



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYEE HANDBOOK

GLOW YMCA



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

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WELCOME TO THE GLOW YMCA

Welcome to the staff of the GLOW YMCA. Our YMCA is part of a national movement dedicated to strengthening the foundations of community. At the YMCA we do this through our efforts to promote youth development, healthy living and social responsibility. I am glad to add your energy and expertise to this important effort and our team.

The GLOW YMCA is currently a three-branch Association with a fourth branch in development. The Association is working to bring facility-based and outreach programming to the roughly 220,000 local residents spread over four rural counties here in Western New York. Our branch facilities are located in the City of Batavia/Genesee County YMCA, the Village of Medina/Orleans County YMCA and the Village of Warsaw/Wyoming County YMCA.

Regardless of where you work for the YMCA you will be representing the Y in all that you do and say. Along with the responsibility of representing a time honored community-based organization like the Y comes the opportunity to make a difference in the lives of children, adults, families and seniors. It is my hope that you uphold the traditions and standards of the Y and help us advance our service agenda through your unique talents and individual passion.

The remainder of this handbook identifies and outlines the benefits, opportunities and responsibilities that are incumbent upon you as an employee of the GLOW YMCA. If you have questions on these or other issues related to your employment in the YMCA, please feel free to contact your supervisor or any of our other administrative or program staff.

As you take pride in your new position with the YMCA, so too will the YMCA take pride in you as an important part of a team dedicated to providing programs that strengthen the foundations of our community through youth development, healthy living and social responsibility.

Welcome to the YMCA!

Rob Walker
CEO

SECTION I: ABOUT US

GLOW YMCA MISSION STATEMENT

To develop the spiritual, mental and physical wellness of all people in an atmosphere of Christian fellowship.

AREAS OF FOCUS

- Youth Development: Nurturing the potential of every child and teen
- Healthy Living: Improving the nation's health and well-being
- Social Responsibility: Giving back and providing support to our neighbors

A CHARITABLE ORGANIZATION

The GLOW YMCA is a charitable, not-for-profit health and human services organization founded to help people, not make a profit. We earn our tax exempt status every day by making available and accessible much needed services in the community.

SERVES ALL INCOMES, AGES, AND ABILITIES

The GLOW YMCA does not turn anyone away due to an inability to pay. Each year thousands of people in Western New York benefit from financial assistance from the YMCA. The YMCA provides financial aid, ensuring those in our community who otherwise could not afford to do so, are able to participate in and benefit from YMCA programs and membership services.

RELIES ON VOLUNTEERS

YMCAs are volunteer founded, volunteer based, and volunteer led. We couldn't exist without our volunteers.

LIVES UP TO ITS MISSION EVERYDAY

The GLOW YMCA serves Genesee, Livingston, Orleans and Wyoming counties with branches in Batavia (founded in 1889), Warsaw (founded in 2002), and Medina (founded in 1985). The GLOW YMCA has a long history of serving people of all races, religions, incomes, and abilities throughout western New York. Through our branches, we deliver programs and services designed to bring about positive and meaningful change as a means to help strengthen our community.

SECTION II: GENERAL INFORMATION

PURPOSE OF EMPLOYEE HANDBOOK

This handbook has been created to serve as a guide for employees to become familiar with the YMCA's policies and procedures and to inform you about your obligation as an employee. We hope that you will find it useful in determining what to expect from the YMCA and in realizing what the YMCA expects from you. The policies and procedures outlined by this handbook may be updated from time to time and the YMCA reserves the right to alter, amend, or delete any policy or procedure without prior notice. This handbook replaces and supersedes all prior handbooks, policies, and practices of The GLOW YMCA. In all cases, any policies, rules, practices or procedures existing after the adoption of this handbook supersede the contents of this handbook. Descriptions of benefits in this handbook are for informational purposes only and where any benefits are subject to the terms of any health or welfare or other plan the terms of any such benefit plan shall control over any descriptions contained in this handbook and the YMCA reserves the right to alter, amend or discontinue any benefit plan at any time.

EMPLOYMENT-AT-WILL

This handbook does not constitute a contract and its provisions should not be considered promises for any condition or term of employment. Employment with the YMCA is employment-at-will, which means that either the YMCA or you can terminate the employment relationship at any time for any reason or for no reason. No person is authorized to enter into a contract of employment with any employee, except the CEO and then only in writing signed by the CEO.

POLICY COVERAGE

All employees and volunteers of The GLOW YMCA are covered by this handbook.

PHILOSOPHY OF PERSONNEL POLICIES AND PRACTICES

The quality and caliber of employees, the effectiveness of their work, and their shared enthusiasm for the YMCA play a major role in the attainment of the YMCA's purpose and goals. Because we are a people-centered organization, we have concern for the needs, aspirations, and opportunities for growth of all employees. The mutual interests of members, program participants, guests, employees, volunteers,

contributors, and the community depend on maintaining a fiscally sound operation. This requires a cooperative effort on the part of the total staff team.

EQUAL OPPORTUNITY EMPLOYMENT

The YMCA is committed to equal employment opportunity. The YMCA will not discriminate against applicants or employees on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship status, military status, genetic predisposition or carrier status, being a victim of domestic violence or any or any other category protected by law. This policy applies to all personnel actions including hiring, transfers, promotions, demotions, compensation and benefits administration, participation in YMCA-sponsored training, education and social programs, layoffs, recalls and termination of employment.

AMERICANS WITH DISABILITIES ACT AND NEW YORK HUMAN RIGHTS LAW

The GLOW YMCA complies with the Americans With Disabilities Act and the New York Human Rights Law regarding disabilities and will, therefore, afford any reasonable accommodations to qualified applicants and employees with known disabilities as required by law.

VIDEO AND AUDIO SURVEILLANCE

The YMCA is committed to maintaining a safe and secure environment. The YMCA may, at its discretion, use video and/or audio surveillance to monitor and record activities in public areas on property owned by the YMCA. Video and/or audio surveillance is conducted in compliance with provisions of the New York State General Business Law covering surveillance. Pursuant to the law, viewing of video surveillance is limited to essential safety functions, and employees are prohibited from downloading or transferring any video except for essential safety functions, officially authorized investigations, or official law enforcement activities.

Employees may not use any personal digital device to record, transfer or post information or images about any person or activity occurring on YMCA property or offsite work locations without authorization. Violations of the Video and Audio Surveillance policy are grounds for disciplinary action, termination, and criminal charges.

EMERGENCY PROCEDURES

It is the responsibility of each employee to familiarize himself/herself with the specific emergency procedures for their respective branch. Emergency procedures are covered as part of the branch orientation process for each employee.

Emergencies include injuries to members, program participants, employees and volunteers; damage to facilities as a result of weather; system failure; loss of power; motor vehicle accident; criminal act; or other similar occurrences.

In the event of an emergency:

- Immediately contact your supervisor and/or branch executive director.
- Make a list of the persons involved including name, address, and phone number, as well as any treatment/assistance rendered and the location of treatment centers (hospital, medical center) anyone was sent to.
- Refer all media, law enforcement or other inquiries to the CEO of The GLOW YMCA, who is the authorized spokesman for the YMCA. In the event of the CEO's absence, the CEO designee.
- An incident report must be completed and submitted to the CEO within 24 hours.

SECTION III: EMPLOYMENT PRACTICES

EMPLOYEE CATEGORIES

Full-Time

- A. Exempt: Professional staff who earn a weekly salary and are regularly scheduled to work 40 hours per week. May be exempt from the overtime provisions of federal and state labor law, or may be non-exempt and covered under the minimum wage and overtime provisions of federal and state labor law.
- B. Non-Exempt 40 hours: An employee who is regularly scheduled to work 40 hours per week and is covered under the minimum wage and overtime provisions of federal and state labor law.

30 Hour Employees

- C. Non-Exempt 30-39 hours: An employee who is regularly scheduled to work 30-39 hours per week annually and is covered under the minimum wage and overtime provisions of federal and state labor law.

Variable

- D. Part-time 0-29 hours: An employee who is regularly scheduled to work 0-25 hours per week and is covered under the minimum wage and overtime provisions of federal and state labor law.

Seasonal

- E. Seasonal: An employee who works in a day camp program or single session program for a limited time period (not more than ninety (90) days) and is covered under the minimum wage and overtime provisions of federal and state labor law. An employee who works at resident camp for a limited time period (not more than ninety (90) days) is exempt from the overtime and minimum wage provisions of federal and state labor law.

Resident Camp

- F. Full-Time Resident Camp Staff: An employee who is hired to work full-time (at least 40 hours per week) and is exempt from the minimum wage and overtime provisions of federal and state labor law.
- G. Part-time Resident Camp Staff: An employee who works variable hours and is exempt from the minimum wage and overtime provisions of federal and state labor laws.

EMPLOYMENT OF RELATIVES

Members of an employee's family will be considered for employment by the YMCA provided the individual possess all of the qualifications for employment. Immediate family members of an employee may not be hired, however, if it would: create either a direct or indirect supervisor/subordinate relationship with a family member; or create either an actual conflict of interest or the appearance of a conflict of interest.

For the purposes of this policy, "immediate family" includes: the employee's spouse, children, brother, sister, parents, step-parents, step-children, father-in-law, mother-in-law, brother/sister-in-law, son/daughter-in-law, or any other member of the employee's household.

The criteria will also be considered when assigning, transferring or promoting an employee. Employees who marry or become members of the same household may continue employment as long as there is not: a direct or indirect supervisor/subordinate relationship between such employees; OR an actual conflict of interest or the appearance of a conflict of interest. Should this situation occur, the YMCA will attempt to find a suitable position within the YMCA to which one of the employees shall transfer.

Members of an employee's immediate family, or members of their household, may not serve on the branch board of management at which the employee works.

BACKGROUND SCREENING POLICY

As part of the process of weighing applicant qualifications and determining his/her suitability for employment, The GLOW YMCA requires background checks for all finalists for a position.

Once a conditional offer of employment is made, the finalist is asked to authorize the appropriate background check. Any candidate who refuses to sign a release form authorizing a background check is no longer considered eligible for employment. Candidates are expected to provide personal references and references from previous employers, as well as educational reference information for those positions that require specific credentials.

The background check will include verification of information provided on the employment application, the applicant's resume, or on other forms used during the hiring process. Information that is verified includes, but is not limited to, social security number and previous addresses. Depending on the position, the YMCA may conduct a verification of the candidate's previous employment and education level.

The background check may also include criminal record searches. If a conviction is voluntarily revealed by the applicant or discovered in the background check process, the YMCA will carefully and objectively review whether the conviction is related to the position for which the candidate will work in, or whether the conviction presents safety or security risks before a final employment decision is made.

Additional checks such as driving records or credit reports may be made for particular job categories if appropriate and job related. If a candidate is denied employment because of information obtained in his/her background check, the candidate will be informed of this and given the name, address, and phone number of the screening provider to contact with specific questions about the results, or if they wish to dispute the accuracy of the report.

Any candidate who provides misleading, erroneous or willfully deceptive information to the GLOW YMCA on an employment application or resume or during an interview is immediately eliminated from further consideration. The YMCA reserves the right to conduct background checks of active employees at any time.

SECTION IV: EMPLOYEE RESPONSIBILITY AND CONDUCT

UNLAWFUL DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

The GLOW YMCA expressly prohibits any form of unlawful discrimination or harassment against applicants and employees based on age, race, color, creed, religion, sex, sexual orientation, gender identity, military status, disability, marital status, citizen status, veteran status, predisposing genetic characteristics, domestic violence victim status or any other category protected by law.

Discrimination means any disparate treatment or unequal treatment of an employee relating to an employee's terms and conditions of employment (i.e. salary or promotions). Harassment, in general, means any unwelcome conduct intended to harass, demean, offend or intimidate a person.

Complaint Procedure

If you experience any job-related discrimination or harassment based on your sex, race, age or other factor, or believe you have been treated in an unlawful, discriminatory manner, you should, where possible, first tell the person responsible for the offensive conduct that you object to the conduct and ask them to stop the conduct. This response usually satisfactorily resolves most situations. However, if after asking the person to stop such conduct you are not satisfied with the response, or you do not wish to make such a request for any reason, promptly report the conduct to any supervisor, any member of management or to the Human Resource Consultant. Any supervisor or member of management who receives a complaint or who becomes aware of a violation of this policy must promptly report it to the Human Resource Consultant. The YMCA will take appropriate action to see that the matter is promptly and fairly investigated.

Retaliation

The YMCA also prohibits any retaliation against an employee for filing a discrimination or harassment complaint, testifying, assisting or participating in any way in such an investigation or engaging in any other protected activity. If you believe you have been retaliated against, you should follow the complaint procedures set forth above.

Confidentiality

Information received about complaints of discrimination, harassment or retaliation will be handled in a responsible manner and will be kept confidential to the extent possible. For example, disclosure of such information may be needed in the investigation of the complaint.

Corrective Remedies and Corrective Action

If after investigating a complaint the YMCA determines it is valid, appropriate corrective remedies will be made. Appropriate disciplinary action will also be taken against the offender based on the severity of the conduct, up to and including termination from employment.

Sexual Harassment Policy

The GLOW YMCA INC. (YMCA) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the YMCA's commitment to a discrimination-free work environment. Sexual harassment is against the

law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the YMCA.

Policy:

1. YMCA’s policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with YMCA. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
- a) Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. YMCA will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of YMCA who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Foundation Executive Director. If reporting to the immediate supervisor is not acceptable, or if the employee believes the supervisor or manager has not appropriately addressed the complaint or is involved in the harassment, please report this to a Director or the CEO.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject YMCA to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. YMCA will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. YMCA will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. YMCA will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Executive Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
 - Sabotaging an individual’s work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. YMCA cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment. YMCA will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by YMCA but is also prohibited by state, federal, and, where applicable, local law.

Employees are urged to report sexual harassment by filing a complaint **internally** with YMCA, Inc. but aside from the internal process, employees may also choose to pursue legal remedies with the following governmental entities.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to YMCA does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime

within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

DRESS STANDARDS

In order to maintain a professional brand image, the following dress code standards are to be adhered to by all employees of The GLOW YMCA. Conformity to these guidelines is a condition of employment. The GLOW YMCA reserves the right to ask you to change your attire if it is not considered appropriate. If you are in doubt about the acceptability of your clothing, discuss the matter with your supervisor before wearing it to work.

General Requirements for all Staff:

- Your name badge, when provided, must be worn visibly at all times.
- Hair must be kept neat, clean, and controlled at all times. Extreme hairstyles are not appropriate.
- Caps are allowed only when outdoors. Head coverings associated with religious beliefs will be allowed once approved by a supervisor.
- Jewelry must be simple and not overdone.
- Clothing must be neat and professional in appearance.
- Earrings are the only form of ear decoration allowed. No jewelry worn in piercings in other body parts larger than a stud is allowed.
- Tattoos that are significant in size or objectionable in content must be covered at all times.

In addition to the general requirements listed above, the following standards have been established by department:

School Age Care (SACC), Preschool, Child Watch Child, Family/Teens, Youth Sports, Member Service

Staff will wear a YMCA staff shirt and clean, neat casual pants in khaki, navy or black. Shorts are allowed during the warmer months but are to be conservatively styled and moderate in length. (Short shorts, denim shorts, and excessively baggy shorts are not allowed.) Comfortable, casual shoes are appropriate. Open-toe shoes, i.e. flip flops, sandals, are not allowed.

Wellness Center

Group exercise instructors will wear a YMCA staff shirt and clean athletic pants/shorts with sneakers. Wellness Center staff will wear a YMCA staff shirt and clean athletic pants or neat, casual pants in khaki, navy or black, with sneakers.

Aquatic Instructors

Staff will wear a conservatively styled swimsuit while in the water; a red YMCA staff t-shirt and neat, clean shorts or athletic pants when out of the pool.

Lifeguards

Staff will wear a red YMCA staff t-shirt either over their swimsuit or with neat, clean shorts or athletic pants. Swimsuits are to be conservatively styled.

Office

Staff may wear business casual attire (as defined below) or a YMCA staff shirt with clean, neat casual pants in khaki, navy or black.

Maintenance & Housekeeping

Slacks in a durable fabric including denim are allowed and must be clean and free of patches, rips, and tears. A YMCA staff shirt is preferred. T-shirts, sweatshirts or collared shirts in black or navy are allowed but must be free of logos other than the Y. Tank tops or sleeveless tops are not permitted. Clothing must be neat and clean. Comfortable, solid soled work shoes or sneakers will be worn.

Summer Camp (June-September)

Summer camp staff will wear a YMCA camp staff shirt. Shorts/pants must be neat, clean, and appropriate in appearance. Denim is allowed but must be free of patches, rips, and tears. Shorts are to be conservatively styled and moderate in length. (Short shorts and excessively baggy shorts are not allowed.) Comfortable shoes or sneakers are appropriate. Open-toe shoes, i.e. flip flops, sandals, are not allowed.

Professional Staff

Association office staff, executive directors, associate executive directors, membership directors, program directors, business/office managers, trainers, and any other leadership staff.

Business casual attire is allowed and is defined as less formal than traditional business attire, but is still intended to give a professional and businesslike impression. Men may wear trousers/khakis and a shirt with a collar. Jeans, shorts, and tennis shoes are not allowed. Women may wear trousers/khakis, a knee-length skirt (or dress), and blouse, collared shirt or sweater.

Traditional business attire may be expected in certain circumstances. It is defined as clothing meant for serious, professional occasions such as Board meetings, the annual meeting, etc. Professional staff are expected to use good judgment to determine when traditional business attire will be worn. If in doubt, staff may contact their supervisor or the human resources department for guidance. Men will wear a suit or sport coat with trousers, and a dress shirt with a tie. Women will wear a business suit or conservatively styled dress, or a blouse/sweater with a knee-length skirt or dress pants.

Professional staff may follow the appropriate dress standard as described in this policy when involved in program delivery or a maintenance activity.

YMCA staff may wear clothing that does not adhere to YMCA standards when working or meeting outside of the YMCA when YMCA approved clothing would be inappropriate for, or inconsistent with, the individual meeting or event setting.

Staff may wear holiday/special occasion clothing on the day of or designated day prior to the following days: Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter, Mother's Day Tea, Fathers Day, Grandparents Day, July 4th and Pre-K Graduation or other special events or holidays to be designated by YMCA senior management.

On Fridays, staff may wear denim jeans providing they are not torn, faded or inappropriately form fitting.

UPON EMPLOYMENT

1. All GLOW YMCA staff will be given, based on their work role and responsibilities, YMCA approved and issued attire. Employees working less than 12 hours per week will receive one shirt; those working 12 or more hours per week will receive two shirts.
2. All GLOW YMCA will be eligible to purchase additional approved YMCA staff attire from the YMCA at cost. All purchases must be paid for in advance.

Uniform Options

To follow is a matrix summarizing the uniform options available to specific YMCA staff

CLOTHING OPTION SERVICE AREA	Crew Neck Shirt	Collared Shirt	Pants	Shorts	Skirt	Athletic Pants	Casual Shoes	Sneakers	Sandals with heel strap	Solid Work Shoes	Denim/Jean Friday Only	Denim/Heavy Weight Pants
Administrative/ Supervisory		x	x	x	x		x	x	x			
Member Service	x						x	x	x		x	
Aquatics	x	x		x		x			x		x	
Wellness/Fitness	x	x	x	x		x		x			x	
Youth/Family	x	x	x	x	x	x	x	x	x		x	
Preschool	x	x	x	x	x	x	x	x	x		x	
Summer Day Camp & SACC	x	x	x	x		x	x	x	x		x	
Camp Hough	x	x	x	x		x	x	x	x		x	
Red Pines	x	x	x	x		x	x	x			x	
Maintenance	x	x	x	x		x	x	x		x	x	x

ATTENDANCE AND NOTIFICATION OF ABSENCE

In order to provide quality services to our members, program participants, guests, and the general public, all positions are essential. Employees are expected to follow their designated work schedule and be punctual. Punctual means that an employee is at his/her work area, ready to work, at the start of the work schedule and he/she remains on the job until the end of the work schedule. If you are unable to report for work or will be late, you must try to obtain coverage from another staff person and notify your supervisor immediately if coverage can not be secured so that work schedules can be arranged to cover for your absence. Excessive absenteeism and tardiness could result in termination of employment.

Any absence of three (3) or more consecutive workdays without proper notification to and with authorization from your supervisor will result in an immediate discharge.

PERSONAL BEHAVIOR

Appearance, speech, actions, and personal hygiene reflect directly upon the employee and the YMCA and are the primary source of good public relations. Employees can make friends for the YMCA by their positive attitudes in approaching their daily duties on the job as well as during off-duty hours. Courtesy, helpfulness, promptness, and a consistent attitude of friendliness on the part of all employees is essential.

Inappropriate behavior, speech, attitude or appearance could result in disciplinary action up to and including termination of employment.

OUTSIDE EMPLOYMENT

Although not encouraged, outside employment is permitted as long as it does not interfere with the purpose, mission, and goals of the GLOW YMCA. Full-time employees who accept secondary employment are required to notify their supervisor and the human resources department in writing, prior to beginning work with the secondary employer.

CONFLICT OF INTEREST

It is the YMCA's policy that no employee is to use his or her position to make personal profit or gain other personal advantage for themselves, their friends, or their relatives. All decisions made by employees must be based on and in the best interest of the YMCA's commitment to its members and the YMCA itself. Employees are not to accept gifts of value from members, vendors, or any other party which does business with the YMCA for any reason. It is your duty to report to your supervisor and the Human Resources Department any non-YMCA issue or activity which interferes with the duties of the job, or which poses a conflict of interest or the appearance of a conflict of interest.

REQUIRED TRAINING

All employees, prior to beginning work at their branch/program site, must successfully complete the YMCA's Child Abuse Prevention Training, and Sexual Harassment Training. New Employee Orientation must be completed within 30 days of employment. Other trainings, such as First Aid certification, CPR certification, safety training, Lifeguard Certification, or other program-specific training, may also be required.

TRAINING REIMBURSEMENT POLICY

This policy outlines the YMCA's policy regarding employee trainings and compensation for attendance at and participation in various trainings.

If a training is listed as a requirement in the job description, the employee must have that certification upon being hired or get it at their own expense and maintain that certification during their employment. Example: CPR/First Aid

The YMCA will pay training fees for the following situations:

- ▶ YMCA Program School classes that pertain specifically to an employees' current position and are pre-approved by the employee's supervisor;
- ▶ YMCA specific trainings and or trainings that are deemed consistent with YMCA practices and beneficial to YMCA programs and are pre-approved by the employee's supervisor.

The YMCA will pay hourly wages for training in the following situations:

- ▶ YMCA specific training required by the GLOW YMCA or the YMCA of the USA for an employee to maintain their employment.
Example: Child Abuse Prevention, New Employee Orientation.

The YMCA will not pay for trainings that are required for an employee to maintain their credentials in their chosen career field.

Example Situations:

1. If your supervisor approves you to attend a YMCA Program School class that pertains specifically to your current position, the YMCA will pay the cost of the class. You will not be paid an hourly wage to attend the class and you will not be reimbursed for mileage. *Your supervisor is not requiring you to attend but you have been given the opportunity to add value to your position as a staff member.*
2. If your supervisor **requires** you to attend training, the YMCA will pay the cost of the training, your hourly wage and your mileage.
3. If you are in a career field that is governed by state, federal or *industry* credential requirements (i.e.: childcare or life-guarding, *group exercise*), the YMCA will not pay for you to maintain those specific credentials in your chosen career field. It is your responsibility to maintain the credentials of your chosen career field. *Example: All certifications required to be a lifeguard are the responsibility of the lifeguard to maintain.*

As a result of having several staff members trained to deliver CPR and First Aid, the YMCA will periodically offer those certification courses. The employee seeking certification will be responsible for the cost of the certification card. The YMCA will not charge the employee the class fee; the YMCA will not reimburse the employee for wages or mileage to attend the class. It is the responsibility of the employee and their supervisor to be aware of their certification expiration dates and be sure there is no lapse in certification.

PERSONAL CELL PHONES

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non work time when possible and to ensure that friends and family members are aware of the YMCA's policy. Personal cell phone use is not permitted when staff is responsible for supervising or engaging with members, guests or participants. The YMCA will not be liable for the loss of personal cell phones brought into the workplace.

CELL PHONES ISSUED BY THE ASSOCIATION

The YMCA issues cell phones to off-site School Age Child Care and some off-site locations. Program staff working at these off-site locations are accountable for the cell phone, which must be fully charged and functioning properly. This cell phone will be used for business purposes. Program

staff will report any problems with the operation of the cell phone to their supervisor immediately. Remember that the use of personal cell phones is limited while at work.

The YMCA issues certain key employees a cell phone to assist them in performing their job duties. These employees have the option to receive a monthly subsidy in lieu of the cell phone issued by the Y.

All other exempt employees may receive a monthly subsidy to assist them with their management responsibilities.

Exempt employees who receive a Y issued cell phone or a cell phone subsidy must agree that their phone number will be public and included on YMCA email signatures, business cards, etc. Caller ID blocking must be disabled, voice mail messages must be appropriate and professional, and all personnel policies, including but not limited to The GLOW YMCA Rules of Conduct, will be followed.

The type of cell phone issued and the amount of the monthly subsidy will be determined every year, and may change every year, based on the Y's annual budget and the cellular plan provisions.

The Y is committed to promoting traffic safety and the safety of its employees. While driving on the job, safety must be the first priority. Employees may not use hand-held devices while driving during work hours and are required to adhere to all applicable traffic laws. Employees are permitted to use hands-free devices while driving during work hours.

ALCOHOL AND DRUG FREE WORKPLACE

All employees must ensure that their judgment and performance at work are never impaired by drugs or alcohol. This is especially important for those whose jobs involve activities which could have a significant impact on their own or others' safety. Employees must ensure that the safe performance of their duties and their behavior is never compromised by the consumption of alcohol or drugs, and they never put themselves or others at risk. Staff members will not manufacture, sell, dispense, purchase, possess or use alcohol or unauthorized controlled substances on YMCA premises, on YMCA time or business off YMCA premises.

Use of controlled substances will be permitted in the limited situation only where such use is in accordance with a valid prescription from a licensed medical provider and it is determined that such use does not impair the employee's ability to perform his/her job and does not pose a danger to others. Accordingly, employees must inform their supervisor of any medication they are taking that either is or contains a controlled substance. All such prescriptions must be kept in their original containers, unless permission is granted otherwise.

The GLOW YMCA's policy includes discipline up to and including immediate termination of employment when an employee violates the work rules covering alcohol, controlled substances, and illegal drugs. In addition, any employee charged with a law violation may be terminated upon the YMCA's review of the matter, or may be indefinitely suspended without pay pending completion of the YMCA's investigation of the matter and/or resolution of the charges in which case a decision about continued employment will be made at such time. If you are convicted of any criminal offense involving alcohol, controlled substances or illegal drugs, you must notify the YMCA within five (5) days of such conviction. Any violation of this policy could result in discipline up to and including termination of employment.

DRIVERS OF YMCA VEHICLES

Staff in certain positions may be required to drive YMCA vehicles.

Driver selection criteria has been established. Staff will be considered unacceptable drivers if any of the following occur:

- A driver with one (1) "serious violation" committed during the past three (3) years will be disqualified for one (1) year from the date of conviction.
- A driver with two (2) or more "serious violations" violations committed during the past three (3) years will be disqualified for three (3) years from the date of conviction.
- A driver with three (3) or more "serious violations" committed prior to the last three (3) years but not more than eight (8) years ago will be disqualified indefinitely.
- A driver with three (3) or more occurrences of any combination of accidents (regardless of fault) or moving violations during the past three (3) years, will be disqualified for one (1) year.

Serious violations are defined as:

- DWUI/DWI - drugs or alcohol
- Negligent homicide using a motor vehicle

- Driving while license is suspended or revoked
- Operating a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest (racing)
- Hit and run (bodily injury or property damage)
- Failure to report an accident
- Illegal passing of a school bus
- Other violations considered serious by state law

Violations are described as: All other moving violations not listed above.

POLITICAL ACTIVITIES

All employees of the GLOW YMCA must comply with the Association's policy which prohibits any form of political activity in the workplace by employees, volunteers, members, and program participants. Political activity is defined as posting or distributing political materials, speakers advocating candidates or political positions, and similar activities. Any questions or inquiries regarding the definition of political activities must be directed to the CEO.

YMCA employees who violate the ban of political activities in the workplace will be subject to disciplinary action up to and including termination of employment.

SMOKING AND TOBACCO PRODUCTS

Smoking and the use of any tobacco products, including the use of e-cigarettes or any vapor device, anywhere on YMCA facilities, grounds and off-site programs is prohibited.

CONFLICTS OR COMPLAINTS

Conflicts between employees or complaints from employees should be amicably resolved between the individuals or between the employee and their supervisor through discussion. Sincere effort to resolve issues at this level is encouraged and desired. If the parties involved fail to reach a mutually agreeable resolution, the next higher level of management may be asked to mediate and facilitate an agreement. Matters not settled after exhausting all intermediate levels of management (chain of command) may be brought before the CEO. When this step is necessary, a conference with the CEO may be requested in which case the CEO will be the final authority. All requests to meet with each level of management must be made in writing. Each level of management may be present at each appeal session. The YMCA reserves the right, as part of any investigation, to involve any and all parties deemed necessary to conduct a thorough investigation. The YMCA also reserves the right to skip any or all stages of the complaint resolution process anytime it deems appropriate to do so.

WHISTLEBLOWER POLICY

A. Policy for Misconduct: The GLOW YMCA (the "Corporation") is committed to the highest standards of institutional integrity. The Corporation seeks to adhere to all applicable laws and regulations, ethical standards and corporate policies.

The Corporation treats reports of potential violations of applicable laws and regulations, ethical standards and adopted corporate policies seriously and will investigate such reports and concerns expeditiously. Moreover, the Corporation's directors, officers, trustees and employees have an affirmative duty to report such potential violations immediately.

B. Policy for Violations of Law and Corporate Policies: The Corporation is committed to comply with all Federal, State and local laws and ethical standards and policies adopted by the Corporation. It is the responsibility of every Corporation director, officer or employee to be sure that the Corporation complies with those laws and policies. If a director, officer, trustee or employee observes, learns or in good faith suspects that the Corporation is not in full compliance with all laws and ethical standards and corporate policies, he or she must report the violation immediately. The Corporation encourages volunteers to similarly report such violations immediately.

C. Procedures for Making Reports: The Corporation encourages individuals who submit reports to identify themselves, with the assurance that all matters will be handled confidentially, to the extent consistent with the Corporation's interests and legal obligations. Reports, however, may be made anonymously and in such circumstances the Corporation will not try to discern the identity of the person who made the report.

The Corporation has established the procedures set forth below for the submission, investigation and resolution of reports.

1. **Scope:** These procedures apply to the reporting of any action or suspected action taken by, or within, the Corporation that is illegal, fraudulent or in violation of adopted ethical standards and corporate policies.

Matters to be reported under this policy include, without limitation:

- Financial fraud, including bank fraud, or fraudulent statements to any governmental entity;
- Intentional or grossly negligent misstatements, misrepresentations, falsifications, deception, or fraud in preparing, reviewing or auditing any financial statement or report of the Corporation;
- Significant deficiencies in or intentional noncompliance with the Corporation's internal accounting controls;
- Theft of Corporation assets or embezzlement;
- Misuse of Corporation resources;
- Violations of applicable laws, rules and regulations;
- Violations of ethical standards and any corporate policy adopted by the Corporation or its Board of Directors, including, but not limited to, this policy and the Corporation's conflict of interest policy;
- Violation of the standards of care for all animals in the care of the Corporation;
- Violations of the civil rights of any employee, member, director, officer, trustee, volunteer, member or visitor to the Corporation; and
- Retaliation against individuals who submit reports or voice concerns about any of the above in good faith.

2. **Report Process:** Any person may submit a report using one of the following methods:

- (i) By speaking directly to the Corporation's Compliance Officer (CFO) or writing to him/her at the following address: 209 East Main Street, Batavia, NY 14020.
- (ii) A report related to conduct by the Compliance Officer (CFO) should be directed to the Treasurer of the Corporation's Board of Directors, whose name and contact information can be found at www.glowymca.org.
- (iii) For your convenience, there is a form attached as Appendix A that can be used to make any report involving conduct covered by these policies. (See Appendix A.)

If an employee or volunteer expresses a concern to a superior or supervisor, whether orally or in writing, and the report involves conduct falling under this policy, the superior or supervisor must promptly report it to the Compliance Officer, while noting all requests for confidentiality.

Individuals who submit reports are encouraged to identify themselves and provide contact information so that they can be contacted for additional information, if necessary, and so that the matter may be more easily investigated. Reports, however, may be made anonymously. Anonymous reports will be investigated to the greatest extent possible.

If an individual submitting a report identifies him or herself and provides contact information, the Compliance Officer (CFO) and/or Treasurer of the Corporation's Board of Directors will acknowledge receipt of the report.

The Compliance Officer (CFO) shall be available to all directors, officers, employees and volunteers to answer questions about or to explain this policy and these procedures.

3. **Investigation:** The Compliance Officer (CFO) will review the report and, together with appropriate members of management and/or, as the case may be, the Executive Committee, determine how to investigate the matter. In determining the manner in which a report should be investigated, the Compliance Officer (CFO) will consider, among other things, the seriousness of the alleged wrongdoing and the credibility of the allegation of wrongdoing. The subject(s) of the report may be notified of the investigation, in the Compliance Officer's (CFO) discretion, as the circumstances require. Directors, officers, employees and volunteers are required to cooperate in the investigation of a report.

In addition, the Compliance Officer (CFO) may request assistance of the Treasurer and/or engage third parties (i.e., auditors, legal counsel or other experts) with the particular expertise necessary to assist in the investigation and in the analysis of the results.

4. **Resolution:** When the investigation is concluded, the Compliance Officer (CFO) and/or appropriate members of management, as the case may be, will determine whether corrective measures are warranted. The Compliance Officer may also recommend corrective measures before an investigation is fully completed if he or she deems it appropriate to do so.

If the Compliance Officer (CFO) determines that no corrective measures are necessary, he or she will report the matter to the Committee in accordance with section 5, below. If the identity of the person making the report is known, the Compliance Officer (CFO) may inform him or her of the resolution, if the Compliance Officer (CFO) determines that it is appropriate to do so. If the Compliance Officer deems it appropriate and/or the circumstances so require, the subject(s) of the report may be notified of the resolution.

5. **Report to Executive Committee:** At the request of the Treasurer, but not less than semi-annually, the Compliance Officer (CFO) will inform the Executive Committee of: (a) all new reports received and reports still open at the time of the Executive Committee meeting, regardless of when made (including reports of minor matters or reports that are ultimately found to be without merit); (b) the results of all investigations of which the

Executive Committee has not been informed previously; and (c) the disposition of all reports of which the Executive Committee has not been informed previously.

The Executive Committee shall review, and have oversight of, all reports, investigations and resolutions.

6. **Non-Retaliation:** No directors, officer, trustee, employee, member or volunteer shall suffer intimidation, harassment, discrimination or other retaliation, or in the case of employees, adverse employment consequences, if such person in good faith reports any action or suspected action taken by or within the Corporation that is illegal, fraudulent or in violation of any adopted policy or ethical standard of the Corporation. Retaliation against any person on this basis is a violation of these procedures, and anyone who so retaliates is subject to disciplinary action up to and including termination of employment.

7. **Protection and Retention of Records:** Records relevant to a report will be assembled and secured as soon as possible to protect against alteration, mutilation, destruction or concealment.

All documents related to reports, including matters of which the Executive Committee has been informed, are confidential and shall be maintained by the Compliance Officer indefinitely. Access to such documents will be granted at the discretion of the Compliance Officer or the Executive Committee.

8. **Distribution of Policy:** This policy shall be distributed to all current directors, officers, trustees, members, employees and volunteers providing substantial services to the Corporation immediately upon adoption of this policy and at such time any individual initially commences serving the Corporation as a director, officer, employee or volunteer providing substantial services to the Corporation. Distribution may include posting of this policy at the Corporation's offices and branches.

SOCIAL NETWORKING POLICY

Social networking has become a prevalent method of self-expression. The GLOW YMCA respects the right of employees to use these media during their personal time. The GLOW YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions, or words, are not private. Employees need to use good judgment and discretion.

If you choose to post a personal web site, or to participate in web-groups or blogs, please note the following policies:

- Do not disclose any information that is considered confidential or proprietary to the GLOW YMCA (as defined in the Confidentiality policy), or to any third party that has disclosed such information to the Association.
- The posting and use of photos showing YMCA members, program participants or visitors on YMCA premises or off-site program locations or audio recordings of such persons is prohibited without their written permission or that of their parent or guardian if under 18.
- Employees must respect all copyright and intellectual property laws. Use of the trademarks, logos and images of the GLOW YMCA or its programs for commercial purposes is prohibited.
- You may not represent yourself as a spokesperson for the GLOW YMCA. If you choose to identify yourself as an employee and the GLOW YMCA is a subject of the content you are creating or your discussion, you should clearly state that your views do not represent those of The GLOW YMCA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the GLOW YMCA."
- Staff must uphold the YMCA's value of respect for the individual and avoid making defamatory statements about your co-workers, YMCA members, participants, clients, partners and affiliates.
- Postings must not violate the Unlawful Discrimination and Harassment Policy or any other GLOW YMCA policy.

E-MAIL, INTERNET AND BUSINESS SOFTWARE POLICY

The GLOW YMCA provides access to various technology resources for its staff members. The GLOW YMCA owns the entire information network system. These resources are provided to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. The information network includes, but is not limited to, computers, the internet, e-mail, mobile phone, telephone, voice mail, and fax. These resources are intended for The GLOW YMCA business use.

Personal Use:

Limited use of the information network system is permitted under the following conditions:

- Personal use is limited to break times
- Personal use may not involve any prohibited activity described in this policy
- Personal use may not interfere with the operation or efficiency of the system
- Personal use may not include social networking sites, such as Facebook or Twitter
- Personal use may not include watching television, movies, videos, or listening to music on computers

Prohibited Use:

Prohibited use of the information network system includes, but is not limited to:

- The creation, downloading, posting, dissemination or viewing of pornographic materials
- Soliciting others for commercial ventures, charitable or religious causes
- Stealing or copying electronic files without permission
- Violating copyright laws
- Violating the Unlawful Discrimination, Harassment and Retaliation Policy
- Performing activities intended to circumvent security or access controls
- Browsing the private files or accounts of others
- Conducting fraudulent or illegal activities
- Promoting or maintaining a personal business
- Encrypting or encoding voice mail or e-mail communication or any other files or data stored on the information network system
- The downloading and use of personally owned software on computers
- Allowing anyone else to use your user ID or password

All data entered, created, received, stored, and transmitted via GLOW YMCA equipment and/or technology is considered GLOW YMCA property and is therefore subject to inspection, monitoring, search and disclosure, at all times. Employees shall have no expectation of privacy.

The GLOW YMCA will not be liable for improper or illegal use of the network, both internally and on the internet. All users assume liability, legal, financial or otherwise, for their actions. In addition, the GLOW YMCA takes no responsibility for any information or materials that are transferred through the internet, either through GLOW YMCA equipment from a remote location and stored on The GLOW YMCA file servers.

The GLOW YMCA uses business software to record all membership activity, program registration, and sales in the Association. Information in this data base is the property of the GLOW YMCA and is confidential and should not be used, downloaded, or disseminated in any way except as necessary for GLOW YMCA business.

CONFIDENTIALITY

Employees must not disclose the confidential and proprietary information of the GLOW YMCA to non-employees. Confidential and proprietary information includes information related to GLOW YMCA's finances not publicly available, operations, trade secrets, business plans and strategies, and all information concerning its members, program participants, vendors and suppliers. Such information may be disclosed to other employees only on a need-to-know basis for performance of the employee's duties. This policy does not prevent employees from discussing wages, hours or other terms and conditions of employment.

CHILD ABUSE AND NEGLECT

The GLOW YMCA recognizes the increase in the number of incidents of reported cases of child abuse and neglect, domestic violence or sexual misconduct.

In particular, employees and volunteers are in an excellent position to identify abused children and refer them for treatment and protection. For the purposes of this policy, a child is defined as any person under the age of eighteen (18) years.

The GLOW YMCA requires all employees and program volunteers to complete Child Abuse Prevention Training before beginning work as a condition of employment/volunteer service. A code of conduct, which clearly defines the parameters of behavior, is reviewed and agreed to during the on-boarding process.

New York State maintains a mandatory child abuse reporting law. Those, who by nature of their employment may have contact with children, are mandated reporters. To comply with this law, any employee or volunteer having reasonable cause to suspect that a child participating in a YMCA program has been abused or neglected; or having reason to believe that a child has been threatened with injury and that abuse will occur; shall immediately contact their supervisor/director or the branch executive director in accordance with established procedures.

If you are convicted of any criminal offense involving child abuse or neglect, domestic violence or sexual misconduct, you must notify the YMCA within five (5) days of such charge or conviction.

THE GLOW YMCA – CHILD ABUSE PREVENTION CODE OF CONDUCT

1. All children must be supervised at all times.

2. Staff shall never be alone with a child where they cannot be seen by other adults.
3. Staff shall use either “one at a time” or “direct supervision” when children are using the rest room or locker rooms.
4. Staff shall not abuse children in any way, abuse will not be tolerated and may be cause for immediate dismissal.
5. Staff shall use positive techniques of guidance including redirection, positive reinforcement and encouragement. Staff will have age appropriate expectations.
6. Staff will respond to the children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of family or disability.
7. Staff may not be alone with children they meet in YMCA programs outside the YMCA.
8. Staff may not contact or respond by emails, blog entries, social networking requests, etc. from YMCA participants. This violates outside contact promise to the YMCA.
9. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence if children, parents, volunteers and other staff is prohibited.
10. Staff may not date program participants who are under the age of 18.
11. Staff will follow YMCA guidelines for appropriate touches as outlined in the The GLOW YMCA Child Abuse Training.
12. Staff will notify their supervisor of any violations to this code of conduct by themselves or other staff.
13. Staff will notify their supervisor if they see any “red flags” or have any suspicion of abuse of our members or program participants.
14. Staff will follow documentation guidelines. This includes notification of the program director or executive director, documentation of the facts.
15. Any information regarding suspected child abuse must be kept confidential. Staff will notify their supervisor and the New York State Child Abuse Hotline. The YMCA will notify other parties if necessary.
16. All staff must attend The GLOW YMCA Child Abuse Prevention Training and sign off that they understand and will follow all policies related to identifying, documenting and reporting child abuse; and will fully cooperate in all investigations of suspected abuse.
17. If I am convicted of any criminal offense involving child abuse or neglect, or domestic violence, I will notify the YMCA within five (5) days of such conviction.
18. I understand that any violation of this Child Abuse Prevention Code of Conduct may result in termination of employment.

General Safety Policy

Purpose

The YMCA's primary objectives are to ensure the safety and health of our employees, and to protect YMCA property. Our goal is to provide safe and healthful working conditions for all GLOW YMCA Employees. Safety Rules have been developed with input from directors and employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries. Each Employee should become familiar with and follow general and departmental safety rules. Supervisors must enforce safe work practices through strict adherence to safety rules. Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team to - **THINK SAFE, WORK SAFE, AND BE SAFE**

Communication of Safety Rules

Communication of safety rules is accomplished through:

- Review of General Safety Rules upon hire
- Annual department refresher training
- Department staff meetings
- On-the-spot corrections and reinforcement by supervisors

GENERAL SAFETY RULES

1. Report all work injuries and illnesses immediately.
2. Report all unsafe acts or unsafe conditions to your supervisor.
3. Use personal protective equipment as required for your position.
4. Obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your supervisor.
5. When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, then raise the load keeping your back straight as possible. Always get help with heavy or awkward loads.
6. Firearms, weapons, or explosives are not permitted on YMCA property.
7. Only authorized and trained employees may dispense or use chemicals. MSDS records are located in the Maintenance Department and are available for your use and review at any time.
8. Keep work areas clean and aisles clear. Do not block emergency exits.
9. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on YMCA property or while "on duty".
10. Smoking is not permitted on YMCA property.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary action, up to and including termination, will be used to assure rule enforcement. Please use common sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

SECTION V: EMPLOYEE PERFORMANCE AND COMPENSATION

INTRODUCTORY PERIOD

Your first ninety days of employment with The GLOW YMCA represents an introductory period. During this time, the YMCA will observe your work on a frequent basis and will decide whether to continue the employment relationship. You should use this time to determine if you are comfortable with your work and the work environment. At any time during this period, as well as any time thereafter, the YMCA may decide not to continue your employment relationship. Except when required by law or as specifically stated in the benefit section, you are not eligible for benefits during the introductory period. Employment during and after the introductory period is at-will.

PERSONNEL RECORDS

The Human Resources Department maintains personnel records for every employee of the GLOW YMCA. These records are confidential and are only accessible by authorized personnel or pursuant to subpoena or other legal process. These records allow the YMCA to obtain accurate facts when they are needed in case of an emergency or to properly maintain your wages and benefits. It is necessary for you to update the Human Resource Department with any changes of address, phone number, or any other information that might be needed in the case of emergency, or information that might affect your benefits. You may review your personnel file but you may not make copies of the contents. Requests to review personnel files must be made in writing, to the CFO.

PERFORMANCE APPRAISALS

All employees with more than three months of GLOW YMCA service are eligible for an annual performance appraisal. Performance appraisals provide employees with constructive feedback about their work performance, to determine whether employment should continue.

WORK SCHEDULES/WORK WEEK

All employees are provided a work schedule by their supervisor. All changes to an employee's work schedule require the approval of the employee's supervisor prior to the change being effective.

In the event that program enrollment is less than projected, it may be necessary to reduce the number of hours a part-time employee works in a week, and if necessary, to reduce the number of part-time staff working within the program.

Requests to accommodate changes in the employee's availability to work must be submitted to the employee's supervisor in writing and at least two (2) weeks prior to the effective date of the change. Requests will be reviewed and considered for approval on an individual basis and with regard to the operational needs of the department.

The YMCA's workweek begins on Sunday at 12:00 am and continues through 11:59 pm on the following Saturday.

MEALS AND BREAKS

Your particular hours of work and the scheduling of meals and breaks will be determined by your supervisor. When an employee works a shift of more than six (6) hours, an unpaid lunch period will be scheduled. Employees may not “work through lunch” in order to arrive late or leave early.

BLOOD DONATION POLICY

In compliance with New York State law, the GLOW YMCA provides covered employees three hours of unpaid leave in any twelve month period for the purpose of donating blood away from the workplace. Covered employees include all regular and temporary employees who work twenty or more hours per week.

Employees must notify their supervisor of their intent to take leave at least three working days prior to the day of leave. If the employee fills a position essential to the Association’s operation or is necessary to comply with legal requirements and three days’ notice is insufficient to provide for a replacement, the Association may require a longer notice period of up to ten days. In the case of an employee who experiences an emergency requiring that he/she donate blood for his or her own surgery or that of a family member reasonable accommodation will be made for a shorter notice period where possible. All notices of intent to take blood donation leave must be in writing, unless it is an emergency situation.

Employees taking blood donation leave must provide proof of their blood donation in the form of a notice of blood donation or a good faith effort at blood donation from the blood donation center or other sufficient proof. Employees may choose to use accrued paid sick leave, paid personal time off or earned/banked holidays for all or part of the leave taken to donate blood.

LACTATION BREAK POLICY

Employees returning to work following the birth of a child may take unpaid break time for the purpose of expressing breast milk for up to three years following the birth. Employees wishing to do so must provide advance written notice, preferably before returning to work, to their supervisor so that a break schedule can be established. In most circumstances, employees may take up to a twenty minute leave once every three hours. An employee may take a shorter break period. An employee may be required to postpone a scheduled break for up to thirty (30) minutes if the employee cannot be spared from her duties until coverage is available. Employees may choose to express breast milk during paid break or meal periods in lieu of using unpaid break times. Employees may also work before or after their normal shift to make up the amount of time used during unpaid breaks as long as the additional time falls within the Association’s normal work hours. The GLOW YMCA will make reasonable efforts to provide an appropriate location for the expression of breast milk. Employees are required to store all expressed milk in closed containers and to bring it home each evening.

VOTING LEAVE POLICY

The Y believes that all employees should have the opportunity to exercise their right to vote in elections. If an employee does not have sufficient time outside of their working hours to vote, they will be allowed to take up to two hours off, with pay, at the beginning or end of their shift, to allow the employee time to vote. Sufficient time is defined as four consecutive hours either between the opening of the polls and the beginning of a work shift OR between the end of a work shift and the closing of the polls. The employee must notify their supervisor at least two days before the election that they will need to take time off for this reason.

SALARY/PAY RATE

Compensation for each employee is determined by a number of criteria including, but not limited to, responsibilities, experience and performance as well as the YMCA’s financial condition. Consideration for salary increases is earned on a merit basis in conjunction with the annual performance appraisal or through promotion.

Compensation, including the salary of others as well as your own, is considered private and confidential and unauthorized disclosure is forbidden.

WAGE OVERPAYMENT RECOUPMENT POLICY

The YMCA may take deductions from an employee’s paycheck to recover overpayments due to mathematical or clerical errors. When the YMCA intends to take such a deduction, the employee will be provided with a written notice of intent. The notice will state: (i) the amount overpaid in total and per pay period; (ii) the total amount to be deducted; (iii) the dates and amounts of each deduction; (iv) a statement that the employee may contest the overpayment or the terms of recovery; (v) the date by which the employee must respond if he or she chooses to contest the amount of the deduction(s) or the terms of recovery; and (vi) a reference to this section of the handbook for the procedure by which the deduction may be contested.

The YMCA will deduct the entire amount of the overpayment from the employee’s next paycheck only if the amount to be deducted is less than or equal to the amount of the employee’s net salary earned after other deductions are taken from the next paycheck. The YMCA will provide notice to the employee at least three days before the deduction. The employee may postpone the deduction pending a

determination by contesting the deduction within two days before the deduction. The employee may postpone the deduction pending a determination by contesting the deduction within two days of receiving this notice.

In other cases, the YMCA will deduct the amount to be recovered over a series of paychecks in amounts not to exceed 1/8 of the employee's gross salary or in a manner that reduces the amount of the employee's paycheck below the statutory minimum wage. The YMCA will provide notice to the employee at least three weeks before the deductions are scheduled to commence.

Contesting Deductions to Recover Overpayments

An employee who wishes to contest the amount of the deductions or the terms of recovery must respond to the YMCA within one week of receiving the notice of intent.

The YMCA will reply within one week of its receipt of the employee's response addressing issues raised and stating whether the YMCA agrees or disagrees with the employee's positions, along with reasons for the agreements or disagreements. The YMCA will also give the employee written notice of a meeting to discuss any remaining disagreements within one week of the employee's receipt of the YMCA's reply.

The YMCA will provide the employee with a written final determination within one week following this meeting.

If the employee uses this procedure, the YMCA will not begin taking deductions from his or her paychecks until at least three weeks after issuing the final determination. Any deductions taken by the YMCA that were found to be improper under this procedure shall be repaid to the employee in his or her next paycheck.

SALARY BASIS POLICY

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both the minimum wage and overtime pay for certain employees, including those employed as bona fide executive, administration, professional and outside sales employees.

Employees working at YMCA Camp Hough are also exempt from the salary basis requirements under Section 13(a)(3) of the FLSA.

Salary Basis Requirement: To qualify for exemption, employees generally must be paid at not less than the minimum level set by federal or state law each week on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

Circumstances in Which the Employer May Make Deductions from Pay: Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for the GLOW YMCA Rules of Conduct violations. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

YMCA Policy: It is our policy to comply with the salary basis requirements of the FLSA and applicable state law. Therefore, the YMCA prohibits all improper deductions from the salaries of exempt employees.

What To Do If An Improper Deduction Occurs: If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Human Resources Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

GARNISHMENT

The GLOW YMCA follows all orders of garnishment or income execution as required by law. The YMCA will process the deduction of wages from the employee's paycheck when required to do so.

PAYDAY/TIME RECORDING

Pay day is every other Friday. Live paychecks are available at the front desk of the employee's primary location after 12:00 p.m. on payday. Employees are encouraged to choose the direct deposit option as it is the fastest way to receive their pay. Earnings statements are available to employees to view and/or print on iSolved.

Employees are required to accurately record their time daily, following all procedures related to the timekeeping method used at their location. Both the employee and their supervisor are held accountable for accurately recording the time/days worked.

Non-exempt employees are eligible for overtime at a rate of one and one-half times their regular hourly rate for hours worked in excess of forty in a work week. All overtime hours must be approved by the employee's supervisor in advance.

EXPENSE REIMBURSEMENT POLICY

The GLOW YMCA reimburses staff for authorized expenses incurred while performing their job during the normal course of business and with prior knowledge of their supervisor. Receipts are required for reimbursable purchases.

Mileage: Employees may submit for mileage, tolls and parking fees reimbursement for business related travel. The employee's personal commute to the scheduled work site/branch and home from that site is not reimbursable. Mileage, tolls and parking fees will not be reimbursed for travel to special events such as the annual meeting, staff picnics and recognition events, etc., where attendance is considered to be voluntary.

Mileage, tolls, and parking fees for business travel outside of the area, such as for training events, conferences, and meetings, may be reimbursed to and from home.

The mileage rate for reimbursement will be determined every year, and may change every year, based on the Y's annual budget.

An expense report must be completed by the employee, signed by their supervisor, and submitted to receive reimbursement. Employees are expected to follow the Employee Expense Report Policy and Procedure.

VOLUNTEERING

Non-exempt (hourly paid employees) cannot volunteer to perform their work duties without recording the time on their time sheet for any reason. Volunteer opportunities for non-exempt employees are limited to only assisting in fundraising and special event activities that are unrelated to their job. Participation is at the sole discretion of the employee.

INCLEMENT WEATHER CLOSINGS

In the event of inclement weather, the YMCA may decide not to open facilities or program sites, curtail operations before the end of a scheduled day or adjust schedules.

Employees are expected to make every reasonable effort to report to work. If an employee decides he/she is unable to report to work, he/she is responsible for calling to inform their supervisor or duty officer at their branch.

Employees are expected to determine whether operations are suspended or programs are canceled before they leave for work. Notice of closings and/or cancellations will be communicated through the general media (local television stations and radio stations).

Every effort will be made to notify part-time employees of program cancellations, however it is still the employee's responsibility to check the local media outlets or call the branch before leaving for work.

Pay Policies

If the branch or remote site is closed before the workday begins:

- Full time employees scheduled to work on this day will be paid.
- All other employees scheduled to work on this day will not be paid.
- Key personnel may be asked to report for work or remain at work when the branch is closed to the public. Overnight cleaning staff should be prepared to report for work unless notified by their supervisor, and should contact their supervisor in advance if weather conditions prevent travel to work.

If the branch or remote site is closed during the work day:

- Full time employees will be dismissed and paid for the remainder of their scheduled shift.
- All other employees that are already working on site when the decision to close is made, will be paid for the remainder of their scheduled shift.
- All other employees scheduled to work on this day that had not yet punched in to start their shift will not be paid.

- Key personnel may be required to stay until the end of their shift when the facility is closed.

If the branch remains open but an employee decides he/she cannot get to work due to inclement weather conditions:

- Full time employees may use vacation time if available, or with their supervisors approval may be paid for time to perform administrative duties from home.
- All other employees will not be paid.

Diving Ban:

- Full time employees who are unable to report for work because they are in an area where there is a driving ban in force will be paid for the hours they were scheduled to work during that period.
- All other employees who are unable to report for work due to a driving ban will not be paid.

PROGRESSIVE DISCIPLINE

Maintaining good discipline requires that the supervisor and the employee share a clear understanding of:

- ✓ YMCA Policies and Procedures
- ✓ Employee's Job Description
- ✓ Performance Standards
- ✓ Rules of acceptable conduct and any other expectation a supervisor may have of an employee.

Proper discipline is constructive, not destructive. It builds and reinforces the employer/employee relationship. In many situations the manner in which a supervisor disciplines is more important than the reason for the disciplinary action. Discipline cannot be haphazard or off-the-cuff, but involves a consistent use of constructive methods.

PROGRESSIVE DISCIPLINE STEPS

When unsatisfactory performance and/or violations of policy occur, the supervisor will normally use the steps listed below. The YMCA reserves the right to add steps or eliminate one or more steps or skip over one or more steps at its discretion and proceed directly to discharge when it is appropriate to do so.

Verbal Counseling Session: The supervisor will meet privately with the employee immediately following the incident of poor performance or a violation of policy. The supervisor will explain the behavior or violation, the performance expectation, and what will occur if the expectation is not met. This counseling will be positive and will encourage the employee to correct the behavior and improve performance. The employee must have a clear understanding of what will happen if poor performance or policy violations continue.

Written Counseling Session: After verbal counseling, and if the unsatisfactory performance appears to have remained the same or worsened, the supervisor will complete a written counseling memo containing documentation in specific terms. A counseling session with the employee will take place with a witness present. During the session, the supervisor will explain the unsatisfactory performance or the policy violation. The supervisor will be certain that the employee understands the standard and what is expected in the future. The employee must also understand that failure to improve could result in further disciplinary action up to and including termination of employment.

A reasonable time frame is usually established during which time the standard must be met. The supervisor will schedule an appointment with the employee on the established date to acknowledge improvement or to proceed to the next step. If another infraction occurs during this time frame, it may be necessary to proceed to the next step earlier than the established date.

Final Counseling Session: If unsatisfactory conduct or performance continues, depending on the severity of the situation, a final counseling session may be required. The supervisor will complete a written counseling memo containing documentation in specific terms. The supervisor must clearly indicate the standards and objectives that are not being met and provide an outline of performance expectation. The employee must understand that failure to improve could result in termination of employment and that this is considered a final warning.

A reasonable time frame is usually established during which time the standard must be met. The supervisor will schedule an appointment with the employee on the established date to acknowledge improvement or to proceed to the next step. If another infraction occurs during this time frame, it may be necessary to proceed to the next step earlier than the established date.

Suspension: A suspension can be used when it is determined that an investigation is necessary for a particular occurrence of misconduct.

When suspending an employee, the supervisor must:

- ✓ Inform the employee of the misconduct or violation of policy that has occurred.
- ✓ Inform the employee that they are being suspended without pay until further notice.
- ✓ Contact the employee within 48 hours with next step information.

Termination/Discharge: This is the final step in the progressive discipline process. The supervisor will prepare a termination/discharge document which includes in specific terms the reasons for termination.

The supervisor will schedule a meeting with the employee to explain the reasons for the termination of employment with a witness present.

TERMINATION OF EMPLOYMENT

Employment with the GLOW YMCA is employment-at-will, which means that either the YMCA or you can terminate the employment relationship at any time for any reason or for no reason.

For the purpose of this policy, the term “separation” refers to any and all terminations of the work relationship between the employee and the GLOW YMCA, regardless of the reason. Separations are categorized as either voluntary or involuntary.

Voluntary Separation

Resignation: A decision, freely made by an employee, to end their work relationship with the GLOW YMCA. Written notification is required; a two week notice is required of non-exempt staff, a four week notice is required for exempt staff. Failure to give notice may result in ineligibility for rehire.

Retirement: A decision, freely made by an employee, to retire from the GLOW YMCA. Written notification is required, and four weeks of notice is customary.

Involuntary Separation

Involuntary separation is a decision made by the GLOW YMCA to end the work relationship with the employee. Involuntary separations must be approved by the CEO.

- **Reduction in Workforce**: May occur as a result of economic necessity, operational or programmatic changes, reorganization, or any other reason. When possible, non-exempt employees will receive two weeks of notice and exempt employees will receive four weeks of notice.
- **Termination/Discharge**: May occur for the following reasons and notice is not required:
 - **Unsatisfactory performance**: failure or inability to meet job performance standards or expectations.
 - **Misconduct**: Violation of YMCA policy, work rule, or code of conduct.
 - **Any other reason not prohibited by law.**

THE GLOW YMCA RULES OF CONDUCT

Every organization must have basic rules of conduct so that all employees may know, at a minimum, what is expected of them. The following conduct could result in discipline up to and including termination of employment. This list is not exhaustive and discipline, including termination, may be imposed for other unacceptable conduct as determined by the YMCA.

1. Mistreatment, neglect or unprofessional behavior when dealing with fellow employees, members, guests or YMCA participants.
2. Racial or ethnic remarks/attitudes/behavior, or sexual or other unlawful harassment in any form toward the public or fellow employees.
3. Unsatisfactory work performance or service.
4. Damage, loss or destruction of the Association, member’s or employee’s property due to willful or careless acts.
5. Theft of supplies, services, equipment, tools and/or other property belonging to any member, guest, employee or the Association.
6. Dishonesty, including falsification or misrepresentation, providing incomplete, misleading or incorrect information in connection with the preparation of any Association records, including an application for employment and time sheets.
7. Insubordination, Failure or refusal to perform work as directed.
8. The use of profane, abusive or threatening language toward fellow employees, members, guests or participants.
9. Absence without proper notification to supervisor; unexcused absence.
10. Excessive or habitual absence, tardiness or early quits from scheduled work hours.
11. Failure to report to work for three (3) consecutive days without authorization.
12. Loafing, or appearing to sleep on the job: inefficient performance of duties, incompetence or neglect of duties.
13. Being under the influence of controlled substances, illegal drugs or alcohol during work hours or while on YMCA property or program sites at any time; and using, dispensing, distributing, possessing or manufacturing alcohol, controlled substances or illegal drugs on YMCA property or program sites at any time.

14. Acceptance of commissions or presents in any form from merchants, purveyors or others, or in any manner placing himself/herself under obligation to a person with whom the YMCA does business or may be doing business with in the future.
15. Smoking in undesignated areas.
16. Disorderly conduct such as fighting, horseplay, throwing objects or any behavior endangering employees, members, guests or others or property.
17. Making maliciously false statement(s) concerning co-workers, members or vendors.
18. Gambling on YMCA property or that of off-site programs.
19. Possession of any type of weapons (guns, knives, etc.) on YMCA property or that of off-site programs.
20. Failure or refusal to perform work as directed; insubordination.
21. Any action against the employer which threatens the financial position of the Association.
22. Violation of any commonly accepted reasonable rules of responsible personal conduct, including inappropriate behavior, threats, speech, attitude or appearance.
23. Immoral or illegal conduct.
24. Providing false, misleading, exclusion of significant information or incorrect information on time, production, or any other YMCA record including an employment application; permitting another employee to falsify your time record.
25. Creating hazards, endangering safety or health, altering equipment or similar conduct.
26. Holding an additional job in conflict of interest, in competition with or in conflict with the principles of the YMCA.
27. Disregard of safety rules and regulations.
28. Conduct that could hamper productivity or lead to damage of property or person.
29. Any activity determined to be contrary to the YMCA mission or purpose.

SECTION VI: EMPLOYMENT BENEFITS

LEGALLY REQUIRED BENEFITS

The GLOW YMCA complies with State and Federal provisions regarding employee benefits such as:

Social Security (FICA and Medicare Tax): All employees are required to participate in the Federal Social Security Program. The cost is paid by the YMCA and the employee as prescribed by law.

Workers' Compensation: Occupational injuries and illnesses are covered by the Workers' Compensation Law. In the event you are injured while working, you must notify your supervisor or branch executive immediately. An Employee Accident Report must be completed and submitted to Human Resources within 24 hours of the occurrence. All time off because of an injury or illness covered by workers' compensation law shall run concurrently with and be counted towards an employee's FMLA leave.

New York State Disability Insurance: If you are unable to work due to a non-work related illness or injury, you may be eligible to collect weekly benefits to compensate for lost wages. You must file a claim for disability benefits within thirty days of the date of your disability. Claims forms are available from the Human Resources Department. All time off because of an injury or illness covered by disability benefits law shall run concurrently with and be counted towards an employee's FMLA leave.

Unemployment Compensation: Employees are eligible for Unemployment Compensation in the manner of and to the extent provided by New York State Compensation Law. The decision regarding eligibility for these benefits lies solely with the New York State Unemployment Insurance Division.

DIRECT DEPOSIT

Pay checks may be direct deposited at most banks in the area. The Direct Deposit Form may be obtained from YMCA supervisors, or employees may enter their Direct Deposit information directly into iSolved. If an employee enters their direct deposit information directly into the payroll software they accept the responsibility for the accuracy of the information entered.

YMCA RETIREMENT FUND

Participation in the YMCA Retirement Fund is a condition of employment for employees that are between the ages of 21 and 60 at the time of their employment, and who meet the eligibility criteria. To be eligible for participation, the employee must work two-twelve (12) month periods with a minimum of 1,000 hours worked in each period. The periods need not be consecutive. Participation shall be elective if the employee is first hired after the age of 60.

Eligibility, benefits, definitions, and requirements are determined by the YMCA Retirement Fund in agreement with the YMCA and in compliance with the Employee Retirement Income Security Act of 1974. All revisions needed to comply with pension reform legislation shall occur accordingly.

Employees contribute 3% of their gross earnings and the YMCA contributes a percentage that as designated and approved by the YMCA leadership, of the employees gross earnings.

Tax-Deferred Annuities - a tax deferred annuity retirement savings program is available to all eligible employees through the YMCA Retirement Fund.

YMCA EMPLOYEE MEMBERSHIP BENEFITS

Employee Classification	Hours worked <u>per week</u>	Membership Benefit	Program Benefit
Part-time	Less than 40 hours per week	Free Adult Membership *	<p>1) 20% discount off the member rate for the employee. 20% discount applies to immediate family members if membership is upgraded as appropriate to family or single parent. **</p> <p>2) Employees may participate in program activities where their participation does not exclude other regular members, or add directly to the cost of the activity. If the program of interest is filled and full-paying participants are excluded, staff will be required to pay 100% of program costs.</p> <p>3) Additional costs for program-specific equipment will be paid for in full by the participant.</p>
Full-Time	40 hours per week	Free Family Membership	<u>Program Benefits 1-3 as listed plus full time employees</u> are eligible for program discounts of an additional 20%.

* A complimentary Adult Membership may be upgraded to a family membership or single parent family membership, for the cost difference of the two memberships.

All membership privileges terminate when employment terminates. Employees who have left employment with the YMCA for reasons other than termination by the Association, may sign up for a membership with no joiner fee within 30 days of their separation from the YMCA.

Staff members may rent an available locker at 20% off the established member price. This is payable up front and is not reimbursed should employment/membership end.

TIME OFF BENEFITS FOR FULL-TIME AND PART-TIME EMPLOYEES

Funeral Leave or Bereavement Times

Days off with pay for full-time staff for death in family for funeral arrangements or services shall be granted as follows.

Whenever any one of the following persons dies and the employee assists in the funeral arrangements, attends the funeral, or attends any post-funeral functions or arrangements, the employee shall be entitled to receive time off from work with pay for a period not to exceed 3 days (except for spouse or child, which shall be 5 days) for the following: father, mother, brother, sister,

father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent and grandchild. Also included are stepchildren who have been permanently residing with the employee.

The employee shall be entitled to one day off with pay to attend the funeral of the following: niece, nephew, aunt, uncle, and spouse's grandparents. After consulting with an employee, the CEO may grant the employee additional bereavement time off not to exceed 2 additional days.

Jury Duty

All employees who are called to serve on jury duty are allowed time off to fulfill their civic obligation. Employees must inform their supervisor as soon as possible after receiving their jury notice.

- Full Time employees will receive their regular pay for each day they are required to report for jury duty.
- All other employees will receive their regular pay for the scheduled hours they are unable to work as the result of jury duty, for a maximum of five (5) days.

Military Leave

A leave for military service begins when an employee is called or voluntarily enlists in "Active Duty" as a member of the Armed Forces of the United States. Employees must notify Human Resources and provide a copy of their military orders. The military orders will dictate the duration of the leave. Upon completion of military service, the employee is entitled to reinstatement rights and benefits as required by federal law.

Military Spouse Leave

In compliance with New York State law, the Company provides up to ten days of unpaid leave to covered employees whose spouses are members of the United States armed forces, national guard or reserves who have been deployed during a period of military conflict, to a combat theater or combat zone of operations, when the military spouse is on leave from such deployment. Covered employees include all regular and temporary employees who work twenty or more hours per week.

Federal Family and Medical Leave Policy

Introduction: This policy is being issued to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA). Under this policy eligible employees are entitled to family and medical leave as defined by the FMLA. All leaves, except those taken on an intermittent or reduced-scheduled basis, must have a specific duration and an expected return-to-work date at the time the leave is granted. All FMLA leave is unpaid, but other accrued paid leave must be used concurrently as provided in this policy.

Family and Medical Leave: FMLA leave may be taken for the following reasons: (1) the birth, adoption or placement by foster care of a child; (2) to care for an employee's spouse, child, or parent who has a serious health condition; (3) for an employee's own serious health condition that renders the employee unable to perform the essential functions of his/her job (i.e. illness, injury or disability, including pregnancy disability); (4) to handle a qualifying exigency arising from a spouse, child or parent serving in the Armed Forces, including the National Guard or Reserves, who is deployed to a foreign country; (5) to care for a spouse, child, parent or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves, who has suffered an injury in the line of duty on active duty; or (6) to care for a spouse, child, parent or next of kin who is a veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred or aggravated while on active duty, whether or not the illness or injury manifested itself before or after the member became a veteran, and who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the five-year period before he or she began treatment, recuperation or therapy. (For purposes of taking leave for the birth, adoption or foster care placement of a child or because of a child's serious health condition, an employee who is not the child's biological parent is eligible for leave so long as the employee provides either day-to-day care or financial support for the child.)

Employees are eligible for leave if they have been employed for at least 12 months, have worked a minimum of 1,250 hours over the 12 months prior to the leave and are employed at a worksite where 50 or more employees are employed within 75 miles of the employee's worksite. Eligible employees can take up to twelve (12) weeks of unpaid, job-protected leave during a "rolling" 12-month period as defined below, except that leave to care for an injured military service member or veteran can be for up to 26 weeks and must be taken during a single 12-month period that starts on the first day FMLA leave is taken and ends 12 months later. A husband and wife who are both employed by the Company and are both eligible for FMLA leave are limited to a combined total of twenty six (26) weeks of leave to care for an injured military member or veteran and a combined total of twelve (12) weeks when leave is taken for any other reason. Employees taking leave to care for an injured military member or veteran are limited to a total of 26 weeks for all FMLA reasons and may not add additional weeks of leave for other FMLA reasons during the single 12-month

period in which such leave must be used. Employees may take up to 15 days of qualifying exigency leave to spend time with covered family members during military rest and recuperation leave.

All leave, except leave for the birth, adoption or placement by foster care of a child, may be taken all at once or on an intermittent or reduced-schedule basis if the FMLA requirements for doing so are met. Leave for the birth, adoption or placement by foster care of a child must be taken all at once during the 12 months immediately following the birth, adoption or placement. Leave to care for an injured military member or veteran is limited to a one-time, per-covered-service-member or veteran, per-injury use.

The 12-month period during which an employee can take leave for all reasons, except to care for an injured service member or veteran, is a "rolling" 12-month period measured backward from the date an employee first uses any leave. Each time an employee requests leave, he/she will be entitled to the balance of the leave period not used during the past 12 months.

For Example: John Doe requests 4 weeks of Family and Medical Leave beginning September 1, 2010 for a serious health condition. In checking John's records from September 1, 2010, measuring 12 months backwards to September 1, 2009, it is found that John has not taken any Family and Medical Leave, so he is entitled to take up to 12 weeks. His 4-week leave is approved.

Several months later, John Doe requests another Family and Medical Leave beginning March 1, 2011. In checking John's records from March 1, 2011, measuring 12 months backwards to March 1, 2010, it is found that John took 4 weeks of Family and Medical Leave in September, 2010, and is, therefore, only entitled to take up to 8 weeks of leave beginning March 1, 2011.

Leave for an injured service member or veteran begins on the first day an employee takes leave and ends 12 months later.

Advance Notice and Certification of Leave: When leave for the birth, placement for adoption or foster care or the planned medical treatment for a serious health condition of the employee or family member or the planned medical treatment for a serious injury or illness of a covered service member or veteran is foreseeable more than 30 days in advance, an employee must provide at least 30 days' advance written notice to the Company's Human Resources Manager setting forth the reasons for leave, the anticipated duration and start date. If 30 days' written notice is not given and an employee has no reasonable excuse for the delay, the Company can deny leave until 30 days after such notice is provided. For foreseeable leave due to a qualifying exigency or where 30 days' notice is not otherwise practical, notice must be provided as soon as practicable by using the Company's usual and customary notice and procedural requirements for unforeseeable or emergency absences. The Company reserves the right to waive notice requirements.

Medical certification is required when leave is requested to care for an ill family member or for an employee's own illness. Absent extenuating circumstances, medical certification is to be submitted to the Human Resources Department prior to taking leave, or in the case of unforeseen circumstances, no later than 15 days following the start of the leave. All information requested on the medical certification must be provided. The Company may, at the Company's expense, require a second opinion from a health care provider that the Company designates. If opinions conflict, the Company and the employee may jointly designate, at the Company's expense, a third health care provider whose opinion shall be final. A medical certification form can be obtained from the Human Resources Department. Failure to provide required certification can result in denial of leave until certification is provided or the discontinuance of a leave already in progress.

An employee's leave because of a qualifying exigency must be supported by the required certification and a copy of the covered military member's active duty orders or other qualified documentation showing that the covered military member is on active duty or called to active duty status and the dates of active duty service. Certification is also required for leave taken to care for a covered service member or veteran with a serious injury or illness.

Designation of Leave and Substitution of Paid Leave: The Company shall determine whether time off from work qualifies as FMLA leave. All time off because of an injury or illness covered by any state workers' compensation law or disability benefits law shall run concurrently with and be counted towards an employee's FMLA leave. Where permitted by the FMLA, employees must use all accrued paid leave concurrently with any FMLA leave. However, paid leave may not be used in full concurrently with FMLA leave where the time off is covered by workers' compensation, disability insurance or any other plan providing payments for temporary disabilities, but in those situations the employee may use paid leave in such increments as will supplement the benefit payment up to the employee's normal salary.

Salary and Benefits Continuation: There is no wage continuation for an employee on FMLA leave. In the event leave is taken for an employee's own certified illness or disability, an employee will receive either (i) the disability payments available under any disability

insurance policy required by state law or otherwise provided by the Company, or (ii) workers' compensation benefits, whichever is applicable. The only wage payments made by the Company during FMLA leave will be for the use of accrued paid leave.

The Company will provide group health benefits to an employee on FMLA leave on the same terms and conditions as those benefits are provided to actively working employees.

Employees on leave will not accrue seniority, sick leave, vacation benefits or other leave time. However, for purposes of vesting and eligibility to participate in the Company's retirement plan, FMLA leave will be treated as continued service. Benefits accrued prior to taking leave shall be available upon return to work, except to the extent used during leave.

Return from Leave: An employee will be reinstated to his/her original position or an equivalent position with equivalent pay, benefits and other employment terms upon expiration of FMLA leave, if the employee makes a request, before the expiration of such period, to the Human Resources Department to return to work at such time and submits a fitness-for-duty certificate prior to returning to work that certifies that the employee is able to resume work. After returning to work, an employee's benefits will resume at the same level as before leave began, unless there is a change in benefits levels that occurred during the leave which affected all of the Company's employees in the same position.

Reinstatement of an employee on leave at the end of FMLA leave may be denied if the employee would not otherwise have been employed at the time reinstatement is requested (i.e., an employee hired for a specific term or project) or if the employee's position no longer exists and the position would otherwise have been eliminated. Certain "key employees" as defined by the FMLA may also be exceptions to reinstatement and are required to be notified of their key employee status by the Company upon requesting such leave.

An employee who fails to return to work upon the expiration of FMLA leave will be considered as having voluntarily resigned effective upon such expiration, unless the leave is for the employee's own serious medical condition and further leave can be provided as a reasonable accommodation.

In the event an employee does not return to work upon the expiration of FMLA leave the Company may in certain circumstances recover from the employee the cost of the employee's medical and dental health insurance premiums for such period.

Leave of Absence

There may be occasions other than reasons related to Family and Medical Leave when extenuating circumstances require a personal leave. There may also be occasions where an employee who is ineligible for Family and Medical Leave may require a leave of absence. A request for an unpaid leave of absence must be in writing and given to the employee's supervisor. Approval for the request is at the discretion of the CEO. During an unpaid leave of absence, the employee may be responsible to pay the entire cost of all insurance premiums.

Paid Family Leave Policy

Effective January 1, 2018, GLOW YMCA, Inc. will provide paid leave (up to a certain percentage of your weekly wages) to eligible employees pursuant to New York's Paid Family Leave Benefits Law.

Eligibility

To be eligible, employees must: (i) regularly work 20 or more hours per week and be employed for at least 26 consecutive workweeks preceding the first full day family leave is taken; or (ii) regularly work less than 20 hours per week and be employed for at least 175 days preceding the first full day leave is taken.

Permissible Purposes for Leave

Eligible employees will be entitled to paid time away from work (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) because of any qualifying exigency arising from the fact that an employee's spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

Notice of Need for Paid Family Leave

An employee must provide at least 30 days advance notice before leave is to begin if the qualifying reason for leave is foreseeable. When not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances and within the time prescribed by our usual and customary notice requirements. Failure to provide timely notice may result in leave being delayed or denied.

Certification

Eligible employees who wish to take paid leave must comply with applicable certification requirements any may be required to provide additional documentation (such as copies of military orders), as permitted by law.

Use of Other Leave and Interplay

To the extent permitted by law, employees may elect to charge all or part of their paid family leave time to unused vacation days and receive full pay. In such case, GLOW YMCA will seek reimbursement from the carrier out of any family leave benefits due prior to the carrier's payment of such family leave benefit to you.

Job and Benefits Protection

Leave taken under this policy is job protected. Thus, GLOW YMCA must generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. You may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if you fail to pay your portion of the premium in a timely fashion.

Limitations and Rules Related to Use of Paid Family Leave

Paid family leave may only be taken in full day increments, unless otherwise provided by law.

Disability leave and paid family leave may not be used at the same time. You will not be entitled to paid family leave if your family leave combined with disability benefits previously received exceeds 26 weeks during the same 52 consecutive calendar weeks.

Funding of Paid Family Leave Benefits

In accordance with state law, paid leave benefits are funded through payroll deductions at a prescribed amount from each eligible employee. Employees who are ineligible for paid family leave will be given the option of filing a waiver of benefits, exempting them from payroll deductions, as permitted by law.

Please see the Branch Director if you have any questions about this benefit or how to apply. Refer to the actual plan document and summary plan description for additional information about this benefit. Those documents are controlling.

ADDITIONAL BENEFITS FOR FULL-TIME EMPLOYEES

The GLOW YMCA provides a comprehensive selection of benefits for full-time employees. These benefits represent a significant part of the employee's total compensation package. Some benefits, including health insurance, are available to newly hired full-time employees on the first day of the month following their first day of employment. Other benefits may become available immediately following their ninety (90) day introductory period. Benefits may be modified or terminated at any time at the discretion of the GLOW YMCA. Descriptive materials are distributed to eligible employees during their benefits orientation and during open enrollment periods. Contact the human resources department for information and with any questions.

Health Insurance

The GLOW YMCA's health insurance program is designed to provide financial protection if the employee or the employee's eligible dependents become ill or seriously injured. Employees may make changes to their coverage only during the annual open enrollment period unless an employee experiences a loss of coverage or a change in employment status. Newly hired employees are eligible to enroll on the first day of the month following the first date of employment.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), The GLOW YMCA employees and/or their covered dependents whose insurance coverage(s) would be terminated due to certain qualifying events, have the opportunity to continue this insurance under the YMCA's plan at their own expense for a period of time determined by the specifics of the law.

Voluntary Insurance Options (Status A, B & F)

A number of voluntary insurance options are available to Status A, B and F employees at their own expense. Voluntary insurance options are subject to change and are announced during the open enrollment period. Newly hired employees are eligible to enroll in voluntary benefits on the first day of the month following their first date of employment.

Vacation Leave

We believe that is in the best interest of the Association that all full-time staff members take annual paid vacation in order to relax, be away from work and enjoy personal or family activities. The vacation period begins at each employee's anniversary date each year. The staff member's anniversary date is used for credited service vacation.

Full-time 40 hour staff members are eligible for paid vacation benefits according to the following schedule:

Length of service	< 1 Year	After 1 Year	After 5 Years	After 15 Years	After 20 Years
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Days of Vacation	1 day for each month worked (5 days maximum) but cannot be accumulated as one full week without prior approval of Branch Director.	10	15	20	25
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Transferees from another YMCA will receive full credit for all years of service in computing vacation, less any time off with the previous employer in the year before transfer.

Vacation Allowances are not cumulative and cannot be rolled over from one vacation year to the next. In extenuating circumstances the CEO may approve the carry-over of earned unused vacation time. For vacation purposes, a week is equal to five (5) working days. In keeping with the basic intent of the vacation policy, no payment will be authorized in lieu of time off.

Scheduling of vacation requires the advance approval of your supervisor and should be coordinated between the staff member and the supervisor to assure proper balance of the work force.

A staff member who resigns or is terminated during the vacation benefit year will receive payment for any unused vacation. Staff members who retire may elect payment in lieu of time off in their last year of employment.

Sick Leave

Staff members who have completed one (1) year of service are entitled to a salary allowance equal to ten (10) working days per year for absence due to personal illness or accident. Such leave will be computed from the date of employment. Unused sick leave is cumulative year-to-year up to a maximum of thirty (30 days). No payment will be made for accrued unused sick leave at the time of separation.

Sick time may require a doctor’s note to verify sickness and return to work. Your direct supervisor must be contacted and will verify whether the time off is sick or vacation.

Leave Donation

GLOW YMCA Inc. recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/vacation time. To address this need all eligible employees will be allowed to donate sick/personal time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees who donate sick/vacation time must be employed with the GLOW YMCA for a minimum of 6 months.

Guidelines

Employees who would like to make a request to receive donated sick/vacation time from their co-workers must have a situation that meets the following criteria:

Family Health Related Emergency- Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

Other Personal Crisis- A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee’s primary residence such as a fire or severe storm.

Employees who donate sick/vacation time from their unused balance must adhere to the following requirements:

Donation minimum- 4 hours

Donation maximum- No more than 50% of your current balance.

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees can not borrow against future sick/vacation time to donate.

Employees who receive donated sick/vacation time may receive no more than 640 hours (16 weeks) within a rolling 12 month period.

Employees who are currently on an approved leave of absence can not donate sick/vacation time.

Procedure

Employees who would like to make a request to receive donated sick/vacation time are required to complete a Donation of Sick/Vacation Time Request Form which includes authorization to present their request to the employees of the GLOW YMCA Inc. for the sole purpose of soliciting donations, If the employee is unable to complete the request due to health conditions the family may authorize the request.

Employees who wish to donate sick/vacation time to a co-worker in need must complete a Donation of Sick/Vacation Time Form. All forms should be returned to the Human Resources Manager.

Approval

Requests for donations of sick/vacation time must be approved by Human Resources and the CEO.

If the recipient employee has available sick/vacation time in their balance, this time will be used prior to any donated sick/vacation time. Donated sick/vacation time may only be used for time off related to the approved request. Sick/vacation time donated that is in excess of the time off needed will be returned to the donor.

Holidays

All full-time employees shall be granted the following (13) paid holidays per year. A schedule of holidays, observed by the YMCA, will be issued annually by the CEO or designate.

- * Martin Luther King Day
- * Good Friday
- * Memorial Day
- * Independence Day
- * Labor Day
- * Thanksgiving Day and the day after
- * Christmas Day and the day after
- * Christmas Eve
- * New Year's Eve
- * New Year's Day
- * Employee's Birthday

If an employee is scheduled to work on a holiday, he or she will receive compensatory time off. To receive holiday pay, you must work all scheduled hours on the last working day before and the first working day after the holiday, unless you have made satisfactory arrangements in advance with your supervisor to be excused.

When a recognized holiday falls during a scheduled vacation period, that day is designated as a paid holiday and the employee is not charged with a vacation day. Holidays earned but not taken will not be paid upon termination of employment.

RECEIPT FOR EMPLOYEE HANDBOOK

I have received a copy of the GLOW YMCA Employee Handbook. I understand that I am responsible to read, understand and abide by the personnel policies and practices described within it. I understand that this employee handbook replaces any and all prior handbooks, policies and practices of The GLOW YMCA.

I specifically acknowledge that I will comply with the YMCA’s Unlawful Discrimination, Harassment and Retaliation Policies. I understand that the policies and benefits contained in this Employee Handbook may be added to, deleted, or changed by The GLOW YMCA at any time. I also understand that neither this Employee Handbook nor any other written or verbal communications by a management representative is intended to, in any way, create a contract of employment. I understand that the only person authorized to enter into an employment contract on behalf of the YMCA is the YMCA's CEO and then only in writing signed by the CEO.

I also understand the descriptions of benefits in this handbook are for informational purposes only and where any benefits are subject to the terms of any health or welfare or other plan the terms of any such benefit plan shall control over any descriptions contained in this handbook and the YMCA reserves the rights to alter, amend or discontinue any benefit plan at any time.

If I have any questions regarding the content or interpretation of the policies in this Employee Handbook, I will bring them to the attention of my supervisor or the Human Resources Department.

Employee Name (print)

Employee Signature

Date

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to your manager, supervisor or Executive Director. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment

COMPLAINANT INFORMATION

Name: _____
Work Address: _____ Work Phone: _____
Job Title: _____ Email: _____
Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____
Title: _____ Work Phone: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:
Name: _____ Title: _____ Work Phone: _____
Relationship to you: Supervisor Subordinate Co-Worker Other
2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.
3. Date(s) sexual harassment occurred: _____
Is the sexual harassment continuing? Yes No
4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

(Revised 10/9/18)