



Employee Handbook



Mission:

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

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Article I – Preamble

The goal of the YMCA of South Hampton Roads, the Human Resources Department, and its management staff is to consistently recruit, develop, motivate, reward and retain the most competent employees possible in aiding the Association's achievement of its mission and values. We strive to build character by incorporating our mission and values into all of our activities.

Our mission statement is:

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

The National YMCA positioning statement is:

We build strong kids, strong families, and strong communities.

We have adopted and promote the YMCA of the USA values of **caring, respect, honesty, responsibility, and faith.**

Our Vision statement is:

The YMCA of South Hampton Roads will be recognized by our community as the preeminent organization for strengthening individuals, families, and communities by instilling the values of honesty, responsibility, respect, caring, and faith.

Management Values:

These guiding management principles are designed to assist managers in making the best decision in challenging times:

Faith Driven

- Provide **Inspiration** for community services
- Make programs and services **Values Based**
- Instill **Commitment** to Judeo-Christian principles
- Have **Empathy** for all people

Professional Service

- Have a passion for **Excellence**
- Foster **Innovation** in programs and services
- Provide **Safe** programs and services
- Treat all people with **Integrity**

Build Strong Relationships

- Invest in **Lifelong** relationships
- Expect **Team Unity**
- Promote **Diversity** and the fact that the YMCA is open for all
- Support the development of a **Regional Community**

Stewardship

- Expect **Financial Accountability** from volunteers and staff
- Ensure **Inclusion** of all economic levels
- Achieve **High Standards** in business practices and government regulations
- Preserve our **Environment**

Article II – Purpose

This handbook aspires to guide personnel administration decisions in a manner which the YMCA considers to be equitable to employees and in accordance with the YMCA's objectives. This handbook does not constitute, or reflect the terms of, an employment contract. All employees of the YMCA are employed at will.

Article III – Administration

Section 1. Administration

The Board of Directors of the YMCA employs the President/ Chief Executive Officer (CEO), to whom it delegates all authority and responsibility for the overall administration and interpretation of this adopted Handbook. The direct administration of the Handbook, the policies and principles set forth herein, and the supervision of staff are sole responsibilities of the CEO. However, these may also be delegated to representative(s), where appropriate.

Section 2. Interpretation

All matters, pertaining to the interpretation of this Handbook and the policies and principles set forth herein are referred to the President/ CEO or the designated representative(s).

Section 3. Review

This handbook will be reviewed on an as-needed basis but may be changed at any time upon approval of the YMCA's Board of Directors. It does not preempt or replace applicable laws. This handbook does supersede and replace all previous YMCA policies, manuals, and handbooks. Employees will be provided copies of any subsequent revisions.

Article IV – Coverage

Section 1. Scope of Coverage

All *employees* (including exempt, non-exempt, full-time, 10 month full-time, part-time, and seasonal employees) of the YMCA of South Hampton Roads are covered by this Handbook as it pertains to them.

Section 2. Definition of Employment Status

The YMCA of South Hampton Roads uses the following classifications as a basis for its payroll system and for the purpose of describing and reviewing policies:

A. Employee and Labor Classifications

1. “Regular full time employees” are those persons who are regularly scheduled to work 40 hours or more each week and who are continuously employed for 10 months or more during a calendar year and are so classified on the payroll data form.
2. “10 month, full time employees” are those persons who are regularly scheduled to work 40 hours or more each week during the school year and are so classified on the payroll data form.
3. “Part time employees” are those persons who are employed to work less than 40 hours per week and may or may not be regularly scheduled and are so classified on the payroll data form.
4. “Seasonal Employees” and “Temporary Employees” are those persons who are employed for a short time period (as defined by the U.S. Department of Labor) regardless of the number of hours worked per week and are so classified on the payroll data form.
5. “Contract Labor” – Contracts, with established fees and contract expenses, may be established for services provided by persons who are engaged as independent contractors (or third-party contractors) for specified services. Such persons are not YMCA employees and are not covered by the provisions of this Employee Handbook.

B. Employees who wish to volunteer for the YMCA

Many YMCA’s across the country encourage their employees to volunteer at the YMCA because YMCA’s are membership organizations. However, a problem develops when non-exempt staff volunteer because, later on, they may claim that volunteering was actually work for which they deserved additional wages. Thus, the YMCA of the USA recommends that local YMCA’s adopt the following principles related to non-exempt personnel volunteering at the YMCA:

1. Non-exempt employees should never be allowed to volunteer to do anything that could even tangentially be related to their paying jobs. For example, a person who works in the aquatics department should not be permitted to volunteer to do anything in the aquatics area. However, such an aquatics employee could volunteer to coach her son’s soccer team, work at a bake sale for the YMCA, collect tickets at a non-aquatics event, etc.
2. Non-exempt employees who wish to volunteer are required to fill out the YMCA of South Hampton Roads Volunteer Waiver Form. If they do not wish to do so, they should not be permitted to volunteer.

C. Fair Labor Standards Act (FLSA) Classifications

Each employee of the YMCA is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.

NON-EXEMPT employees are paid on an hourly basis and are entitled to overtime pay under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. They earn a salary which is paid pro-rata on a semi-monthly basis and are not entitled to overtime. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by The YMCA of South Hampton Roads management. All exempt positions must have prior approval from the Senior Vice President or President/ CEO.

Article V – Employment

Section 1. Employment Policy

Nature of Employment

The YMCA endeavors to select personnel who meet the necessary standards of educational and occupational qualifications; who can effectively advance the objectives of the YMCA; who have the capacity for personal and professional growth; and who can become a viable part of the organization.

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

Employment with the YMCA of South Hampton Roads is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, The YMCA of South Hampton Roads may terminate the employment relationship at will at any time, with or without notice or cause, subject to the provisions of applicable federal or state law.

Policies set forth in this handbook do not create, or reflect the terms of, a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between The YMCA of South Hampton Roads and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at sole discretion of the Board of Directors and the President/ CEO. The policies set forth herein are guidelines from which the YMCA of South Hampton Roads may depart at any time without notice when the YMCA of South Hampton Roads determines in its sole discretion that circumstances warrant departure.

These provisions supersede all existing policies and practices and the terms of these provisions may not be amended or added to without the express written approval of the chief executive officer of The YMCA of South Hampton Roads.

Section 2. Official Employer

All employees of the YMCA are covered by the provisions of this handbook and are subject to all policies of the YMCA of South Hampton Roads established from time to time by the Board of Directors.

Section 3. Qualifications

Employees shall be persons who are aware of, and agree to foster, the purpose and goals of the YMCA and possess the special knowledge, skills and ability required for their position.

Section 4. Employment Procedures

The Board of Directors selects the President/ Chief Executive Officer (CEO), who in turn authorizes the selection of all other staff. Employment responsibility and authority may be delegated by the CEO.

Section 5. Open Application/ Job Posting

The YMCA strives to provide the opportunity for promotion from within the organization by posting full time positions throughout the association whenever possible. However, it also supports and participates, at its sole discretion, in the YMCA of the USA's open application process for staff placement.

Employment Applications

The YMCA of South Hampton Roads relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented by a candidate for employment throughout the hiring process and employment. Any misrepresentation, falsifications, or material omissions in any of this information or data may result in The YMCA of South Hampton Road's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Section 6. Equal Employment Opportunity Statement

The policy of the YMCA is to comply with all federal and/or state laws regarding Equal Employment, as they relate to employees and applicants for employment with the YMCA. Accordingly, the YMCA is committed to:

1. Ensuring that all personnel decisions for all job classifications are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.
2. Establishing a monitoring system to allow for the review of these objectives.
3. Analyzing personnel actions periodically to ensure equal employment opportunities do exist.
4. Through training and development, ensuring equal access to professional development.

Disability Accommodation

The YMCA of South Hampton Roads is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Upon request, assistance in completing the job application will be available. Pre-employment inquires are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers are extended. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all qualified individuals with disabilities where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as to equality in job assignment, classifications, organizational structures, position descriptions, line of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

This policy is neither exhaustive nor exclusive. The YMCA of South Hampton Roads is committed to taking all other reasonable actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Section 7. Personnel Records

Pre-Hire

Individuals seeking employment will complete the appropriate application forms. Persons invited from out of town to employment interviews will be reimbursed for related expenses.

Employment Reference Checks

In an effort to employ and to promote individuals who are well qualified and have a strong potential to be productive and successful, applicants and employees should understand that the YMCA may choose to do a background investigation. This may involve contacting some or all of the following sources: Criminal Court Clerk, past employers, references, and any other relevant agency or person. All new staff will be given a criminal history check and a sworn disclosure within the first 30 days of employment, and to the extent necessary, will be required to assist the YMCA in obtaining such checks as a condition for continuation of employment. Current staff hired prior to this revision will not be required to undergo a criminal record check unless circumstances arise which prompt the YMCA in its discretion to require otherwise. The overwhelming priority of the YMCA is, and has to be, the protection of its Members, and the YMCA is committed to taking whatever actions the YMCA deems necessary to protect its Members.

The Human Resources Department may likewise respond to reference inquiries submitted by other organizations. The Human Resources Department normally will only disclose employee's dates of employment and position title without employee permission. All other employment information is kept confidential unless there is written consent from the employee or required by law.

Legal Compliance

Licensed Child Care

In cases where state licensing is required, employees must show proof of meeting such requirements. These requirements may include a Tuberculosis Screening Form, Sworn Disclosure Statement, reference checks, Criminal Record and Sex Offender Check, Child Abuse Statement of Applicant, and appropriate training or certifications. This list is neither exhaustive nor exclusive.

As provision of the YMCA's liability insurance coverage, all employees in licensed childcare positions are prohibited from baby-sitting members' children outside of YMCA premises without prior approval from the YMCA. This provision includes transporting of members' children, or having members' children under such an employee's care outside of the normal YMCA childcare program without prior approval.

Those employees who violate this policy may be subject to disciplinary actions, including termination of employment from the YMCA.

Immigration Law

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

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are

rehired must also complete the form if they have not completed an I-9 with The YMCA of South Hampton Roads within the past three years, or if their previous I-9 is no longer retained or valid.

Employee Files

All employees will be required to complete all forms deemed necessary by the YMCA for purposes of payroll and benefits administration, YMCA of the USA listings, and reporting procedures on the **first day** of their employment.

To ensure that personnel records are accurate and up to date, it is the responsibility of each employee to notify the Human Resources Department immediately if there are any changes in their record, including, but not limited to the following:

Name	Number of exemptions for tax purposes
Mailing Address	Notification for emergency
Telephone Number	Beneficiary changes
Employment Status change	Marital Status
Any educational program entered and/or completed	

Supervisors should notify the Human Resources Department immediately when they change their employees' status from part time to full time or from full time to part time. It is the employee's responsibility to make an appointment with the Human Resources Department to discuss benefit eligibility as soon as possible after their status changes.

Employee files are the property of the YMCA of South Hampton Roads and access to the information they contain is restricted. They may not be taken out of the Human Resources Department. Generally, only supervisors and management personnel of the YMCA of South Hampton Roads who have a legitimate reason to review information in a file are authorized to do so.

Section 8. Orientation

Orientation

A pre-employment training shall be provided for all new employees of the YMCA of South Hampton Roads. Attendance in orientation is a condition of employment and must be met prior to working.

Section 9. Voluntary Contributions

All employees are encouraged but not required to support the Association's philanthropic interest, such as the We Build People campaign, George Williams Society, The Heritage Club and the United Way.

Article VI – Classification of YMCA of the USA’s Directorship Program

The Association follows the YMCA of the USA’s system of recognition and classification for professional employees. This section describes leadership/ management-training opportunities that foster professional development.

All new staff are recognized as staff associates when they are employed as salaried, full time exempt employees and their employment is reported to the YMCA of the USA.

Certifications in leadership/ management training are available. They include director, professional director, and senior director. These certifications help YMCA staff advance within the association and, in some cases, are required for advancement. An Executive Development Program is available after completion of professional or senior director certification. It should be the goal of full time employees to reach their senior director status within 5 years of employment.

The following are criteria for each classification and may be modified from time to time:

YMCA Director

Staff Associates may be recognized as YMCA directors by meeting four requirements:

- Completion of Principles and Practices training session (7 days).
- Completion of YMCA Group Work module.
- Completion of YMCA Volunteerism module.
- Supervisor’s letter of recommendation.

Candidates may submit the following evidence of completion of these requirements to Staff Development, YMCA of the USA, requesting recognition as a YMCA director:

- Photocopies of certificates of completion for Principles and Practices, YMCA Group Work, and Volunteerism and the YMCA
- Letter from supervisor verifying candidate’s satisfactory, full-time YMCA employment and recommending that he or she be recognized as a YMCA director.

YMCA Professional Director

YMCA directors may be recognized as professional directors by meeting two requirements:

- Photocopies of at least four additional management modules totaling at least nine days of training.
- Supervisor’s letter of recommendation.

Candidates may submit the following evidence of completion of these requirements to Staff Development, YMCA of the USA, requesting recognition as a YMCA professional director:

- Photocopies of certificates of completion for four or more management modules, in addition to YMCA Group Work and Volunteerism and the YMCA.
- Letter from Supervisor verifying the candidate’s satisfactory, full-time YMCA employment and recommending that he or she be recognized as a YMCA professional director.

YMCA Senior Director

YMCA directors may be recognized as senior directors by meeting three requirements:

- Completion of at least four additional management modules, totaling at least nine days of training.
- Supervisor’s letter of recommendation.

- Possession of a baccalaureate degree from an accredited college or university
- Candidates may submit the following evidence of completion of the above requirements to Staff Development, YMCA of the USA, requesting recognition as a YMCA senior director:
- Photocopies of certificates of completion for four or more management modules, in addition to YMCA Group Work and Volunteerism and the YMCA, plus photocopy of college diploma.
 - Letter from Supervisor verifying the candidate's satisfactory, full-time YMCA employment and recommending that he or she be recognized as a YMCA senior director.

Executive Development Program

The YMCA Executive Development Program enables YMCA senior directors and professional directors to explore, perfect, and develop problem-solving, management, and leadership skills that prepare them for YMCA branch and executive positions. The program offers participants a significant opportunity for advanced training that enhances personal and professional growth. For more information on this program contact your Leadership Development Consultant.

Article VII - Conditions On the Job

Section 1. Hours of Work

The immediate supervisor is responsible for the preparation and supervision of a work schedule for all employees. All such working schedules shall be governed by federal and state laws regarding hours of labor. All employees' work schedules will be approved by the branch or unit supervisor. Overtime for non-exempt employees must be approved in advance by the supervisor and is computed at 1 ½ times the employee's regular hourly rate when the employee has worked more than forty hours in the work week. The work week is defined as from 12:00 a.m. Sunday to 11:59 Saturday. Paychecks are distributed on the 15th and the last business day of the month. If the payday falls on a weekend, then the finance department will distribute checks on the Friday before.

Employees must record all hours worked by them on timesheets provided by the YMCA. All hours worked by an Employee must be preapproved either through listing on the work schedule by the immediate supervisor or verbal authorization from the immediate supervisor; Employees may not work unscheduled hours and seek approval retroactively. Employees who work unapproved hours must record the hours on their timesheet and will be paid for all hours worked, but they are subject to discipline, up to and including termination. Typically, where an Employee has worked unapproved hours, the Employee will initially be suspended without pay for a commensurate period of time during a subsequent pay period. Where the Employee has qualified for overtime pay as the result of working unapproved hours, the Employee typically will be suspended for a period of time equal to one and one-half times the number of unapproved hours worked.)

Inclement Weather/Emergency Closings

The community relies on the YMCA for its child care services throughout the year. It becomes even more important for us to remain open during times of snow, ice or other inclement weather in the local area.

At times, severe weather, fires, power failures, hurricanes or earthquakes can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The corporate office (metro) will make final decisions on any or all branch closings.

The YMCA will be sensitive to employees, to the extent possible, whose travel to work imposes unnecessary risk to their safety due to weather emergencies. When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid for hourly employees. Employees may use any available paid leave time or take an absence without pay during weather emergencies. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay unless such work involves the working of overtime, which will be compensated at the applicable overtime rate of pay.

Section 2. Payroll Records

Payroll and time records of all employees will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of time records, which reflect the exact hours and days actually worked. Time cards are to be filled out and signed by the employee on the day worked for the hours worked that day. New hire packets must be complete and submitted to Payroll before a paycheck can be processed.

By signing a time card or time sheet, the employee is certifying to the YMCA that the signed document accurately sets forth all hours worked by the employee without regard to whether the employee had authorization to work the hours listed. Non-exempt employees of the YMCA will be paid for all unauthorized hours worked but will be subject to discipline as set forth below. No non-exempt employee is permitted to perform work for the YMCA without recording such time worked on the employee's time card or time sheet. No supervisor or manager of the YMCA is permitted to direct or request a non-exempt employee to perform work without recording such time worked on the employee's time card or time sheet.

Where a non-exempt employee works hours beyond those the employee was scheduled to work, the YMCA has the discretion to reduce the employee's scheduled hours in a subsequent workweek to offset the unauthorized hours worked. Where such unauthorized hours resulted in the payment of overtime wages to the employee, the YMCA has the discretion to reduce the employee's scheduled hours in a subsequent workweek by 1 ½ times the unauthorized hours worked in order to offset the overtime wages paid to the employee. Where the YMCA determines that a non-exempt employee's working of unscheduled, unauthorized hours is willful or repetitive, the YMCA shall have the discretion to take further disciplinary action up to and including termination of employment.

Section 3. Personal Expression on Public Policy Issues

Employees are free to exercise their full liberties as citizens outside of the workplace, including the right to express their personal convictions on issues, such as social, economic, religious and political subjects. Employees must make clear that any statements outside of the workplace on public issues are their own and not those of the YMCA. However, employees are cautioned not to make public statements or engage in activities that are in conflict with the YMCA mission.

While employees are on the YMCA premises, they may be regarded as YMCA representatives by members, the media, the general public and others. Accordingly, while employees are on the YMCA premises, they should make no statements which could be construed as: a) critical of the YMCA; b) statements of policy; or c) official declarations of the YMCA regarding public policy issues or other sensitive matters.

All requests for comment from the media should be referred to the employee's Executive Director's office.

Section 4. Employee conduct and Work Rules

To promote orderly operations and provide the best possible work environment, the YMCA of South Hampton Roads expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Like safety rules, work rules are intended to promote efficient and smooth operation of the Association. From time to time, your supervisor may tell you the proper way to do something or about a new procedure or policy. There may be occasions when information is posted or published so that you will know about it. It is your responsibility to pay attention to these announcements, instructions and rules so that you will not be out of step with the YMCA or unaware of disciplinary rules.

Along with the advantages and opportunities offered by the YMCA go certain responsibilities. Your most important responsibility, of course, is to do a good job on the work that is assigned to you by your supervisor. Your supervisor is responsible for what you do, so it is a good idea to respect your supervisor's experience, listen to his/her instructions, and carry them out promptly and cheerfully.

Completing each assignment to the satisfaction of your supervisor is the surest way to make progress. You may find on occasion, that it is not easy to satisfy your supervisor. Please remember that the best supervisor is not content with average work. He or she wants to call forth your best efforts and show you that you can do more than you ever thought you could.

In addition to the following instructions, doing a good job requires you to think for yourself, ask questions and make constructive suggestions. You will find that your supervisor is interested in your ideas and will appreciate your efforts to do an outstanding job and improve the YMCA. In your day to day conduct at the YMCA you will be expected to utilize common sense. We expect most employees know what behavior is acceptable and what is not. Certain kinds of actions or conduct are obviously unacceptable. Engaging in these activities could subject you to discipline, including discharge.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is not exhaustive or restricted to:

- Theft or inappropriate removal or possession of property
- Falsification of company documents, including timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Violation of the YMCA of South Hampton Roads policies regarding solicitation, sexual harassment or equal employment opportunity
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Defrauding or attempting to defraud the YMCA of South Hampton Roads or dishonesty
- Loafing or doing other than YMCA work while on company time
- Excessive absenteeism, tardiness or any absence without notice
- Unauthorized absence from work station during the workday
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Any other acts of misconduct, including those that could result in injury to yourself or to other YMCA personnel
- Failure of employees to attend annual refresher training courses as required by applicable regulation
- Stealing, pilfering or willfully damaging the property of your co-workers
- Failure to report immediately all accidents or injuries while on the job, regardless of their severity
- Placing the YMCA in liability jeopardy

This list does not list every infraction, which would impose disciplinary action or termination. Each action will be regarded on a case by case situation.

Section 5. Attendance

The YMCA expects every employee to be at work on time, every day, as scheduled. Absences or tardiness are unfair to the YMCA and to the fellow workers who must replace the absent or late employee. The YMCA recognizes, however, that some absences or tardiness are unavoidable. If you must be absent or late, you must notify your supervisor or the main office as soon as possible, and in every case, prior to the start of your work. If you must report late, notify your supervisor at once, and tell him/her the reason for your tardiness. Unexcused tardiness and absence will not be tolerated. Absence, tardiness (meaning arriving any time after your scheduled work time begins), or early departures (meaning leaving any time before your work is scheduled to end), even if excused, may result in disciplinary action. Improperly walking out on your job during work without permission and absence without prior notice may be considered a voluntary termination of your employment.

In the case of absence, you must notify your supervisor as far in advance as possible in order that a substitute may be arranged. Unexcused absences will not be tolerated. Any absence without notification to the YMCA may be treated as a voluntary termination. Repeated absenteeism, even if excused, may result in disciplinary action.

Section 6. Unexcused Absences (AWOL)

Employees who are absent from their scheduled work shift without prior notice will be subject to termination. No employee has permission to excuse an AWOL employee. The YMCA will not tolerate mediocrity from its employees. An employee must contact the YMCA if the Employee will be absent from a scheduled work shift.

Section 7. Discretion

Employees of the YMCA must exercise discretion at all times in dealing with the public, members, and co-workers. Many times, employees become aware of sensitive matters involving the YMCA and are approached by members for information regarding those matters. Other times, employees question whether to involve themselves in such matters.

The YMCA has designated persons with authority to convey the official position of the YMCA on every issue that arises. Thus, a YMCA employee who discusses matters outside of the employee's scope of authority does so at the risk of contradicting the YMCA's official position. The consequence of such contradictions can range from confusion to disruption of YMCA functions to the creation of unnecessary disputes between the YMCA and a member. As the result, where an employee becomes aware of matters on which the employee has not been expressly designated to speak on behalf of the YMCA, the employee should refrain from all comments to members or the general public and should refer all inquiries regarding such matters to the person with authority to state the YMCA's official position. If the employee is uncertain who possesses such authority, the employee should refer inquiries to the employee's Executive Director's office.

Similarly, employees should endeavor to promote and support their co-workers in the workplace. An employee should never make negative or critical statements regarding a co-worker in discussions with members. Before an employee makes any critical statements or complaints regarding a co-worker to colleagues or to higher-ranking employees, the employee should be certain to have voiced

his/her criticism to the affected co-worker and attempted to resolve the criticism. In this fashion, employees can work together to address their differences of opinion without creating resentment or needlessly involving others. The YMCA intends to provide a positive working environment, and backstabbing has no place at the YMCA. Notwithstanding the foregoing, if an employee becomes concerned that a co-worker has engaged in conduct which is unlawful or subjects the YMCA to potential civil or criminal liability, the employee should report such conduct to his/her supervisor immediately and need not confront the co-worker.

If the YMCA determines that an employee has violated a provision of this policy, the employee will be subject to discipline, up to and including termination of employment.

Section 8. Computer, E-Mail and Internet Usage

Computers, computer files, the E-mail system, the internet and software furnished to employees are YMCA property intended for business use. Employees should not use another employee's password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, E-mail and internet usage may be monitored.

As Internet and email activity have grown substantially over recent years, so have concerns regarding legal liability, privacy, explicit content, harassment, copyright and productivity. Many companies are issuing policies to address these and other concerns. The policies shown below are intended for that purpose. It is not the intention of the YMCA to be Big Brother. As a practical matter, the company does not plan to monitor all email or Internet usage. However, it is important for everyone to know that these tools are company investments and are intended for appropriate business use, and the YMCA retains the right to monitor email and Internet usage wherever the YMCA determines in its sole discretion that circumstances warrant such monitoring.

The phrase "email" encompasses all forms of electronic mail and associated attachments whether transported through the internal network mail system or the internal link to the Internet or external links to the Internet paid for by the company.

Acceptable Use of the Internet/Email

Employees accessing the Internet are representing the YMCA. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used only to conduct official company business or to gain technical or analytical advice. Databases may be accessed for information as needed. Email may be used for business contacts.

Unacceptable Use of Internet/E-Mail

Solicitation of non-company business or any use of the Internet/Email for personal gain is strictly prohibited. Fraudulent, harassing or obscene messages or images are prohibited. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language shall be transmitted through the system. Use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with your productivity. This policy applies with equal force to matter which an employee receives and forwards via e-mail and matter which an employee communicates via e-mail and which is subsequently forwarded by others.

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet and email. All messages communicated over the Internet and email should have your name attached. No messages shall be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Employees who wish to express personal opinions over the Internet are not permitted to use the YMCA's computer system and equipment to express such opinions. Rather, they are encouraged to obtain their own personal accounts and to use their own computer equipment outside of the YMCA's premises to express such opinions.

Software

To prevent computer viruses from being transmitted through the system, extreme caution and judgment should be used when downloading software onto the YMCA's computer system and equipment. All files downloaded from the Internet are considered the property of the company. All downloaded files, whether stored or deleted, may be reviewed and monitored by the YMCA at any time. Internet file downloads and browsing must be confined strictly to business matters. It must not be used for personal, non-business-related purposes.

Copyright Issues

Copyrighted materials belonging to entities other than the YMCA may not be transmitted by employees on the Internet via the YMCA's computer system and equipment. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the YMCA and/or legal action by the copyright owner.

Security

All messages created, sent or retrieved over the Internet and email are the property YMCA. The YMCA reserves the right to access, review and monitor all messages and files that are transmitted, stored or deleted from the computer system as deemed necessary and appropriate. Internet and email messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without the prior consent of the sender or the receiver should the need arise. Unless authorized, passwords are to remain confidential. Your supervisor retains the right to access your messages whenever there is a business need, as determined solely by the YMCA.

Employees have no expectation of or entitlement to privacy while using the YMCA's computer system and equipment.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination.

Section 9. Progressive Discipline

The purpose of this policy is to state The YMCA of South Hampton Road's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The YMCA of South Hampton Road's own best interest lies in providing fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with The YMCA of South Hampton Roads is based on mutual consent and both the employee and YMCA have the right to terminate employment at will, with or without cause or advance notice, subject to applicable laws, the YMCA may use progressive discipline at its discretion.

Disciplinary action may call for any of four stages – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

The YMCA may suspend an employee without pay. In the event the YMCA suspends an employee without pay, the YMCA shall have the sole discretion to determine whether the employee may return to work and whether to award the employee back-wages applicable to the time spent on suspension. Circumstances may arise under which an employee is suspended without pay pending the outcome of an investigation by the YMCA or a third party. The outcome of such investigation shall not alter the discretion of the YMCA to determine whether to permit the employee to return to work and whether to award the employee back-wages applicable to the time spent on suspension. Vacation or sick time may not be used during a period of suspension.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed, but not necessarily: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

Disciplinary matters may arise which, in the sole discretion and judgment of the YMCA of South Hampton Roads, are sufficiently serious to cause the YMCA of South Hampton Roads to suspend or to terminate an employee from employment without following some or any of the progressive discipline steps set forth in this section.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and YMCA.

Section 10. Employee Concerns

All employees may address concerns with their supervisor or with the Vice President of Human Resources. For purposes of this Policy, any problem or concern is a complaint or conflict over an alleged violation of an approved personnel policy, procedure or practice, or applicable local, state, or federal law. The YMCA recognizes there may be problems or disagreements in the normal work environment. It is hoped that supervisory staff will recognize and strive to resolve employee concerns at the beginning stage. Employees are expected and encouraged to discuss work-related issues in supervisory and departmental meetings. In addition, employees may discuss concerns formally and confidentially with the Vice President of Human Resources. Any grievance procedure must begin with an employee's immediate supervisor and local branch staff. If the situation is not successfully resolved, the issue may be discussed with the Vice President of Human Resources and the Senior Vice President of Operations (COO). Any issue directed to the Vice President of Human Resources must first be made in writing within thirty days of the alleged violation and specifically

address the violation and the “alleged errors” made by local branch management. Situations may arise where the YMCA exercises its sole discretion to decline the grievance procedure. Employees who have been terminated and want to discuss their concerns with management will remain terminated during this process. The President/CEO, at his sole discretion, may reinstate an employee. The final authority on all staffing issues rests with the President/CEO.

Section 11. Harassment Policy

It is the policy of the YMCA to expressly forbid any forms of harassment of employees. The term “harassment” may include, but not limited to slurs, jokes, and other verbal, graphic or physical conduct which relate to an individual’s race, color, gender, religion, national origin, citizenship, age or disability. The YMCA will not tolerate harassment of any YMCA employee by anyone, including any supervisor, co-worker, vendor, or member. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment. Subjecting employees to unwelcome sexual conduct as a condition of their employment is prohibited by Title VII of the 1964 Civil Rights Act.

Examples of conduct that may constitute sexual harassment include, but are not limited to explicit sexual propositions, sexual innuendoes, suggestive comments, sexually oriented kidding or teasing, telling sexually oriented jokes, making sexually offensive remarks or engaging in unwanted sexual teasing, subjecting another employee to pressure for dates, making sexual advances or engaging in unwelcome touching such as patting, hugging, pinching or brushing against another person.

All YMCA employees are responsible for helping to assure that our workplace is free from harassment. Any YMCA employee who believes that he or she has been subjected to harassment by anyone, including supervisors, co-workers, vendors, members or visitors is urged to bring the matter to the attention of his or her supervisor, the Branch Executive and the Vice President of Human Resources so that we may investigate and deal with the issue. Employees can raise concerns and make reports without fear of reprisal. The YMCA Metropolitan Staff will investigate all complaints and will endeavor to handle these matters expeditiously, confidentially and in a professional manner so as to protect the offended individual. Confidentiality will be maintained insofar as practical. If an investigation confirms that any harassment has occurred, corrective action will be taken and disciplinary measures instituted, as appropriate, up to, and including immediate discharge.

The YMCA forbids retaliation against anyone who has reported harassment and instances of retaliation against an employee who has reported harassment will be deemed extremely serious. Any employee who is found to have retaliated against an individual reporting an instance of harassment shall be disciplined and is subject to immediate discharge.

Any employee who learns that a co-worker believes that he or she is being subjected to any form of harassment or discrimination must report the co-worker’s belief to the employee’s supervisor, the Branch Executive or the Human Resources Department, even when the co-worker asks the employee not to report the matter. This will help The YMCA of South Hampton Roads to investigate and take appropriate actions. Any employee who withholds such information may be terminated from employment. The YMCA of South Hampton Roads will take steps intended to limit the

dissemination of the identity of any employee who reports such information and protect any such employee from retaliation.

Any employee whom the YMCA of South Hampton Roads determines has engaged in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

Section 12. Alcohol and Other Drugs- Substance Abuse

The YMCA is firmly committed to the health and safety of our members, the public, and our employees, the quality of programs and services we provide, and the efficient operation of our organization. The YMCA considers the influence of drugs and alcohol in the workplace to be detrimental to our employees and to our continued growth and future success.

The YMCA is committed to maintaining a drug-free workplace, and doing its part to eradicate substance abuse in our community. To promote a healthy and safe environment free of substance abuse within the programs, activities and premises of the YMCA of South Hampton Roads in accordance with the Mission Statement of the YMCA promoting well-being in spirit, mind, and body, the YMCA announces the following policy on drugs and alcohol:

Each individual associated with the YMCA will assume personal responsibility for his/her own actions. Substance abuse is a direct conflict of interest with the mission of the YMCA, which avows the well being of each individual in spirit, mind and body. Anyone with knowledge of illegal possession, use or distribution of drugs within the YMCA programs, activities and/or premises is to report such activities to his/her supervisor, respecting the confidentiality of that communication. Supervisors should immediately report such information to the Human Resources Department. If the person reporting the use or distribution of drugs is not comfortable reporting such to his/her supervisor, he/she may report it directly to the Vice President of Human Resources or Senior Vice President of Operations (COO). Persons who report drug and/or alcohol use will be protected from reprisal action take by the YMCA.

Employees who come forth to management with identified substance abuse problems will be required to seek treatment and rehabilitation. If employees are found to violate the YMCA's drug and alcohol policy prior to coming forth for treatment, he/she will be subject to disciplinary action up to and including discharge.

Employees suspected of possessing, selling or distributing drugs may be reported to the pertinent law-enforcement authorities. Should an employee be in possession of any dangerous substance or involved in any substance abuse on the job, that employee will be subject to disciplinary action up to and including discharge. From time to time, the YMCA may conduct random drug testing.

In compliance with the Department of Transportation (DOT) regulations, employees with responsibilities of driving multi-passenger vehicles in excess of 15 passengers will be subject to drug and alcohol testing. In addition, the YMCA will randomly drug test all employees throughout the year. For further information, see the Alcohol and Others Drugs Policy manual. Copies may be obtained from human resources.

Section 13. Employment of Relatives (Nepotism)

Relatives by blood, marriage or adoption may not be directly supervised by another relative in the YMCA of South Hampton Roads

Exceptions to any of the above may only be made by the President/CEO or a designated representative.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflict from outside the work environment can be carried into day-to-day working relationships.

Employees who become engaged and are married after employment at the YMCA may not remain in the same branch as long as one is in a supervisory position to the other. Should one become supervisor to the other, a position if available will be offered to one spouse at another center.

Section 14. Expense and Allowances

Appropriate expenses incurred while on approved YMCA business shall be reimbursed. Such expenses may include:

- Travel expenses, including fares, mileage, meals and lodging.
- Conference and training event expense, including those related to travel, meals, lodging and registration fees.
- For exempt employees, membership dues and meals in a service club, professional society (including APD) or community organization where such membership is deemed advantageous to the YMCA interest.

The YMCA, in its sole discretion, shall determine the appropriateness of expenses for which an employee seeks reimbursement.

Section 15. Garnishment and Wage Assignments

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

Section 16. Safety and Security

A safe, healthy and environmentally sound work place for all employees is accomplished through a variety of YMCA activities including safety education, training on the use of certain equipment and job instruction.

All employees have an obligation to support and abide by any safety or security programs that may be instituted.

The following are expectations for increasing our safety factor:

- Aquatics, childcare, and membership staff must attend Bloodborne Pathogens training prior to working on the floor.
- Employees must attend pre-employment training prior to working in their hired positions.
- Realize that safety is your responsibility, make sure you know all the safety angles.
- Be a people protector – excited small children, and even busy adults, sometimes find it hard to be careful at all times. Our reputation depends on your concern for the safety of our members.

Remember:

- Report any safety hazard to management.
- Follow up on your concerns – see that the situation is addressed.
- Constantly search out accident hazards.
- Check for good housekeeping habits that everyone can do.

Smoke-free Workplace

Smoking is prohibited on YMCA facilities, vehicles or property, unless it is designated as a smoking area.

Sun Exposure

Over-exposure to the sun can cause eye and skin injury. Repeated exposure may cause premature aging of the skin and skin cancer. Employees should understand that the nature of their position might expose them to the sun from time to time or frequently. Employees are required to use sunscreen while working outside during daylight. It is the employee's responsibility to obtain sunscreen from his/her supervisor to use while working in the sun and to use the sunscreen according to the manufacturer's recommendations.

Emergency Communications Procedures

The following procedures are to be followed at your Branch in the event of a crisis or emergency. These guidelines define contacts and information release procedures. Each staff member should have a copy, and the procedures should be posted in your vehicles and offices.

1. Help the person and/or attend to the situation. This takes precedence over everything else. Secure emergency professional assistance. (Send for help).
2. Immediately call:
 - Branch Executive: who will take charge of the situation, provide direction, and collect information.
 - Senior Vice President of Operations (COO) Risk Manager or President/CEO of the YMCA of South Hampton Roads (757) 624-9622.
3. Determine facts correctly and exactly.
4. If and when the media contacts the Y, be supportive by addressing all questions to the YMCA spokesperson. Do not make statements or offer opinions. "No Comment" is the incorrect response. "The YMCA spokesperson can be contacted at (757) 624-9622 and will be helpful in answering your questions" is the correct response.
5. Refer all media inquires to:
 - William H. George – Senior Vice President of Operations (COO), 624-9622, ext. 34
 - Terri Reedy – Communications/Marketing Director, 233-9768, ext. 18
 - Charles E. Harris – President/CEO (757) 624-9622.

Security

Security is every employee's responsibility. Please be alert. Any questions about unauthorized personnel or other security matters or unsafe practices should be reported immediately to your supervisor.

Section 17. Dress Code

It is expected that all employees will maintain a positive and conservative image and dress in a neat, appropriate manner for their position. Professional dress is an expectation of management, unless the employee is working in a program service area. Employees whose position requires uniforms

will have at least one uniform furnished upon the date of employment at the expense of the YMCA. Subsequent uniforms and related expenses are the responsibility of the employee. Appropriate name tags should be worn by employees. Employees whose appearance causes disruption in the workplace may be sent home and time away from work will be unpaid.

Personal Hygiene: All employees should observe good personal hygiene practices at all times. All employees should endeavor to present a neat, clean, and well-groomed appearance.

Hair: Hair must be clean, neatly groomed, and professional in appearance. Long hair that obstructs vision or interferes with an employee's performance must be pulled back and secured so that it does not fall forward over the shoulder. Unusual or unnatural colors or cuts are not acceptable.

Male employees should be clean-shaven. If a mustache or beard is worn, it must be neat and closely trimmed.

Cosmetics/Colognes/Perfumes: Make-up, if worn, must be worn conservatively. Employees should refrain from the use of cosmetics, colognes, perfumes or any substance or materials that could be offensive, irritating, or create an allergic reaction to others.

Fingernails: Nails should be clean and filed smoothly to a safe length that does not interfere with the employee's duties, or be considered hazardous or extreme.

Jewelry: Jewelry should be worn conservatively and should be limited in size and number (i.e., excessive amounts of earrings (no more than two pair), lapel pins, rings, etc.) Men are not permitted to wear earrings. Jewelry must not interfere with job performance or be considered hazardous, offensive to others, or detract from the professional appearance of the individual in any way. Jewelry worn visibly on parts of the body such as the navel, face, tongue, or toes, etc. is unacceptable. Ornaments of this nature must be removed while the employee is on duty, in training or in the facility.

Name Badges: YMCA name badges are to be worn in full visibility above the waist at all times except where an Employee is engaged in some form of aquatic activity, including life guarding, in which wearing of the name badge would be impractical. In such circumstances, the Employee should display the name badge immediately upon concluding the aquatic activity.

Foot Wear: Shoes are to worn at all times and should be job appropriate, except in water-based activities. Shoes must be neat, clean, professional and worn at all times. Tennis shoes in good condition must be worn in all areas that have fitness equipment, sports activities, and childcare. No open-toed shoes will be permitted in childcare, fitness, housekeeping or maintenance. Other footwear must be professional looking, clean and in good condition.

Shorts/Trousers/Skirts/Dresses: Any shorts/trousers/skirts/dresses that expose the legs should be at an appropriate length (midthigh or longer) that is not offensive to our customers, the public, or other employees. Trousers must be worn at waist level. All bathing suits must be one-piece bathing suits.

Undergarments: All employees are to wear properly fitted and properly colored undergarments at all times. Undergarments are not to be visually discernable under uniforms or clothes.

General Attire: All employees are expected to maintain a clean and neat appearance that exhibits professionalism in the work environment and is non-disruptive. All apparel worn to work must be neat, clean, pressed, and in good condition.

Tattoos: Management will have the discretion to direct employees to cover any visible tattoos. Distracting, noticeable concealers for tattoos or piercings are not acceptable. Tattoos that cause disruption to the workplace or are not consistent with the mission of the YMCA will not be permitted to be displayed.

Unusually faded or soiled T-shirts or hats may not worn. Any clothing with subjective or offensive language and/or pictures is not permitted.

No gum chewing or eating is permitted at or in the vicinity of member service stations, service desks or lifeguard stands.

Any employee not suitably dressed or groomed may be sent home, without pay, until such time as the employee presents himself/herself in a state and dress that adheres to the Dress Code Policy. If an employee fails to abide by this policy, further disciplinary action may be taken including suspension or dismissal.

Employees should be sensitive not to wear YMCA staff shirts and/or name badges after work hours when activities or circumstances could compromise the YMCA's image. YMCA staff shirts should be carefully discarded or donated so that identity confusion does not occur with persons not employed with the YMCA.

Certain employees may be required to wear YMCA staff uniforms, either at special events or daily. The YMCA will provide one such uniform to each employee at its expense.

This dress code policy may be modified by the YMCA at any time to meet any applicable law or regulation.

Section 18. Confidentiality and YMCA Employees

The YMCA and its members view certain information as confidential, and YMCA employees should take steps to maintain confidential information. Employees should treat information regarding the salaries and wages of YMCA employees as confidential. Likewise, employees should consider the identities of donors and the amounts of their donations as confidential. Also, the identities of persons who are beneficiaries of scholarships or other assistance are confidential. YMCA employees should not discuss confidential information with members or participants in YMCA programs. Employees should only discuss such information in response to inquiries from supervisors and with employees who have a legitimate need to know the information. Employees who are found to have violated this policy will be subject to disciplinary action up to and including termination of employment.

Under no circumstances should YMCA employees discuss the physical or mental health of members or participants in YMCA programs and activities with other members or participants. This prohibition specifically includes references to illnesses, disabilities, and accommodations of disabilities. So long as a member or participant is considered to be able to participate in a particular program or activity without posing a health risk to himself or herself or to others, issues related to his or her health are private matters which YMCA employees should not discuss with other YMCA

members or participants. If a member or participant is considered to be unable to participate in a particular program or activity without posing a health risk to himself or herself or to others, then the matter should be discussed only with the member or participant or in the case of minors, a parent or legal guardian, and such discussion should be conducted by the Branch Executive or program director.

Section 19. Babysitting Policy

Employees are prohibited from baby-sitting members' children outside the YMCA without prior approval. This would include the transportation of these children or having the children under the employee's care outside the normal YMCA childcare program. If an employee should violate this policy, disciplinary actions, including termination of employment from the YMCA, may occur.

The only exemption to this policy would be if the employee and member had a pre-existing relationship. For example: (the employee and member were neighbors prior to employment).

ARTICLE VIII – Wage and Salary Administration

The YMCA maintains a wage and salary administration plan to provide that all employees are paid in relation to their responsibility and value which they contribute to the Association's success. Within the capability to do so, employees are also paid at a level which compares favorable with salaries in other similar organizations.

ARTICLE IX – Employee Benefits

Section 1. Benefits Philosophy – Employee benefits represent a significant part of an employee’s compensation package. They help provide security and protection against stresses which otherwise could disrupt the individual employee’s work and family life. The YMCA’s benefits program is focused to enhance the work environment. It is responsive to the increased recognition that employees have different needs, depending on their age, marital status and dependents. The YMCA’s benefits program complies with and supplements government-mandated laws and regulations. Descriptive materials, related to benefits, are provided to employees during their initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the YMCA.

Section 2. Eligibility for Benefits – Full time

All employees classified by the YMCA as full time employees (exempt and non-exempt) are eligible to enroll for benefits upon such classification. However, full participation may be subject to meeting the plan requirements of specific benefits coverage or by other restrictions, detailed in other parts of these guidelines. Subject to the amount of benefits offered to full time employees of the YMCA, there will be no interruptions of benefits for employees in the same classification who have been transferred from another YMCA Association.

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

Section 3. Benefits Provided by the YMCA for Full time employees

Health Care Benefits

All full time employees are eligible to participate in one of several health care benefit plans (including dental) the YMCA offers. Participation is optional and the costs are shared by the employee and the YMCA in a contribution formula which is subject to annual review. The specific regulations regarding benefits, limits, classifications, definitions and general provisions are covered in the health insurance contracts. An employee’s participation in any of the plans must be decided within 30 days of employment. Some plans may require enrollment by the first of the following month, resulting in a full month’s premium in advance. The only other time employees may enroll or change is during the open enrollment period in the fall. Additionally, a family status change may also allow a change or enrollment in a plan as specified in the health insurance contract. Family status changes may include the following:

- Marriage
- Divorce
- Termination or commencement of spouse’s employment
- Changing from full time to part time or from part time to full time employment by you or your spouse.
- Birth or adoption of a child
- Death of a spouse or child
- Significant change in health coverage due to spouse’s employment
- Taking unpaid leave of absence by you or your spouse

Continuation of Health Coverage – Federal law requires those employees and/or their families be offered the opportunity for a temporary extension of their existing health coverage (at the group rate) in certain cases where it would otherwise terminate. Eligible individuals are:

- Employees who lose coverage because of a reduction in the hours of their employment.
- Terminated employees (except for those terminated for gross misconduct).
- Covered dependents in certain circumstances as prescribed in the federal statutes.

Individuals, eligible for this extension of coverage, must request it in writing within 60 days from the date on which their existing coverage would end. They must also agree to pay the full premium cost of such coverage. If a terminated employee does not choose continuation coverage, health insurance will end on the last day of the month in which premium has been paid.

A more detailed summary of each plan will be supplied to all eligible employees and distributed to the employee upon notification of full time status to the Human Resources Department. Employees may view the actual plan documents simply by making an appointment with the Human Resources Administrator. The benefit plan supersedes this manual in the event of any conflict. Contact the Human Resources Department for more benefit and eligibility information.

Section 125/Cafeteria Plan

The YMCA maintains a Section 125 (Cafeteria Plan) for full time employees. Enrollments are done in late fall for participation the following year. There are three options of benefits you may choose to participate in. They include the following:

Medical and Dental Insurance

When you elect to participate in the Pretax Medical and Dental Insurance Option of the Cafeteria Plan, your health deductions will be taken out of your check before taxes are taken out. This results in a lower gross amount being taxed overall.

Medical/Dental Reimbursement Account

When you elect to direct dollars into the Medical/Dental Reimbursement Account, this money is set aside here at the YMCA until it is needed to reimburse you for eligible expenses. By putting aside dollars in this account, you can pay (on a tax-free basis) for such expenses as deductibles, orthodontia, major dental work, eyeglasses and routine physical exams for you and your dependents.

Dependent (Child Care) Reimbursement Account

Through this account, you may pay the dependent child care expenses necessary for you (and if you are married, your spouse) to work up to \$5,000 per year or \$2,500 per year if you are married filing separately. These dependent care expenses reimbursed through your Cafeteria Plan are tax-free dollars.

A more detailed summary of each plan will be supplied to all eligible employees and distributed to the employee upon notification of full time status to the Human Resources Department. Employees may view the actual plan documents simply by making an appointment with the Human Resources Administrator. The benefit plan supersedes this manual in the event of any conflict. Contact the Human Resources department for more benefit and eligibility information.

Long Term Disability Insurance

The association provides a long term disability plan for full time employees. Coverage begins after 90 day (13 weeks) of disability. A separate long term disability manual, providing information on eligibility and extent of coverage, will be available to employees. Employees on long term disability coverage shall be considered the same as those employees on “extended leave of absence”: but will be termed on “disability leave of absence”. Participation is a requirement of employment. The YMCA pays the full cost of coverage.

A more detailed summary of each plan will be supplied to all eligible employees and distributed to the employee upon notification of full time status to the Human Resources Department. Employees may view the actual plan documents simply by making an appointment with the Human Resources Administrator. The benefit plan supersedes this manual in the event of any conflict. Contact the Human Resources Department for more benefit and eligibility information.

Group Life Insurance

The YMCA of South Hampton Roads will make provision for the protection of employee beneficiaries through a group life insurance plan. This benefit pays up to one times the employee’s annual salary. Participation for eligible employees is automatic, unless it is specifically waived by the employee.

A more detailed summary of each plan will be supplied to all eligible employees and distributed to the employee upon notification of full time status to the Human Resources Department. Employees may view the actual plan documents simply by making an appointment with the Human Resources Administrator. The benefit plan supersedes this manual in the event of any conflict. Contact the Human Resources department for more benefit and eligibility information.

Child Care Benefits

The YMCA of South Hampton Roads provides child care assistance to all eligible employees as a benefit of employment. Given below is a brief description of child care assistance that may be provided when feasible. For more detailed information, please contact your local branch for services available.

Before & After School Program: Employees who have school-aged children requiring child care may enroll in this option at 50% of member rate. This benefit is considered a taxable fringe benefit and is subject to state, federal, and FICA taxes.

Preschool Program: For those employees with younger children, the preschool program allows an enriched day full of creative learning games and activities. This benefit is considered a taxable fringe benefit on the portion of the fee not paid by the employee and is subject to state, federal and FICA taxes.

Part time employees pay member rate. Full Time employees pay 50% of member rate.

Summer Camp (Excludes Camp Silver Beach)

The YMCA of South Hampton Roads provides premier camp programs for school-aged children of employees during summer recesses at 50% of member rate. Certain restrictions apply. For more information, see the Child Care Director of your local branch. Staffs’

child(ren) who participate in more than four weeks (20 days) of camp will be subject to the taxable fringe benefits requirements.

Camp Silver Beach: Full time employees may utilize a 50% discount in sessions where there is space available to full time employees.

Toddler/Infant Care: This program is not a taxable fringe benefit. Employees must pay the full member rate.

Part time employees must actually be present at the YMCA during the time his/her child(ren) is in YMCA childcare.

No more than 10% of a child care program can be utilized by staff children.

Cafeteria Plan/Flexible Spending Account: This benefit allows pretax dollars to be used to pay for child care related expenses. For more information, see the explanation listed in a previous section of this handbook or contact the Human Resources department.

Section 4. Benefits provided to both Full and Part Time employees

Part Time Health Insurance

Part time employees who are regularly scheduled and work 20 or more hours a week have the opportunity to enroll in a health benefit program with Strategic Resource Company. This benefit is available to newly hired part time employees during their first month of employment or during the plan's open enrollment period. Otherwise, only a family status change (as outlined in the Section 125/Cafeteria Plan) will entitle an employee to enroll or make changes to their plan. More information is available from the Human Resources Department.

YMCA Retirement Fund

The YMCA of South Hampton Roads participates in the YMCA Retirement Fund. This benefit provides retirement, permanent disability and death benefits for employees of participating YMCAs across the United States. The YMCA of South Hampton Roads and participating members are subject to the Retirement Fund by-laws and the YMCA reserves the right to amend its participation in the Fund at any time within the terms and conditions of the Plan. The Fund may amend the Plan at any time and may also be amended at any time to conform to applicable federal law.

The YMCA of South Hampton Roads contributes 12% of each participating employee's monthly compensation to the plan. Employees are fully vested after three years of service. (effective July 2002) –Retirement Fund

- Employee participation is a condition of employment for all full and part-time employees 21 years or older who work 1,000 hours within twelve months. Retirement enrollment for these employees will be effective the first of the month immediately following completion of 12 months of employment.
- Employees who are current participants of the Retirement Fund and who transfer from another YMCA will have this benefit continued without interruption.

- Eligible employees who are under the age of 21 at the time of hire will be required to participate as a condition of employment after their attainment of age 21, on or the first of the month following the anniversary date of their hire date provided they meet the requirements above.
- Employees will receive specific information regarding the retirement plan that pertains to them upon hire for full time employees or at the time they become eligible for retirement benefits.

Participants may make additional after-tax contributions or tax-deferred contributions by payroll deduction to the YMCA Retirement Fund to provide increased benefits at retirement.

New employees are eligible immediately to contribute to the Fund on a voluntary contribution basis. – Retirement Fund

YMCA Membership (wellness Program)

In keeping with the purpose and philosophy of the YMCA of South Hampton Roads, Association membership is provided to employees and their families for an opportunity to strengthen and enrich family life while actively improving their health and well being. When participating in programs offered by the YMCA, employees and their families are reminded they represent the YMCA of South Hampton Roads and are “role models” for our regular membership.

Full time employees and the dependent members of their households will be granted family memberships for the duration of their employment in the YMCA. When an employee or dependent wishes to participate in a program, it is free unless the program is sponsored by an independent contractor where the YMCA would pay a fee for the service utilized by the individual. In this case, the employee would pay the cost being charged by the independent contractor to the YMCA. (For information on child care services, see Child Care Services section in this handbook.)

Part-time employees will be granted an individual community wide membership as a benefit of employment. Part time staff wishing to upgrade to a family membership may do so by paying the difference in the rate. Branches reserve the option of placing restrictions on staff use during peak time usage of dues paying members. The Branch Executive must approve this benefit prior to its implementation. Part time employees may register for YMCA programs whose enrollments are limited by paying the member rate.

Memberships and admission to YMCA programs provided to employees and their family members may be revoked by the YMCA at any time in the sole discretion of the YMCA and create no vested rights.

Section 5. Benefits required by law to all employees

Social Security

All employees are required to participate in the Federal Insurance contributions Act system known as Social Security. Employees and the YMCA share in the contribution to Social Security in such proportions as mandated by law.

Workers' Compensation

The YMCA of South Hampton Roads provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course and scope of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or if the employee is hospitalized, immediately.

It is the employee's responsibility to inform their supervisor immediately if he or she has a work related accident or illness. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. For more information, contact our metropolitan offices.

Neither the YMCA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the YMCA.

All employees requiring medical attention as a result of a work-related injury must select a physician from the three offered them chosen from the physicians' panel. Any follow-up treatment or specialist must be selected from the physicians' panel. If emergency treatment is required, treatment should be obtained at the nearest available facility. If an employee selects not to use a physician referred to him/her, the employee will be personally responsible for paying for treatment.

Unemployment Compensation

All employees are covered by this insurance to provide security for those persons unemployed through no fault of their own. The YMCA pays the entire cost of this insurance. It is the employee's responsibility to file any claim.

Section 6. Provisions for Time Not Worked – Regular Full time Employees

Holidays

All full time employees receive 11 paid holidays per year. These are arranged in recognition of customary national, state and local prevailing practice. The YMCA observes eleven (11) paid holidays (7 recognized and 4 floating)

-APD

New Year's Day	Thanksgiving Day
Good Friday	Christmas Day
Memorial Day	Independence Day
Labor Day	4 (four) Floating Holidays

All full time employees will be paid for such holidays, provided they work all of the last scheduled workday immediately prior to and the first scheduled workday immediately following the holiday, unless excused by management. Holidays on which you do not work will not be included when computing overtime for the week in question. This section will not apply to part time employees.

Floating holidays are intended to be used to observe predictable days of personal significance. Employees are to schedule these each year and notify their supervisor as far in advance as possible.

Any holiday taken other than those stated above must be approved by his or her supervisor in advance and charged as a vacation day.

Efforts to reasonably accommodate employees to take time off for religious observances other than those holidays provided above will be undertaken providing a written approval has been granted by

the supervisor two weeks prior to the holiday. In such cases, the religious holiday will be substituted for one of the days identified as a floating holiday, taken without pay or taken as a vacation day.

Vacations

The YMCA believes that it is beneficial to both the 12-month full time employee and the YMCA that the full time employee takes a paid vacation annually. Vacations are to be scheduled with and approved by the employee's supervisor during those periods that best suit the needs of the YMCA. If a medically documented illness occurs within an employee's vacation period, additional vacation days (equivalent to the day of illness) may be granted. Vacation time is not cumulative. Employees are to expend all earned vacation during the year it is earned and must be taken no later than December 31st.

For vacation benefits purposes, a week is equal to 5 working days.

Years of Service after Calendar Year

Exempt/Salaried Employees		Non-Exempt/Hourly Employees	
After 6 months	1 week	After 6 months	1 week
After 1 year	2 weeks	After 1 year	2 weeks
After 3 years	3 weeks	After 5 years	3 weeks
After 5 years	4 weeks	After 10 years	4 weeks
After 10 years	5 weeks	After 15 years	5 weeks

Part time employees who work 20+ hours per week will be eligible for 20 hours per year of time off. Part time employees are eligible for this benefit after six (6) months of service.

The following conditions govern the vacation policy:

Employees switching from part time status to full time (exempt or non-exempt) status will begin their vacation eligibility calendar from their date of status change. For example, a part time employee who has worked 3 continuous years with the YMCA and is switched to full time exempt or non-exempt status will be eligible for 2 weeks vacation after 1 year as a full time employee.

Full time employees switched from non-exempt to exempt status or from exempt to non-exempt will assume the vacation eligibility criteria immediately in the new status. For example, a non-exempt full time employee who has 3 continuous years of service and is switched to an exempt status will automatically be eligible for 3 weeks of vacation in that year.

An association recognized holiday falling within an employee's vacation period would not be counted as a vacation day.

Scheduling vacations is the joint responsibility of an employee and his or her supervisor: All employee vacation schedules must have the supervisor's approval.

Full time nonexempt employees cannot schedule vacation in increments of less than four hours (i.e., no less than 1/2 day) or used to put a person into overtime rate. Full time exempt employees cannot schedule vacation less than one full day.

Employees transferring to the YMCA from another YMCA should receive no less than their current vacation time, to a maximum of 5 weeks.

Vacation is a privilege, not a vested right, and is used to enhance an employee's performance while employed by the YMCA of South Hampton Roads through the provision of paid time away from the office to be spent as the employee wishes. Because vacation is a privilege and not a right, the YMCA of South Hampton Roads reserves the right to use its discretion in evaluating individual situations and to make adjustments, advances or increases in the rates at which employees accumulate vacation as the YMCA of South Hampton Roads deems appropriate. Further, because vacation is a privilege designed to enhance performance while employed, the YMCA retains the discretion to determine whether an employee will be paid for unused vacation leave upon termination of employment, but requests for vacation accompanied by a notice of termination of employment will be denied. Branch executives shall have the discretion to permit employees who terminate employment to be paid for a percentage of unused vacation leave which equates to the percentage of the work year which has passed at the time the Employee terminates. For example, an employee who resigns after six months in a particular year may be paid for 50% of the employee's unused vacation leave. Employees fired for cause will not be given the opportunity to take vacation at the end of their employment.

The Vacation eligibility Schedule (12 month full time employees)

Each new full time employee would receive during their first year of full time status, 1 week paid vacation after the first 6 months, and 2 weeks after January 1st, once he or she has had 1 year of full time employment.

Hired in the month of:	Vacation eligibility within the 1st year
January	Following July – 1 week, Following January 2 weeks
February	Following August – 1 week, Following January 2 weeks
March	Following September – 1 week, Following January 2 weeks
April	Following October – 1 week, Following January 2 weeks
May	Following November – 1 week, Following January 2 weeks
June	Following December – 1 week, Following January 2 weeks
July	Following January – 1 week, Next July 1 week
August	Following February – 1 week, then following August 1 week
September	Following March – 1 week, then following September 1 week
October	Following April – 1 week, then following October 1 week
November	Following May – 1 week, then following November 1 week
December	Following June – 1 week, then following December 1 week

Time off for 10 month full time employees

10 month, full time employees are those persons who are regularly scheduled to work 40 hours or more each week during the school year. These employees can earn one-half day per month (the 1st year of employment) to be used for personal or sick days. After the first year of employment, the employee will receive one additional day for each year of service to the YMCA of South Hampton Roads; not to exceed 10 days per year. Days earned may not be carried over from year to year and may only be used while the program to which the employee is assigned is in operation.

Sick Leave and Short Term Disability

Full time employees who are absent due to personal illness are entitled to a salary allowance based on the following:

- During the first year of continuous employment, full time employees shall be allowed one day of full pay for each month of employment, up to a maximum of ten working days. Thereafter, sick days are credited to January 1st.
- After one year through the end of the second year of continuous employment, fifteen working days at full pay will be entitled.
- After three years through the end of the tenth year of continuous employment, twenty working days at full pay will be entitled.
- After ten years of continuous employment, up to 90 days as follows:
 - First month full pay
 - Second month 80% of full pay offset by Worker's Compensation or other insurance.
 - Third month 70% of full pay offset by worker's compensation or other insurance.
 - Months thereafter; Long Term disability Insurance will be set in place. Long Term disability is 66 2/3% of your base monthly earnings reduced by benefits payable from the other sources listed in the YMCA Long Term disability Income Plan booklet. Eligible employees may request information regarding this benefit from the Human Resources Department.

One month constitutes twenty-two working days

Unused sick leave is not cumulative from one employment year to the next

Unused sick leave is not paid at time of termination

Employees must notify their supervisor using a sick day as soon as possible so that a substitute may be called if possible.

The YMCA reserves the right to request from the employee a physician's certificate establishing reason(s) for absence due to illness or accident whether arising out of the course of employment or not.

The sick leave benefit is for use only in actual illness, and should not be viewed as a holiday or vacation to which the employee is entitled whether or not her or she needs it.

A certificate from a physician may also be required to establish fitness to return to work.

An employee may use up to 50% of sick leave for the care of a sick child, spouse, parent or guardian. Where an employee's spouse is employed and absence is due to a sick child, parent or guardian, the employee may only use sick leave on alternate days.

Personal Emergency Leave (Bereavement)

3 days of personal leave with pay, may be granted for the death of close friend or relative. This is a benefit for full time employees only, and permission must be obtained from a supervisor.

Recognition for Perfect Attendance

The YMCA feels strongly about good attendance of its employees. Therefore, the YMCA will recognize those full time employees who displayed perfect attendance for over a 12-month period by providing an additional compensation of \$200.00 to be paid in the following calendar year. However, if the employee leaves our employment before that time, it would disqualify them for this additional compensation.

Leave of Absence: The Family Medical Leave Act (FMLA)

An employee may be eligible for The Family Medical Leave Act (FMLA) if he or she meets the following criteria:

Eligible Employees

To be eligible for FMLA leave, an employee of the YMCA must:

- Have been employed with the YMCA of South Hampton Roads at least 12 months;
- Have worked at least 1,250 hours for the YMCA during that previous twelve-month period; and
- Be assigned to a worksite where 50 or more employees are employed by the YMCA within a 75 mile radius of the worksite

The FMLA entitles employees an unpaid leave of absence for up to 12 weeks during any 12-month period. Employees are required to use their earned vacation and sick leave benefits concurrent with the family and medical leave of absence. Once these are exhausted, the leave will continue without pay, for a total leave period of 12 weeks. Parents of new born and adopted children can exhaust up to a maximum of 6 weeks of their vacation and sick leave. Employees are entitled to FMLA for the following reasons:

- The birth of a child
- The adoption of a child or placement of a foster child
- The care of a sick spouse, child, or parent
- The employee's own serious health condition

Definitions

Child- anyone under 18 years old who is the employee's biological, adopted or foster child, stepchild, legal ward, or an adult legally-dependent child. This may also include a child for whom the employee has a day-to-day relationship.

Parent – Biological, foster or adoptive parents, stepparents, legal guardians.

Spouse - A legal marital relationship

Serious Health Condition – A “serious health condition” is a physical or mental impairment which involves one of six items:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay);
2. A period of incapacity requiring absence for more than 3 consecutive days that also involves continuing treatment by or under the supervision of a health care provider;
3. A period of incapacity due to pregnancy or for prenatal care;
4. Any period of incapacity or treatment therefor due to a chronic serious health condition, such as diabetes, epilepsy, etc.
5. Permanent or long-term period of incapacity due to a condition for which treatment may not be effective, such as terminal cancer or a severe stroke; or
6. Absence to receive/recover from multiple treatments by (or on referral by) a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.)
 - Please note that, unless complications arise, a cold, flu, earache, upset stomach, minor ulcer, non-migraine headache or minor dental problem will ordinarily not constitute a serious health condition. Likewise, taking over-the-counter medications, getting bed rest, drinking fluids or exercising do not constitute “continuing treatment.” Last, the FMLA does not provide leave for cosmetic treatments.

Intermittent Leave

The employee may take FMLA leave intermittently or on a reduced work schedule with prior approval when medically necessary due to the employee's or a family member's illness (such as for periodic medical treatments like chemotherapy).

Notice Required

Employees are to provide at least 30 days notice, if possible, of their intention to take leave. It is best to request a leave in writing.

Medical Certification

The YMCA may require Medical certification that the leave is needed due to the employee's own serious health condition or that of a family member. This may include the date a condition began and its expected duration; diagnosis; treatment, including hospitalization; and if applicable, a statement that you can't perform the essential functions of your job or that you're needed to help with a seriously ill family member. We may also, at our expense, require a second medical opinion. If the first and second opinions differ, we may request a third opinion, at our expense, which is binding. Employees are expected to report periodically to your supervisor, on request, about your status and intent to return to work. (You may be asked to provide re-certification of your own or your family member's medical condition).

Continuation of Benefits

We will continue the employee's health insurance under the same conditions as if the employee were working. Under this circumstance, the employee will still be required to pay his or her share of the premium for health insurance. Leave under this Act is not a "qualifying" event under COBRA.

An employee's use of the leave is not allowed to result in the loss of any employment benefits that accrued prior to the start of the employee's leave. However, we are not required by law to accrue the employee's seniority or employment benefits during the leave time.

Return to Job

Upon the conclusion of an FMLA leave, you are generally entitled to reinstatement to the same position, including shift, you held before your absence or to an equivalent position. Reinstatement can be denied under the following circumstances:

- A) where you would have been removed from the position irrespective of the FMLA leave (e.g. if the firm abolished the position);
- B) if you are requested to provide a certificate which confirms that you are fit for duty following the conclusion of an FMLA leave and you are unable to provide such a certificate;
- C) if you do not/cannot return to work after exhausting all the FMLA leave available to you;
- D) if you are a highly compensated key employee; or
- E) if you lose your qualification for the position due to an inability to renew a license, attend a training course, etc. (an employee will, however, be given a reasonable opportunity to fulfill such conditions).

Jury Leave

Full time employees, who are called for jury duty, will receive their regular pay during such time of service; and may retain any fees, paid to them, for their duty. Jury duty shall not affect an employee's vacation allowance. Documentation of jury duty may be requested by the YMCA of South Hampton Roads in order to be paid.

Military Service

When an employee is called or recalled for active duty, the Association grants an official leave of absence without pay. Re-employment rights correspond with those provided by federal and state laws.

Employees who are completing their military training by service in a Reserve Component of the United States Armed Forces or National Guard are paid the difference between the regular salary and the amount paid by the Reserve Component or National Guard.

Compensation for Services to Outside Interest

Employees are permitted to provide consulting services to other YMCA's and kindred organizations with goals and objectives similar to that of the YMCA of South Hampton Roads upon prior approval of the President/CEO or designated representative.

A maximum of three working days per year may be utilized to serve in consulting or training roles internal and external to the Association.

The President/CEO may grant additional consulting or training days.

Other Benefits**APD Dues**

The YMCA will pay for the total annual APD membership dues for exempt staff.

Physical Examination

Senior Directors age 40 and above are encouraged to have an annual physical examination with the cost being paid and coordinated by both the YMCA and their health insurance. A personal physician may be selected but reimbursement may not exceed the amount established by the Association.

Employee Assistance Program

The YMCA, at its discretion, may offer an EAP program. This program is a confidential evaluation and counseling service by an outside agency that is available for full-time employees and their family members. It has been established to help YMCA employees and their family in resolving personal and/or job related problems that could cause a negative impact on the employee's job performance.

These situations may consist of not only drug and alcohol problems, but also family adjustment problems (divorce, parenting, the stress of caring for an elderly or disabled family member), mental health problems (depression, how to handle stress), and financial problems, to name a few.

Full time employees wishing to use these services may call 1-800-854-1446 to reach an EAP counselor. After hours or emergencies, you may contact the Crisis Center at 399-6393 or Peninsula at 245-0041. More information is available from the Human Resources Department.

Article X – Staff and Career Development

Section 1. Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

Section 2. Salary Increments

Merit-based pay adjustments (if any) are awarded by the YMCA from guidelines of a salary administration program. Merit increases are an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Such performance evaluations shall be conducted by the employee's immediate supervisor, documented in written form, reviewed with that employee, and placed in the employee's personnel file.

Section 3. Y University/ Staff Development and Training

Though professional development is the primary responsibility of the individual, the Branch Executive shall be responsible for providing such opportunities for the staff as a part of his/her management functions.

The YMCA recognizes the quality of its work as related to continuous career growth and training opportunities for employees. Based on the employee's individual career plan, the job responsibilities, and the Association goals being achieved, the YMCA provides educational and training opportunities for all employees through our *Y University* training program. All employees are encouraged to participate in this program and develop their knowledge through the various courses offered. For additional information regarding *Y University*, see your supervisor or contact the Human Resources Department.

Tuition Reimbursement and other training expenses

Payment of fees for individual growth experiences shall be made available to full time employees who have completed at least one year of service and when approved by the related supervisor and President/ CEO or designated representative, and when such plans:

1. are submitted in advance for approval.
2. are deemed to be a special or needed benefit to the individual's career development with the organization.
3. will not interfere with the satisfactory discharge of responsibilities.
4. are included in the sponsoring unit's budget. Payment of costs is dependent on the employee's satisfactory completion of the program.

Assistance shall be given for:

1. Career Development Programs sponsored by the National Council of YMCAs – 100% tuition, room, board and travel will be paid by the Association.
2. Graduate/ Undergraduate Education sponsored by approved academic institutions – 100% tuition for one course per term will be reimbursed by the Association for educational courses applicable to an employee's career development providing:
 - submission of evidence of having a passing grade.
 - that prior written approval has been given by the employee's unit executive.
3. Workshops, Seminars, and Conferences – Payment of all authorized expenses shall be assumed by the Association, including travel, hotel, meals and registration, when such events are of benefit to the employee's job related and career development assignments. Prior approval must be given in writing by the employee's unit executive.

While educational assistance is expected to enhance employees' performance and professional abilities, the YMCA cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Article XI – Leaves of Absence

There are occasions when the best interest of the YMCA and/or an employee will be best served by maintaining an employment relationship despite that employee's absence from work. Any such absence should not result in significant additional expense or disruption of the YMCA operation. Only the CEO or the CEO's designate may grant a leave of absence with pay. Additionally, benefits may be continued during this period at the employee's expense.

Article XII – Separations

Employment with the YMCA is **employment at will**. “Employment at will” means that employees may end their employment at any time for any reason; and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause.

By definition, the term “separation” shall refer to any and all terminations of the relationship between, whatever classification, as an employee and the employer. For the sake of consistency, categories of separations will be as follows:

Section 1. Resignation

A voluntary choice freely made by the employee for whatever reason. An exempt employee is expected to give a minimum of thirty (30) days notice of resignation. A non-exempt employee is expected to give a minimum of two weeks notice of resignation.

Section 2. Retirement

The YMCA Retirement Fund has established the normal (non-mandatory) retirement age to be 65. Early retirement is available at age 55.

All eligible employees 21 years and older are required to participate in the YMCA Retirement Fund following one full year of employment and the completion of 1,000 hours of service within that 12-month period. Eligibility, benefits, definitions, and requirements related to the plan are determined by the Fund in agreement with the YMCA and in compliance with all federal laws.

The Association provides non-contributory participation for all employees who qualify at 12% of salary. Employees may contribute to the plan to provide additional annuity benefits for themselves.

The YMCA will provide health insurance coverage equal to the employee’s last level of enrollment for retired employees who qualify under the YMCA Retirement Fund as an additional benefit on a shared basis. If Medicare eligible (65), Medicare will be the primary coverage and the YMCA health coverage will be secondary. The health coverage will be available with the YMCA covering 50% of the premium cost for those employed by the YMCA for the previous 10 years. Those employed with less than 10 years of service will have to pay the full premium.

Section 3. Reduction of Work Force

A reduction of workforce refers to those terminations imposed by the Association because of economic necessity, operation/ program changes, re-organization or other reasons requiring a reduction in the number of employees.

Seniority and performance in any department should be a major consideration when reduction in work force brings about terminations.

Separation of any employee because of a reduction in work force may take place. Employees will receive separation pay equal to one (1) week’s pay for each year of continuous service with any YMCA after the 4th year of full time employment. All other pay will be calculated by paying 1 week’s salary per year up to a maximum of 20 weeks.

For example:

Length of service: 4 years – 4 weeks
 5 years – 5 weeks
 6 years – 6 weeks
 7 years – 7 weeks and so forth, up to 20 weeks for 20 years

An exit interview is recommended to afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to The YMCA of South Hampton Roads, or return of the YMCA-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

1. Availability of Work:

When separation of an employee is required because of a reduction of work force in any one unit, efforts shall be made to transfer the employee to suitable work within the same salary grade level in the another Association, or elsewhere.

2. Job and Career Counseling:

When a reduction of work force is imminent, all employees involved should be given the opportunity of job and career counseling.

Article XIII – Other Employment

Section 1. Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the YMCA wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the YMCA's business dealings. Contact the Human Resources Department for more information or questions about conflicts of interest.

Section 2. Outside Employment

Full time exempt employees may not hold regular and/or seasonal employment outside the YMCA.

If the YMCA determines that an employee's outside work interferes with performance or the ability to meet the requirements of the YMCA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the YMCA.

Outside employment of staff that constitutes a conflict of interest, the outside employment of competitors, or is contrary to the mission and values of the YMCA is prohibited.



YMCA of South Hampton Roads
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