



TRANSFORMING OUR COMMUNITY TOGETHER

BE A SUPERHERO FOR OUR COMMUNITY

CROSSROADS YMCA
EMPLOYEE POLICY HANDBOOK

Revised 10/2019





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Welcome from the CEO

Dear YMCA Staff,

Welcome to the Crossroads YMCA, Inc. As a new staff member, you joined a proud group of dedicated staff and volunteers who believe in the ideals of the YMCA and who work together to bring the best service possible to our community.

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 don't just strengthen individuals, we strengthen our community! WE'RE MORE THAN A GYM. WE'RE A CAUSE!

In joining the Crossroads Y, you are joining an organization that cares about people. We are looking to you to practice, instill and model-in spirit, mind, and body-the Y's core values of **caring, honesty, respect, and responsibility**. With shared commitments to nurturing the potential of kids, improving health and well-being, and giving back and supporting our neighbors, we can build strong kids, strong families and strong communities.

We are:

Nurturing - we care for, support, and help develop through encouragement

Genuine - we are honest and open with others

Hopeful - We take an optimistic or positive view of future outcomes

Determined - As the world continually changes, we remain steadfast in devoting full strength and attention toward each individual's development

Welcoming - we accept everyone eagerly, warmly, hospitably, and as equal participants.

Thank You for choosing the Crossroads YMCA as your employer, where "You Make the Difference"

Welcome again, we are glad you have joined our team



Jay Buckmaster, CEO



About this Handbook

This employee handbook ("Handbook") is established for the purpose of defining and coordinating the personnel administration of the Crossroads YMCA ("YMCA"). This handbook is intended to help employees understand the working conditions and to encourage them to improve their competencies in the performance of their duties.

This handbook also serves as a basis for decision making for those who are responsible for personnel administration. It further serves as a device to help employees understand their privileges and responsibilities.

This handbook is not intended to be a contract but merely a source of information. Employees are "at will" - either party may end the relationship at any time for any reason. This policy will be reviewed on a regular basis, but may be changed anytime upon approval of the Board of Directors, in accordance with the CEO.

The Board of Directors of the YMCA employs a CEO to whom it delegates responsibility for the overall administration of this adopted handbook. The direct administration of the handbook and the supervision of employees are the responsibility of executive leadership or their designees. Copies of the handbook are available to all employees. Employees are required to read and sign a copy of the Handbook Acknowledgement Form which will be maintained in their personnel file.

The YMCA complies with all laws applicable to employment. The provisions of this Handbook shall be construed to comply with any law that imposes obligations beyond policy set forth in the Handbook.

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Welcome

Welcome to the Crossroads YMCA, Inc. As a new staff member, you are joining a proud group of dedicated staff and volunteers who believe in the ideals of the YMCA and who work together to bring the best service possible to our community.

Thank You for choosing the Crossroads YMCA as your employer, where "You Make the Difference."

Mission Statement

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

Purpose

To build Strong Kids, Strong Families, Strong Communities

Vision Statement

The YMCA will change Lake County through leadership in programs that nurture lifelong development of individuals and families.

History

The National YMCA was founded in London, England in 1844 as the Young Men's Christian Association by a volunteer named George Williams to help young men develop character in their daily lives. The movement spread fast and reached the US by 1851, starting in Boston, MA.

Today, YMCA's are active in more than 120 Countries around the globe. Here in the US, we have approximately 2,700 YMCA's from coast-to-coast, providing support to 10,000 neighborhoods where we have a presence and partnerships to not just promise but to deliver positive personal and social change. YMCA's are successful because they are driven by community needs, guided by the community volunteers and open to all. Each YMCA uniquely reflects those it serves while being for Youth Development, Healthy Living and Social Responsibility.

Our Crossroads YMCA Association consists of four separate branches, located in Crown Point, Griffith, Hammond and Whiting. Every member of the YMCA may attend and use any of our four branches.

- 2010: The Southlake Family Y merged with the Hammond Family Y and officially became the Crossroads YMCA Inc.
- 2011: We opened our third branch in Griffith, IN in the Franklin School building.
- 2015: We opened our fourth branch in Whiting, IN in the Whiting Community Center.
- 2019: We completed an addition onto the Southlake YMCA and renovated The Hammond YMCA. The Southlake YMCA is re-named the Dean and Barbara White Southlake YMCA as a result of the White Family's significant donations.

Commitment to Diversity and Inclusion

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 employees, 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.

This means:

- Welcoming all individuals. A diverse and inclusive organization is foundational to developing and engaging everyone across the entire Y spectrum.
- Hiring and maintaining a diverse group of employees and volunteers, utilizing hiring and employment practices that are free of bias. Everyone benefits from the unique talents of our diverse employees and volunteers.
- Offering professional development and training programs that steward employees 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.
- Maintaining a safe environment for all that is free of acts of discrimination and harassment.

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

What Drives Us

Our Cause Defines Us

At the Y, strengthening community is our cause. We believe that positive, lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That's why we focus on our work in three areas:

- Youth development: nurturing the potential of every child and teen
- Healthy living: improving the nation's health and well-being
- Social responsibility: giving back and providing support to our neighbors

Our core values unite us as a Movement. They are shared beliefs and essential principles that guide our behavior, interactions with each other and decision-making. The four values of the Y are:

- Caring: Show a sincere concern for others
- Honesty: Be truthful in what you say and do
- Respect: Follow the golden rule
- Responsibility: Be accountable for your promises and actions

Our Impact Is Felt Every Day

Driven by our mission - to put Christian principles into practice through programs that build healthy spirit, mind and body for all - our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

Our Commitment Is to Social Good

The Crossroads 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.

Employment

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

In Indiana, all minors require employment certificates (or work permits) in order to work until they reach the age of 18.

At Will Employment

Your employment with the YMCA is "at will." This means that either you or the YMCA may terminate the employment relationship, at any time, for any reason or no reason at all, with or without notice.

This Handbook is not an express or implied contract of employment. No employee, supervisor, or member of management has the authority to create a verbal contract of employment with anyone on behalf of the YMCA.

Equal Employment Opportunity

The YMCA is an Equal Opportunity Employer and considers all persons for employment regardless of race, color, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation or status in any group protected by federal, state or local law.

It is the policy of the YMCA to provide equal employment opportunities to all employees and applicants for employment, and to make all employment decisions on the basis of merit. The YMCA strictly prohibits discrimination on the basis of race, color, gender, religion, age, national origin, disability, sexual orientation, gender identity, genetic information, veteran status, or any other characteristic protected by law. The YMCA's Equal Employment Opportunity Policy applies to all aspects of employment including, but not limited to, recruitment, hiring, training, promotion, transfer, compensation, termination, layoff, recall, transfer, leaves of absence, benefits, and other terms and conditions of employment.

Any employee who believes that he or she is the victim of discrimination in the terms or conditions of employment should bring the matter to the attention of his or her supervisor or executive leadership. If the concern is with the CEO then the employee should bring the matter to the attention of the Board of Directors or designated Human Resource representative. All complaints of discrimination will be handled confidentially to the maximum extent possible. The YMCA will promptly investigate all complaints and take appropriate corrective action if warranted.

Retaliation against employees who have made complaints under this policy or participated in an investigation of alleged discrimination is strictly prohibited.

Immigration Law Compliance

The YMCA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present appropriate documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the YMCA within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their supervisor or designated Human Resources representative. Employees may raise questions or complaints about immigration law compliance without fear of retaliation.

Background Check

It shall be the policy of this YMCA to conduct background checks on all potential employees. This is done to help ensure, to the extent possible, that the YMCA protects the children and families it serves. To this end, no employees shall officially be hired to do work for the YMCA until that background check is completed. That check is then returned to the YMCA and is reviewed by the designated Human Resource representative.

All background checks will be filed in the personnel record of the employee. Any employee that leaves the service of the Y will be subject to another background check upon their return to active status if they have been gone for more than six months.

Disability Policy

It is the YMCA's policy to comply with applicable laws concerning the treatment of individuals with disabilities. The YMCA will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of the individual's physical or mental disability and will make employment decisions based on the ability of a person to perform the essential functions of a job.

Any employee who has or develops a disability and feels that he or she needs a reasonable accommodation to safely and efficiently perform some or all of the essential functions of their job, should request assistance from his or her supervisor or designated Human Resources representative. It is the employee's responsibility to request any reasonable accommodations that he or she believes may be medically necessary to allow the employee to perform one or more of the essential functions of a job. Without such a request, the YMCA will not have the information or ability to address the possible need for a reasonable accommodation. Once an employee requests a reasonable accommodation, the YMCA will evaluate the employee's disability and the essential functions of the employee's position to determine if a reasonable accommodation can be made that does not impose an undue hardship on its operation or otherwise impose a direct threat to the health or safety of any employee.

Employees may be requested to provide medical information or to submit to a medical examination by a physician chosen by the YMCA to assist the YMCA in evaluating and accommodating a disability. It is the employee's responsibility to assure that his or her physician provides the necessary medical information to support the accommodation the employee is requesting.

If an employee's disability does not impact the employee's ability to perform his or her job duties, it is not necessary for the employee to inform any other employee of the YMCA of the disability.

Retaliation against employees who have requested reasonable accommodation under this policy is strictly prohibited.

Employee Classifications

The Y uses the following categories for its payroll system:

A. Nonexempt and Exempt

- **Nonexempt** employees are paid on an hourly basis and are eligible for overtime pay at the rate of 1.5 times the normal hourly rate for hours worked in excess of

40 per week.

- **Exempt** employees are those individuals who are exempt from the wage and hour requirements of the Fair Labor Standards Act ("FLSA") and applicable state law. Exempt employees are not paid overtime for time worked in excess of forty (40) hours in a workweek. Exempt employees generally include, but are not limited to, individuals employed in a bona fide executive, administrative, or professional capacity, all as defined in the FLSA, applicable regulations, and applicable state law.

B. Full-time and part-time employees

- **Full-time (FT)** employees are individuals who are regularly scheduled to work thirty-five (35) or more hours per week.
- **Part-time (PT)** employees are individuals who are regularly scheduled to work less than thirty (30) hours per week.
- **Seasonal (SNL)** employees usually work for a period not to exceed six months out of a twelve-month period. Seasonal staff members are not considered full time, although they often work a full schedule during the season. Employees must be in good standing at the end of a season in order to return the following year.

C. Classification Changes

Employees who wish to add to their regularly scheduled hours by picking up additional hours in their current position, or obtain additional position(s), must have prior approval from the department director and Branch Executive Director if additions will change their employment classification.

Expenses

Reasonable expenses incurred if on YMCA business will be recognized as proper charges, previously approved by executive leadership.

The following are considered proper charges against expense accounts:

1. Travel Expenses when using one's personal automobile for travel to approved training and/or conferences other than those hosted by the Crossroads YMCA, Inc. at the approved Crossroads rate
2. Meals, conference travel and housing expenses on association business approved by executive leadership.
3. Payment of dues and necessary fees, including meals, for participation in a local Service Club or professional group; if participation in such a group is deemed advantageous to YMCA interests.

Original receipts must be kept and submitted with an Employee Reimbursement form. Expense claims should be submitted in a timely fashion in accordance with accounting procedures, usually monthly or quarterly if smaller amounts.. Reimbursements for expense claims are paid through the Association's accounts payable system. When necessary, advances can be made to cover travel expenses, if approved by the CFO.

Employment of Relatives/Personal Relationships Policy

The YMCA will not hire immediate family members where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential or actual conflicts of interest

exist. Immediate family members are defined as spouse, domestic partners, children, siblings, parents, grandparents, including in-laws and step-relatives.

Immediate family members of Board of Directors are not to be employed in any "exempt" staff position.

It is the policy of the YMCA to allow employees who have personal relationships with each other to be employed by the YMCA, subject to the conditions of this policy. A "personal relationship" is defined as:

- A relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature;
- Close relatives such as, but not limited to, spouse, domestic partner, children, parents, grandparents, including in-laws and step-relatives or
- Members of the same household.

Individuals who have personal relationships with each other will not be hired or transferred under the following conditions:

- When one individual would supervise or evaluate the other;
- When the YMCA determines, in its sole discretion, that such employment would present a security risk or conflict of interest.

If a personal relationship develops during employment, causing actual or potential problems, such as those described above, they should contact their supervisor or HR. The YMCA will then attempt to identify an alternative employment arrangement within the YMCA. If a suitable alternative employment arrangement cannot be identified, the CEO will determine the employee's continued employment status.

Discipline

Proper discipline is to be constructive, and should strive to build and reinforce a positive staff member-employer relationship.

Actions of staff members not in the best interest of the YMCA or adverse to good management or standards of performance are subject to disciplinary action up to and including termination.

Although the employment relationship may be terminated at-will by the employee or the YMCA with or without notice or cause at any time, and without following any formal system of discipline or warnings, the YMCA often uses its discretion to apply one or more of the following procedures:

- Verbal warning (to be documented)
- 1st Written warning
- 2nd Written warning
- Suspension without pay
- Termination

Although the YMCA acknowledges the principles of progressive and corrective discipline, the YMCA retains the right to impose any level of disciplinary action as deemed appropriate in a given case. When disciplinary action is taken, the determination of what disciplinary action is appropriate will depend upon the individual facts and circumstances in each case. Appropriate weight will be given to factors in mitigation or aggravation of disciplinary action, including but not limited to the general work record of the employee, the severity of the offense, and prior or repeated rule violations.

Performance Reviews

Your work performance will be reviewed formally by you and your supervisor meeting periodically to discuss your job accountabilities and how you meet those responsibilities as compared with job standards and agreed upon objectives. Performance appraisals take place annually. You are encouraged during this time and other times to discuss your job with your supervisor in detail, offering any suggestions for improvement and relating any difficulties, real or potential. Your performance appraisals will be documented and become part of your personnel record. Informal reviews as part of on-going supervision may occur at any time during the course of employment.

Personnel Records

All new employees must complete an application for employment and other pre-employment forms that may be required.

Applicants and employees are expected to provide true and accurate personal information for all employment purposes. Giving false or misleading information, or withholding relevant information, is sufficient cause to withdraw an employment offer or terminate employment at any time.

The YMCA reserves the right to request and review driving records, criminal records, child abuse and neglect screenings, references and other information as may be necessary to evaluate the qualifications of employees and applicants.

Employee files are maintained by the Metro Human Resources Department and are considered confidential. A supervisor considering the hire of a former employee may contact HR to verify if the employee is eligible for rehire

Employee files may not be taken outside of the designated area. Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information in response to the request of a legal subpoena or court order.

An active employee may view their employee file with the proper authorization. To keep necessary YMCA records up to date, it is extremely important that employees keep up any change in address, telephone number, marital status, W-4 deductions, and or emergency contact in the electronic payroll system.

Transfers and Promotions

It is the policy of the YMCA to normally post positions and to allow qualified employees to be considered for those positions. We do this as a means of providing promotion and transfer opportunities for employees, maximizing the use of available resources within the YMCA and reducing turnover and the high costs of recruitment and placement.

While vacancies may be advertised, the YMCA transfers and promotes qualified personnel from within the Association where practicable, keeping in mind it is the intention to select the most qualified person for the job. An employee, applying for another position within the Association, is expected to notify their current supervisor of their application.

Multiple Jobs Policy

In the event that an opportunity exists for a part-time employee to accept additional duties at another branch or within another department within the YMCA, then the employee's main department will be the one they work the majority of the time in.

Outside Employment

The YMCA expects all employees to contribute their best efforts in the performance of their job responsibilities for this Association. The YMCA acknowledges that in the case of part-time employees, the YMCA may not be the primary employer. Employment outside of this Association is not encouraged for full-time employees. A full-time employee who anticipates employment outside of the Association is required to notify his or her immediate supervisor.

It is expected that any outside employment will not interfere with the employee's performance or be in conflict with the purpose or image of the YMCA.

Wages and Salary Administration

It is the YMCA's position to offer a well-balanced total compensation program. The YMCA believes it is most successful in attracting and retaining competent employees if direct compensation levels are competitive. Because many benefit programs are related to the employees' direct compensation levels, the key to achieving this balance is an adequate and competitive direct compensation program. The YMCA maintains a wage and salary plan to provide that all employees are paid according to fair and uniform principles. Also, within the capability of the YMCA to do so, employees are paid at a level that compares favorably with salaries paid for service in other comparable organizations.

Employee's Volunteering

The YMCA encourages volunteerism; however, non-exempt employees may not "volunteer" their time to the YMCA in their own position or in a position similar to their own. This policy is in effect both to comply with regulations and to ensure there will be no misunderstandings regarding expectations for compensation for work performed.

In general, an employee may volunteer their time at any YMCA provided the volunteer duties are outside the scope of the employees' normal duties and the volunteer duties are not normally performed by a paid employee. Employees who volunteer cannot replace a paid employee.

Grievance Resolution Policy

Whenever possible, employee should seek to address their concerns and find resolution with their immediate supervisor. It is **not** the intent for this policy to govern day-to-day conflict resolution.

Policy:

Controversial Issues: While employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on social, economic, religious, and political issues, they must refrain from giving the impression that views expressed and positions taken by them are those of either the YMCA or their co-employees.

Grievances: Employees are expected to discuss their grievances or concerns with their supervisor. If the grievance cannot be settled between the employee and the immediate supervisor, or if the immediate supervisor is not available, or the grievance relates to the immediate supervisor, or if the employee is not satisfied with the immediate supervisor's response, then the employee may seek resolution of the grievance by adhering to the following procedural steps:

Procedure:

Step 1 The employee may make a request to the designated Human Resource representative or Chief Financial Officer (CFO) (collectively referred to as the "Administrator") for a conference within ten (10) business days from the request date. The conference will include all concerned parties as determined by the Administrator and the purpose of the conference is to resolve the

grievance. The Administrator will adhere to the time limits in Step 3.

Step 2 If the employee is not satisfied with the proposed settlement or no settlement is reached after the last conference meeting with the Administrator, the employee may present the grievance in writing to the CEO within ten (10) business days after the last conference held with the Administrator.

Step 3 A response shall be given to the employee by the CEO within ten (10) business days of receipt of the employee's written grievance. If no written response is received by the employee within the 10 business day period it is conclusively presumed that the employee's grievance is denied. The CEO may or may not conduct a conference with the employee, administrator, and any witnesses as deemed necessary by the CEO. The CEO's response will be considered the final step. If the grievance was with the CEO and an agreement has not been reached the employee may notify, in writing, the Chairperson of the Board of Directors and expect a written response within 30 days.

Employment Separation

All employees of the YMCA are at-will employees. As such, either an employee or the YMCA may terminate the employment relationship at any time. Nothing in this Handbook is intended to alter employees' at-will employment status. The YMCA hopes that employees will be with the organization for many years, however the YMCA recognizes that employees may elect to voluntarily terminate their employment relationship or it may be necessary for the YMCA to terminate the employment relationship.

Below are examples of some of the most common circumstances under which the employment relationship may be terminated.

Voluntary Resignation

While employment is at-will, employees are asked to provide written notice using the following guidelines.

- CEO sixty days.
- Exempt employees four (4) weeks.
- Non-Exempt employees two (2) weeks.

The YMCA reserves the right to waive and forego any employee notice given. If an employee provides less than the requested notice of resignation, the employee will be deemed to have resigned without proper notice and all accrued PTO will be forfeited. Failure to provide the requested notice of resignation may affect an employee's eligibility for rehire.

Voluntary Retirement

Retirement is a choice of the employee and should follow the same guidelines as for Resignation. Retirement refers to an employee who stops working for the Y and qualifies for benefits from the YMCA Retirement Fund.

Reduction in Workforce

A reduction in workforce refers to those terminations imposed by the YMCA because of economic necessity, operational/program changes, reorganization or other reasons requiring a reduction in the number of employees. Performance and length of service in any department should be a consideration when reduction in workforce brings about termination. Separation of any employee because of a reduction in work force may take place at any time as deemed necessary by the YMCA.

When separation of an employee is required because of a reduction of work force in any one

department, every effort shall be made to transfer the employee to suitable work within the same salary level in the Association.

Job Abandonment

An employee's failure to report to work or report an absence to his or her supervisor for three or more consecutive shifts is considered a voluntary resignation. Unused PTO will be forfeited in the event of job abandonment.

Discharge

It may also be necessary for the YMCA to terminate an employee's employment. Employees are employees-at-will and may be terminated at any time. The YMCA does not need "cause" to terminate the employment relationship. Unless an employee is terminated as a result of a performance or conduct issue, unused PTO days, up to a maximum of 20 PTO days, will be paid out upon termination of employment by the YMCA.

Part-time employees may not be dismissed without prior approval of the CFO or designated Human Resource representative. Full-time and exempt employees may not be dismissed without prior approval of the CFO & CEO.

Rehire

Employees involuntarily discharged from employment other than reduction in workforce may be considered for rehire with approval. Employees who provide appropriate written notice prior to resignation or who separated due to reduction in workforce and who had good performance record may be considered for rehire.

Death in Service

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

Workplace Safety

Safety at the Y

It is the fundamental principle of the Y that safety for members, participants, guests, volunteers and employees shall be the first and major consideration in all operating decisions. No program, activity or operation shall be carried on until the safety of all is assured.

Safety is everyone's responsibility and all staff must cooperate in order to reduce the possibility of accident occurrence. Safety will take precedence over expediency, short cuts and other decisions that may compromise safe operations.

All employees are to observe the following safety and health rules and to employ the principles of accident prevention on a daily basis. Failure to comply with these rules may be considered misconduct. Some of the rules you are expected to follow include:

- Immediately report any potentially unsafe condition to your supervisor.
- Maintain a clean and orderly work area at all times.

- Immediately report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem.
- Adhere to all safety rules and work instructions.
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures.
- Follow proper lifting procedures at all times.
- Report any damaged or defective equipment or other unsafe condition to your supervisor promptly.
- Seek treatment for any injuries promptly.
- Observe all hazard warnings and other signs.
- Use all safety equipment required for your job, including wearing appropriate personal protective equipment for eyes, face, head, hands and other extremities.
- Keep all aisles, walkways, working areas and emergency equipment free of obstacles.
- Refrain from running, fighting, horseplay or distracting fellow workers.
- Observe safe operating procedures for all equipment; make sure that all guards and other protective devices are in their proper places prior to operating the equipment; and operate only equipment for which you are authorized and properly trained.
- Do not wear frayed, torn or loose clothing, jewelry or long unrestrained hair near moving machinery or electrical equipment.
- Use seat belts when driving or riding in any vehicle.
- Drive a YMCA vehicle only if properly trained, licensed and authorized to do so.
- When in doubt about an injury - call an ambulance.
- Understand and know how to properly use AED equipment.
- Keep current with CPR certification.

All supervisory employees are responsible for creating a safe work environment by providing employees with appropriate training and knowledge and by reporting safety concerns to supervisors.

Before you find yourself in an emergency, make it your responsibility to ask where all first aid and personal protection kits are located. If at any time you feel that you have health or safety concerns, that have not been addressed please feel free to take your concern to your immediate supervisor. Please remember that the worst thing to do is to ignore a risky situation.

Alcohol and Drug Free Workplace

The YMCA recognizes that drug and alcohol abuse is a serious problem in our society, which can jeopardize the health, continued employment, and even the life of an individual. The YMCA enforces a drug-free workplace and will not tolerate any alcohol or drug use that imperils the health and well-being of its employees. Furthermore, employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. The YMCA is therefore committed to maintaining a safe and healthy workplace.

Employees suspected of possessing, selling or distributing drugs will be reported to the proper law-enforcement authorities. The YMCA reserves the right to require employees to submit to a controlled-substance drug test: for cause, if assigned to a safety sensitive position or if involved in an on the job injury or accident that the YMCA believes may have resulted from impairment due to drug or alcohol use. If an employee tests positive, disciplinary action will be taken up to and including termination.

Should an employee be in possession of any intoxicating or controlled-substance or be under the influence of any intoxicating or controlled substance on the job, on YMCA properties or while operating a company vehicle, that employee will be subject to disciplinary action, which may result in loss of job.

It is the policy of the YMCA to prohibit the sale, distribution, manufacture, use, possession, or control of alcohol or illegal drugs by employees, as well as the abuse of drugs lawfully prescribed. Employees found to be in violation of this policy will be subject to disciplinary action up to and including dismissal.

The YMCA may require if requested all employees as a condition of employment and/or continued employment, to cooperate in breath, blood or urine testing. Such testing shall be administered by an authorized agent designated by the designated Human Resource representative. The YMCA shall not employ any individual who refuses to submit to testing for the presence of alcohol and drugs. All such testing will be conducted in accordance with applicable law.

Alcoholic beverages shall not be sold, distributed, used, possessed, or controlled on company premises at any time. Illegal drugs shall not be sold, distributed, manufactured, used, possessed or controlled on YMCA premises while an employee is engaged in company business on or off the premises or at any other time. Misuse or abuse of prescription drugs is also prohibited.

Driving Policy

As a driver for the YMCA, it is important that employees understand the responsibility inherent in this job and approach the operation of all YMCA vehicles with a safety first mindset. Drivers of YMCA vehicles are forbidden from talking on cell phones, texting or using headphones while driving. All drivers for the YMCA must have a valid driver's license and maintain a clean driving record. A history of accidents or repeated moving violations will disqualify employees from being able to drive for the YMCA. Additionally, the YMCA retains the right to terminate any employee who incurs such violations while employed by the YMCA and whose primary job function requires them to be able to drive for the organization.

All employees who have a business need to drive YMCA vehicles must first be cleared by the YMCA's insurance company and added to the YMCA's approved driver list. Drivers must also carry personal auto insurance as mandated by law and provide proof of insurance to the Metro Office upon request.

Employees are required to notify their supervisor within five business days of conviction or arrest of any driving violations that may affect their ability to meet all driving requirements. Failure to do so will be viewed as misconduct and may be subject to disciplinary action up to and including termination.

Conviction of Probation under a Criminal Drug Law

Any employee who is arrested or convicted for drug or alcohol- related conduct including, but not limited to, driving while under the influence, possession of a controlled substance, intent to distribute a controlled substance or violating any criminal drug or alcohol statute must report such convictions within five (5) days of conviction or arrest.

The YMCA will give notice of each conviction to other persons or entities as required. Any employee who fails to report such convictions will be considered to be in violation of the policy. In determining what action, if any, to take, the YMCA will consider the nature of the arrest or conviction, the employee's record with the YMCA and the impact of such arrest or conviction on the provision on the YMCA services. The YMCA may, after considering these factors, discipline an employee up to and including termination.

Blood-borne Pathogens

The YMCA 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 YMCA 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 and to treat all human blood or other bodily fluids as if it were contagious.

Child Abuse Prevention

A foundational commitment of the YMCA 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 YMCA. Child abuse is the mistreatment or neglect of a child, by parent(s) or others, resulting in injury or harm. This includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse. Because of our concern for the welfare of children, the Y has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, background checks are conducted upon hiring, and staff members receive training in recognizing, reporting, and preventing child abuse.

Child abuse is a special concern of the YMCA because of the organization's role as an advocate for children and its responsibility for enhancing the personal growth and development of both children and adults in all YMCA programs.

Everyone is a mandated reporter in the State of Indiana. Any employee who has a reasonable suspicion that a child in our programs is being abused must document their information and inform their supervisor immediately. **No type of abuse will be tolerated.**

Some of the guidelines for employees are as follows:

- 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.
- A child may not be left unsupervised.
- Staff shall not abuse or mistreat children in any way, including:
 - Physical abuse - striking, spanking, shaking, slapping
 - Verbal abuse - humiliating, degrading, threatening
 - Sexual abuse - touching or speaking inappropriately;
 - Mental abuse - shaming, withholding kindness, being cruel
 - Neglect - withholding food, water, basic care, etc.

Under no circumstances should employees release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).

Employees must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism.

Employees will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

Employees will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

Any abuse by a staff member will result in disciplinary action, up to and including termination of employment.

- Staff members may not transport children in their own vehicles.
- 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.
- 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.
- Staff members may not single out children for favored attention and may not give gifts to youth or their parents.
- 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.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Staff members 18 and over may not date program participants who are under the age of 18.
- 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 (with written authorization on file with the Y).
- 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.
- 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.
- 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 may result in termination.
- 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.

Reporting Procedures

1. When there is suspicion of child abuse, the YMCA employee who first becomes aware of the situation should contact their immediate supervisor within 24 hours.
2. In the event the reported incident involves a YMCA employee, the responsible YMCA executive will, without exception, suspend that person from all activities involving the supervision of children. Reassignment to administrative functions may be appropriate.
3. Regardless of where or under what circumstances the alleged incident takes place, if YMCA employees are involved, the incident will be considered job-related.
4. Reinstatement of YMCA employee will occur only after all allegations have been cleared to the satisfaction of the responsible YMCA executive and the investigating agency.
5. All YMCA employees will be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters pertaining to abuse or suspected abuse only with the appropriate YMCA executive.
6. YMCA employees may not contact children or parents involved in an alleged child abuse incident without the permission of the YMCA CEO.

Workplace Violence Policy

The YMCA maintains a zero tolerance standard of violence in the workplace. We will strive to maintain an environment on the YMCA property and at events that is free of violence and the threat of violence.

Workplace violence is defined as behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Violent behavior of any kind or threats of violence either implied or direct, are prohibited. An employee who exhibits violent behavior may be subject to criminal prosecution and/or disciplinary action up to and including termination. The YMCA will investigate any possible violation of the policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

An employee who is the victim of violence or believes they have been threatened with violence or witnesses an act or threat of violence towards anyone else shall take the following steps:

- If an emergency exists and the situation is one of immediate dangers, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area. As soon as possible once the situation is deemed safe, the supervisor should be contacted and an incident form completed.
- If the situation is not one of immediate dangers, the employee shall report the incident to the appropriate supervisor as soon as possible and complete an incident form.

Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare and the loss of productivity. The employee's supervisor will initiate an investigation into potential violation of work policies. In appropriate circumstances, the YMCA will inform the reporting individual of the results of the investigation. To the extent possible, the YMCA will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The YMCA will not tolerate retaliation against any employee who reports workplace violence. Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery.

To prevent future potential workplace violence, any employee who has signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall supply a copy of the signed order to their supervisor. The supervisor will send a copy to the Metro HR Office.

Smoke and Tobacco Free Workplace

To provide a healthy environment for all employees, members, program participants and visitors to YMCA facilities and programs, smoking and the use of tobacco and tobacco substitute products, including e-cigarettes but excluding cessation products, is prohibited on all YMCA property, leased property, and YMCA-owned vehicles.

“Smoking” includes inhaling, exhaling, burning, carrying, or possessing any lighted tobacco products, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco products. “Use of tobacco” means the personal use of any tobacco product, whether intended to be lighted or not, including smoking, the use of an electronic cigarette or any other device intended to simulate smoking, the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any other form of loose-leaf, smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

Code of Conduct

Anti-Harassment Policy

Harassment is unwelcome conduct that is based on age, race, religion, gender, color, national origin or disability. Harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. It reduces morale, interferes with work productivity, impugns individual dignity and is contrary to the YMCA mission.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people. Offensive conduct may include, but is not limited to, jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Any other inappropriate or unprofessional conduct which creates an uncomfortable or hostile working environment will not be tolerated. Harassment will also not be tolerated at any off-site work social or other events. Harassment via written, oral, electronic and all other forms of communication, including social media will not be tolerated.

Anyone who believes that they have been victimized by harassment should report it to his/her supervisor immediately. If the supervisor is the source of the harassment, the problem should be reported to the CEO. Confidentiality of reports and investigation information will be respected to the extent possible. No employee will be subject to any form of retaliation or discipline for pursuing a harassment complaint.

Sexual Harassment

The YMCA is committed to striving to achieve a workplace free from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as well as State discrimination laws. The YMCA will not tolerate such misconduct and our objective is ZERO TOLERANCE. This policy is intended to protect all employees, applicants, guests and other persons visiting our premises. **Sexual harassment is prohibited, whether directed toward men or women.** Reprisals against individuals filing complaints under this policy will not be tolerated. Employees who violate this policy will be subject to discipline, including possible termination. Other persons who violate this policy will be subject to expulsion from the YMCA's premises. **Any supervisor or manager who receives a complaint and does not act upon it under the procedures of this policy will also be subject to discipline, including possible termination.**

Prevention of harassment in the YMCA workplace is a component of our YMCA certification training program for all employees.

Definitions:

Sexual harassment is unwelcome sexual advances, requests for sexual favors or verbal conduct or physical contact of a sexual nature when:

- submission to such conduct is either implied or stated to be a term or condition of employment or a factor in evaluating the individual's job performance, eligibility for promotion, eligibility for an increase in compensation or any other component of employment; or
- Such conduct interferes either directly or indirectly with an individual's work performance by creating a hostile, offensive or intimidating environment.

Procedure:

Any individual who feels sexually harassed by a supervisor, manager, co-worker, subordinate or other person should take the following course of action:

(a) Tell the offending individual(s) to stop the harassment. State your objection to the action and the specific behavior to which you object. If this discussion does not resolve the problem or if you fear reprisals will result from such discussion, or if you feel uncomfortable confronting the harassing individual, proceed to step (b).

(b) Inform your supervisor of the situation, or if it is the supervisor who is the harasser or if you feel uncomfortable telling your supervisor, inform another supervisor or management employee with whom you feel comfortable or inform the CEO.

(c) All complaints received by anyone in management will be directed to the CEO for investigation unless the complaining employee specifically requests otherwise. During the course of the investigation, the complaining employee's identity, to the extent it is possible, will be withheld from all involved parties. The YMCA will attempt to do the utmost to protect the privacy of the complaining employee and to protect the integrity of any individual who may have been wrongfully accused of sexual harassment.

The investigation will be thorough and will usually be completed within 10 days. The CEO shall present findings and recommend disciplinary action, if appropriate, to the harassing employee's immediate supervisor. As soon as possible thereafter, the CEO and the harasser's immediate supervisor will tell the harassing employee what, if any, discipline will result, and then proceed to enact the disciplinary action.

(e) In most circumstances, only the complaining employee and the accused harasser will be told of the final disposition of the complaint.

(f) If the accused harasser is not an employee of the YMCA, upon completion of an investigation which indicates that harassment did occur, the YMCA will take appropriate remedial action. Possible remedial steps range from letters of objection to the accused harasser to refusal to allow the alleged harasser on YMCA premises or a prohibition that the harasser be permitted to contract with the YMCA for a set period of time.

The YMCA expressly prohibits any form of retaliatory action against any employee for filing a complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination it is determined that the complaint is false or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information. This may include disciplinary action, up to and including termination.

The YMCA recognizes that in some instances the question of whether a particular action or incident is sexual harassment or a purely personal, social relationship without discriminatory effect requires a factual determination based on all of the circumstances. Given the nature of this type of discrimination, the YMCA also recognizes that false allegations of sexual harassment can have serious effects on the lives and careers of innocent men and women. While the YMCA will not tolerate sexual harassment and will discipline any employee engaged in such conduct, the YMCA asks that all employees continue to act responsibly to establish a pleasant working environment free of discrimination. You are encouraged to raise any questions you may have regarding the YMCA's sexual harassment policy to your Supervisor or the CEO. You are also encouraged to report circumstances, which may constitute sexual harassment to your Supervisor or to the CEO, even though the circumstances involve the possible harassment of another employee.

Code of Conduct

The YMCA's Code of Conduct provides the guiding standards for the decisions and actions of our workforce and representatives. Although the Code of Conduct can neither cover every situation in the daily conduct of our many varied activities nor substitute for common-sense, individual judgment or personal integrity, it is the duty of each employee and representative to adhere, without exception, to the principles set forth in this Code of Conduct. It is this Code that emphasizes a standard of ethical conduct that must permeate all of our business dealings and relationships.

- I will act in a caring, honest, respectful and responsible manner.
- I will not discriminate against or refuse professional services to anyone on the basis of race, color, sex, religion, age, national origin, disability, sexual orientation, gender identity, genetic information, veteran status, or any other characteristic protected by law.
- I will manifest a genuine interest in all persons served, and do hereby dedicate myself to their best interest and helping them help themselves.
- I will maintain a professional attitude with respect towards individuals served, colleagues, applicants and members.
- I understand that I am required to read and sign all policies related to identifying, documenting and reporting child abuse and complete trainings on the subject, as indicated

on my position description and as instructed by a supervisor.

- I will contact my supervisor as soon as reasonably possible after being arrested. I understand that being convicted of a crime while employed by the YMCA is subject to disciplinary action up to and including termination.
- I will respect the rights and views of my colleagues, and treat them with fairness, courtesy and good faith.
- I will not engage in or condone any form of harassment, discrimination or bullying.
- I will not be alone with children outside of YMCA programming who I have met through YMCA programs. This includes babysitting, sleepovers and inviting children to my home. Any exception requires a liability waiver with written explanation before the fact and is subject to CEO approval.
- I will not transport children who I have met through YMCA programs in my personal vehicle for any reason.
- I will abide by the Child Abuse Prevention policy.
- I will not leave a child unsupervised.
- I will not allow a child to be left alone with a volunteer, member or program participant where at least one other adult cannot observe them.
- I will not abuse a child.
- I will remain alert while working at the YMCA. I will not sleep on the job. I will seek assistance for any problem that impairs my performance.
- Upon termination I will hold as confidential any information I obtained concerning the YMCA.
- I will refrain from intimate displays of affection towards others.
- **No employee will be involved in an intimate, romantic or dating relationship with any employee under his/her direct or indirect supervision.**
- I will not possess or remove money, inventory or property of the YMCA, any employee or third party without permission from the YMCA.
- I will not be insubordinate, including but not limited to, failure or refusal to obey instructions of a supervisor or member of management, or the use of threatening or otherwise abusive language toward a supervisor or member of management.
- I will not falsify any YMCA documents including but not limited to employment records, time worked for myself or others, etc.
- I will not bring, possess and/or use firearms or any other weapons on YMCA property or at YMCA sponsored events.
- I will not use, possess, or sell intoxicants or illegal drugs while on duty or report to work after misuse of legal drugs or while under the influence of alcohol or illegal drugs. I will not smoke or use tobacco products including but not limited to electronic cigarettes, while

performing any job representing the YMCA.

Ethical Conduct Conflict of Interest

YMCA employees are expected to conduct their duties in a manner that meets the highest ethical, moral, and legal standards. An employee's actions under this policy are significant indications of the individual's judgment and competence. Disregard of the principles of this policy may be grounds for disciplinary action, up to termination of employment.

To ensure ethical and impartial business, it is prohibited for YMCA employees to:

1. Offer, accept or solicit money, property, services or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence or the recipient would be influenced by such conduct in the discharge of public duties.
2. Use their official position, uniform or badge to secure special advantage in business, personal gain or other benefit derived from such relationship.
3. Use any YMCA-owned facility, building, equipment, materials, or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual, without authorization.
4. Possess YMCA property without authorization.
5. Invest or hold a financial interest, directly or indirectly, in any business entity, transaction, or business endeavor that would create a conflict between the YMCA employee's duty to uphold the public trust and the employee's private interest.
6. Invest or hold a financial interest, directly or indirectly, in any business entity that is a supplier, customer, or competitor of the YMCA.

As employees of the YMCA, a charitable organization, employees are prohibited from directly or indirectly maintaining any outside business or financial interest or engaging in any outside employment, business, or financial activity which interferes with the employee's ability to carry out his or her duties fully, unless written approval is obtained from the CEO. Employees are also prohibited from directly or indirectly maintaining any outside business or financial activity which conflicts with or interferes with the mission and values of the YMCA.

In general, employees must use good judgment and the guidelines in this policy to determine acceptable conduct. In any situation where an employee encounters difficulties in determining the proper course of action, the matter must be disclosed to the employee's immediate supervisor and/or next-level supervisor. The supervisor shall immediately inform executive leadership before any real or apparent conflict of interest arises.

The CEO will determine whether a specific transaction, relationship or other situation represents a conflict of interest. Potential conflict of interests involving the CEO will be addressed by the Executive Board of Directors.

Questions concerning a possible conflict of interest should be directed to your supervisor or CEO. Questions concerning the CEO having a possible conflict of interest, should be directed to the designated HR representative, or a member of the Executive Board of Directors.

Relationships

All relationships at the YMCA are to be conducive to a professional environment and effective business operation. Employees are not to be involved in an intimate, romantic or dating relationship with any employee under his/her direct or indirect supervision. If such a relationship develops, it is the responsibility of both parties to **immediately inform their supervisors**. Should the relationship involve the CEO, it is the CEO's responsibility to inform the Board of Directors. The YMCA CEO or Board of Directors, at its sole discretion, may reassign one or both employees to an available position for which the employee is qualified. If a transfer is not possible, the dating couple will be required to determine which partner will resign within a 30 day timeframe. Failure to submit resignation will result in termination of both employees.

Employees who are dishonest about a personal relationship with a coworker will be terminated upon discovery of such a relationship.

The restrictions on romantic relationships apply regardless of the sexual orientation of the employees involved. Thus, this policy applies equally to opposite-sex and same-sex relationships. Such relationships can be disruptive to the work environment, create a conflict of interest or the appearance of a conflict of interest and lead to charges of favoritism, discrimination and claims of indirect sexual harassment.

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy will result in termination. Furthermore, refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

If an employee believes the CEO is involved in an inappropriate relationship, the employee should notify the designated Human Resource representative or a member of the board of directors to meet with the employee to discuss the situation. The matter will be investigated immediately and appropriate action taken.

YMCA Property

YMCA supplies and equipment are for business use. Equipment and supplies purchased by or donated to the **YMCA** belong to the **YMCA** and not to individual employees.

The YMCA may retrieve, inspect and review both business and personal information items stored on or in **YMCA** property, such as computers, CD's, desks, lockers, cabinets and work areas.

Employees are responsible for all YMCA property, materials or written information issued to them or in their possession or control. Employees must return all YMCA property, including but not limited to computers, laptops and keys.

Managing Information

Information regarding membership lists, employee lists, donors, financial assistance, planning, participant medical conditions and other information is confidential and should be kept within the YMCA. Information should be shared within the YMCA only with those who have a legitimate need-to-know as determined by YMCA management. Medical information on YMCA clients/participants may be subject to certain federal privacy rules. The YMCA and its employees will respect and protect the privacy of medical information and records as well as information about clients/participants who request or receive direct services from the YMCA.

The YMCA safeguards all confidential information about participants/clients consistent with federal and state rules and regulations or YMCA policies and procedures. Questions about compliance should be directed to your supervisor.

Whistleblower

The Code of Conduct requires all employees, board members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the YMCA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is the YMCA's policy with respect to reporting good-faith concerns about the legality or propriety of YMCA actions or plans.

Employee Expectations

Attendance

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.

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 will 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 will result in disciplinary action up to and including termination. If you are absent for three consecutive work days without contacting your supervisor, you will be considered to have voluntarily resigned your position.

Work Schedules and Work Week

The immediate supervisor is responsible for the preparation and supervision of the working schedule for their employees and may change the work schedule in order to meet the needs of the job assignment. All such working schedules shall be governed by applicable federal and state laws regulating hours of labor, be in conformity with established procedures and policies of the Association and approved by the responsible executive.

Employees may not trade or substitute duty assignments with one another without authorization in advance from the supervisor in charge. If the employee shift is scheduled to last 5 hours or longer, rest breaks of 10 minutes for each 4 hours of working time are normally provided. Minor employees (under 18 years of age) who work six or more hours in a shift must be given one or two breaks totaling at least 30 minutes. These breaks may be taken at any point during the minor's shift time for rest breaks is unpaid time.

The YMCA workweek begins on Sundays and ends on Saturdays.

Overtime Pay

When business requirements or other needs cannot be met during regular working hours, hourly non-exempt employees may be required to work overtime. Overtime compensation is paid to all

non-exempt employees who work more than 40 hours in a workweek. If the hours you actually work in one workweek exceed 40, you will be paid at the rate of one and one-half times your hourly rate of pay for each hour worked in excess of 40 hours. Overtime compensation will be paid in the week it was earned.

No overtime work is permitted unless approved by the responsible executive. Failure to obtain prior approval before working overtime may subject an employee to disciplinary action, up to and including termination.

Working at Home or Outside Typical Work Hours

Employees may not work from home or outside typical scheduled hours without prior approval from their direct supervisor or the Branch Executive Director.

Note: calling in a work absence, calling co-workers to cover your shift or taking a call/message requesting you to cover a shift, is not considered compensable work time.

Breaks for Nursing Mothers

Upon returning to work after the birth of a child, breastfeeding employees are allowed a flexible schedule for up to one year that provides reasonable time to express milk during working hours. In order to utilize this benefit, the employee must provide advance written notice to her supervisor so as to allow adequate time to establish these break times prior to the employee's return to work. The employee and supervisor work together to develop a break schedule that ensures the least amount of disruption to the work of the employee's department. An employee is not allowed to excuse herself from her workstation for this purpose without prior approval. Notice to the supervisor is required when time for expressing breast milk is no longer required.

Changes in Personal Information

You are responsible for keeping your personal information up to date. Some information can be changed by logging into your employee self-service through our payroll provider (address, phone number, emergency contact, marital status). If you need to make a change that cannot be done through your employee self-service (name change, beneficiary designation, dependents), then contact Human Resources.

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 their Branch Executive Director or Association Human Resources Department of any potential situation which may involve a conflict of interest. All exempt staff will be required to complete a Conflict of Interest Questionnaire on an annual basis.

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

- Ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y, or competes with the Y.
- Staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y or conflicts with the ability to complete their YMCA duties as assigned.
- Personal benefit from any Y transaction including sale, purchase, rent, lease of property, services, or supplies.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Y.
- Unauthorized use of materials, equipment, facilities, or other YMCA assets for personal purposes.

In connection with any actual or possible conflict of interest, an employee must disclose the existence of the financial interest to the Association Human Resources Department. The CEO or another designee will determine the existence and nature of the conflict of interest and determine the appropriate course of action.

Dress Code

Employees are representatives of the YMCA in the eyes of the public. Therefore, it is important that employees report to work properly groomed and wearing appropriate attire. It is expected and a necessary part of job duties that the employees dress neatly and in a manner consistent with the nature of the work they will be performing. Name tags must be worn at all times.

Supervisors are responsible for clarifying standards of appropriate dress attire within their facility as it applies to specific program areas.

If an employee arrives at work inappropriately attired or lacking in good grooming or personal hygiene, the YMCA reserves the right to require the employee to leave and return when they are appropriately attired or groomed. In this event, the employee will not be compensated for time away from work. Failure to comply with this policy may also result in disciplinary action, up to and including termination of employment.

Electronic Communication

The Y provides a variety of electronic communication systems for use in carrying out its business, including telephones, cellular phones, voicemail, e-mail, computer stations, networks, and other devices. The purpose of these systems is to facilitate operations and business communication. All information and communications transmitted by, received from, or stored in these systems are the property of the Y and the Y reserves the right to access all of these systems at any time without advance notice. An employee's improper use of Y electronic communication systems can waste time and resources, cause embarrassment for both the Y and its employees, and create potential legal liability.

Employees should have no expectation of privacy or confidentiality with respect to use of the Y's electronic communication systems.

Employees may not use the Y's systems to conduct personal business or non-work-related tasks, and employees should not maintain personal files on the Y's electronic

communication systems. The Y maintains the right to monitor and access its electronic communications systems including, but not limited to, all messages and communications sent or received on the systems, and all files or documents on the systems, at any time without notice to employees.

Employees who use Y computers to perform their job functions may not install software or additional hardware onto such computers or the Y network without first receiving the express written authorization to do so from the IT Director.

The electronic communication systems may not be used to create any offensive, profane, threatening, discriminatory, or disruptive messages, communications, or materials. This includes, for example, messages, communications, or materials that are sexually oriented, racially derogatory, those that depict pornography or nudity, or any other content that could reasonably be construed as offensive to other employees.

The electronic communication systems may not be used to send or receive copyrighted materials, trade secrets, proprietary information, financial information, or similar materials without prior authorization from a member of management.

Employees may not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages, files, or other electronic information without the employee's permission or permission from a supervisor.

Violation of the Electronic Communication policy may result in disciplinary action up to and including termination.

Employee Concerns

The Y has an open communications policy and welcomes any suggestions, questions, or concerns about your job, your working conditions, or the treatment you are receiving as an employee. Your suggestions for improving the Y are always welcome. Your questions and concerns are also of interest to management.

To utilize the open communication policy regarding concerns, problems, or complaints, we ask that you communicate first to your supervisor, following the steps below. Note that your confidentiality will be maintained to the extent possible.

- Bring your concern to the attention of your immediate supervisor, who will investigate and provide a solution or explanation. If the problem is not, or you believe cannot be, resolved with your supervisor, you may ask the next level of supervision, typically the Branch Executive Director, to review the problem with all appropriate parties.
- If a complaint is not resolved through the previous steps, you may take it to the Association Human Resources Department, who will work to resolve the matter.

Employee Conduct

In order to provide a productive, caring work environment consistent with Y values, the Y does not tolerate misconduct. Some examples of misconduct include the following:

- Discrimination in violation of our equal opportunity policy.
- Harassment.

- Child abuse, molestation, or indecent exposure; having unapproved off-hours contact with children in Y programs or other violations of its child abuse prevention policies.
- Mistreatment or neglect of members, guests, or participants.
- Failure or refusal to carry out job assignments or to follow instructions as management requests.
- Falsification of records, for example, employment, accounting, or financial records.
- Failure to properly record time worked or to make a timely report of hours worked.
- Conviction of a crime, if job related; failure to notify the Y of a conviction or an arrest if required to do so.
- Theft or willful damage to Y property or to the property of others; the removal of property without permission from Y management.
- Dishonesty in any form.
- Abusive or profane language.
- Unsafe behavior, for example, fighting or threatening another person.
- Carrying or concealing weapons, devices, or objects that may be used as weapons.
- Reporting to work or being under the influence of drugs or alcohol during work time or on Y premises or at Y program locations; possessing, distributing or manufacturing controlled substances.
- Inefficient or substandard performance of an assigned duty or responsibility.
- Absenteeism or tardiness in reporting to work or returning from breaks; absence without proper notification to supervisor; or unexcused absence.
- Horseplay, unsafe or dangerous behavior, or unauthorized sleeping on the job.
- Use of Y equipment or facilities for personal gain.
- Violation of policies or of commonly accepted rules of responsible personal conduct.
- Conduct that does not support the purpose and values of the Y.

The above list is illustrative of the type of conduct that is not tolerated. This list is not all inclusive. Misconduct will result in disciplinary action, up to and including termination of employment.

Complaint Resolution Reporting of Concerns or Complaints

It is the responsibility of all employees and board members to comply with the YMCA's Code of Conduct and applicable laws and to report violations or suspected violations in accordance with the Whistleblower Policy. The Code addresses the organization's open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with executive leadership. Supervisors and managers are required to report suspected violations of the Code of Conduct to the organization's CEO, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization's open-door policy, individuals should contact the organization's CEO directly. If the alleged violation involves the CEO, the designated Human Resource representative or a member of the board of directors to meet with you to discuss the matter.

For a proper investigation to be conducted, please provide the YMCA with as much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved and as much other detail as you can provide.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting

in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be reviewed as a serious disciplinary offense.

Confidentiality

The YMCA will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, or 2) for review of YMCA operations by the YMCA's board, its audit committee, the YMCA's independent public accountants, and the YMCA's legal counsel.

Retaliation

The YMCA will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of a possible violation of its Code of Conduct or applicable law, even if the report is mistaken, or against any employee or individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the YMCA prior to seeking resolution outside the organization.

Handling of Reported Violations

The CEO will notify the sender and acknowledge receipt of the reported violation or suspected violation within a reasonable time frame. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Press and Media Communications Policy

The YMCA interacts with the media in a consistent, positive and professional manner. All press and media inquiries are to be immediately referred to the designated media relations contact.

In general, no statements are to be made directly to the press or media. Employees should respond that the YMCA has a department that handles all inquiries and the appropriate individual will be contacting them as soon as possible.

When an employee is faced with an impromptu inquiry from the press or media, the employee is expected to follow the above guidelines.

All press releases and media contacts should be pre-approved by designated media relations contact before going to press.

Social Media

The YMCA recognizes the value of social media and other online communication tools for business purposes, such as connecting with employees, members, program participants, donors, and volunteers. "Social media," as used in this policy, includes all forms of electronic communication through which users share information, messages, and/or other content on the Internet, including, but not limited to, communication through Facebook, Twitter, LinkedIn, YouTube, Pinterest, Google+, Tumblr, Instagram, and similar social media sites, as well as posting to a personal or third party's blog, online diary or journal, personal website, or to a web bulletin board or chat room, regardless of whether such a site has any direct connection with YMCA.

In addition to the benefits of social media, however, the use of social media also presents certain

risks. Many YMCA employees maintain personal/individual pages on social media sites and/or use other online communication tools to connect and communicate with others for personal purposes. Communications and postings on these social media sites are not private. Employees' online activities are accessible to the community at large; therefore, all YMCA employees' online activities should be consistent with the YMCA's mission and values of caring, honesty, respect, and responsibility.

In order to protect the YMCA's legitimate business interests and confidential and/or proprietary information, the YMCA has established the following guidelines regarding employee use of social media both during and outside work hours:

- Use of social media on YMCA electronic communications systems during work time is generally inappropriate unless the use is for legitimate, pre-approved YMCA business.
- Posting pictures of children in our programs on any social media site violates the privacy of the children and is strictly prohibited. Exceptions may be made for official YMCA sites with parental permission.
- Posting the YMCA's trade secrets and other confidential, proprietary information such as business, financial, and marketing strategies are prohibited.
- Posting disrespectful and/or unprofessional comments regarding YMCA members, employees, volunteers or program participants is prohibited.
- Copyright, trademark, and similar laws must be respected, and employees are prohibited from infringing on the YMCA's logos, trademarks, and other intellectual property.
- If an employee uses the YMCA name (and/or names of camps or other programs) in social media communications/postings, the employee should be especially careful to communicate YMCA's values and mission while making it clear that the employee speaks for him- or herself and not on behalf of the YMCA.
- If an employee posts an endorsement of YMCA programs, the employee must also disclose his or her employment relationship with the YMCA.

Employees should recognize that they are personally responsible for the content they publish on social media sites. Employees may be subject to disciplinary action for online commentary, content, or images that harass (as defined by the YMCA's anti-harassment policy), threaten, and/or defame fellow employees, members, program participants, or anyone else.

When using social media, employees should keep in mind that other policies apply to its use, including, for example, the YMCA's anti-discrimination and harassment policies, the Internet, E-mail, and Computer Usage Policy, policies on confidentiality, policies on preventing child abuse.

Nothing in this policy should be construed to limit any employee's right to discuss terms and conditions of employment or prohibit any employee from engaging in concerted activity as that term is defined in Section 7 of the National Labor Relations Act.

Cell Phone and Camera Policy

This policy outlines the use of personal cell phones and other electronic devices at work and the safe use of cell phones by employees while driving.

While at work, employees are expected to exercise the same discretion in using personal cell

phones as is expected for the use of YMCA phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls on non-work time when possible. YMCA will not be liable for the loss of any personal electronic device brought into the workplace. Cell phones may be used for clocking in and out.

All employees are expected to follow applicable local, state and federal laws and regulations regarding the use of cellphones at all times. **Drivers of YMCA vehicles are forbidden from talking on cell phones and texting.** Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

The use of camera phones, or other audio or video recording-capable devices within the YMCA may constitute an invasion of employees' personal privacy, violate the privacy of children and/or program participants and may breach the confidentiality of the YMCA trade secrets or other protected information. Therefore, the use of camera or other video recording-capable devices on YMCA premises is prohibited without the express prior permission of the leadership team and of the person(s) present at the time. This prohibition is specifically applicable to restrooms and locker rooms.

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. Employees should not engage in political conversations with members, participants and other staff members while on duty or representing the YMCA.

Required Training and Certifications

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, first aid, 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. Certain training expenses may be paid by the YMCA. See your supervisor for details. If your required certifications expire, you may not be allowed to work until you recertify. You may also be subject to disciplinary action, including termination of your employment.

Compensation

Direct Deposit

Direct deposit of your pay is required for all employees. Paychecks are automatically deposited in the employee's bank(s) of choice. Paycheck stubs and tax documents can be accessed online through our payroll provider.

A direct deposit form, accompanied by bank account verification must be filled out at the time of hire. With direct deposit, many banks offer waivers/reductions on account fees and other bank services.

Payroll and Time Records

The YMCA operates under a bi-weekly payroll system. Each new pay period begins on a Sunday (12:00 AM) and ends two weeks later, on Saturday (11:59 PM). Pay days are every other Friday following the end of the pay period. It is your responsibility to accurately record your hours worked. Most staff will record hours using the electronic time clock. It is your responsibility to ensure your supervisor has a complete record of your time by the payroll deadline. It is prohibited to record time for someone else. For employees that forget to use the system must fill out a punch change request electronically.

An employee can view or print their paystubs and W-2 online. You will be given a user ID and password after your date of hire. An employee who believes that his/her paycheck is incorrect should notify their supervisor.

Failure to properly record time worked and absences may be considered misconduct, which could lead to corrective action up to and including termination.

Emergency Closures

It is the YMCA's practice to continue operations despite poor or inclement weather unless the weather conditions threaten to make employee transportation to or from work impossible or dangerous.

If possible, announcements of closings due to stormy conditions will be made by the news media and on the YMCA website.

If the YMCA remains open, non-exempt employees electing not to come to work, or who do not make it to work, will not be compensated.

If the YMCA is closed prior to the individual's scheduled start time, non-exempt employees will not be compensated. It is the employee's responsibility to contact the YMCA or their supervisor to determine whether the YMCA will be open during their scheduled work hours.

If the YMCA opens and is forced to close early due to weather conditions, or other events requiring closure, all employees who reported for work will be compensated for the length of time for which they were scheduled.

The decision to close will be at the discretion of the executive leadership present at the time in consultation with the CEO or designee.

Wage and Salary 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 organizations.

Wage and salary adjustments are made at the sole discretion of management, 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.

Leave of Absence

Family and Medical Leave Act (FMLA)

The Y strives to support the family and medical needs of employees and will grant family and medical leave in accordance with the requirements of applicable state and federal law, including the Family and Medical Leave Act (FMLA). "). The purpose of the FMLA is to assist employees in balancing work, life, and family matters by providing unpaid leave for special health or family-related needs.

For information or questions or concerns about FMLA leave, or for assistance in requesting leave, employees should contact the designated Human Resources representative at the earliest possible opportunity. Employees who believe they have been treated unfairly with regard to the application or enforcement of this policy should contact their supervisor or designated Human Resources representative.

Leave Eligibility

Employees are eligible for FMLA leave only if they have been employed by the YMCA for at least twelve (12) months and have completed at least 1,250 hours of service in the twelve-month period immediately prior to the request for leave. The twelve months do not have to be consecutive, provided breaks in service does not exceed seven (7) years.

Note - If an employee takes paid sick leave, if available and allowed, for a condition that progresses into a serious health condition, defined below, and the employee then requests FMLA leave as provided under this policy, the YMCA may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary FMLA qualifications.

Types and Timing of Leave

An employee may request FMLA leave for qualifying family or medical events. Eligible employees are entitled to a total of twelve (12) weeks of unpaid leave during a twelve-month period, measured backward from the date the employee uses any leave under this policy. Leave may be taken for the following reasons:

- Birth of a child, and to care for that child. Leave for birth must be taken within one year of the birth of the child.
- Placement with the employee of a child for adoption or foster care. Leave for adoption or foster care must be taken within one year of the placement of the child.
- The employee is needed to care for a child, spouse or parent with a serious health condition.

- The employee's own serious health condition makes him or her unable to perform the functions of the job.
- A "qualifying exigency," as defined below, for an employee whose spouse, son, daughter, or parent (the military member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).
- An employee who is the spouse, son, daughter, parent, or next of kin to a covered service member is entitled to a total of twenty-six (26) weeks of unpaid leave during a single 12-month period (beginning on the date that an employee first takes leave under this provision) for the following reasons:
 - Leave to care for a covered service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness ("military caregiver leave").
 - Because FMLA leave time is limited to a total of twelve (12) weeks per rolling year or up to twenty-six (26) weeks in a single year for military caregiver leave, an employee should coordinate his or her medical and family leave time if the employee plans to take both types of leave in the same 12-month period. Any employee who is eligible for and takes any period of family and medical leave will have that leave designated as family and medical leave and counted against his or her total allotment. Any employee who is eligible for and takes a portion of his or her twenty-six (26) weeks of military caregiver leave, but not the entire twenty-six (26) weeks, forfeits the remaining portion of the leave that is not used within one (1) year.

Definitions

The following definitions are used to determine qualification for FMLA leave:

- "**Spouse**" means a husband or wife as defined or recognized under the law of the state where the marriage was celebrated, including common law marriage. "Spouse" also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.
- "**Parent**" means a biological, adoptive, step or foster father or mother, or any individual who stood in as a parent when the employee was a son or daughter. The term "parent" does not include parents "in law" (*e.g.* mother-in-law or father-in-law).
- "**Son**" or "**daughter**" means a biological, adopted, or foster child; a step-child; a legal ward; or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.
- "**Covered service member**" means (1) a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) and discharged or released under conditions other than dishonorable at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- "**Next of kin of a covered service member**" means the nearest blood relative of that individual other than the covered service member's spouse, parent, son, or daughter in the following order of priority: blood relatives who have been granted legal custody of the covered

service member, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has designated in writing a specific blood relative as his next of kin for purposes of military caregiver leave under the FMLA.

- A **“military member”** is defined as an employee’s spouse, son, daughter or parent who is on covered active duty status or has been called to covered active duty status for the United States Armed Forces, National Guard, or Reserves.
- **“Covered active duty or call to covered active duty status”** in the case of a member of the regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. For members of the Reserves, this means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.
- A “qualifying exigency” includes:
 - *short notice deployment*: to address issues arising when a military member is called to active duty within seven (7) or less days of such deployment. Leave for a short notice deployment may be taken for seven (7) calendar days or less beginning on the date of the covered military member’s notice of such leave;
 - *military events and related activities*: to attend any official military ceremony, program or events and related activities (e.g., family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of the military member);
 - *childcare and school activities*: to arrange for alternative childcare or provide urgent and immediate childcare for a military member’s child, or enroll in or transfer a military member’s child to a school or daycare, or attend parent-teacher meetings or other conferences for a military member’s child;
 - For the purposes of leave for childcare and school activities, a child of the military member must be the military member’s biological, adopted, or foster child, stepchild, legal ward, or child for whom the military member stands “in loco parentis,” who is either under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence
 - *financial and legal arrangements*: to make or update financial or legal arrangements to address the military member’s absence while on covered active duty status or call to covered active duty status or to act as the military member’s representative for the purpose of obtaining benefits;
 - *counseling*: to attend counseling for oneself, the military member, or a military member’s child, provided that the need for counseling arises from the covered active duty or call to covered active duty status of the military member;
 - *rest and recuperation*: to spend time with a military member who is on short-term, temporary, rest and recuperation leave during a period of deployment;
 - Eligible employees may take up to fifteen (15) days of leave for each instance of rest and recuperation

- *post-deployment activities*: to attend official ceremonies or programs sponsored by the military in the 90 days following the termination of the military member's active duty status or to address issues that arise from the death of a military member;
- *parental care*: to provide parental care where the parent of the military member is incapable of self-care (and the parent is the military member's biological, adoptive, step, or foster parent, or any other individual who stood "in loco parentis" to the military member when the member was under 18 years of age, who requires active assistance or supervision to provide daily self-care in three or more "activities of daily living" (e.g., grooming, dressing, eating) or "instrumental activities of daily living" (e.g., cooking, cleaning, paying bills)) to:
 - arrange for alternative care for a parent of the military member and the covered active duty or call to covered active duty status of the military member necessitates a change in the existing care arrangement for the parent,
 - to provide care for a parent on an urgent, immediate need basis (but not on a routine, regular, or everyday basis),
 - to admit or transfer to a care facility a parent of the military member when necessitated by the covered active duty or call to covered active duty status of the military member, and
 - to attend meetings (not routine or regular meetings) with employees at a care facility when necessary due to circumstances arising from the covered active duty or call to covered active duty status of the military member
- *additional activities*: to address other events that arise out of the military member's active duty or call to active duty provided that the YMCA and employee agree that the leave shall qualify as an exigency and agree to the timing and duration of such leave.
- A "**serious health condition**" is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by (1) a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment; (2) incapacity due to pregnancy; (3) incapacity due to a chronic condition; or (4) incapacity due to permanent or long-term conditions. Other conditions may meet the definition of continuing treatment. FMLA regulations contain further details.
- A "**serious injury or illness**" means an injury or illness incurred by a covered service member in the line of duty on active duty in the United States Armed Forces, or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty, that may render the individual medically unfit to perform the duties of the individual's office, grade, rank or rating.
- For covered veterans, a serious injury or illness means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the Armed Forces) and manifested itself before or after the member became a veteran, and is:

- a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating;
 - a physical or mental condition for which the covered veteran has received U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty (50) percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave;
 - a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- **"Outpatient status"** means the status of a covered service member assigned to either a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control to members of the United States Armed Forces receiving care as outpatients.
 - A **"contingency operation"** means a military operation that is (a) is designated by the Secretary of Defense as an action where the United States Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty members of the uniformed services under applicable law.

Notice of Leave

To request FMLA leave, a Family and Medical Leave of Absence form must be completed and submitted to the supervisor. Requests should be accompanied by proper certification (see below for more information).

When the employee's need for leave is foreseeable, he or she must give thirty (30) days advance notice before the leave is to begin or give notice as soon as practicable. In addition, when foreseeable leave is planned for medical treatment, an employee should make a reasonable effort to schedule the treatment to avoid unduly disrupting the work operations. When the need for leave is not foreseeable, an employee must give notice as soon as practicable. As soon as practicable generally means the same day the employee learns of the need for leave or on the next business day. Additionally, once the employee's leave begins, he or she must notify the YMCA in writing every thirty (30) days regarding the status of his or her leave and intention to return to work at the end of the leave period.

All notices provided by employees pursuant to requests for FMLA leave must fully explain the reasons for leave to allow the YMCA to determine whether the leave actually qualifies under the FMLA. If an employee refuses or fails to give reasons for requesting FMLA leave or refuses or fails to provide a certification, the YMCA may deny leave until such information is provided.

Certification and/or Documentation

If an employee requests leave for the "serious health condition" of the employee or the employee's spouse, child or parent, or to care for a covered service member, the YMCA requires a timely medical certification from the employee's or family member's health care provider or the

covered service member's authorized health care provider. At the YMCA's expense, the YMCA may require examination(s) by a physician or physicians of its choice to confirm the necessity for the leave, as well as its duration. If a second opinion obtained is in conflict with the first, a third opinion by a health care provider designated or approved jointly by the YMCA and the employee may be required, also at the YMCA's expense. This third opinion will be considered final and binding.

Employees requesting leave for a qualifying exigency must submit a certification of qualifying exigency, along with supporting documentation.

The YMCA is entitled to re-certification of the continued necessity of leave for a "serious health condition" should it determine that such re-certification is necessary.

Certifications (and re-certifications, if necessary) will be considered timely if received within fifteen (15) calendar days from the date of the request. Failure to provide a certification could result in denial of the employee's request for FMLA leave. Certification forms are available from designated Human Resources representative.

Depending on the type of leave requested other documentation may be required, such as legal documentation for the adoption or foster care of a child.

Intermittent or Reduced Schedule Leave

Employees may take FMLA leave on an "intermittent" or "reduced schedule" basis under certain circumstances. "Intermittent leave" means leave taken in separate blocks of time due to a single illness or injury, rather than one continuous period of time. A "reduced schedule" reduces an employee's usual number of working hours per workweek or work day. Employees needing intermittent or reduced leave are expected to schedule their leave so as not to disrupt YMCA operations.

Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take intermittent leave or leave on a reduced work schedule basis if the employee's plan for leave is approved by the YMCA. Where FMLA leave is taken to care for a sick family member, for the employee's own serious health condition, to care for a covered service member, or a qualifying exigency, leave may be taken intermittently or on a reduced schedule basis (assuming such leave is certified as medically necessary by a healthcare provider).

The YMCA may, at its option, temporarily transfer an employee to an available alternative position with equivalent pay and benefits if he or she requests intermittent leave or a reduced work schedule and the need for leave is foreseeable based on planned medical treatment, provided the employee is qualified for that alternate position and it better accommodates recurring periods of leave than his or her regular position.

FMLA Leave and Use of Available Benefits

FMLA leave is generally unpaid. However, during FMLA leave, employees will be required to use all available paid time off. Use of paid leave will be credited against the employee's 12-week (or 26-week) entitlement to leave under the FMLA. Unpaid leave will commence after paid leave has been exhausted.

While an employee is on FMLA leave, the YMCA will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work. If the YMCA changes its health benefits during an employee's leave, the change will apply to the employee as if the employee were still on the job.

Employees are responsible for ensuring that their portion of health insurance premiums is paid. If the payment is more than thirty (30) days late, the employee's health coverage may be discontinued for the duration of the leave. Other accumulated benefits shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during such leave

period.

If an employee does not return to work after the expiration of the leave, the employee may be required to reimburse the YMCA for payments of health insurance premiums during the leave, unless the employee does not return because of a serious health condition that prevents the employee from performing the employee's job, or other circumstances beyond the control of the employee.

Any applicable disability benefits such as workers' compensation leave will run concurrently with FMLA leave. The employee may then be required to substitute accrued paid time off, as appropriate, during the remainder of his or her FMLA leave.

Return to Work

To facilitate the return to work, the YMCA asks that employees provide two (2) weeks' advance notification of their intended return date. Failure to do so may delay the return date. Employees must also provide a return-to-work certification from a health care provider.

Employees returning from FMLA leave will be reinstated to their former positions or to positions with equivalent pay, benefits, and other employment terms and conditions. Employees have no greater right to reinstatement or to other benefits and conditions of employment than if the employee had not taken the leave (*e.g.*, if, due to economic or other business conditions, the employee would have lost his or her job regardless of whether the employee went on leave, the employee will not be entitled to reinstatement). Certain "key" employees, who are among the highest paid employees of the YMCA might not be reinstated to any position. "Key" employees will be notified of their status when they apply for FMLA leave.

Failure to timely return from FMLA leave generally will be treated as a voluntary termination of employment.

If the YMCA learns that an employee is not returning to work, the employee is no longer entitled to leave and YMCA's obligations to provide health benefits (except as provided under COBRA) and to restore the employee to work cease at that point.

Miscellaneous Information

Leave for Spouses – the FMLA limits the leave that may be taken by spouses who work for the same employer. Leave taken for the birth and care of a child or placement for adoption or foster care of a child and employee care is limited to a combined total of twelve (12) work weeks during any 12-month period. Leave taken to care for a spouse's parent with a serious health condition is also limited to a combined total of twelve (12) work weeks during any 12-month period. Leave taken to care for a covered service member is limited to a combined total of twenty-six (26) work weeks during a 12-month period. This limitation applies even if the spouses work at different work sites or in different divisions of the YMCA, as long as they are employed by the same employer. The limitation does not apply, however, to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious illness.

Performance Appraisals – If an appraisal is due when an employee is on leave, the appraisal will be completed and given as soon as the employee returns to work.

Benefit Accrual – Paid time off time does not accrue while an employee is on approved unpaid FMLA leave.

Fraud – Any employee that fraudulently obtains FMLA will be subject to disciplinary action, up to and including termination of employment.

Medical Leave

If you do not qualify for a leave of absence under the FMLA (Family and Medical Leave Act),

you may request a medical leave for absences due to your own illness or injury; however, the Y cannot guarantee that it will have a position available to which you can return. Full-time employees may be required to use their available vacation and sick time during the absence prior to taking time without pay. Medical certification of the necessity for leave is required, and upon return, a fitness for duty report may be required.

Jury Duty

Full-Time employees called to Jury Duty, etc. will receive their regular pay, less fees paid for services during the period of that service. Jury duty shall not affect an employee's vacation allowance. Part-Time employees' time off work for Jury Duty is unpaid time.

Employees are expected to be at work on any regular working day, or portion of day, when excused from court service within reasonable limits. The employee must provide documentation of Jury Duty and should discuss the requirements for court service promptly with their supervisor upon receipt of notice to appear.

Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training, or related obligations in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and other applicable law. Employees on military leave may substitute their accrued paid time off for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status, and pay that the employee is qualified to perform.

Continuation of Health Benefits

During a military leave of less than thirty-one (31) days, an employee is entitled to continue health insurance under the same conditions as if the employee had continued to work. For military leaves of more than thirty (30) days, an employee may elect to continue his or her health coverage for up to twenty-four (24) months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.

Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty, an employee should notify his or her supervisor, as well as designated Human Resources representative, as soon as possible, and submit a copy of the military orders (unless he or she is unable to do so because of military necessity, or it is otherwise impossible or unreasonable).

Leave for Training and Other Related Obligations

Employees will also be granted time off for military training (normally fourteen (14) days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor of their training schedule and/or other related obligations as far in advance as possible.

Return from Military Leave

Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

- An employee who served for less than thirty-one (31) days or who reported for a fitness examination, must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight (8) hours after the employee has returned from the location of service.
- An employee who served for more than thirty (30) days, but less than 181 days, must submit an application for reemployment no later than fourteen (14) days after completing the period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.
- An employee who served for more than 180 days must submit an application for reemployment no later than ninety (90) days after the completion of the uniformed service.
- An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to designated Human Resources representative (if the service was less than thirty-one (31) days), or submit an application for reemployment (if the service was greater than thirty (30) days), at the end of the necessary recovery period (but which may not exceed two (2) years).
- An employee whose military service was for more than thirty (30) days must provide documentation within two (2) weeks of his or her return (unless such documentation does not yet exist or is not readily available) showing the following:
 - the application for reemployment is timely (*i.e.*, submitted within the required time period);
 - the period of service has not exceeded five (5) years; and
 - the employee received an honorable or general discharge.
 - Employees who fail to return to work in accordance with USERRA will be deemed to have resigned from employment with the YMCA.

The YMCA prohibits discrimination and retaliation against employees who serve in the uniformed services or exercise their rights under USERRA

Other Leave

Personal Emergency Leave

Up to a total of three working days with pay during any calendar year may be granted for full-time employees, by the CEO, for urgent matters (such as: critical immediate family illness or death, unusual transportation or personal problems). No emergency leaves will be granted during the first six months of employment. Leaves with pay, in excess of three days, for critical family illness or death in the immediate family, must be approved by the CEO.

Immediate family is defined as mother, father, spouse/partner or partners to a civil union, son or daughter*, and siblings. (*Definition includes persons who stand in "loco parentis" so as to include employees in same-sex or other non-traditional relationships without regard to their legal or biological relationship with the child.)

Personal Leave of Absence

Full-time employees may be granted an unpaid leave of up to twelve (12) weeks during a twelve-month period for pressing personal reasons, unrelated to business ventures or outside employment, that necessitate a period of absence. Granting personal leave is at the sole discretion of the YMCA.

Employees seeking personal leave must submit a request in writing to their immediate supervisor. They YMCA may require documentation supporting the reason(s) for an employee's request for personal leave. If documentation is requested, it must be submitted within fifteen (15) days of the request. During an employee's personal leave, he or she must notify the YMCA in writing every thirty (30) days regarding the status of the leave and intention to return to work at the end of the leave period.

At the conclusion of the personal leave and subject to the business needs of the organization, the YMCA may restore the employee to his or her former position or a similar position, however the YMCA has no obligation to restore the employee to his or her former position or a similar position. To facilitate the return to work, the YMCA asks that employees provide two (2) weeks' advance notification of their intended return date.

Request for longer leaves of absence may be granted only in exceptional situations and must have the approval of executive leadership.

Sick leave and vacation time do not accrue while an employee is on personal leave.

Benefits

The YMCA is pleased to provide employees with a range of benefits that represent a significant part of the total compensation package. The YMCA's benefits program complies with and supplements government-mandated laws and regulation. If you have any questions about the benefits, please ask your immediate supervisor, Executive leadership or contact the HR department. The YMCA reserves the right to change or terminate any of the policies and benefits set forth in this document at any time. In any situation where insurance or other benefits are provided, the terms of the insurance policy or benefit plan are controlling, regardless of any statement contained in the policy.

All full-time employees are eligible to enroll for benefits at the time of employment. However, full participation may be subject to meeting the plan-requirements of the specific benefits coverage or by restrictions detailed in other parts of these guidelines.

For determining benefits for full-time employees, continuous full-time employment in any YMCA is to be counted. Years of service are counted from the original date of full-time employment and continue to accrue, as long as that employment remains full-time.

It is also the policy of the YMCA that employees share in the responsibility for their benefit expenses; some costs, therefore, may be jointly borne by the YMCA and the employee. Descriptive material related to benefits will be provided to employees during orientation or as coverage may change.

Insurance

Health coverage applies to all Full-Time Employees and Eligible Part-Time Employees. Dental and Vision coverage applies to Full-Time Employees.

The Patient Protection and Affordable Care Act (PPACA), commonly called the Affordable Care Act (ACA), created a new type of online marketplace for purchasing health (medical) insurance coverage. This marketplace is referred to as a Health Insurance Marketplace, or an Exchange.

Eligible employees have the option of purchasing medical insurance coverage through the Marketplace, or enrolling in the Crossroads Y's benefit plan. If you purchase coverage through a Marketplace, you may be eligible for a federal subsidy that lowers your monthly premiums or reduces your cost sharing. However, to receive these federal savings, you cannot be eligible for coverage through the Crossroads Y that is affordable and provides "minimum value."

Medical, Dental and Vision

The Crossroads Y has contracted to provide medical, dental and vision insurance coverage for eligible employees and their families. The Crossroads Y and the employee share in the cost of the insurance.

The provisions of the governing plan document define terms of coverage under each benefit plan. The Summary Plan Description is the official summary of each Plan. Any change to the plan is reflected in this Summary Plan Description and automatically amends this description. Summary of plan designs are provided during employee orientation, open enrollment or upon request.

New employees have 30 days from initial hire date to enroll in group health, dental and vision or they must wait until the next open enrollment period or following a qualifying event. Coverage is effective the first of the month following 30 days of continuous employment.

Flexible Benefits Plan

The CROSSROADS Y provides a Flexible Benefits Plan under Section 125 of the IRS code. This plan allows employees to deduct from their salaries on a pre-tax basis their portion of the premium cost of group health, dental, and vision insurance, and any supplemental insurance the employee has purchased through our supplemental insurance vendor.

Deducting for these expenses from salary on a pre-tax basis lowers an employee's Federal, State, and FICA taxes; thereby increasing the take-home pay.

Life Insurance

Applies to Full-Time Employees Only - Coverage for the protection of employee beneficiaries through a group life, accidental death and dismemberment insurance plan is fully paid by the CROSSROADS Y. This plan is available to all full-time employees the first of the month after full-time hire date.

The CROSSROADS Y pays for the eligible full-time employee life insurance coverage equal to 2 times the employee's annual base salary up to a maximum coverage of \$220,000.

The employee assumes income tax liability for the cost per \$1,000 of group term life insurance above \$50,000. The employer pays the FICA tax for employee on this benefit.

Long Term Disability Insurance

Applies to Full-Time Employees Only - provides for the protection of full-time employees, disabled from accident or sickness, through a long-term disability policy. Coverage is paid for by the CROSSROADS Y, begins after 90 days (13 weeks) of disability, and is offset by other insurance coverage.

The Long-Term Disability benefit generally provides 60% of an insured employee's eligible pay up to a maximum of \$5,000 per month. The benefit may be reduced by other benefits to which the employee may be entitled (such as Social Security, Workers' Compensation or other disability pay).

AFLAC Supplemental Insurance

The YMCA partners with Aflac Insurance to provide payroll deductions of any supplemental insurance policies full-time employees want to purchase. These premiums are paid 100% by employee but some may be pre-tax which reduces employee's taxes. Our Aflac representative will be available during open enrollment for existing employees and any new employees will be introduced with agent to elect any supplemental insurance within 30 days of their full time status date.

Time Off Benefits For Full Time Employees

Holidays

All full-time employees will receive 6 paid holidays per year after 90 days.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

In the event the YMCA is open on the holidays listed above and the employee's presence is needed, compensation time off must be taken within 60 days following the holiday worked. Upon separation, holidays are not paid to employees.

Paid Time Off

It is the policy of the YMCA to grant full-time employees who are eligible the opportunity to manage their time away from work, according to both YMCA and employee needs. Time off with pay may be for a variety of reasons including but not limited to vacation, illness and personal business.

Eligible employees accrue Paid Time Off (PTO) days beginning their first day of work. However, PTO is not considered earned until after the first 90 days of employment. Employees may use earned PTO when approved by their supervisor. PTO may not be used until it has accrued. Any employee released during their first 90-days will not be eligible for any PTO compensation.

PTO days are considered earned and are awarded to eligible employees on the last day of each month. In addition, PTO does not accrue when out on leaves of absences.

To request PTO, the employee must submit the request electronically through the electronic payroll system. Requests for PTO must be made a minimum of two weeks prior to the day

requested off. In the event of illness or unforeseen circumstances, it is the employee's responsibility to notify their supervisor as soon as possible regarding their absence for the day. Any illness lasting more than four consecutive days may require documentation from a physician.

PTO is scheduled by executive leadership and requests will be granted on a first-come first-served basis. In the event of a conflict where two employees request PTO at the same time, consideration will be given with respect to length of service, the PTO balance and the level of leadership.

Employees will be required to use all accrued and unused PTO time prior to taking any unpaid time off. The use of bereavement benefit takes precedent over PTO time and may be used during a scheduled absence.

Upon separation, an employee will be paid for any unused PTO days up to a maximum of 20 PTO days only if the employee has given the YMCA written notice following the guidelines in the Voluntary Resignation section of the handbook.

PTO Accrual Rates

Years of service is determined by an employee's start date as a full-time employee.

<u>Years of Service</u>	<u>Maximum Bank*</u>
1 st year: .83 days per month	10 Days
1-2 years: 1.25 days per month	23 Days
3-4 years: 1.67 days per month	30 Days
5-9 years: 2.08 days per month	38 Days
10-14 years: 2.5 days per month	45 Days
15-24 years: 2.92 days per month	53 Days
25+ years: 3.33 days per month	60 Days

*No further hours will accrue until the employee reduces the bank by taking PTO.

Bereavement

All full-time employees are allowed up to three consecutive days with pay in the event of a death in the employee's or the employee's spouse immediate family. Immediate family includes children; spouse, brother, sister, parent, or grandparent.

Membership and Program Fee Reduction

- All full time employees will receive a family membership at no cost to the employee
- All part time employees will receive an individual membership at no cost to the employee
 - Part time employees that wish to add a family membership, may do so at a reduced cost (varies by branch).

We want employees to participate in programs just like the members and community we serve. Many of the programs are free with membership but some fees must be collected from staff for programs to cover costs of program. Program discounts will be applied to member or non-member fees based on the participant's membership status. Registration is required to participate and receive discounts. The following program discounts apply by type of staff:

Description	Benefit
Programs other than child care*	
Full Time Staff	50%
Part Time Staff	25%
Before/After School	
Working in Program	100%
Full Time	50%
Part Time	25%
Day Camp (Preschool & Youth)	
Working in Program	100%
Full Time	50%
Part Time	25%
Adventure Camp/Junior Leaders Camp	
All employees	25%
Preschool - Over School Year	
Working in Program	100%
Full Time	50%
Part Time	25%
Early Learning Center/License Child Care	
Working in License Child Care	100%
Full Time	50%
Part Time	25%
1-2 Year Olds Care (Due to licensing room max and costs)	No discount

* Excludes Personal Training, Specialty Classes, Adult leagues and Private Swim; Benefits are for employee children only.

Kids Zone and Family Centers

All staff can drop off their kids (ages 6 weeks through 7 years) to Kids Zone for free while they are working.

All staff can drop off their kids at Family Centers (8 – 12 years) where available for free while they are working.

All staff can use Kids Zone and Family Centers when not working if they have a family membership.

Retirement Benefits-Full Time & Eligible Part Time

As a condition of employment, all eligible employees, except those hired at 60 years of age or older, must participate in the YMCA Retirement Fund (hereafter referred to as The Fund). The Fund provides retirement, permanent disability, and death benefits for its plan participants and their

designated beneficiaries upon completion of the eligibility requirements. Employees hired at age 60 or older may choose to participate in The Fund at their own discretion. If they choose not to participate, they must complete a participation waiver form. Each employee begins to participate in The Fund when all of the following eligibility requirements are met:

The employee:

1. Reaches the age of 21
2. Completes two one-year periods of employment
3. Completes 1,000 hours of work within each of the two one-year periods of employment.

The CROSSROADS Y contributes 8% of each participating employee's monthly compensation to the Fund. At the time of enrollment in The Fund, participants are fully vested. Participants may make additional tax deferred contributions by payroll deduction to The Fund to provide increased benefits at retirement, or rollover existing retirement funds from other programs.

The CROSSROADS Y reserves the right to amend its participation in The Fund at any time within the terms and conditions of The Fund. The Fund may amend the plan at any time and the plan may also be amended at any time to conform to applicable federal law.

Retirement Benefits for All Employees

You may elect to participate in a 403(b) Smart Account. Contact Human Resources staff for additional information.

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.

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.

Workers Compensation

All employees are covered against hazards of occupational accidents and illnesses on the job through worker's compensation laws. All work related injuries are to be reported to the employee's supervisor within 24 hours. Delays in reporting injuries may result in loss of benefits. Any employee, who suffers a personal injury, arising out of and in the course of his/her employment, will be paid compensation in the manner and to the extent provided by the Indiana Worker's Compensation Laws. The YMCA prohibits retaliation against employees exercising their rights under the law.

Crossroads YMCA Employee Acknowledgement Form

I, the undersigned, hereby acknowledge receipt of my copy of the Crossroads YMCA ("YMCA") Employee Handbook ("Handbook"). I understand that signing the Employee Handbook Acknowledgment Form is a condition of employment.

I hereby understand and acknowledge that my employment relationship with the YMCA is of an "at-will" nature, which means that I am employed for an indefinite period of time and that I may terminate my employment at any time. It also means that the YMCA may terminate my employment at any time. I understand that this Handbook is not a contract for employment nor is it an offer of a contract for employment. Any oral or written promises I may have received to the contrary are hereby expressly disavowed and will not be relied on by me. I understand that only an authorized representative of the YMCA has the right to enter into any agreement which is contrary to the contents of this Handbook, and that any such agreement must be set forth in writing and be approved by the CEO.

I understand that this Handbook and its policies supersedes all prior oral and written communications, including previous employee and/or employee handbooks, and are subject to change or elimination at any time at the discretion of the YMCA.

I acknowledge that I have reviewed this Handbook in its entirety, and I understand that my supervisor, CFO and CEO are available to answer any questions that I may have about these policies and procedures.

Employee's name (Please print)

Employee's signature

Date