMCA Employee Handbook.

Please Note the following Guidelines:

Verbal discrimination and Misconduct against our Members and your Co-Workers will not be tolerated and can result in disciplinary action and immediate termination. While verbal abuse is primarily perceived as oral profanity towards another person, it can also exist in written form. While profanity seems to be the most common trigger of verbal abuse, there are other mechanisms that can be classified as verbal abuse. Sarcasm, racism, sexism, belittling and more so undesired attacks are all included in the scope of verbal abuse.

Any type of Bullying against our Members and your Co-Workers will not be tolerated and can result in disciplinary action and immediate termination. Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important.

The Sparta/White County Family YMCA considers the following types of behavior examples of bullying:

Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property

Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages.

Exclusion: socially or physically excluding or disregarding a person in work-related activities.

By signing below, you acknowledge and will adhere to the policies and the expectations set forth by the Sparta/White County Family YMCA & YMCA of the USA.

Employee Signature

Date