



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Winona Family YMCA Employee Handbook 2024

YMCA MISSION

The Winona Family YMCA is a charitable organization dedicated to putting Christian principles into practice through programs that build a healthy spirit, mind and body for all.

YMCA CORE VALUES

Caring, Honesty, Respect, Responsibility

OUR CAUSE

To Strengthen Our Community Through: Youth Development,
Healthy Living & Social Responsibility

The Winona Family YMCA (The Y) is the community's leading nonprofit committed to strengthening our community through youth development, healthy living and social responsibility.

One way that we do this is by hiring cause driven leaders as employees who will work hard to provide a healthy, safe and positive environment for all in the community. We rely on our employees to carry out the mission of The Y by following our employment policies and procedures. We believe that if we have informed, trained employees who follow all policies and procedures we will ultimately provide a safe and positive place for all children, members, guests, and community participants. This handbook outlines these policies and procedures for all employees.

1.0 INTRODUCTION

1.1 About This Handbook The purpose of this handbook is to inform employees of The Y policies, procedures, expectations and benefits. By becoming familiar with its contents, employees will develop an understanding of what the Winona Family YMCA, hereafter referred to as The Y, expects from them and what they can expect from The Y.

1.2 Revisions & Additions The Y reserves the right to revise any or all policies, procedures, and benefits in whole or in part, with or without notice, at any time. YMCA policies and procedures may continually be modified, changed or revoked depending on The Y's needs at any given time. Furthermore, new policies and procedures may be adopted from time to time. All changes and modifications of existing policies and procedures, and the adoption of any new policies and procedures, are effective immediately with or without notification to employees. In the event of any inconsistency between this handbook and applicable policy, practice or procedure, the policy, practice or procedure will take precedence. This handbook replaces all previous employee handbooks.

1.3 Administration The Board of Directors of The Y employs a Chief Executive Officer (CEO) to whom it delegates responsibility for the administration of personnel matters in accordance with YMCA policy. The direct administration of policies and supervision of staff are the responsibility of the CEO. The CEO may delegate responsibility and authority to others where appropriate.

1.4 Employment at Will All persons covered by the provisions of this handbook are employees of The Y and are subject to all policies as established by its Board of Directors.

Employment with The Y is at will and not for any specific term. Employees are free to resign at any time, for any reason. Likewise, The Y retains the right to terminate an employee's employment at any time, with or without reason or notice. Nothing contained in this handbook or any other document provided to the employee is intended to be, or should be construed as a guarantee that employment or any benefit will be continued for any period of time.

2.0 EMPLOYEE RESPONSIBILITIES We believe that the actions of our employees should create a welcoming environment for all. Therefore, the following section outlines practices employees can follow and commit to in order to lay a foundation of relationship building with our core values. The following policies are expectations that The Y has and basic responsibilities employees must observe.

2.1 Character Development The Y is committed to the values of caring, honesty, respect and responsibility as defined by the Y of the USA. All employees must accept as part of their jobs the role of character builder and lead by example. They must view themselves as teachers of these values.

2.2 Customer Service & Relationship Building All employees shall provide quality service to members and guests at all times. Because The Y relies heavily on its members, it is everyone's responsibility to ensure they are always a top priority. The Y expects employees to be conscientious, reliable and honest in meeting the obligations and responsibilities of their job and to perform their duties competently, responsibly, safely, and professionally.

2.3 Listen First

- Show a genuine interest in what the member is saying to you.
- Ask open ended questions to learn more about members.
- Make relationship building a priority.

2.4 Annual Campaign Our Y is a charitable organization that depends on our Annual Campaign to fulfill our mission and carry out our cause to strengthen the community. Our Annual Campaign raises dollars to support youth programming and financial assistance for children, adults and families provided by The Y. With these annual campaign dollars, program fees are subsidized making them affordable to all who wish to participate and financial assistance is provided to those who would not otherwise be able to afford memberships. We highly encourage all employees to give to The Y's Annual Campaign.

3.0 EMPLOYMENT PRACTICES

3.1 Equal Employment Opportunity The Y prohibits any form of discrimination based on race, color, creed, sex, religion, national origin, age, disability, veteran's status, marital status

or any other prohibited basis as defined by relevant law. This applies to all personnel decisions, including recruitment, hiring, training, performance reviews, promotions and any other terms of employment. Discrimination will not be tolerated by employees, members, guests, suppliers, or consultants.

3.2 Disciplinary Action Policy It is the policy of The Y to discipline an employee whenever he/she violates a rule, a regulation, or performs unsatisfactorily. The following policy describes the procedure for administering fair and consistent discipline. The purpose of this policy is to correct the problem and prevent it from happening again. In each instance, the disciplinary action taken is to be consistent and in proportion to the seriousness of the violation. In addition, discipline is to be administered by the employee's supervisor as soon as it is practical. However, a violation which is serious in nature is to be corrected by any supervisor immediately, whether the employee is a subordinate or not.

Both you and The Y have the right to terminate employment at-will, with or without cause or advance notice. The Y may use this discipline policy at its discretion.

Disciplinary action may range from verbal warning, written warning, final written warning, suspension, or termination, depending upon the facts of the particular case and the employment history of the employee involved. Warning notices will be placed in the applicable employee's personnel file.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, to become subject to any disciplinary action. Violation of any Y rule cannot be ignored by management.

The Y, in its sole discretion, shall have the right to terminate any employee, with or without cause, and without prior notice, without going through the progressive discipline steps outlined above.

3.3 Grievances & Conflicts Conflicts between employees or complaints from employees shall be amicably resolved between the individuals involved. If there is no resolution, the employees should then have a discussion with their immediate supervisor or their supervisor's supervisor. If the parties involved fail to reach a mutually agreeable resolution, the employee shall go to the Director of Human Resources and/or the CEO to inform them of their conflict or complaint. The Director of Human Resources or CEO will mediate and facilitate an agreement. The CEO will be the final authority in any dispute. **Concerns, complaints or grievances that you wish to share anonymously can be submitted through the Contact Us form on our website - www.winonaymca.org/contact. Any anonymous information provided is shared with the CEO and will be addressed promptly.**

3.4 Separation from the Y The employment relationship can be terminated at any time by either the employee or employer. If the employee elects to resign, it will be considered voluntary. The Y requests that part-time and full-time non-exempt front line employees give at least a two week notice and full-time non-exempt supervisors & exempt supervisors give at least a 30-day notice, in writing, prior to the departure date. If an employee does not work out their two or four-week notice they will not be eligible for rehire. In rare circumstances, a person may be eligible for rehire at the discretion of the Director of Human Resources. Employees will be responsible for returning all company property including but not limited to keys, credit cards, or any company materials. Absence from work for three consecutive days without proper notice will be considered voluntary termination.

3.5 Expenses & Allowances Expenses incurred while on approved YMCA business shall be reimbursed and must be pre-approved by the immediate supervisor and the CEO. Such expenses may include, but are not limited to the following; travel for business purposes; required Y of the USA courses; conferences and/or training events; or membership dues and meals in service clubs, professional societies or community organizations related to the business.

3.5-A Mileage Reimbursement & Y Vehicles When attendance at a mandatory meeting, training or other work related duties is at a location 15 miles or more from the employee's based worksite (home branch), the employee will be eligible for mileage reimbursement. Employees must use a YMCA vehicle when traveling for YMCA business, unless a Y vehicle is not available. If a YMCA vehicle is not available, employees will be reimbursed the current IRS mileage rate for the use of their own personal vehicle. When possible, we ask that employees carpool with other YMCA employees when driving either a YMCA vehicle or their own personal vehicle.

Employees who may need to drive a YMCA vehicle must have their driving record checked prior to driving a Y vehicle and must sign off on the Vehicle Policy. Please contact the Director of Human Resources to have this completed. Employees must be at least 18 years of age to drive a Y vehicle but it is strongly recommended that they are 21 years of age. If a Y vehicle is available, but the employee elects to drive their personal vehicle, mileage reimbursement will not be approved. To receive reimbursement employees must complete a reimbursement form by the 15th of the following month of the incurred expenses and get approval from their immediate supervisor.

3.5-B Personal Auto Insurance

Please note that if a Winona Family YMCA employee uses their own vehicle while working, their own auto liability insurance (pays for injuries and damages caused to other parties) is primary. Employees should discuss this issue with their insurance agent to confirm that they

have the appropriate coverage. In the event of an accident, regardless of the fact that the employee was working at the time of the accident, the employee will be responsible for submitting the claim for the injuries and damages to their own insurance company for payment.

Furthermore, in the event an employee's vehicle is damaged while working on behalf of the Winona Family YMCA, the employee will need to look to their own comprehensive or collision coverage (whichever is applicable) to reimburse them for their damages. The Winona Family YMCA's insurance will not pay for damage caused to an employee's vehicle. Once again, employees should contact their insurance agent to discuss this issue.

4.0 PAYROLL/PAY FOR PERFORMANCE/HOURS

4.1 Employee Classification Under the Fair Labor Standards Act, there are two categories of employees, exempt and non-exempt. Non-exempt employees must record their hours worked on a daily basis and are paid overtime for any hours worked over 40 in one week, these positions are considered hourly positions. Exempt employees are paid on a salary basis, regardless of hours worked, and are not eligible for overtime pay, these positions are considered as salaried positions.

4.2 Hours of Work To maintain an effective work environment, The Y has established its working hours as required by company operations, customer service needs and department needs. Due to the nature of YMCA operations, employees in different departments and different locations may have different work schedules. Employees will be given work schedules and break information upon hire by their supervisor.

It may be necessary at times for The Y to change the hours of work to accommodate the needs of our members. The Y expects employees to be available for work outside of his/her normal working hours if and when the need arises. Hourly staff who are working from home (checking email, returning phone calls, checking voicemail) must report these hours as time worked.

Full-time non-exempt employees must work 40 hours in a work week (Sunday-Saturday) or use vacation or sick time to get to 40 hours per week. We do not have unpaid time off. All part-time staff must not exceed 29 hours in a work week unless pre- authorized.

4.3 Recording Hours Employees are required to record all hours worked using Paycom. Paycom can be accessed at any time through the website www.paycomonline.net/v4/ee/web.php/app/login or via the Paycom App for smartphone. Employees should Clock In when they physically arrive at their work location for their shift. Employees should Clock Out at the end of their shift. Employees who take lunch during their designated shift must Clock Out during their lunch break and Clock In when they return to

work. Employees will only be paid for hours clocked in Paycom. No employee is to ever punch in more than 7 minutes before their shift starts without prior authorization and must punch out within 7 minutes of the end of their shift. Certain exceptions may be made for specific staffed positions as deemed necessary by leadership.

4.3 - A Pay Period Pay periods run Sunday-Saturday for a two week period. All employees are paid bi-weekly on Thursdays for hours worked two weeks prior. If a payday falls on a bank holiday, the employee will be paid the business day prior to the holiday. Wages are electronically transferred to the employee's bank account listed in Paycom under My Account and My Direct Deposits. It is the employee's responsibility to maintain their Direct Deposit information. Any updates to banking information must be entered by 8:00 am the Monday prior to a pay date to ensure funds will be routed to the new account.

4.3 – B Approving Timecards Supervisors are responsible for verifying and approving the hours for their employees each pay period. Supervisors access timecards through the client access portal of paycomonline.com to view and approve their timecard. Timecard approval can be done as soon as an employee completes their last shift for a pay period and **MUST** be completed by Tuesday at 11:00 am following a pay period end date.

If employees identify errors when reviewing their hours or have missing punches, it is their responsibility to submit a Missed Punch slip. The employee's supervisor will accept or reject the request. Accepted slips will be signed and turned in to the department head with the exception of camp and offsite sports. Rejected requests will result in the timecard remaining the same.

4.3 - C Pay Statements Pay Statements are available electronically at the Paycom website (www.paycomonline.net/v4/ee/web.php/app/login) or via the Paycom app for smartphone.

4.3 – D Overtime Hours Non-exempt (hourly) employees will receive overtime paid at time and a half their regular hourly rate of pay for hours worked over 40 in a week (Sunday - Saturday). Vacation, sick, wellness, holiday or bereavement hours do not count as hours worked and therefore do not count towards overtime hours. Overtime hours must be pre-approved by your supervisor before working them. Working overtime hours without receiving proper approval may result in disciplinary action up to and including termination.

4.4 Payroll Records Payroll records will be kept in accordance with state and federal requirements. For any information regarding payroll records, please see the Payroll Specialist.

4.5 Personnel File A copy of your personnel file may be requested in writing to HR. A copy of your personnel file will be provided as requested in accordance with state law. Employees can also review their personnel file in person by contacting one of the positions listed above and making an appointment.

4.6 Personnel File Updates Employees can edit some of their personal information within the Paycom payroll system such as address, phone, email and direct deposit information by logging into the system. Other information such as tax or name change must be done by contacting the Payroll Specialist.

4.7 Performance Review Process The purpose of the performance review is to evaluate an employee's overall work performance, to assist in the continued growth and development of the employee, and to ensure that the Winona Family YMCA's goals are being met through the efforts of our team. All team members, except for those working seasonally, will have a performance review on an annual basis. Performance reviews will be conducted in the first quarter of each year unless otherwise communicated.

Employee salaries/wages will be reviewed annually. Salary increase may or may not be awarded, based on the employee's performance and the financial position of the Y. All full and part time employees may be eligible for a Cost Of Living Allowance (COLA) raise, dependent upon the financial position of the Y. In addition, all full and part time employees may be eligible for an additional percentage increase based upon their hire date, position, and performance.

4.8 Salary Increments The Y maintains a wage and salary administrative plan to provide that all employees are paid according to fair, uniform principles and in relation to the contribution which they make to The Y's success. Also, within the capability of The Y to do so, employees are paid at a level that compares favorably with salaries paid for services in other comparable organizations.

4.9 Gratuities & Gifts Under no circumstances shall any employee personally accept commissions or gifts in any form or in any dollar amount from a vendor or otherwise place himself/herself under obligation to vendors with whom The Y does business. Any gifts from a vendor should be given directly to the CEO or HR for distribution within The Y.

In many cultures, people give gifts to reflect their appreciation for people or services. In order to be respectful of members and program participants, The Y makes reasonable allowances for acts of gratitude involving small gifts of appreciation, including gift cards, from consumers and/or their families that have a monetary value not exceeding \$25. Employees and volunteers must disclose all such gifts to their immediate supervisor. Under no circumstances

can money be accepted from members or program participants as a gift.

4.10 Payroll Deductions According to state and federal law, deductions will be made from employee's pay for state and federal income tax, as well as Social Security Tax. The Y also contributes a mandated amount to the Social Security Administration for the employee's benefit. If you have questions about your deductions, please contact the Payroll Specialist.

4.11 Change in Role Any employee changing positions within the YMCA will be paid based on the current pay rate of the new position.

5.0 FULL & PART TIME EMPLOYEE BENEFITS

5.1 Retirement Benefits Y employees shall participate in the National YMCA Retirement Plan with the Winona Family YMCA paying both the employee and YMCA contributions. Enrollment will be effective when the employee has been employed for two years, has 1000 hours of employment within each year and is 21 years of age by their anniversary date. Contributions to the fund equal 7% of an employee's salary, which will be paid by The Y. Employees may contribute extra tax deferred dollars towards their YMCA retirement up to the amount allowable set by federal government guidelines. Because our YMCA participates in The Y Retirement Plan, any employee of our YMCA may immediately participate in the Tax-Deferred Savings Plan by opening a 403(b) Smart Account regardless of their age, length of service or hours worked. They may also roll in money from an eligible employer plan or IRA. For more information, please contact the Director of Human Resources.

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

5.2 Breaks Break periods are furnished by The Y for the well-being and enjoyment of the employee. Breaks are department specific and the department supervisor will inform you of the break schedule. Breaks that are less than 30 minutes in length will be paid and break periods that are 30 minutes or longer will be unpaid. Breaks cannot be taken during busy times. Employees may be called to help during their break if business picks up and are expected to cooperate in ensuring that members are our top priority.

5.3 Employee Wellness The Y encourages all employees to maintain healthy lifestyles, which will assist in developing a more productive workforce, and ensure healthier lives. For this reason, The Y has adopted wellness benefits for all full-time & part-time employees. See the Employee Benefit Schedule for a list of these benefits - <https://www.winonaymca.org/employee-information>

5.4 Y Membership & Program Discounts For a current list of membership benefits and program discounts see the Employee Benefit Schedule for a list of these benefits - <https://winonaymca.org/employee>

Employees who choose to voluntarily participate in any off-duty exercise, recreational, social, or athletic activity which is not part of the employee's work-related duties or sponsored by the Y will not be covered under worker's compensation benefits.

5.4 – A Y Membership Retirement Benefit The Y would like to recognize those employees who have dedicated their time and talent to The Y. As a token of our appreciation for their dedication employees who meet the following qualifications will receive a lifetime family or single adult membership. Employees who are retiring from The Y, who are currently enrolled in the YMCA Retirement Fund 401(a) and are immediately eligible for YMCA retirement fund payments/benefits will qualify for a lifetime Y membership from the Winona Family YMCA. Full-time employees and/or Directors/Supervisors will receive a family membership and part-time staff will receive a single adult membership. Please notify your supervisor if you meet these two qualifications to receive this benefit.

5.5 Employee Assistance Program The Y has entered into an agreement with Hiawatha Valley Mental Health Center to provide employees with an Employee Assistance Program (EAP). The EAP will provide up to three visits per calendar year for confidential assessment, short-term counseling, and referral services at no cost to the employee. The goal of this benefit is to provide employees with a resource through which they can address personal or work related issues. These concerns may include marital problems, depression, parenting issues, or drug and alcohol concerns to name a few. The Y recognizes that such problems may negatively affect work performance.

The Y encourages the use of EAP through informal referral (also known as self referral) by employees. Call 1-800-657-6777.

5.6 Breastfeeding Mothers It is the policy of The Y to support the health and well-being of working mothers and their children. As part of this policy, in compliance with the Patient Protection and Affordable Care Act of 2010, The Y will provide eligible employees with:

- Reasonable break periods to express milk during the first year following the birth of a child.
- A private area, other than a restroom, where the employee may express milk and be shielded from view and free from intrusion.
- Appropriate storage areas for pumps and other equipment as well as expressed milk.

Employee Responsibilities:

- Notify your supervisor before taking your break.
- Clock out when taking a break period as this is not compensable time.
- Label your expressed milk. The label should identify it as expressed milk and include your name and the date it was expressed.
- Keep the breastfeeding area clean and tidy.

5.7 Worker's Compensation Insurance Employees are covered against the hazards of occupational accidents and illness on the job through worker's compensation insurance in a manner and to the extent required by the State of Minnesota's Compensation laws. All work related injuries or illnesses must be reported immediately to your supervisor. The YMCA provides a return to work light duty program for employees who have been given work restrictions by their treating doctor. For more information about worker's compensation please contact the Director of Human Resources.

5.7 - A Non Work Related Injuries All employees are required to let their supervisor know if they are injured outside of work and are unable to complete their full job duties. Employees will be asked to get a signed release from their doctor in order to come back to work in full capacity. Reasonable accommodations may be an option if available.

5.7 - B Employee's Voluntary Participation in YMCA Programs The Y or its insurance carrier is not liable for the payment of worker's compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty exercise, recreational, social, or athletic activity which is not part of the employee's work-related duties or sponsored by The Y.

6.0 FULL-TIME EMPLOYEE BENEFITS

6.1 Medical, Life Insurance & Long Term Disability Insurance benefits are available to full-time exempt and full-time non-exempt employees who are scheduled for a minimum of 40 hours per week. Medical insurance premiums are shared between The Y and the employee. Voluntary Life Insurance for yourself, spouse and children are paid 100% by the employee. Life Insurance and Long Term Disability Insurance premiums are paid 100% by The Y.

Employees are eligible for medical and life insurance coverage the first of the month following 30 days. Employees have 30 days to elect coverage. Insurance premiums are payroll deducted and begin the first pay period after the employee becomes eligible.

Effective January 1, 2015 positions hired to work 30 hours or more per week will be offered

medical insurance for the calendar year for themselves and any dependents. Employees who average 30 hours or more per week for the past 12 months will be offered medical insurance for themselves and any dependents.

Insurance enrollment paperwork must be returned to Human Resources within 7 days from the date of hire. Any paperwork received after the initial enrollment period will be considered a late enrollee. Late enrollee coverage will not be accepted until the plan's open enrollment period, which occurs one time per calendar year, unless due to circumstances identified as a Qualifying Event. For more information on Qualifying Events, contact Human Resources.

6.2 Flexible Benefits Plan The Y participates in a Flexible Benefits Plan under Section 125 of the IRS code. It allows employees to have their health insurance premiums deducted on a pre-tax basis lowering the employee's federal, state and FICA taxes. For more information, please contact Human Resources.

6.3 Continuation of Health Care Benefits (COBRA) Federal law provides for continuation of benefits for employees or dependents who lose their health coverage. This temporary extension provides eligible employees/dependents continuation of benefits on a private-pay basis (group rate plus a 2% administrative fee) for up to 18 months. In some circumstances, this benefit can be continued for 26 weeks.

Qualifying events include, but are not limited to, employees who leave The Y or are terminated (except for gross misconduct), employees who lose coverage due to reduction of hours, or circumstances in which covered dependents lose coverage. The YMCA will provide the necessary paperwork that fully explains rights and requirements. There is a 60-day period in which the employee/dependents must make a decision. If an employee elects not to continue coverage or fails to make an election within the 60-day period, insurance will end on the last day of the month in which the qualifying event occurs. Once someone qualifies for another insurance plan, this benefit will end.

6.4 Paid Time Off (PTO)

This paid time off (PTO) policy provides flexibility to team members, recognizing that the facilities are open and in operation throughout the year, including most holidays that are traditionally recognized. This policy is in compliance with the Minnesota Earned Sick and Safe Time Law. For the purpose of this policy, earned sick and safe time is defined as paid time off (PTO) and one year is one standard calendar year.

PTO hours will accrue bi-weekly and can be used for:

- Vacation
- Personal or family mental or physical illness

- Closure of the workplace due to weather or public emergency
- Closure of a family member's school or care facility due to weather or public emergency
- Holidays
- Personal business
- Birthdays
- School activities
- Personal time off
- Any other instance under the Minnesota Earned Sick & Safe Time Law

Earning PTO

Employees start accruing paid time off (PTO) immediately upon hire based on the accrual charts below. A credit is added to the employee's balance each time payroll is processed.

Full-time & Part-time Coordinators Accrual: Full-time employees and part-time coordinators, that work on average 15 or more hours per week, accrual will be based on the chart below.

Years of Service	Days Earned	Exempt/Salaried Accrual Rate	Non-Exempt/Hourly Accrual Rate
0-1	10	3.08	0.0385
1-5	15	4.62	0.05769
5+	20	6.15	0.076923

Part-time Accrual: Part-time employees will accrue one 1 hour of PTO for every 30 hours worked*. PTO hours cannot be taken until they have been credited. Employees under this policy will receive .034 hours of PTO per hour worked during the pay period and will be added to the employee's PTO balance once the payroll is processed. For example, if an employee works 45 hours in a pay period, the employee will earn 1.53 hours of PTO.

Using PTO:

- If an employee is using PTO for any reason other than a reason related to MN Earned Sick & Safe Time, the employee is responsible for shift coverage. The Y encourages employees to be truthful about their PTO requests, and follow the Y's core value of Honesty.
- A balance of 120 hours of paid time off is the maximum amount that can be accrued.

Accrual will stop at 120 hours, and will not resume until earned time is used.

- PTO hours are not included in hours worked, therefore are not eligible for overtime hours. The combination of PTO, Holiday, and hours worked in a week may not exceed 40 hours.
- Team members rehired within 180 days of termination will have their previously accrued and unused PTO balance reinstated.
- PTO under this policy will pay at the position's pay rate that the employee would typically work in for the time requested off. The rate at the time the PTO was accrued does not affect the rate when the PTO is being used. It does not include overtime rate calculation or any special forms of compensation such as incentives or bonuses.
- All foreseeable PTO requests must be approved by the supervisor and should be made as far in advance as possible to accommodate scheduling. Employees should contact their supervisor as soon as possible for any unforeseeable instances where PTO is needing to be used.
- PTO request form is available on the Employee Hub under Employee Forms - www.winonaymca.org/employee-forms.
- If the employee utilizes PTO for more than three consecutive shifts, the supervisor or HR may collect documentation for the leave.
- The employee may not carry a negative PTO balance. Available PTO balance can be viewed in Paycom.
- Team members who change from part-time to full-time or full-time to part-time, will carry over their accrued PTO balance.

Carryover:

Up to 120 hours of PTO will rollover into the next calendar year.

PTO Balances Remaining at End of Employment:

Upon termination of employment, voluntary or involuntary, any accrued and unused PTO for all part-time employees will not be paid out.

If a full-time employee voluntarily terminates their employment they will be paid back for any earned but unused PTO days providing that they give and fulfill a proper notice as outlined in section 3.4 'Separation from the Y' of the Y Employee Handbook. If proper notice is not given or if an employee is involuntarily terminated, compensation for earned but unused PTO will NOT be awarded. Employees that provide a resignation notice to the Y may only use PTO if they are using it for reasons related to the Minnesota Earned Sick and Safe Time Law.

Retaliation for requesting or using PTO is prohibited. Employees have a right to file a complaint or to bring a civil action if ESST is denied or if employees are retaliated against for requesting or using ESST.

6.5 Holiday Pay All full-time exempt and full time non-exempt employees shall receive six paid holidays per year. They are arranged in recognition of customary national, state and local prevailing practice. The recognized holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. On years when Christmas Day falls on a week day, all qualifying employees will be paid a half day (4 hours) holiday pay.

6.6 Outside Consulting Supervisors/Directors are permitted to provide consulting services to other YMCA's and kindred organizations with similar goals and objectives, upon the prior approval from their supervisor and the CEO. If the employee is released from his/her job responsibilities in order to provide the consultant service, and remuneration is received, The Y must be reimbursed a minimum of the employee's salary and related cost for time spent on such consulting. If the employee provides consultant services during his/her time off, then any remuneration may be retained by the employee.

6.7 Extended Leave Full-time exempt and full-time non-exempt employees can take unpaid leave of absences of 20 days or less with advanced approval from the CEO. This type of leave is discretionary and strictly for personal reasons.

Extended leaves of absence without pay may be granted for employees who have had a minimum of one-year full-time service. Extended leaves are considered those that are longer than a 20-day period. A written letter of request that includes the start and return date of the requested leave must be submitted to the CEO. Two weeks prior to the end of the approved leave, the employee shall notify the CEO of his/her intent to return. If the employee does not return, it will be considered that the employee voluntarily quit their position. Employees that are absent from work for more than 20 days and are covered under the group health benefits must COBRA their benefits and assume the total cost of those benefits.

6.8 Bereavement Leave

The Y's bereavement policy outlines our provisions for employees who require to be absent from their work due to the death of someone close to them. The Y recognizes the great impact of loss to a person's state of mind. Therefore, it wishes to support its employees and allow them time to mourn and cope. For more assistance during this time please consider reaching out to our Employee Assistance Plan (EAP) by calling: 800-980-6921. This is a free, confidential service to all Y employees.

Funeral Leave for an Immediate Family Member: When a death occurs in an employee's immediate family, all regular full-time employees may take up to five (5) days off with pay to attend the funeral or make funeral arrangements.

Immediate Family Defined for Bereavement Leave: Immediate family members are defined as an employee's spouse or partner, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Non-family Member Funeral Leave: All regular, full-time employees may take up to two (2) days off with pay to attend the funeral of a close, non-family member or family member such as cousin, aunt/uncle, etc. This time off will be considered by the employee's manager on a case-by-case basis.

Requesting Time Off for Bereavement Leave: Please refer to the Employee Wellness Policy 5.3 on how to request Time Off for Bereavement Leave.

Additional Time Off: The Y understands the deep impact that death can have on an individual or a family, therefore additional unpaid and/or paid time off may be granted. Depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate for the deceased. The employee may make arrangements with his or her supervisor for an additional five unpaid days off in the instance of the death of an immediate family member. If employees have vacation or sick time they may use paid time off for these additional five days.

Individual employee circumstances may be discussed with the employee's manager and the Director of Human Resources to determine whether additional considerations are needed. It is the Y's intention to support employees during their times of grief and bereavement.

Employees with an attendance warning or other attendance issues may be asked to provide documentation regarding their request for bereavement leave.

7.0 EMPLOYEE DEVELOPMENT

7.1 Career Development and Training Opportunities The Y recognizes that the quality of its work is directly related to continued career growth and training opportunities for employees. Though it believes that professional development is the primary responsibility of the individual, The Y also recognizes its obligation to all employees to provide them with

timely and effective training experiences, mutually-based upon the Y's goal and the employee's needs. Annual coaching sessions between employees and their supervisors may take place to identify training and career development needs.

Such coaching sessions may take place during your department orientation, monthly one-on-one meetings, new hire follow up meeting or during an annual performance review.

8.0 LEAVES OF ABSENCE

8.1 Jury Duty Full-time Exempt and Non-exempt employees who are called to jury duty will receive full pay during this period, with the understanding that any fees paid for jury duty will be paid back to the Y. Jury duty will not affect vacation time.

Part-time non-exempt employees called to jury duty will receive the time off without pay. Employees summoned to jury duty must notify their immediate supervisor as soon as possible.

8.2 Military Leave When an employee is called or recalled for active duty, The Y grants an official leave of absence without pay. Re-employment rights correspond with those provided in federal and state laws.

Employees that participate in annual military training for the guard or reservist are able to request those days off and will receive them without pay.

8.3 Personal Illness Employees that become ill and cannot work are responsible for finding someone to replace them and cover the shift they will be missing. For every day absent from work, employees must call in and talk to their supervisor, leaving a voicemail message is unacceptable. Employees who are absent from work for three or more consecutive days due to illness may be asked to provide a medical release from a doctor approving their return to work.

It will be considered a voluntary quit when an employee does not call or does not show up for three consecutive scheduled shifts. Employees who need a medical leave for themselves or a family member should notify the Human Resources department to verify if they qualify for a Family Medical Leave under the Family Medical Leave Act.

8.4 Family & Medical Leave Medical leave will be granted to employees under the Federal Family & Medical Leave Act. FMLA entitles eligible employees to take up to 12 weeks of unpaid leave in a 12-month period for specified family and medical reasons. If you have any

questions about the laws or the requirements contact the Director of Human Resources.

Basic Leave Entitlement FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, domestic partner, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements Employees are eligible if they have worked for a covered employer for at least one year, for 1,000 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition A serious health condition is 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 healthcare 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 a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional

information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Enforcement An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

9.0 SAFETY

We believe in offering a safe, positive workplace and environment for all employees, members and guests. Therefore, this section outlines policies put in place that are intended to protect both the employee and The Y organization and its members, guests.

9.1 CPR & First Aid All employees must be CPR & First Aid certified within 30 days of their hire date. Certification to all employees is provided through the Y for free. Employees are responsible for keeping their certification up-to-date. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If your required certifications expire, you may not be allowed to work until you recertify. You may also be subject to disciplinary action, including termination of your employment.

9.2 Criminal Record Checks Criminal Record Checks will be conducted on all employees and interns in order to preserve and encourage an environment which is safe and less vulnerable to risk of damage, property loss and/or human danger.

- All employees, re-hires, and interns will be subject to a criminal record check as applicable by regulatory agencies.
- Continued employment is contingent upon the result of the Criminal Record Check and Caregiver Criminal Record Check.
- Pending criminal charges may be used as a valid bar to employment in accordance with regulations.
- Any applicant who indicates on their application that they have not been convicted of a felony and the Criminal Record Check indicated that they have been will be immediately terminated for falsification of the employment application.
- Any applicant who indicates on their application that they have been convicted of a felony and the Criminal Record Check indicated that they were convicted of a felony other than

what was indicated on the application will be immediately terminated for falsification of the employment application.

- Any applicant who falsified information on their Background Information Disclosure form will be immediately terminated for falsification.
- All current employees must report to management and Human Resources as soon as possible but no later than the next working day if they are convicted of a crime and/or are being investigated by any governmental agency for any act of abuse, neglect, threats, or their license has been restricted, revoked or denied.

9.3 Prohibiting Abuse or Mistreatment of Youth

As a youth serving organization, we place an emphasis on the safety of youth in our community. We prohibit abuse and mistreatment of youth. This includes: mistreatment of youth by staff or other children, and members within our programs. In addition, we will report any allegations of abuse that happen within our programs and any abuse that happens outside the YMCA.

Mistreatment can include bullying or cyber bullying, hazing, physical abuse, sexual abuse, emotional abuse, neglect, inappropriate verbal interactions or derogatory name-calling, and inappropriate physical contact.

Affectionate touch and the warm feelings it brings are important factors in helping a child grow into a loving and caring adult. YMCA staff need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate touch; however, it prohibits inappropriate touch or other means of sexually exploiting children.

Our organization will not tolerate the mistreatment or abuse of youth in its programs. Any mistreatment or abuse by a staff member will result in disciplinary action, up to and including termination of employment.

9.3 – A Prohibiting the Abuse or Mistreatment of One Youth by another Youth Our organization is committed to providing all youth with a safe environment. Our organization will not tolerate the mistreatment or abuse of one youth by another youth.

In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an

imbalance of power or strength. Bullying can take on various forms, including:

1. Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. Non Verbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. Cyber Bullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).
Cyberbullying can involve:
 - a. Sending mean, vulgar, or threatening messages or images;
 - b. Posting sensitive, private information about another person;
 - c. Pretending to be someone else in order to make that person look bad; and
 - d. Intentionally excluding someone from an online group.
 - e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
 - f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth and staff.

In order to adequately respond to and track incidents within the organization, all reports of sexual activity between youth and sexualized behaviors of youth will be documented.

Staff and Volunteer Response: Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

Guidelines for Staff/Volunteers Responding to Youth-to-Youth Sexual Activity
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- Interrupt the behavior and immediately separate the youth
- Calmly explain that such interactions are not permitted
- Notify your supervisor or a superior
- Document what you observed and how you responded

9.3 - B Definition of Appropriate and Inappropriate Physical Contact

Our organization’s physical contact policy promotes a positive, nurturing environment while protecting youth and employees. Our organization encourages appropriate physical contact with youth and prohibits inappropriate physical contact. Any inappropriate physical contact by employees towards youth in the organization’s programs will result in disciplinary action, up to and including termination of employment.

We DO NOT pick up or carry children who can walk on their own, or allow children age 3 or older to sit in our lap.

The organization’s policies for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> ● Side hugs ● Shoulder-to-shoulder ● Pats on the shoulder or back ● Handshakes ● High-fives or fist-bumps ● Verbal praise ● Pats on the head when culturally appropriate ● Touching hands, shoulders, and arms ● Arms around shoulders ● Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> ● Full-frontal hugs ● Kisses ● Showing affection in isolated area ● Lap sitting ● Wrestling ● Piggyback rides ● Tickling ● Exposing oneself ● Allowing a youth to cling to an employee’s leg ● Any type of massage given by or to a youth ● Any form of affection that is unwanted by the youth or the staff ● Compliments relating to physique or body development ● Touching bottom, chest, or genital areas ● Hitting, spanking, shaking, or slapping ● Physical restraints * ● Viewing or showing others pornographic materials ● Picking up or carrying children who can walk on their own

* If a staff member/volunteer believes a youth is at risk of hurting themselves or others, the use of physical restraints is strictly prohibited. Instead, measures should be taken to remove others from the situation and relocate to a safe space away from violence, notify supervisors, and determine what additional help from law enforcement is required. Training in providing physical restraints obtained from outside organizations may not be able to be verified, and is not recognized by Y-USA.

9.3 – C Definition of Appropriate and Inappropriate Verbal Interactions Employees are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees must not initiate sexually oriented conversations with youth. Staff are not permitted to discuss their own sexual activities with youth.

Our organization’s policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> ● Positive reinforcement ● Appropriate jokes ● Encouragement ● Redirection ● Praise 	<ul style="list-style-type: none"> ● Name-calling ● Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff ● Secrets ● Cursing ● Off-color or sexual jokes ● Shaming ● Belittling ● Derogatory remarks ● Harsh language that may frighten, threaten or humiliate youth ● Derogatory remarks about the youth or their family ● Racist, sexist, or homophobic language

9.3 – D Employees may not be alone with youth where they cannot be observed by others

To protect YMCA staff and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.

Managing the Risk When One Staff Member is Alone with One Youth

In those situations where one-on-one interactions are approved, staff should observe the

following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions

- When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees that you are alone with a youth and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

9.3 – E Tutoring/ Private Coaching

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Employees should be aware of our policies regarding tutoring and private coaching:

1. Employees must have supervisor approval for any tutoring or private coaching sessions.
2. Tutoring and coaching sessions with our organization's youth may not occur outside of the organization.
3. Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, youth involved, and location of sessions.

9.3 – F Outside of Program Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put employees and our organization at increased risk.

Our organization strongly recommends that employees do not have outside contact with youth from the organization.

9.3 – G Babysitting Policy

The Y does not sanction, encourage or endorse the use of YMCA employees for non-YMCA child care activities. Such activities are outside the scope of employee duties with the Y and are strongly discouraged by the Y. Employees may not represent themselves as employees of the Y or as working for the Y when engaging in this type of work.

9.3 – H Electronic Communication with Youth

Any private electronic communication between employees and youth, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited.

All communication 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 employees 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 ● Engaging or “friending” participants on social networking sites

In addition, provide this information to your participant’s parents so that they know what is appropriate and inappropriate from your employees.

Any electronic communication that is initiated by a youth participant to a staff/volunteer should be immediately redirected to approved, transparent and monitored channels. Staff should notify their supervisor or any youth-initiated private communication via electronic means immediately.

Because many of our minor staff are also members or program participants, any electronic communication between a supervisor and a minor staff should include at least one other adult individual (examples include using group texts for an entire staff team or adding another member or management to electronic communication).

9.3 – I Allegations of Abuse and Cooperation with Authorities All reports of suspicious or inappropriate behavior with youths or allegations of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made and investigated.

9.3 – J Mandatory Reporting Requirements All employees must follow state specific mandatory reporting requirements. Staff are trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Employees will:

1. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse;
2. Know and follow organizational policies and procedures that protect youth against abuse;
3. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws; and
4. Follow-up to ensure that appropriate action has been taken.

Employees will read and sign a Code of Conduct for documenting their understanding of the legal and ethical duty to report suspected mistreatment or abuse of youth.

9.3 – K Investigation Statement Our organization cooperates fully with the authorities to investigate all cases of alleged abuse. Any employee shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

9.3 – L Gift Giving: Staff/Volunteer to Youth Participant Offenders routinely groom youth by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from parents or care-givers.

For this reason, staff and volunteers should not give gifts directly to non-relative youth participants under the age of 18. This policy includes being the payee of program fees for a youth participant.

If a staff member wishes to do something to support a particular youth or their family, they should contact the CEO to determine the best course of action. If a staff member wishes to purchase something for an entire group of children, they should contact their supervisor to determine the best course of action.

9.3 - M Pornography Policy The access, display, production, possession, or distribution of pornography on the organization's property or equipment is strictly prohibited.

9.4 Harassment Policy The Y takes all reasonable steps to prevent harassment from occurring. In addition to prohibiting other forms of discrimination, the Y prohibits harassment because of gender, genetic characteristic or information, race, color, national origin, religion, disability, age, and any other basis protected by applicable federal, state, or local law. All such harassment is prohibited.

The Y protects employees from harassment by other employees, including supervisors, as well as volunteers, members/parents, vendors, or others doing business with the Y. Harassment refers to actions that create an intimidating, offensive, or hostile working environment, and other acts that have the purpose or effect of unreasonably interfering with an individual's work performance, when harassing acts are based on a protected characteristic such as, but not limited to race, color, sex, age, disability, religion, national origin, or genetic characteristics.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or any such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment include, but are not limited to, vulgar remarks, pinching, jokes, teasing, and uninvited touching.

If you believe you have been harassed in violation of this policy, you should promptly report your concerns to the Director of Human Resources or the CEO. Your complaint will be investigated promptly, and confidentiality will be maintained to the greatest degree possible. It is the intention of the Y that any reporting employee or employee participating in the investigation of a harassment complaint will not be retaliated against in any way. If you feel that you have been retaliated against for reporting a claim, you should contact the Director of Human Resources or CEO. If the person allegedly committing the prohibited behavior is a supervisor, department manager, or a member of the Human Resources department or any other member of management, then reports of such behavior should be made to a different supervisor, department manager, member of management or member of the Human Resources department.

If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. An employee who has violated this policy will be subject to disciplinary action, up to and including termination. Any conduct prohibited by this policy is unacceptable in the workplace, and in any work-related setting outside the workplace, including business travel, business meetings, and Y-related social events. Off-duty conduct that violates this policy and affects the work environment is also prohibited.

9.4 - Employee Action Every employee has the right, and should attempt to tell any person, to stop unwanted behavior towards them if that employee feels the behavior is discriminatory or harassing. Any employee who experiences or witnesses any act of discrimination or harassment shall report that to the Director of Human Resources or CEO immediately. If the employee does not feel comfortable confronting the person about the unwanted behavior they should contact the Director of Human Resources or CEO to report it.

9.4 - B Supervisor's Responsibility It is the responsibility of every employee at The Y to prevent discrimination and harassment. Supervisors are trained annually on Harassment Prevention Training. Employees in a supervisory position are required to take appropriate action when a discrimination or harassment report has been made; this includes reporting the incident to the Director of Human Resources and/or the CEO. Any employee in a supervisory position that does not promptly report an incident will be subject to discipline.

All employees are required to follow the Winona Family YMCA Equal Employment Opportunity and Anti-Harassment Policies while on duty, on the premises, and at any company sponsored events or activities. Violation of these policies will lead to disciplinary action up to and including termination.

9.5 Workplace Violence Violence is strictly prohibited in the workplace. Workplace violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, shooting, rape and psychological trauma, such as threats and obscene phone calls.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing or using a weapon that is not required by the individual's position;
- Intentionally damaging property;
- Threatening to injure an individual or damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- Retaliating against any employee who, in good faith, reports a violation of this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

9.5 - A Concealed Carry Policy The Y is committed to maintaining a safe and healthful work

environment for its employees. As part of this commitment, The Y's policy is to prohibit weapons of any type from the actual workplace or working areas where employees are located as well from Y-owned vehicles. The Y will not condition employment on the fact that an employee or a prospective employee holds or does not hold a license to carry a concealed weapon, nor will The Y otherwise discriminate against employees in any terms or conditions of employment based upon their lawful use and ownership of firearms. Employees, Y members and guests and lawful invitees who possess a valid concealed weapons license may keep a firearm inside their privately owned motor vehicle when their vehicle is parked on Y property inside a designated parking facility. Any violation of this policy shall subject the offending employee to discipline up to and including discharge.

9.6 Operation of Vehicles Vehicles owned, operated, or under the control of The Y are to be used for Y business purposes only. An employee may drive a Y vehicle only if they have completed a DVR check through the Human Resources Department, are licensed, and authorized to do so. While driving, employees are required to adhere to state laws. When driving or riding in any Y vehicle or when driving your own vehicle on Y business, employees are required to use seat belts. Employees may not use mobile communication devices (e.g., mobile phones) while driving a vehicle for The Y. If you need to contact someone, you are expected to safely park before doing so. This applies to making or receiving calls, texting, emailing, etc.

10.0 COMMUNICATION GUIDELINES

10.1 Computer and Communication Systems Policy The phone system is the property of The Y. Its primary purpose is for the conduct of YMCA business. Any personal use is to be limited to emergencies and essential personal business only. Users must reimburse The Y for any personal long distance phone calls.

All computer equipment is the property of The Y. Access to the Internet and E-mail is a privilege and its primary purpose is to conduct YMCA business. It is provided to employees at company expense to assist in carrying out the company's business. This resource is available for the sole use of approved YMCA employees. Use of YMCA computers is for employees only. At no time shall employees allow their children, guests or members use of their work computer.

10.1 - A Monitoring in the Workplace Employees should not have the expectation of privacy in anything that they create, store, send or receive on the computer system, telephone system, company provided cell phones, company provided PDA's or other communication devices. These systems should only be used for business purposes.

The Y may monitor any aspect of communications for training purposes, to ensure that contacts

with members and potential members are professional and respectful and that employees are not using the company's computers or telephones inappropriately. The Y may also perform video surveillance as it deems necessary for safety, to prevent theft, harassment and other inappropriate behavior in the workplace.

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

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

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

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

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

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

10.1 – C Cell Phone & Other Electronic Devices This policy about cell phone usage applies to any device that makes or receives phone calls, accepts messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned. Unless properly authorized, employees are to refrain from the use of any form of personal electronic communication devices during normal work hours. These devices may be used during breaks or for an emergency. An employee who uses a company-supplied electronic communication device or a company-supplied vehicle is prohibited from using a cell phone or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. Use of company owned vehicles or devices for personal business is discouraged. **With prior approval from your supervisor, certain positions that do not require direct-to-consumer interactions may listen to music while working, with only one earbud permitted. Staff must be able to hear pages and communicate with members at all times.**

10.1 - D Cell Phone Reimbursement In cases when The Y determines that a cell phone is needed for the position you are in, your personal cell phone may be used and The Y will provide a modest monthly amount through payroll to reimburse you for the business-related portion of your monthly cell phone costs. In such situations, you should understand that your personal phone number may be published for business use. Reimbursements will end when an employee changes jobs or leaves employment.

10.1 – E Personal Radios Employees are to refrain from the use of any type of personal radios including any type of I-Pod. These devices may present a safety concern. Employees who violate this policy will be subject to disciplinary actions, up to and including termination.

10.2 Solicitation & Distribution Policy The Y prohibits the solicitation, distribution and posting of materials on or at the Y by any employee. The sole exceptions to this policy are charitable and community activities supported by The Y management and YMCA-sponsored programs related to Y services. Employees may not solicit other employees or members during work times, except in connection with a Y approved or sponsored event. Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a Y sponsored event. The posting of materials or electronic announcements are only permitted with approval from the Director of Human Resources. Violation of this policy should be reported to the Human Resources Department.

11.0 CODE OF CONDUCT

11.1 Dress Code Policy All Y employees are responsible for dressing in a manner that presents a neat, clean, and professional image and that is appropriate for the work environment. The organization requires employees and volunteers to be easily identifiable by wearing a name tag and/or staff shirt while working. The YMCA will pay for one staff shirt per employee per calendar year. Please speak with your supervisor to order your shirt. Upon hire, supervisors will go over the dress code for the area in which they oversee. Dress code violation is at the discretion of the supervisor. Employees should remember the following in regards to personal appearance:

- All clothing must be neat, clean and appropriate.
- Body tattoos and visible body piercing deemed inappropriate by Y management must be covered or removed if possible (piercings). No hoop or dangling earrings permitted when teaching for safety purposes.
- Hair must be well groomed.
- Exceptions to the dress code policy must be approved by the department supervisor or CEO.
- Y staff shirts should only be worn while working.
- Shorts/skirts must be of an appropriate length – at the discretion of the supervisor.

11.2 Non-Fraternization & Employment of Family Members Policy To avoid conflict, perception of favoritism, or partiality, the Y has adopted the following policy. The Y does not allow intimate personal relationships between a person in a management position and any employees in their chain of command. Furthermore, the Y does not allow persons to be hired or transferred into a position where they will be supervised or evaluated by a family member or domestic partner. “Family member” is defined as one of the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins.

If a relationship occurs, the CEO and HR must be notified immediately. The CEO and HR will attempt to derive an alternative employment arrangement within the Y.

11.3 Substance Free Policy The Y strictly prohibits the possession, transfer, sale or use of, or being impaired by alcohol, drugs, cannabis or the misuse of prescription drugs on the Y premises, Y owned vehicles, or any Y outreach program or site or at any time while engaged in Y employment. This includes employees working offsite, special events, or Y functions. Employees who are under the influence of any alcohol, drug, or cannabis substance while at work will be asked to leave work immediately. This policy applies to all official or unofficial

break and meal periods and all other times during the working day in which a team member had reported for work. Any employee who violates this policy will be subject to disciplinary action, up to and including termination. Supervisors should notify HR or the CEO immediately. Supervisors should then set up a time to meet with the employee the following day to terminate their employment. Employees suspected of possessing, selling, or distributing alcohol, drugs, or cannabis may also be reported to the proper law enforcement authorities.

“Drugs” are defined as inhalants and controlled substances and include medications which contain a controlled substance which are used for a purpose, in an amount, or by a person for which they were not prescribed or intended.

“Cannabis” is defined as cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.

The use and possession of properly prescribed drugs or medications is permitted, provided that it does not interfere with the team member’s job performance or pose a threat to the health or safety of the team member and/or others

The only exception to this policy is the responsible use of alcohol at official company sponsored social or business events at which alcoholic beverages are served. Permission for such use must be obtained from the CEO.

11.4 Smoke Free Policy The Y prohibits smoking and the use of any other tobacco products inside any of its buildings or on any Y owned grounds and Y owned vehicles. This policy applies to employees as well as members. Violation of this policy will lead to disciplinary action up to and including termination.

11.5 Personal Property The Y provides you with the tools, supplies and equipment necessary to perform your job. The Y maintains the tools, supplies and equipment that we provide to you in a manner we believe will allow you to work efficiently and safely. If you do not believe that you have the necessary tools, supplies or equipment to perform your job safely and efficiently, please discuss your concerns with your supervisor. It is not acceptable for you to bring your own tools, supplies or equipment into the workplace without the approval of your supervisor. Although the Y provides you with some flexibility regarding the decoration of your work area, we ask that you not bring valuable personal items to work. Do not place valuable personal items such as iPods, cell phones, game machines or jewelry in an unlocked area as we cannot guarantee the security of your personal items. You should leave these items at home, locked in your vehicle or in a locked locker. The Y is not responsible for any lost, stolen or damaged personal property. Your personal property is not covered under

our business insurance policy. Your personal property away from home may be covered under your Homeowners' Policy. You should check with your personal insurance agent to learn about the best way to protect your personal property.

Additionally, you may not bring any of the following items onto company premises.

- Intoxicating beverages, narcotics, or cannabis.
- Firearms or weapons of any kind.
- Sexually suggestive objects, pictures, cartoons, or posters
- Items that are demeaning or offensive on the basis of race, color, age, sex, Gender, disability, religion, national origin, ethnic background or citizenship. The Y reserves the right to prohibit other items that we believe may be disruptive to the workplace or constitute an unacceptable risk of loss.

11.6 Access to Y Facilities Employees should be present in work areas of the facility only when reporting to work, while working, during the process of leaving upon the completion of the shift or as an authorized member or guest of the Y. New employees will be disbursed appropriate keys based on their department and position at the discretion of the Business office and head staff. For those that are not assigned keys, you can check them out for prompt return from the front desk.

11.7 Fitness Instructor & Personal Trainer Policy The Y does not endorse or encourage the use of Y employees for the use of non-Y fitness class instruction or personal training. Employees may not represent themselves as employees of The Y or as working for The Y when engaging in this type of work.

In the event that a Y fitness instructor or personal trainer chooses to engage in this type of work outside of the Y, they cannot advertise or promote their work to members, community participants, staff, and/or volunteers while working or on Y property. This includes but is not limited to distributing literature, flyers or promotional materials or verbally soliciting people. Violation of this policy should be reported to the Director of Human Resources and the Wellness Director or Fitness Director, and could lead to disciplinary action up to and including termination.

11.8 Confidentiality Policy Our members and employees with whom we do business entrust The Y with important information relating to them. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit

normal business communications. All inquiries from the media must be referred to the CEO and/or the Marketing Director.

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

11.10 Attendance and Tardiness 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. Failure to observe scheduled working hours disrupts Y operations and places an unfair burden on fellow staff members.

Time off for vacations, medical or school appointments and other planned activities must be submitted to your scheduling supervisor in advance of posted schedules (typically no less than two weeks notice).

There are times when an unscheduled absence is unavoidable. If you experience an emergency or illness and 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.

11.11 Emergency Shift Coverage We understand the effort it takes to cover shifts in emergency situations in order to create the experience our members deserve. Employees who cover shifts in an emergency situation will be paid **\$2.00/hr** more for that shift. Emergency shift coverage is at the discretion of the supervisor, and will be adjusted on your timecard.

12.0 WORK RULES & STANDARDS

In any organization, work rules and regulations regarding employee's behavior are necessary

for the company's efficient operation and for the benefit and protection of the rights and safety of all. The following is a list, including but not limited to, examples of conduct that is **not** permitted and will subject the individual involved to disciplinary action up to and including immediate termination. This list is not intended to be an all-inclusive list; it is meant to be an illustration.

1. Violation of any policy or expectation set forth in this handbook.
2. Knowingly failing to meet our quality standards.
3. Inefficient job performance.
4. Coming to work under the influence of illegal drugs or alcohol, or possession or selling of illegal drugs or alcohol on the Y premises will result in immediate termination.
5. Smoking or using tobacco products inside the building or on any YMCA owned Property.
6. Insubordination or refusing to perform a reasonable request made by a supervisor.
7. Inappropriate or unsafe clothing, jewelry, or poor hygiene.
8. Unacceptable behavior off the job that may have an adverse impact on the Y.
9. Refusal to comply with safety rules.
10. Sleeping on the Y premises during working hours.
11. Falsification of any company records is grounds for immediate termination.
12. Stealing from the Y, another employee or members will result in immediate termination. Removal of any property from the Y must have written approval from the CEO.
13. Using company credit cards for personal business at any time is prohibited and will result in immediate termination.
14. Leaving the worksite during working hours without permission from your supervisor.
15. Excessive and repeated tardiness or absenteeism.
16. Threatening or abusive language or physical violence to another employee, member or visitor of the Y.
17. Possession or use of a weapon on the company premises.
18. Doing homework, reading magazines or attending to personal business during working hours.
19. Any activity that jeopardizes the safety or well-being of any employee, member or visitor of the Y.

13.0 CODE OF ETHICS

I will exhibit the highest ethical best practices and personal integrity.

I will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

I will not physically, sexually, or emotionally abuse or neglect a youth or adult.

I will share concerns about suspicious or inappropriate behavior with my supervisor or another supervisor.

I will report any suspected abuse or neglect of a youth to the state authorities.

I will accept personal responsibility to protect youth and adults from all forms of abuse.

I understand that any violation of the Code of Ethics may result in disciplinary action up to and including termination.

**14.0 ACKNOWLEDGEMENT
(Employee Copy)**

I understand that in addition to the mandates described in the Code of Ethics, The Y will, among other things, conduct a thorough check of my background, including a criminal background check, and conduct periodic interviews/evaluations with children and parents.

I understand that any violation of the Code of Ethics may result in termination. Being fully aware of the matters contained in this Code of Ethics, I still desire consideration for employment by the Winona Family YMCA.

I certify that I have received a copy of the Winona Family YMCA Employee Handbook. I fully understand that it is my responsibility to read and familiarize myself of its contents. I will contact my supervisor or HR if I encounter any areas that I do not understand. I agree to follow all policies and procedures outlined, as well as perform my assigned duties in such a manner that meets all organizational expectations.

I understand that this document is not intended to be an enforceable employment contract and that I, or The Y, may terminate my employment at any time.

I understand that the provisions set forth in this document may be altered at any time by The Y without prior notice and that any changes and modifications are effective immediately.

I have read and agree to abide by the rules and policies of The Y including those outlined in this Employee Handbook.

Employee Printed Name: _____ Date: _____

Employee Signature: _____