



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WORKING TOGETHER

EMPLOYEE HANDBOOK

NORFOLK FAMILY YMCA

REVISED: MAY 2023

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WELCOME

Welcome to the Norfolk Family YMCA (NFY)! The YMCA is a nonprofit like no other. That's because in 10,000 neighborhoods across the nation, we have the presence and partnerships to not just promise, but deliver, positive change. We are an inclusive organization that brings people together. We connect people of all ages and backgrounds to bridge the gaps in community needs.

At the YMCA, we view participation in our programs and services as a means to a greater end. We strive to help more kids reach their potential, help more families and individuals achieve better health outcomes, and encourage everyone to get involved and make their community a better place.

Going to work every day, you are positively affecting the lives of the people in your community. Working at the Y, you'll discover more than a job – You'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you.

We look forward to working with you and seeking opportunities to continue to build on this long standing tradition of youth development, healthy living, and social responsibility!

ABOUT THIS HANDBOOK

This Employee Handbook is designed to answer questions employees may have concerning the Norfolk Family YMCA, its policies and procedures and to assist in consistent administration of employment and human resource decisions and practices in a manner equitable to employees and in accordance with the association's objectives. It is for informational purposes only.

The contents of the Norfolk Family YMCA Employee Handbook are not an employment contract or agreement; rather, they represent a general outline or guideline of the human resources policies, benefits and expectations and are subject to modification, revocation, suspension, termination or change, in whole or in part, with or without notice, at the sole discretion of the Y. Nothing contained in this handbook, or any other handbooks, employment applications, memoranda and other materials given to employees in connection with their employment, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment, shall create a guarantee of assurance of employment or shall create any right to an employment-related benefit or procedure. All matters pertaining to the interpretation of the policies and procedures outlined in this handbook are referred to Human Resources.

Effective date of this handbook: May 2023

AT-WILL DISCLAIMER

The policies and procedures in this handbook are designed to serve as guidelines for management action for all employees.

The YMCA is an at-will employer. An employee's employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the YMCA or the employee. No representation, whether oral or written by any representative or agent of the YMCA, at any time, can constitute a contract of employment. The YMCA and all Plan Administrators have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the YMCA has the authority to enter into any agreement for employment for any specified period of time or to make any change in any employment policy, procedure, benefit or other term or condition of employment other than in a document signed by the President/CEO, or to make any agreement contrary to the foregoing.

If you have questions concerning these guidelines, please consult with your supervisor or Human Resources.

ADMINISTRATION

Equal Employment Opportunity

The Norfolk Family YMCA provides equal employment opportunity to all employees and applicants without regard to age, race, religion, color, sex, gender, identity or expression, sexual orientation, national origin, disability, marital status, pregnancy, medical condition, veteran status, or any other characteristics protected by federal, state or local law.

The Y strives to create a respectful workplace and engaging in any act which illegally discriminates against another employee will not be tolerated and will result in disciplinary action up to and including term of employment. If you have related questions, complaints, or comments, you should contact Human Resources.

Americans with Disabilities Act

In accordance with the federal Americans with Disabilities Act Amendments Act (ADAAA), state and local laws, reasonable accommodations will be provided to individuals with known physical or mental disability if such accommodation would not impose an undue hardship on Norfolk Family YMCA, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should notify Human Resources and request such an accommodation. NFY and the employee will then work together to attempt to identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable, will not impose an undue hardship, and will not pose a direct threat to the health and/or safety of the individual or others, NFY will make the accommodation.

The individual is encouraged to fully cooperate with NFY in seeking and evaluating alternatives and accommodations. NFY may require medical verification of both the disability and the need for accommodation as permitted by applicable law.

EMPLOYMENT CLASSIFICATIONS

The Norfolk Family YMCA uses the following classifications for its payroll system and for the purpose of describing and reviewing policies:

Full-time Hourly Employees: Those persons who are regularly scheduled to work 40 hours or more each week; and who are continuously employed for 12 months. Employees who work an average of 30 or more hours per week will be considered for medical insurance purposes only as outlined in Affordable Care Act.

Part-time Hourly Employees: Those persons who are employed to work less than 40 hours per week; and may or may not be regularly scheduled. Employees who work an average of 30 or hours a week will be considered for medical insurance purposes only as outlined in Affordable Care Act.

Seasonal or Temporary Employees: Persons who are employed for a short-term period (as defined by the U.S. Department of Labor) regardless of the number of hours worked per week.

Exempt employees whose positions meet specific tests established by the FLSA and who are exempt from overtime pay requirements.

Nonexempt employees are paid on an hourly basis, and are subject to overtime pay in accordance with federal (FLSA) and state laws.

Contract Labor: Written contracts with established business and individual service providers may be established for services provided by persons who are engaged in independent contractors for specified services. Contract laborers are not YMCA employees and are not entitled to or covered by the policies outlined in this handbook.

EMPLOYMENT PRACTICES

Hiring of Minors

Minors under the age of 16 are not allowed to be employed by the NFY in any capacity without a work permit. This is not only the NFY's policy, but it required by the state of Nebraska. No person under the age of 16 will be employed.

Employment of Relatives

The NFY recognizes its mission and culture attract family members and friends of the YMCA employees to seek employment with the NFY. As part of our mission to strengthen community, the NFY views the employment of relatives as having the potential to be both productive and positive, provided issues of favoritism do not arise. It is the NFY's policy that relatives of current employees working within the same department and/or same facility must be disclosed to the Human Resources Department. Efforts will be made to avoid placing relatives within the same department. If relatives are employees at the same location, at least one level of supervision is required (i.e, a supervisor cannot directly supervise their relative).

For the purposes of this policy, a relative is defined to include spouse, parents, children, siblings, nieces and nephews, brothers and sister-in-law, fathers and mothers' in-law, stepparents, step-siblings and stepchildren. This policy also applies to romantic relationships and to individuals who are not legally related but who reside with another employee.

If a relationship occurs that results in two staff members of the NFY becoming close relatives or romantic relationship partners when they are in a position reflecting the above conditions, the staff members must notify their supervisor and Human Resources. Human Resources will work with the Executive Team to identify an alternative employment arrangement with the NFY, if possible and needed. However, if such alternative arrangements cannot be made, the employment of one or both of the employees may be ended.

When the relocation of a new exempt employee is required, the NFY may pay for reasonable moving expenses if agreed at time of hiring. Terms for relocation must have prior approval of the executive management and will be specified in the offer letter. If a CEO is recruited, the Chief Volunteer Officer of the Board of Directors will authorize relocation expenses and the terms of which will be included in the offer letter.

Confidentiality of Personnel Records

Norfolk Family YMCA will keep all personnel records strictly confidential. These records may be released to authorized persons, which is limited to the Norfolk Family YMCA, law enforcement, or legal professionals for official use only and under strictly controlled conditions.

It is the responsibility of the Human Resources and Payroll functions to protect the confidentiality of information pertaining to employment and all information that arises out of employment.

Information collected will only be personnel information which is required for business and legal purposes. The availability of such information will only be for those with a legitimate need to know and the review of information will take place in Human Resources or Payroll.

Personal information maintained about a current employee maybe made available for inspection at the employee's request, at an agreed appointment time, with the exception of reference checks and other information designated as company records. Human resources will assist the employee in the review of his or her file. An employee who disagrees with information in the file will have the right to place his or her own statement in the file.

Personal employee information contained in Human Resources or Payroll files is not disclosed outside NFY without the employee's written consent, except in the following cases:

1. Information such as employment dates and job title will be made available for employment checks or credit card.
2. Information such as employment dates, job title, work location and dates of attendance at work will be made available to properly identified law enforcement authorities.
3. Information will be made available as necessary to our insurance carriers.
4. Materials and information, which are properly and legally subpoenaed or otherwise, requested in cases of litigation.

All requests for information pertaining to employment are to be directed to the Human Resources or Payroll functions.

Changes in Personal Information

You are responsible for notifying the Payroll and/or Human Resources department immediately of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation. This information is needed to properly administer payroll and benefits on behalf of our employees.

Orientation and Post-Hire Training

All new employees will participate in training in their department within 30 days of hire. This training is mandatory and will result in termination if not completed. This orientation will include general YMCA information, information specific to the location of employment and basic policy review. Depending upon the position, employees may be required to be certified in certain areas or participate in training(s) within 30 days of hire. Training can include but not limited to CPR / AED.

BACKGROUND CHECKS

Background checks will be completed by the NFY on all new employees. All applicants must submit to a full background, sex offender registry check, sign the required disclosures and authorizations for such checks. Reasonable cause includes but is not limited to an employee's actions, appearance or conduct being indicative of having committed a criminal offense or the NFY receiving information the employee has committed a criminal offense.

An employee may be terminated if he or she is involved in conduct which is deemed to compromise the honesty, integrity and judgment of the employee, present safety or security concerns or impact an individual's ability to perform his or her job, regardless of whether an employee is convicted of a crime.

It is the employee's responsibility to immediately inform his or her supervisor if the employee is cited for a criminal offense throughout his or her entire employment and follow-up with information regarding any convictions. Depending on the nature of the offense and the employee's role within the NFY, the NFY may take appropriate disciplinary action up to and including termination of employment. Failure to provide this notification may also result in disciplinary action up to and including termination of employment.

OUTSIDE EMPLOYMENT (MOONLIGHTING)

Service as an exempt full-time employee is considered a full-time job. An exempt employee shall not engage in outside work for personal remuneration without prior authorization from the CEO.

Written requests for permission to accept outside employment should be submitted to the CEO and state the name and address of the outside employer, the nature of the position, and the hours and duration of the employment.

Outside employment that constitutes a conflict of interest is prohibited. A conflict of interest would be considered any outside employment where the employee (part-time or full-time) directly or indirectly solicits program participants or members from the NFY or engages in activities detrimental to or in competition with programs and services offered by NFY. Employees (part-time or full-time) may not receive any income or material gain from individuals outside of NFY for materials produced or services rendered in the scope of performing their jobs for NFY.

WORKPLACE SEARCH

To protect the property and safety of its employees, members and programs, and to prevent the use and possession of weapons, illegal drugs and alcohol at the workplace, the NFY reserves the right to question employees and/or conduct a search of an employee's work area or personal property. A search is a part of an investigation and is not an accusation of wrongdoing.

Items Subject to Search

The NFY may search an employee's work area, including an employee's office, desks, files, computer files, electronic mail, voicemail, container, lockers, are the NFY's property, and are issued to employees for business use for the duration of employment only.

The NFY may also search an employee's personal property including an employee's vehicle, suitcases, backpacks / duffel bags, tool boxes, lunch boxes, purses or any other container or object brought to and from the NFY's offices, property, worksites and sponsored functions.

Failure to Submit to A Search

Refusal to submit to a search may lead to disciplinary action up to and including termination of employment.

Possession of Stolen Items or Contraband

Employees who are found in possession of stolen property, inappropriate material or other contraband are subject to appropriate discipline up to and including termination of employment and which may also include criminal prosecution.

SOCIAL MEDIA / ELECTRONIC COMMUNICATIONS / ACCEPTABLE USE

We understand that social media can be a fun and rewarding way to share your life and keep up to date with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use.

Guidelines

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the YMCA, as well as any other form of electronic communication.

The same principles and guidelines found in YMCA policies and YMCA core values apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work or volunteer on behalf of the YMCA or the YMCA's legitimate business interests may result in disciplinary action up to and including termination.

Know And Follow The Rules

Carefully read these guidelines, the Employee Code of Conduct and the Non-Discrimination and Anti-Harassment policy, and ensure your postings are consistent with these policies and all other policies listed in our handbook or outlined in your specific program area. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

- **Remain private**
During difficult times there may be the desire to share or make posts that could be construed as controversial. If you choose to do so, we ask that your social media pages remain private to friends only and that you do not list the YMCA as your employer so not to confuse your statements, shares, likes, etc. as a representative statement of the YMCA. If publicly seen, the YMCA reserves the right to ask you to remove these posts.
- **Be respectful**
Always be fair and courteous to fellow associates, customers, members, suppliers or people who work or volunteer on behalf of the YMCA. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, volunteers associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts

meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or YMCA policy.

- **Be honest and accurate**
Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the YMCA, fellow associates, members, customers, suppliers, people working or volunteering on behalf of the YMCA or competitors.

- **Post only appropriate and respectful content**
 - Maintain the confidentiality of YMCA trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

 - Do not create a link from your blog, website or other social networking site to a YMCA website without identifying yourself as a YMCA associate.

 - Do not advertise or market YMCA programs as your own or for personal gain without written consent from the YMCA's Marketing Department.

 - Express only your personal opinions. Never represent yourself as a spokesperson for the YMCA. If the YMCA is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the YMCA, fellow associates, members, customers, suppliers or people working or volunteering on behalf of the YMCA. If you do publish a blog or post online related to the work you do or subjects associated with the YMCA, make it clear that you are not speaking on behalf of the YMCA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the YMCA."

Electronic Communications With Members and Staff

Employees are should refrain from initiating personal one-on-one communications with members or program participants via chat rooms, blogs, texts or social media sites. All communications to members and program participants should be formal, documented and available for audit using YMCA provided email or written communication on YMCA letterhead.

Due to concerns involving unintended disclosure of personal information, fairness, favoritism and coercion, employees should exercise caution in "friending" those with whom they have a reporting relationship. No employee should feel compelled to accept a friend request from any other employee, and the YMCA will not tolerate retaliation against those who decline such requests.

Similarly, if you tend to post items that could be construed as controversial, it is best not to “friend” members, program participants or staff, even if your social media outlet is set to private.

Electronic Communications Between Employees and Youth

Any private electronic communication between employees and youth, including the use of social networking websites is prohibited. All communications between employees and youth must be transparent.

The following are examples of appropriate and inappropriate electronic communication:

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"> • Sending and replying to emails and text messages from youth ONLY when copying in a supervisor or the youth’s parent • Communicating through “organization group pages” on Facebook or other approved public forums • “Private” profiles for staff and volunteers which youth cannot access 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between employees with youth • Posting pictures of organization participants on social media sites • Posting inappropriate comments on pictures • “Friending” participants on social networking sites

Use Of YMCA Trademark Or Logo

Respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights. Do not infringe on YMCA logos, brand names, taglines, slogans, or other trademarks.

Using Social Media At Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use YMCA email addresses to register on social networks, blogs or other online tools utilized for personal use.

Cell Phones

Full time NFY employees are authorized to use their cell phone for business uses. All other NFY employees should not use personal cell phones during work time unless given permission by their supervisor.

CORRECTIVE ACTION

The corrective action process serves only as a guideline and is not a formal process. NFY reserves the right to skip any or all steps in the process as deemed appropriate based upon the facts or the individual case and at the sole discretion of Human Resources and Management. Corrective action may include the following:

- Coaching/Verbal Warning
- Written Warning w/Performance Improvement Plan (PIP)
- Final Written Warning w/(PIP)
- Termination

Suspension: In certain instances, it may be prudent to remove the employee(s) from the premises in order to investigate a situation that may result in corrective action. If, as a result of the investigation, it is determined corrective action is less than discharge, then the employee will be returned to work with back pay for scheduled hours missed and the corrective action process is implemented. If a discharge is warranted, then no back pay is necessary.

Nothing in this policy is intended to alter the rights of the NFY to terminate an employee at will, for any or no reason, and at any time.

SEPARATION OF EMPLOYMENT

For the purpose of this Policy the term “separation” shall refer to any and all terminations of the relationships between the employee and employer (regardless of the reason for such termination). Separations are to be categorized as either voluntary or involuntary.

Voluntary Termination

- Resignation: A decision, freely made by an employee to end his/her work relationship with NFY. In such cases, notice of such decisions must be provided in writing to NFY on the following basis in order for the employee to be eligible for rehire:
 - o Non-exempt employees – 2 weeks
 - o Exempt employees – 2 weeks
- Retirement: The voluntary choice of the employee. Notice must be given as indicated above.
- If performance is not upheld within resignation period, involuntary termination may be initiated.

WORK RULES

Attendance and Tardiness

It is essential that employees are present at their workstation on the days and hours scheduled. Not only does this show respect and fairness to their coworkers but also provides our members with the best service possible. To that end, employees need to be at work each day they are scheduled and punch (write-in) in or punch (write-out) out at start and ending times. All absences should be scheduled and approved by their immediate supervisor. In those instances, when an absence cannot be scheduled, the employee must notify their supervisor of their absence, as soon as possible prior to the shift or as defined by specific department requirements. An absence is not considered approved until the employee has received their supervisor's approval.

Likewise, being tardy for a work assignment affects coworkers as well as our members and should not occur. If being tardy is unavoidable, once again the supervisor should be notified as soon as possible so appropriate coverage can be arranged.

Being absent, without approval, or tardy is a performance issue. Employees are subject to corrective action up to and including termination.

EMPLOYEE CODE OF CONDUCT

Employees of the YMCA must be aware of and demonstrate behavior that supports the purpose, mission and goals of the YMCA. As a result, the YMCA does not tolerate misconduct. In any case, misconduct will result in disciplinary action up to and including termination of employment. The following list is illustrative and not intended to include all types of conduct that is prohibited.

- Discrimination in violation of our equal opportunity policy.
- Harassment.
- Child/adult abuse, neglect, molestation or indecent exposure.
- Mistreatment or neglect of members, guests or YMCA participants.
- Failure or refusal to carry out job assignments or to follow instructions of management.
- Falsification of any work, personnel, accounting or other YMCA records.
- Disclosure of confidential YMCA information but not limited to member, volunteer and guest information.
- Failure to properly record time worked.
- Theft or willful damage to YMCA property or to the property of others; or the removal of property without permission from YMCA management.
- Dishonesty in any form.
- Abusive or profane language.
- Fighting or threatening to harm another person.
- Possession of a weapon.
- Using, selling, manufacturing, distributing, dispensing, possessing or being under the influence of alcohol or illegal drugs while on YMCA premises, while using YMCA property or equipment or while conducting YMCA business.
- Using or possessing smoking, tobacco or vape products/devices while on YMCA property or surrounding property.
- Inefficient or substandard performance of an assigned duty or responsibility.
- Tardiness in reporting to work or returning from breaks.

- Absence without proper notification to supervisor or unexcused absence.
- Unsafe or dangerous behavior.
- Unauthorized sleeping on the job.
- Improper use of the YMCA's communications equipment and services.
- Participation in activities that conflict with the YMCA's interests or adversely affect the YMCA's reputation.
- Violation of stated rules, or commonly accepted rules of responsible personal conduct that may in any way discredit the YMCA.

CONFLICT OF INTEREST

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

Gifts, gratuities, services, loans, entertainment and similar favors may not be accepted if offered, or appear to be offered, as an inducement to perform an act inconsistent with the best interest of NFY or if acceptance would place the recipient under an obligation to the provider. Receipt of or payment of kickbacks or bribes by employees in any way related to the performance of their duties for or on behalf of NFY is a violation of this policy.

This policy is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Employees should make prompt and full disclosure to the CEO of any potential situation which may involve a conflict of interest. Examples of such conflicts include, but are not limited to, the following:

- Ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y.
- Staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y.
- Personal benefit from any Y transition 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.
- Receiving gifts, special payments or favors greater than a nominal value (generally \$25.00 or less) from an individual or organization that is providing goods or services to or receiving from NFY. At no time should an employee solicit, request or otherwise indicate gifts, payments or favors are expected.

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

CHILD ABUSE/NEGLECT

The Norfolk Family YMCA recognizes the increase in number of incidents of reported cases of child abuse and neglect. Employees may be in an excellent position to identify abused and/or neglected children and to refer them for treatment and protection. In responding to this problem, the NFY recognizes the need to develop a clearly defined policy and to establish procedures to implement that policy.

This policy outlines the required reporting procedures when there is suspicion of child abuse or neglect and applies to all employees that have contact with children. A child is defined as any person under the age of 18. These procedures incorporate the state law requirements.

Requirement to report

To combat the child abuse and neglect problem and in compliance with state law, employees and volunteer personnel having reasonable cause to suspect that a child participating in a Norfolk Family YMCA program has been abused or neglected or having reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact their supervisor or Human Resources in accordance with established procedures.

As provided under state law, any person required to report who knowingly and willfully fails to report may be fined up to \$500 or imprisoned for up to three (3) months or both. Any other person may report if there is reason to believe that a child has been abused or neglected. Persons who report in good faith, is based on reasonable suspicion, and made without any malice towards any of those involved, are immune from civil or criminal liability.

How to report

The employee must contact the Supervisor or Human Resources immediately. As specifically as possible, the individual should explain what happened or is happening to the child.

The individual should be prepared to give the name, address and phone number of the child and also the name of the parent or caretaker if different from the child's. The employee must also fill out an Incident Report (available from their supervisor or HR). The employee who witness incident will immediately contact the appropriate social service department, sheriff or city police department. A social worker from the county department of social services will determine the seriousness of the situation and what must be done to protect the child and help the family.

All employees working with children will be required to attend Mandatory Child Abuse Reporter training.

PROFESSIONAL IMAGE/DRESS CODE

Upon hire employees will receive two YMCA shirts. You can get another shirt upon request on your anniversary date. If you would like to purchase apparel, you will receive a 25% discount from Court Products. Depending on the order size the Membership Director will place the order at the beginning or end of the month.

“Dress for Success” is part of who we are at the YMCA because portraying ourselves professionally is important and has a direct impact on our members’ perception of our service. As such, we have adopted the following professional image standard as our dress code in order to consistently project an image of quality and professionalism and to be instantly identified by our members and the community we serve.

Dept/Position	Shirt	Pant	Shoes
Member Services	Y-Staff Apparel	Dress pants, jeans, capris, athletic pants, or shorts without holes	May wear dress or athletic shoes
Aquatics	Y-Lifeguard t-shirt/Y-Lifeguard tank	Appropriate athletic shorts may be worn, not jean shorts	Flip flops are accepted on pool deck
Fitness Staff	Y-Staff dry wicking or t-shirt	Athletic shorts	Athletic shoes
Gymnastics Staff	Y-Staff Apparel	Appropriate athletic shorts or pants	Athletic shoes
Kids Club & Day Camp	Y-Staff Apparel	Khaki style pant, nice jeans, or appropriate shorts	Athletic shoes
Sports Staff	Y-Staff Apparel or referee shirt	Athletic shorts or pants	Athletic shoes
Maintenance/Custodial	Y-Staff Apparel	Appropriate jeans	Athletic shoes/boots
Administrative/Management Staff:	Y-Apparel	Dress pants, jeans, capris, athletic pants (no holes)	Dress/Casual/Athletic shoes

- Hats can be worn if they have the Y logo.
- Hair is to be clean, neat and combed.
- Facial hair is to be neat and trimmed.
- Use discretion regarding tattoos, no inappropriate pictures/words that oppose our Christian based values. (Management has the right to ask the employee to cover up inappropriate tattoos).

Name Tags

Name tags or clothing with the YMCA logo will be worn by all staff while on the clock.

HARASSMENT PREVENTION

As part of its commitment to local, state, and federal Equal Employment Opportunity laws and regulations, the Norfolk Family YMCA prohibits acts of harassment by employees on the basis of race, color, religion, creed, sex, gender identity, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, family status or any other protected status.

The Norfolk Family YMCA will not tolerate verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. It is the responsibility of all employees, whether managers, supervisors or co-workers, to maintain an environment free of harassment.

Examples of harassment might include, but are not limited to, threats, insults, racial or religious slurs, unwelcome comments, jokes, pranks, gestures or physical contact, foul language with the intent to intimidate and display or circulation of derogatory or inappropriate written or other physical materials, cartoons or pictures.

Sexual harassment is specifically defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to a rejection of such conduct by an individual is used as the basis for an employment decision affecting that person; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment can take many forms including, but not limited to, these examples:

VERBAL Sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, offensive written notes, sexual advances or propositions, insults, or threats;

NONVERBAL Leering, whistling, suggestive or insulting looks or sounds, gestures, pictures, cartoons, or calendars; or

PHYSICAL Intentional touching of the body (e.g., brushing, patting, pinching), kissing, inappropriate display of body parts, or coerced acts of a sexual nature.

Any employee who experiences and/or observes the actions or words of another employee and believes those actions or words constitute harassment of any kind, as outlined above, is advised to:

- Tell the harasser the behavior is unwelcome or offensive, explaining how it made (you) feel and/or how it has affected (your) work. Report any such behavior to your supervisor.
- If the problem continues despite these efforts, the employee has the responsibility to report or make a complaint as soon as possible to the appropriate supervisor and/or HR.

Furthermore, Norfolk Family YMCA employees are protected from harassment from members, volunteers, and vendors that have reason to be at the Norfolk Family YMCA. If harassment does occur, the employee should follow the process as state above.

In order to complete a thorough investigation, complaints and reports cannot be kept confidential and will only be shared as the investigation dictates. It should be emphasized that you are not required to report harassment to a supervisor who has engaged in harassment against you, or who is a close associate of the person who has engaged in the harassment in question. If such situations would otherwise prevent you from reporting harassment, such reports may be directed to the HR.

Any employee who engages in proven harassment will be subject to corrective action up to and including termination.

DRUG AND ALCOHOL FREE WORKPLACE

Norfolk Family YMCA (NFY) is committed to protecting employees from situations arising from substance abuse. The NFY also has an obligation to its members to provide the highest quality of services. To ensure the workforce is productive, the facilities are safe, and NFY operations and services are successful and not hindered by substance abuse, the NFY has established a substance abuse policy.

It is the policy of the Norfolk Family YMCA (NFY) to maintain a drug and alcohol free workplace. This commitment is jeopardized when an employee engages in the use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and worker's compensation costs.

It is a violation of this policy for any employee:

- To use or be under the influence of, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same at any time while on or using NFY property, conducting NFY business, or otherwise representing the NFY.
- To use or be under the influence of alcohol at any time while on or using NFY property, conducting NFY business, or otherwise representing the NFY, except during authorized NFY social events.
- To use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

Violations of this policy are subject to disciplinary action up to, and including, termination of employment. The NFY has established the following type of testing will be performed: Post-accident testing and Reasonable suspicion testing.

- Reasonable Suspicion: Testing of employees for reasonable suspicion will be conducted for the following reasons (a) director observation of substance abuse or related impairment while at work, (b) abnormal conduct or significant deterioration in performance while at work, (c) a credible report of drug or alcohol use, (d) evidence of tampering with a drug test, (e) evidence an employee has made, sold, possessed or used drugs or alcohol while at work.

Refusal to Undergo Testing

Refusal to submit to a test will be considered the same as a positive test result and such employees will be subject to immediate termination of employment.

Positive Test

If an employee tests positive, the NFY will use corrective action and/or result in termination of employment.

Tobacco Free Facilities

The Norfolk Family YMCA promotes the health and well-being of its members, participants, employees, and volunteers while on the Norfolk Family YMCA property. Tobacco is a proven health and safety hazard, both to the tobacco user and to the nonsmokers exposed to secondhand smoke, which carries very serious health risks.

Norfolk Family YMCA prohibits the use of tobacco products (including e-cigarettes and vaping):

- In all areas within the Norfolk Family YMCA buildings
- On all property owned, leased, and operated by the Norfolk Family YMCA, including adjacent sidewalks, parking lots, and playing fields
- In all vehicles owned, leased, or rented by the Norfolk Family YMCA

This policy covers all individuals within the boundaries of the Norfolk Family YMCA properties, including but not limited to: employees, members, volunteers, participants, vendors, and contractors. All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy to members and visitors.

REPORTING HARASSMENT, DISCRIMINATION OR OFFENSIVE CONDUCT

The YMCA has established the following procedure for lodging a complaint of illegal harassment, discrimination or retaliation. The YMCA will treat all aspects of the procedure confidentially to the extent reasonably possible.

- Incidents of harassment, discrimination or offensive conduct should be reported as soon as possible after an incident has occurred, preferably in writing to a Program Director, Executive Director, Human Resources at or the President/CEO at rhagedorn@norfolkymca.org.
- Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, Human Resources will notify the President/CEO and review the complaint with the company's legal counsel.
- Human Resources will initiate an investigation to determine whether there is a reasonable basis for believing that a violation of this policy occurred.
- If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
- During the investigation, Human Resources, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
- If it is determined that a violation of this policy has occurred, Human Resources will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - the severity, frequency and pervasiveness of the conduct;
 - prior complaints made against the respondent; and
 - the sufficiency of the evidence (e.g., firsthand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, Human Resources may recommend appropriate preventive and corrective action.
- Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with Human Resources and other management staff as appropriate, and decide what action, if any, will be taken.
- Once a final decision is made, Human Resources will meet with the complainant and the respondent separately and notify them of the outcome of the investigation.

COMPLAINT PROCEDURES

The complaint procedures are intended to ensure employees fair treatment and prompt resolution of disputes. Employees are encouraged to discuss any work-related problem or dispute with management, and are promised that no retaliation will be taken for using this procedure.

The complaint procedure does not replace the YMCA's procedure for filing discrimination or harassment complaints. Those complaints should be immediately submitted to your supervisor, Executive Director, Human Resources or the President/CEO.

Step One

Problems and complaints should be discussed with the employee's supervisor.

Step Two

If the employee and supervisor are unable to settle the dispute, the employee should submit a written description of the dispute to Human Resources. The written description must include all details, a full explanation of why the employee believes the situation or disciplinary action is unfair, and the remedy the employee seeks. Human Resources will conduct an investigation. Human Resources will meet with the employee to discuss the problem. If appropriate, Human Resources will meet with the employee and supervisor together to attempt to resolve the dispute.

Step Three

If the employee is not satisfied with the decision of Human Resources, the employee can appeal to the President/CEO by submitting the step two written description and any additional information within five working days of the Human Resource decision. For all disputes, the President/CEO's decision is final.

COMPENSATION

Pay Days

Payroll will be disbursed as noted below. Annual payroll calendars are located on the Employee bulletin board in the office and by the timeclock.

- Fitness Instructors will be paid at the end of each month, if that date falls on a weekend, checks will be issued the Friday before.
- Exempt (Salaried Staff) & Non-exempt (Hourly Staff) will be paid bi-monthly on the 15th & the last day of the month. If either pay date falls on a weekend, checks are issued the Friday before. Please refer to the current Payroll Schedule for additional information.
- Direct Deposit is required for all staff.

Hours of Work and Overtime

Immediate supervisors are responsible for the preparation and supervision of the working schedule for all of their employees. All such schedules shall be governed by the needs of the Norfolk Family YMCA. The work week shall be defined as 12:00 a.m., Sunday, to 11:59 p.m. Saturday.

For non-exempt employees, time worked in excess of 40 hours in a work week will be paid at time and one half of the employee's base rate of pay. Paid Time off does not count as hours worked in computing overtime. All overtime must be approved by management.

Breaks

The privilege of enjoying a paid break is usually 15 minutes for shifts in which an employee works four (4) consecutive hours. Break periods of 15 minutes are counted towards hours worked. Breaks are allowed as long as the break does not interfere with the quality of member service or the safety of children.

Payment Practices

The NFY takes all reasonable steps to ensure the employees are properly classified, employees receive the correct amount of pay in each paycheck, and employees are paid promptly on the scheduled payday. If a mistake does occur and is called to NFY's attention, any necessary corrections will be made promptly.

Employees who believe they have been erroneously compensated must immediately notify their supervisor, Payroll and/or HR regarding the suspected error so management may promptly and effectively investigate the discrepancy. Management will share the results of its investigation with the employee and immediately make any corrections necessary. An employee who believes they have been retaliated against for reporting a compensation error is required to immediately report such belief to Human Resources or CEO.

Conversely, failure to properly record time worked and absences falsification of time records will be considered misconduct, which may lead to corrective action up to and including termination of employment.

Garnishments and Wage Assignments

The YMCA's practice will be consistent with all applicable laws.

Required and Voluntary Deductions

All required deductions such as federal, state and local taxes, and all authorized voluntary deductions, such as insurance contributions, will be withheld automatically from each paycheck.

Merit Increases

Merit increases are reviewed annually and are determined by performance, promotion, the local job market and budget guidelines.

Employment and Payroll Records

All employees shall complete the appropriate forms and other records necessary to be placed on the payroll. Employment and payroll records of all employees will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of time records which reflect the exact hours and days actually worked.

EMPLOYEE BENEFITS

Employee benefits represent a significant part of an employee's total compensation package. Benefits help provide security and protection against stresses that otherwise disrupt the individual employee's work and family life. NFY's benefits program is designed to enhance the work environment and complies with and supplements government-mandated laws and regulations.

Descriptive materials related to benefits are typically provided to employees during their initial orientation, whenever a life event or job status change occurs or during open enrollment. Benefits may be modified or terminated at the discretion of the NFY. This handbook outlines current Norfolk Family YMCA benefits but is subject to change without notice. Employees should refer to individual benefit documents to learn more about the specific benefits. In the event of any discrepancy between the description in the handbook and each benefit document, the applicable benefit document shall prevail. This description of benefits does not create a contract for benefits.

Eligibility and Enrollment

All regular, full time employees (those are regularly scheduled to work a minimum of 40 hours per week, 52 weeks a year) are eligible to enroll for benefits after the first month following thirty (30) days after employment. Employees who work an average of 30 or more hours per week will be considered full-time for health insurance purposes only as outlined in Affordable Care Act. Full participation may be subject to meeting the plan requirements of specific benefits coverage or by restrictions, detailed in other parts of these guidelines.

For the purpose of determining benefits (when years of service are the basis for awarding the benefits) continuous full-time employment in any YMCA (local or national) is to be counted. Years of service are counted from original date of full-time employment and continue to accrue, as long as that employment remains full-time and continuous.

Holidays

Norfolk Family YMCA is a service provider and as such operates most holidays during which some employees will need to work. Part-time employees are paid the regular rate for hours worked on holidays and do not receive additional pay.

Full-Time salary exempt and non-exempt directors will be paid 8 hours' holiday pay at their regular rate and should be scheduled off for the day for the holidays noted below if they fall on a weekday (Monday – Friday). If a full-time, non-exempt employee is scheduled to work on a holiday that falls on a weekday, they will receive their regular rate of pay for any hours worked.

If a holiday falls on a weekend (Saturday/Sunday), no holiday pay will be given but instead a "floating holiday" will be obtained. The employee will receive 8 hours of leave for each holiday to be used the Friday before or the Monday after only. The day you choose will need to be approved by management. Floating holidays are not granted upon your anniversary date, but rather they are granted at the time of the holiday. "Floating Holidays" do not roll over to the next year.

The following federal holidays are recognized as Norfolk Family YMCA holidays:

New Year's Day (January 1st) Memorial Day (Observed Federal)
Independence Day (July 4th) Labor Day
Thanksgiving Day Christmas Day (December 25th)

The NFY will be closed the entire day for Christmas day & Easter. For the other holidays the directors as a collective whole will need to find part-time staff to work the shifts necessary to function the 24/7 desk. If the directors are not able to find enough part-time staff, directors will be on a rotational pattern and will be required to fill the void(s) in the schedule.

PAID TIME OFF

With Paid Time Off, employees accumulate hours to be used when they wish or need to be away from work for reasons such as vacations, personal or family illness, personal business, bereavement/funeral leave outside of an immediate family member, or any other time off.

Eligibility

Full-time employees who regularly work a minimum of 40 hours per week are eligible for PTO.

Accruing Paid Time Off

An eligible employee will be credited with PTO on a bi-weekly pay period basis and may immediately begin using PTO at the discretion of the employee's supervisor.

Employees must be employed by the YMCA and actively working a portion of the pay period, unless on an approved leave of absence, in order to receive credit for that pay period.

Schedule

Employees will follow the schedule below:

Years of Service	Annual PTO Accrual	Executive Salary EXEMPT Hours Accrued Per Pay Period	Maximum PTO Accumulation
0 - 4	20 days	6.67 hours	100 hours
5 - 9	25 days	8.33 hours	160 hours
10 +	35 days	11.67 hours	220 hours

Years of Service	Annual PTO Accrual	Salary NON_EXEMPT Hours Accrued Per Pay Period	Maximum PTO Accumulation
0 - 4	15 days	5.00 hours	100 hours
5 - 9	20 days	6.67 hours	130 hours
10 +	25 days	8.33 hours	160 hours

Years of Service	Annual PTO Accrual	Hourly NON-EXEMPT Hours Accrued Per Pay Period	Maximum PTO Accumulation
Less than 1 year	10 days	3.33 hours	40 hours
1+	20 days	6.67 hours	100 hours

There are a maximum number of PTO hours that an employee may accumulate as outlined in the chart above. Hours are capped once the maximum is reached, and accumulation of hours stops. As soon as the employee begins to use PTO again, the employee will begin to accumulate hours again.

Rate of Pay

PTO is computed at each employee's straight time pay rate that is in effect at the time of use.

PTO During Leaves of Absences

Employees will be required to exhaust their PTO to 40 hours prior to taking an unpaid leave of absence. When PTO accrues over 40 hours, its use will then be reinstated to keep the PTO account at 40 hours despite the bi-weekly accrual.

PTO and Disability Insurance

During a qualified leave of absence where the employee is eligible to receive short or long term disability benefits, the employee will have the option of:

- 1) Using PTO instead of receiving disability benefits thus potentially resulting in full pay during the absence. If PTO is exhausted, the employee will then have to take the time as unpaid.
- 2) Receiving up to 60% of their pay through disability benefits and taking the remaining 40% as unpaid. Note: There are weekly/monthly maximum benefits.

STD = weekly maximum benefit of \$500

LTD = monthly maximum benefit of \$6,000

If the employee chooses this option and their PTO account goes over the maximum carryover amount, PTO accrual will cease.

PTO and Elimination Periods

If more than 40 hours of PTO are available, PTO must be used to satisfy any elimination periods or complete an approved leave of absence once disability insurance has expired (e.g., a 12 week FMLA approved maternity leave that qualifies for 6 weeks disability insurance).

PTO and Workers' Compensation Pay

During a qualified leave of absence where the employee is eligible to receive workers' compensation pay, the employee is required to supplement their workers' compensation pay with PTO until their PTO account is exhausted to 40 hours. The employee may then choose to take the time not covered by workers' compensation as unpaid. PTO and worker's compensation benefits can be received during the same week.

Paid Time Off at Termination of Employment

Employees may not receive pay instead of time off for PTO, except when ending employment. When an employee gives a notice of termination of employment, PTO accrual will end on the pay period prior to their last day of employment. Unused PTO that has been accrued will be paid to the employee on the last paycheck. If an employee would like to make other arrangements for pay out, this request must be submitted to Human Resources in writing.

Unused PTO paid in the final check does not extend the date of termination.

Paid Time Off Scheduling

PTO should be scheduled in advance and approved by an employee's supervisor, except in cases of illness or emergency. At the supervisor's discretion, a doctor's note may be required.

Paid Time Off Tracking

Non-exempt employees are required to take PTO in minimum increments of one half hour. Exempt employees are required to take PTO in minimum increments of four hours. Exceptions to these increments may be made during a qualified leave of absence such as FMLA where PTO may be used in minimum increments of one hour.

Exhausted Paid Time Off

If an employee has exhausted their PTO hours and does not qualify for ELP, any future absence must be taken as leave without pay and must be approved in advance by the employee's supervisor. Non-exempt employees will be required to take unpaid leave in minimum increments of one half hour. Exempt employees will be required to take unpaid leave in minimum increments of eight hours. If any portion of the day is worked, exempt employees will not be eligible for unpaid leave.

Modifications

The YMCA reserves the right to at any time, make modifications to the PTO guidelines and use.

EMPLOYEE MEMBERSHIP

As a benefit of Norfolk Family YMCA employment, employees meeting the guidelines set forth by the Association, are given a complimentary YMCA membership. Employee memberships are limited to one per household. The YMCA reserves the right to modify or discontinue this benefit at any time.

Employee memberships and discounted Norfolk Family YMCA programs (including child watch) will be provided for employees (who work a minimum of 4 hours each week) and their immediate families while employed with the Norfolk Family YMCA. Seasonal Employees also qualify when actively working a minimum of 4 hours each week. If an employee determines they are eligible due to hours, schedule or work status changes, it is the employee’s responsibility to immediately bring this to the attention of their supervisor or Human Resources. No refunds will be given for months prior to this notification.

Employees and the dependent members of their families living in the Norfolk Family YMCA service area may be granted membership privileges dependent upon position. They may also be granted complimentary participation in other program activities where their participation does not exclude other members or add directly to the cost of the activity. Equipment and supplies will be paid for by the participant.

	Full Time Exempt		Full Time Hourly		Part Time Hourly		Seasonal
	Employee	Household	Employee	Household	Employee	Household	Employee
	Scheduled to work min. 40 hours/week.		Scheduled to work 40 hours/week.		Works less than 40 hours per week; may or may not be regularly scheduled.		Employed for a short-term period.
Membership	No Fee	No Fee	No Fee	No Fee	No Fee	Difference of the membership	No Fee
Program/Activities	50% of member rate (3)	50% of member rate (3)	50% of member rate (3)	50% of member rate (3)	See Below(1) (3)	N/A	N/A
Child Watch	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)

Notes: (1) Discounts on programs for the employee & their immediate family are as follows:

- 10% after 90-day orientation
- 15% after 1 full year of continuous employment
- 30% after 10 years of continuous employment

(2) Child watch is offered free to employees who are utilizing the program during their scheduled time of work.

(3) Programs such as special events (included but not limited to adult leagues, fundraisers, and tournaments) may not be discounted.

EMPLOYEE USE OF CHILD WATCH

As a part-time employee of the Norfolk YMCA, employees are allowed to bring their child(ren) to be cared for in Child Watch while working their shift. As needs of the organization change, the YMCA reserves the right to reevaluate, change or discontinue this benefit. The following guidelines will apply while this benefit is active:

- This opportunity is available if the employee has a family membership and only at the YMCA Facility the employee is working at during their designated Child Watch hours.
- The standard limit for care while the employee is working is up to 1.5 hours.
- Discipline and behavior management of the employee's own child(ren) should follow the Norfolk YMCA Discipline Procedure which states that "we will use 'time-out' for inappropriate behavior in child watch. A 'time-out' is a brief, supervised separation from the group," and which also states, "the staff will make every effort to ensure that no child is punched, pinched, left alone, shaken, struck with any object, bitten or spanked". We are obligated by law to report any signs of child abuse to the proper authorities.
- Children of a Child Watch employee should be treated as any other child in Child Watch is to be treated. The employee must give equal and fair attention to all of the children in Child Watch that are in your care.
- Shoes should be worn at all times except for babies who can't walk yet.

The YMCA may revoke this privilege to specific individuals at any time for reasons including, but not limited to:

- Employee performance.
- Child behavior that is disruptive to the Child Watch Program.
- Employee's actions regarding their child(ren)'s behavior if disruptive to the program.

LACTATION ACCOMMODATION

Upon returning to work after the birth of a child, breastfeeding employees will be allowed a flexible schedule for up to two years that will provide reasonable time to express milk during working hours.

An employee wishing to avail themselves of the benefit shall provide written reasonable notice of request to their Supervisor. Such notice, preferably, shall be provided to the Supervisor prior to the employee's return to work following the birth of the child in order to allow adequate time to establish a location and schedule break times. An employee is required to work with their Supervisor to develop a schedule for these breaks that ensures the least amount of disruption to the work of the employee's department. An employee is not allowed to excuse themselves from their workstation for this purpose without prior approval.

Most YMCA facilities have a refrigerator where breast milk may be stored. Any breast milk stored in the refrigerator must be labeled with the name of the employee. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including but not limited to improper storage, refrigeration, tampering and unauthorized disposal.

Notice to the Supervisor is required when time for expressing breast milk is no longer required.

EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, power failures or pandemics may require the closing of YMCA facilities. In all cases, safety will be the primary consideration. In the event that such an emergency occurs, the President/CEO will determine whether to close one or more facilities. The President/CEO may elect to delegate this responsibility and involve others as deemed appropriate.

In the event of severe weather, facilities will remain open for normal operating hours if at all possible.

Pay And Leave Practices

When a partial day closing is authorized, the following pay practices apply:

- Full-time exempt and nonexempt employees will be paid their normal pay for the day.
- Full-time exempt and nonexempt employees already on accrued paid time off during emergency closings are charged with such leave as was scheduled.
- Part-time employees will be paid only for those hours worked.

When a full day closing is authorized, the following pay practices apply:

- Full-time exempt and nonexempt employees will be paid their normal pay for the day.
- Full-time exempt and nonexempt employees already on accrued paid time off during emergency closings are charged with such leave as was scheduled.
- Part-time employees will be required to take leave without pay.

When a full week closing is authorized, pay practices will be evaluated dependent upon the situation.

WORKERS' COMPENSATION

The YMCA is committed to meeting its obligation under the applicable state Workers' Compensation Act to provide medical, rehabilitation and wage-replacement benefits to employees who sustain work-related injuries or illnesses.

Employees must immediately report all injuries or illnesses, regardless of severity, to their supervisor. An Accident Report must be filed by the employee with the Human Resource Department as soon as possible, but in any case no later than 72 hours after the injury occurs.

The YMCA works with its workers' compensation claims administrator to investigate any suspected fraudulent workers' compensation claims. The YMCA may seek prosecution of any employees filing fraudulent claims or engaging in other workers' compensation fraud.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

In accordance with the federal Family and Medical Leave Act, qualified employees are allowed 12 workweeks of unpaid leave during a 12-month period. FMLA states that an employee must be employed with an employer for 12 months, and have worked at least 1,250 hours in the 12-month period preceding the start of leave. The Norfolk Family YMCA uses the rolling forward method to calculate FMLA leave period which is defined as the 12-month period measured forward from the first date an employee's FMLA leave begins.

FMLA leave absence may be granted for the following reasons:

- The birth of a child, or the replacement of a child with you for adoption or foster care. If spouses are employed by the Norfolk Family YMCA, the maximum combined total is 12 weeks during a twelve (12) month period for the birth or adoption of a child. Thirty (30) day notice or "such notice as is practicable" must be given to the employer.
- A serious health condition that makes the employee unable to perform the essential function of his/her job.
- A serious health condition affecting an employee's qualifying spouse, child, or parent, for whom the employee is needed to provide care.
- A qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Provide care for a serious injury or illness of a covered service member who is your spouse, son or daughter, parent, or next of kin (as defined in FMLA regulations).
- If spouses are employed by the Norfolk Family YMCA, the maximum combined total is 12 weeks during a twelve (12) month period for the birth or adoption of a child. Thirty (30) day notice or "such notice as is practicable" must be given to the employer.

Eligible employees may take the 12 weeks of leave intermittently or use the leave to reduce work week or work day when medically required.

The Norfolk Family YMCA requires a reasonable effort to schedule treatment for any reason of leave so as not to unduly disrupt the operations of the Norfolk Family YMCA.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment with inpatient care in a hospital, hospice or residential medical facility; incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also requires continuing treatment or supervision of a health care provider; or incapacity due to pregnancy, prenatal care or a chronic serious health condition.

Health care and life insurance benefits will be maintained under the same condition as if you continued to work if the employee pays their portion of premium payments. If you are receiving paid time during leave and are enrolled in group health plan benefits, your payments will continue through normal payroll deductions for the amount of time you receive pay during leave.

If you are on unpaid leave, the premium must be paid by the last day of each month. Other payment options may be arranged but must be discussed with the Human Resources department prior to leave. Non-payment of premiums will result in group health insurance benefits being cancelled. Failure to return from leave may result in the employee paying the employer portion of cover insurance premiums while the employee was on leave. Continuous service will accrue during the period for which leave is granted for calculation of the retirement plan, vacation, and sick pay benefits.

Employees seeking to use family or medical leave may be required to provide one or more of the following:

- Thirty day's advance notice when the need for the leave is foreseeable.
- Medical certification from a health-care provider within 15 days of receiving notice that leave is approved.
- Periodic recertification.
- Periodic reports during the leave when the leave is needed to care for an immediate family member or the employee.

A fitness-for-duty note prior to an employee returning to work if the leave (sick leave, vacation, etc.) before taking any unpaid leave. The use of paid time off will not extend the length of the leave to which the employee is otherwise entitled.

Under most circumstances, upon return from family and medical leave, an employee will be reinstated to his or her previous position. However, an employee returning from a family and medical leave has no greater right to reinstatement than if the employee had been continuously employed. For example, if an employee's position is eliminated during the leave, the employee would not be entitled to reinstatement. An employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

JURY DUTY LEAVE

It is a civic obligation for all persons to serve jury duty when called and leave will be provided. You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. All full-time employees serving jury duty during regularly scheduled workdays will receive full compensation for such days. Documentation for jury duty must be presented to the YMCA in order to be paid.

If an employee is called as a witness for the Norfolk Family YMCA, then that service will be paid as if worked. If the employee is called as a witness in a case that does not involve the Norfolk Family YMCA, then the employee may choose to use PTO or it may be unpaid time off. In all instances, the employee must notify the supervisor as soon as possible a subpoena has been issued.

MILITARY LEAVE OF ABSENCE

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

Employees who are completing their military tenure in the Armed Forces Reserves or National guard, may use their vacation time for such training. Upon being informed of a military obligation, every effort should be made by the employees to contact their supervisors immediately. This leave cannot be used for any other purpose.

FUNERAL LEAVE

Two (2) personal leave days will be granted with pay upon approval by the supervisor and/or associate director for full-time, regular employees for the death of an employee's immediate family member defined as: mother/father; sister/brother; husband/wife; child; grandparents; mother or father-in-law; sister or brother-in-law; stepfather/mother; step brother/sister; step child. This leave cannot be used for any other purposes.

COMMUNICABLE AND INFECTION DISEASE POLICY

Employees with infectious, long term, life-threatening, or other serious disease or illnesses may work as long as they are able to perform the duties of their job **without undue risk** to their own health or to other employees, members or program participants. For the purposes of this policy, communicable, infections and serious disease and illnesses include, but are not limited to: H1N1 (Swine Flu), Avian Flu, Influenza, Hepatitis, Tuberculosis, Ebola, Enterovirus, Coronavirus, and Meningitis.

Procedures For Individuals Exposed to or Infected with a Communicable / Infectious Disease

- Employees are expected to self-monitor for symptoms and any employee who exhibits symptoms of any communicable / infectious disease, should NOT report to work under any circumstance, but should notify their supervisor. Employees already at work who exhibit symptoms will be directed to go home and seek medical attention if it warrants. The NFY reserves the right to request medical documentation and a doctor's release for any such absence prior to the employee returning to work. The NFY will review this documentation on a case-by-case basis to determine the nature of the risk, the severity of the risk and the probability the disease or illness can be transmitted and cause harm to others. The employee may be placed on appropriate leave status in accordance with established leave policies if it is determined their disease / illness poses an unacceptable risk to themselves or others.
- Employees who have been exposed to an individual who has been diagnosed with the communicable / infectious disease, should NOT report to work, but should contact their supervisor for further guidance.
- If a public health emergency is declared NFY's leadership team will monitor events using state, federal and local resources, and CDC guidance.
- Policies and procedures related to operations, absences, travel abroad, etc. will be updated to reflect the current emergency.

EMPLOYEE SAFETY

Safety Guidelines

Employees are required to exercise the necessary precautions in the course of their work to prevent injuries to themselves or others and to prevent loss or damage to property. The following standards are expected of each employee:

- Immediately report any potentially unsafe condition to your supervisor.
- Maintain a clean and orderly work area at all times.
- Immediately (i.e. within 24 hrs or less) report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem. Employees may be asked to submit to a substance abuse test post-accident.
- Avoid engaging in any horseplay or distracting others.
- Adhere to all safety rules and work instructions.
- Only operate vehicles, machines, or equipment that you are authorized and trained to use.
- Wear required personal protective equipment (PPE) when working in hazardous areas or conditions and when working with chemicals or potentially harmful substances.
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures and where to go in the event of a tornado.
- Use the right tools and equipment for the activity and use them safely.
- When lifting, bend your knees, grasp the load firmly, and then raise the load keeping your back straight as possible. Get help for heavy loads.
- Report any damaged or defective equipment or other unsafe condition to your supervisor promptly.

NORFOLK FAMILY YMCA

EMPLOYEE HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge I have been notified that a copy of the Norfolk Family YMCA Employee Handbook is located on the Employee Resources page of our NFY website. The handbook contains a brief description of employee benefits, Norfolk Family YMCA policies and other job-related information. I am responsible for accessing, reading and following the policies and procedures outlined within the handbook.

The Employee Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor and/or the Human Resources Department.

Some of the subjects described in this handbook are covered in detail in official policy and procedure documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note the terms of the written insurance policies are controlling.

The NFY reserves the right to update and/or modify this handbook, policies and practices at any time without prior notice.

I understand this handbook is not intended to be an expressed or implied contract of employment, but rather is designed to answer many of the questions which may arise in connection with my employment.

I further acknowledge the employment relationship between the Norfolk Family YMCA and me is “at will”, meaning the relationship may be terminated by either party at any time, for any reason, without regard to the provisions or procedures in this handbook, which the Norfolk Family YMCA will apply at its sole discretion.

My signature below indicates I understand and agree I am responsible for familiarizing myself with the Norfolk Family YMCA Employee Handbook.

Employee Signature	Date	Director Signature	Date
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Print Name	Print Name
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