

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

EMPLOYEE HANDBOOK

YMCA OF GREATER OMAHA

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Welcome to the YMCA of Greater Omaha

Welcome to the staff team at the YMCA of Greater Omaha! You now belong to one of the largest non-profit organizations in the United States. The Y was founded in 1844 by George Williams in London, England during the industrial revolution as a way to help young men who had moved to London from rural areas to keep them away from the “ills of the city”. It was an evangelical movement to connect these men to the ethical and moral values of Christianity.

The Y in Omaha was founded by a Union Pacific Purchasing Agent in 1866. Over time, the focus and programs of our Y has changed but the values remain the same – to provide life changing hope to all with whom we come in contact. We are a diverse organization in both who we serve and the individuals who work at our various Y locations. All are accepted regardless of their socio-economic status, religious beliefs, life style, etc. Our signature programs reflect the diversity of the communities that we serve (refer to the next page for a listing of our signature programs).

As a membership organization, satisfaction and retention of members and program participants is very important. No matter what position you hold, you plan an important role in the Y’s success.

This handbook identifies the benefits and general responsibilities that you have as an employee of the Y. If there is anything I can do to assist in your career development, or if you have ideas for new ways to serve our communities, feel free to call me at 402-977-4302.

Sincerely,

Leonard M. Romano

President & CEO

THE Y – IT'S MORE THAN YOU KNOW

IMPACT PROGRAM	YOUTH DEVELOPMENT	HEALTHY LIVING	SOCIAL RESPONSIBILITY
Out of school time and safety net programming for youth and teens <ul style="list-style-type: none"> • North Omaha • South Omaha • Downtown • Maple Street • Council Bluffs • McMillian Middle School • Homework help 	X		X
Juvenile Offenders Program	X		X
Youth Attendance Navigator	X		X
Teen employment and volunteerism	X		X
South Omaha Kids Café		X	X
Early childhood education <ul style="list-style-type: none"> • Early childhood centers • Preschool readiness • Refugee assimilation – Ready in 5 • Caregiver education – Early Learning Readiness 	X	X	X
Medically based wellness <ul style="list-style-type: none"> • Diabetes prevention • Diabetes management • LIVESTRONG® at the YMCA Cancer Survivors • Weight management • Arthritis 		X	X
Healthy Kids Day®	X	X	X
Branded youth sports (20,000 youth) <ul style="list-style-type: none"> • Jr, Mavericks™ • Jr, Huskers® • Jr, Storm Chasers™ • Jr, Reivers 	X	X	
Summer day camp (1500 youth/week)	X	X	
Progressive swim lessons <ul style="list-style-type: none"> • Free in North Omaha 	X		X
Respite program for teens with Autism	X		X
Housing for female veterans and their children		X	X
Adult volunteerism	X		X

Our Mission

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

Our Cause

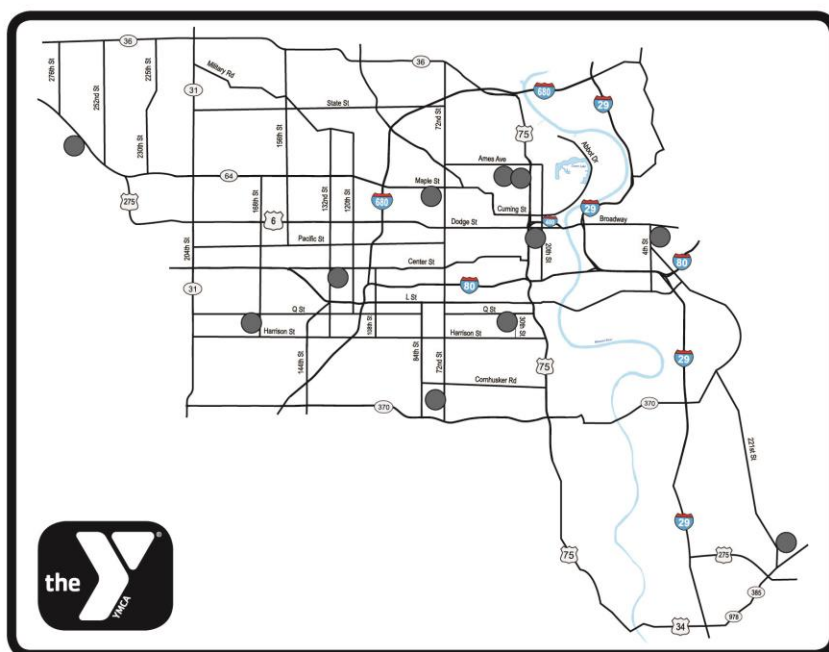
At the YMCA of Greater Omaha, strengthening communities and neighborhoods is our cause. Strong communities are the result of steady leadership and stewardship, which is what the Y is all about.

The threefold purpose of the YMCA of Greater Omaha is to cause life changing impact on those that we serve through programs that focus on Youth Development, Healthy Living and Social Responsibility. We do this through intentional program efforts and partnerships with over 135 other not for profit agencies, schools and organizations.

The Y provides a variety of programs that support educational achievement, early learning readiness, alternatives to teen violence, health/wellness intervention, child care, summer day camp, water safety, refugee assimilation, homework help, special needs integration and family programs.

The Y is open to all people regardless of their ability to pay for programs and services, and as a result we provide over \$1,200,000 of financial assistance each year. By investing in our kids, our health, and our neighbors, the YMCA of Greater Omaha ensures that everyone, regardless of age, income, or background, has the opportunity to thrive—thereby strengthening our community.

THE Y'S REACH IS COMPREHENSIVE



The YMCA serves a lot of people in the greater Omaha area.

Birth to 5 years	8,589	
Elementary 6-11 years	18,646	
Middle/High School 12-17 years	11,318	= 38,553
Young Adult 18-29 years	10,831	
Adult 30-54 years	20,260	
Adult 55 years + up	7,625	= 38,716
TOTAL	77,269	

Serving the Community

A wide range of programs at the YMCA branches makes a difference in the lives of people. Everyone in the greater metropolitan area is within 20-45 minutes of one of the YMCA membership branches, program sites, or camp.

Purpose of Employee Handbook

This handbook is a summary of the employment policies, employee benefits, procedures, rules, and regulations of the YMCA of Greater Omaha. It has been prepared for informational purposes to help provide for orderly and efficient operations and to achieve the purpose and goals of the YMCA.

The Association Personnel Committee, appointed by the Board of Directors, shall periodically review, revise, and interpret this handbook. Amendments and changes to it may be made only by the President or Board of Directors of the YMCA of Greater Omaha. YMCA.

The President/CEO or his/her designated representative is authorized to hire, promote, reassign and release all employees; to define duties; to adjust rates of pay within the budget as approved by the Board of Directors of the YMCA of Greater Omaha; and to work out procedures subject to the conditions set forth in this policy.

This handbook sets forth information which should be used as a guide. Changes in federal or state laws, in business conditions, in administering policies or other such factors, may require management to change policies outlined in the handbook without notice. While the handbook will be updated as needed, please see your supervisor if any questions arise. Likewise, as your handbook is a guide, it should not be construed to create an employment contract. Employment remains at-will, and can be terminated by you or the YMCA, with or without cause, and with or without notice, at any time.

An employee cannot rely on oral representation or assurances regarding an offer of employment, or an offer of continued employment, made to an employee by any supervisor or representative of the YMCA of Greater Omaha. In the event of a contradiction between the handbook and any statement made by a supervisor or representative of the YMCA of Greater Omaha, this handbook shall govern.

Philosophy of Personnel Policies and Practices

The quality and caliber of employees, the effectiveness of their work, and their shared enthusiasm for the Association play a major role in the attainment of the YMCA purpose and goals. Because we are a people-centered association, we have a very real concern for the needs, aspirations, and opportunities for growth of all employed personnel.

The mutual interests of members, participants, guests, employees, contributors, and the community depend on maintaining a fiscally sound operation. This requires a cooperative effort on the part of the total employee team. Certain expectations will exist on the part of the employee, YMCA management, and volunteers in such a spirit of cooperative purpose and effort.

EMPLOYMENT POLICIES AND PRACTICES

Employment Classifications

The YMCA of Greater Omaha recognizes five categories of employees:

- a. **Full-Time Employees** – Employees working 38 hours or more per week on a 12 month basis.
- b. **30+ Employees** – Employees working at least 30 hours per week but less than 38 on a 12 month basis.
- c. **Part-Time Employees** – Employees hired to work and regularly scheduled to work less than 30 hours per work week, or hired to work 30 hours per week on less than a 12-month basis.
- d. **Seasonal Employees** – Employees employed for a specific time, (usually less than 4 months) regardless of the number of hours worked per week (i.e. summer camp staff).
- e. **Inactive (Sub) Employees** – Employees working on an as needed basis. These employees do not have a regular schedule but fill in when staff is needed. Please see our Inactive worker policy.

In addition, employees are either Exempt or Non-Exempt:

- a. **Exempt Employees** – Those who are classified as “exempt” according to the Federal Fair Labor Standards Act. They are paid on a salary basis and are not subject to premium pay for overtime. They include full time professional staff related to program or administrative functions, and other related supervisory staff.
- b. **Non-Exempt Employees** – Those who are classified as “non-exempt” under the Federal Fair Labor Standards Act and include full and part time personnel. They are required to record their time worked on a daily basis and are eligible for overtime pay.

The Employment Process

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of staff/volunteers.

The YMCA has created an environment in which child abusers are **not** welcomed.

1. A minimum of two reference checks on all perspective employees will be conducted, documented and filed within the branch personnel file prior to employment.
2. A team approach to personnel selection is recommended.
3. It is recommended that staff/volunteers providing direct care for children will be identified by a badge/name tag or uniform that is familiar to the children with whom they work. Children will be instructed to avoid any person not so identified.
4. Criminal background checks are conducted for all staff/volunteers.
5. Successful completion of check is a condition of employment for all
6. Employees. Convictions will be evaluated on a case by case basis. Applicants who fail to fully disclose their criminal convictions as required will not be hired or will be terminated if hired.

Hiring of Minors

Minors under the age of 16 are not to be allowed to work for the Association in any capacity without a work permit. This is not only Association policy, but required by the States of Iowa and Nebraska. No person under the age of 14 will be employed.

Work Schedule The schedule and number of working hours will be outlined at the time of employment. Deviations from the number of hours to be worked must be approved by the Executive Director, in accordance with state laws.

The Performance Review and Evaluation Process

The extent to which an employee moves up within a salary range depends greatly on overall job performance. Performance appraisals are a vital part of the salary program. Performance appraisals are scheduled on a yearly basis. The Performance appraisals are a very important part of career development. When performance appraisals are issued, a supervisor will schedule a discussion with the employee. He/she should be ready to take advantage of this chance to review the strengths and weaknesses of performance, whether or not performance objectives were met, and learn how to develop a capacity for greater responsibility. Performance is rated on job description responsibilities and performance objectives.

An employee's performance rating will be considered when salary is reviewed for pay increases. Performance ratings are also used to help evaluate candidates for promotion. If coaching is needed, a follow up review will be given to go over the post-coaching performance.

Dispute Resolution Process

We believe that our employees are our most important asset. By creating open channels of communication, we can promote a positive work environment and maximize productivity. An effective reporting system called **EthicsPoint** is a comprehensive and confidential reporting tool to assist management and employees in working together to address fraud, abuse and misconduct in the workplace while promoting a positive work environment. You can access **EthicsPoint** by going to <https://secure.ethicspoint.com/domain/media/en/gui/23313/index.html> or calling 877-213-1046 (toll-free).

All reports submitted through **EthicsPoint** will be handled promptly and discreetly with the objective of correcting the situation being reported.

Please pursue the following steps prior to lodging a complaint on **EthicsPoint**:

- Step 1: Discuss the problem with your supervisor.
- Step 2: Should you feel your supervisor's response/action is not satisfactory, you may then refer your complaint to the next level of supervision/management.

- Step 3: Should the above steps still have not resolved your issue, you may call Human Resources to assist in reaching a resolution.

The YMCA of Greater Omaha guarantees that reporters are completely anonymous (if they so choose) and reports submitted via **EthicsPoint** are confidential. No retaliatory actions will be taken against anyone for reporting or inquiring in good faith about breaches of the YMCA of Greater Omaha's policies or seeking guidance on how to handle suspected breaches of conduct.

The YMCA of Greater Omaha believes that the viability and integrity of our organization depends on the protection of our critical assets, including our people, physical assets, and information. We also believe that communication, internal controls, and processes must constantly adapt to the changing needs and objectives of the Association as well as to the changing environment. We appreciate your support and cooperation in maintaining the highest ethical standards possible.

EthicsPoint is NOT a 911 or Emergency Service. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

Use of Social Media

The YMCA recognizes the value of online social media tools for connecting with members, staff and volunteers. However, in order to ensure we maintain a values-oriented, positive, professional image, and to protect the safety and privacy of our members and staff, all employees must abide by the following expectations when using social media for work or personal purposes.

Failure to follow the above guidelines may result in disciplinary action, up to and including termination of employment.

Using Social Media for Work Purposes:

- Association-wide YMCA of Greater Omaha social media pages will be created and maintained by the Association Services and the Y locations. Locations have a specific person who manages their social media pages and accounts.
- No other public YMCA-related social media pages may be set up by any YMCA staff member without permission from Janet Sprague, Vice-President of Association Advancement.

Using Social Media for Personal Purposes:

- Many YMCA staff maintain individual pages on social media sites to connect with their friends and family during non-work hours.
- Be mindful that what you publish will be public for a long time – protect your privacy.
- Staff must remember that any of your personal information viewable by the public **MUST** abide by YMCA values and staff conduct expectations, whether or not you identify yourself online as a YMCA employee.

- Staff should recognize that they are personally responsible for the content they publish on social media sites. Additionally, staff can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary (protected by copyright), harassing, libelous, or that can create a hostile work environment.
- **Examples of inappropriate content include:**
 - References / photos of alcohol or illicit substances
 - Photos with revealing clothing
 - Disclosure of confidential information related to past, present or future employees, volunteers, members, participants, guests, donors, or other persons conducting business with the YMCA
 - Posting defamatory information about past, present or future employees, volunteers, members, participants, guests, donors, or other persons conducting business with the YMCA
- Postings that mention the YMCA should also "add value" and promote the positive community image of the organization at all times. Please always use the first person when posting so that it is clear that comments are your own personal opinion, not necessarily the opinion of the YMCA as a whole.
- Unless designated as an approved staff member using a social media site for a legitimate work purpose, accessing any social media site for personal purposes while at work is strictly prohibited. This includes accessing pages via office computer, laptop, or mobile phone.

Friending, Texting, and emailing Members and Volunteers:

- Sometimes, members and volunteers may ask employees to become their "friend" on social media sites. This is allowed, but employees must remember they are representing the YMCA at all times and refrain from posting inappropriate content; or create a more limited profile for work purposes and reserve their full personal profile for friends and family only.
- YMCA staff may NOT "friend" ANYONE under 19 on any social media site. This includes staff, volunteers and members under 19.
- YMCA staff may NOT have contact via social media, texting or any other source outside of the YMCA with ANYONE under 19. This includes staff, volunteers and members under 19.
- You must copy the Executive Director on all email communications with Members or Volunteers.

Posting Photos and Videos of YMCA Activities Online:

- Any photos or videos posted online must be posted through the YMCA Facebook pages by the approved staff.
- You may not post photos or videos from the YMCA on your personal Facebook page.
- All photos and videos posted must only include members and children who have signed a photo release.

Cell Phone Policy

- All employees must ensure that any confidential information of the Company transmitted, stored or received is protected from unauthorized access.

- Hourly employees are prohibited from using Cell Phones, Smart Phones. Cell Phones, Smart Phones are not to be used by hourly employees at any time while on duty, unless approved by their supervisor.
- Except in cases of emergency, employees are prohibited from using Cell Phones, Smart Phones or any recording device to record images (still or video) or audio of any activity in or on any Company property, while on or off the clock, unless expressly authorized by the Vice President.
- Any kind of video taping of any guests, staff or events without prior permission from a VP and persons being recorded may result in disciplinary action, up to and including termination of employment.
- Any staff member found using any form of electronic device, smart phone, cell phone to copy, store, or capture credit or debit card information for any reason not expressly permitted by the owner of such information will be terminated immediately and a police report will be filed.

Non-Solicitation Policy

To avoid disruption of business operations or disturbance of employees, the YMCA of Greater Omaha (and its locations) has implemented a Non-Solicitation Policy. For purposes of the Non-Solicitation Policy, a solicitation (or soliciting) shall include canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, materials and the like of any kind on YMCA property or using YMCA resources (including, without limitation, bulletin boards, computers, mail, e-mail, telecommunication systems, photocopiers, telephone lists and databases). A Commercial Solicitation means peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests (whether for profit or not) or personal economic benefit on YMCA property or using YMCA resources.

- I. Employees.
 1. Employees are prohibited from engaging in the following actions:
 - A. Solicitation or Commercial Solicitation on the premises of the YMCA.
 - B. Distribution or posting any materials on the premises of the YMCA at any time, including during non-work time.
 2. Employees shall not use YMCA computer and communication systems and materials, including mail, e-mail, telephone, fax, supplies, or other related workplace YMCA resources for any Solicitation or Commercial Solicitation.
 3. Nothing shall prohibit Employees from Solicitation in connection with YMCA-approved charitable activities, such as the annual Strong Kids Campaign or United Way Drive.
- II. Outside Individuals or Organizations.
 1. Non-employees may not engage in Solicitation or Commercial Solicitation (including distributing any kind of written or printed Materials) on YMCA premises at any time.
 2. The Non-Solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the YMCA.

Certified Mail

The improper or untimely handling of certified mail can have serious and adverse impact on our YMCA. These mailings may involve lawsuits, garnishments, subpoenas, and various legal notices. These documents frequently require the immediate attention of our attorney or our insurance carrier and almost always have a time frame of compliance to consider. The clock starts ticking on a certified mailing as soon as it is signed for and the post office requires that someone signs confirming delivery.

If a Y location receives a certified letter please follow the below procedure:

1. The Executive Director will be called to sign for the letter.
2. If the Executive Director is not available the next ranking Employee will be called to sign.
3. The Certified Letter is to remain un-opened, and the Executive Director will inform the Association Offices.
4. The Executive Director will be responsible to notify the Association Office via email or phone call that a Certified letter was received.
5. The Executive Director is also responsible to make sure it is delivered to the Association offices (VP of HR/Leadership Development, VP of Finance, or Executive Secretary).

Any certified mail delivered to the DOWNTOWN YMCA must be signed by the Association office staff (VP of HR/Leadership Development, VP of Finance, or Executive Secretary).

Tampering or destroying certified mail or other violation of this policy can result in discipline, up to and including termination of employment.

Crisis Communication Plan

The YMCA of Greater Omaha is not immune to a crisis. A crisis can take many forms – from sudden catastrophic emergencies to management decisions that backfire and result in devastating communication disasters. Any problem that the media is aware of can be a crisis.

A crisis communication plan is used in the event of a crisis situation to communicate responsibly to the community and media, to supplement branch emergency plans and to assume all possible control over the crisis and its potential effect on the YMCA.

The goals of a Crisis Communications Plan are to:

- Control Communications
- Restore order as smoothly and quickly as possible
- Insure the safety of participants and staff
- Provide accurate facts

Note: All media inquiries should be directed to EVP of Operations. The CEO is the alternate if the EVP of Operations is not available. Only the EVP of Operations or the CEO are designated as the official spokespersons for the YMCA. If asked to comment, all inquiries are to be directed to the

EVP of Operations. All incident reports are to be filled out and scanned and emailed to the VP of HR/Leadership Development within 4 hours of the event.

Use of YMCA Branding

All use of YMCA protected images, trademarks and registered symbols must be approved by the EVP of Operations or CEO. At no time can any YMCA logo be used without prior permission or in a manner that indicates or lends the appearance of a non-approved affiliation.

Compensation

Getting Paid

As a condition of employment at the YMCA of Greater Omaha, employees are required to participate in their choice of payroll direct deposit or pay card.

- Direct Deposit-Your pay will be deposited directly into your account at a participating banking institution each payday or deposited on your pay card each payday.
- Pay Card-With the Pay card, you can free yourself from the hassles of getting and cashing a traditional paper paycheck – because your pay is automatically in your pay card account and ready to be used by 8 a.m. CT on payday. You can rest assured knowing your funds are FDIC-insured and safe until you're ready to use them.

If you do not provide this information, you will be required to come down to the payroll office and provide it to our payroll dept. You may be subject to disciplinary action, up to and including termination.

If you lose your pay card or close out your bank account, call the payroll department immediately and before closing your bank account.

You will find your payroll statements in ADP, our payroll system. You may go in and view and print off copies of your payroll statements and yearly W-2's.

Overtime Policy

Hourly employees are not permitted to work overtime without prior supervisory approval. Employees working overtime without appropriate prior supervisory approval will be subject to disciplinary action, up to and including termination.

- All overtime worked must be approved in advance by the supervisor and the Branch Executive Director. Only in exceptional circumstances (e.g. a meeting with a client that runs late, a pressing deadline, etc.) can this request be made at the last minute. The supervisor will evaluate last minute requests on a case-by-case basis.
- Employees should make arrangements with their supervisor to leave early or arrive late in order not to exceed 40 hours worked in the same work week.
- Employees are to review scheduled hours and confirm that the hours are scheduled under 40 hours, and inform their supervisor immediately if scheduled for more than 40 hours.
- Employees may NOT take sub shifts if it puts them over 40 hours, unless approved.

Supervisors who allow staff to work off the clock hours, change staff hours to avoid overtime, or break wage and hours laws will be subject to disciplinary action, up to and including termination.

Training

A safe, healthy, and environmentally sound workplace for all employees is accomplished through a variety of YMCA activities, including safety education, training and equipment, job instruction, and wellness programs.

Participation in the on-line Y School (Association History and Customer Service Training) is required and completed as part of the application process. Prior to your first day of employment, each employee, and selected volunteers must complete this training and pass the quiz. The YMCA reserves the right to introduce additional mandatory training sessions as needed to maximize staff potential and comply with state and federal regulations.

It is the policy of the YMCA of Greater Omaha to comply fully with the Fair Labor Standards Act (FLSA): To pay employees for training and for time spent in training when it is a requirement of their current job. For these trainings, you will get paid at your training rate of pay. If an employee wants to take training that is not required for their current job, e.g. a Lifeguard would like to prepare for a Fitness Instructor job by taking a Zumba certification course, the employee would be responsible for payment for the class and the employee would not be paid for time spent participating in the class.

The key in determining whether or not the employee will be paid is whether participation is voluntary on the part of the employee or mandated training by the employer. For those jobs that state certifications are required during the first three months of employment, since these certifications are not required until after employment, the Y would pay for the training and the time spent in training.

Payroll Deductions

The Y is required by law to make certain mandatory deductions from an employee's gross earnings, including taxes, child support orders, wage withholding orders, and tax levies. In addition, for certain benefit programs which require payments by participants, the Y may specify payroll deduction as the only acceptable method of payment.

There are some voluntary Deductions that the YMCA of Greater Omaha will take out, some can be changed throughout the year, and others are only able to be changed one time a year. Contact the Payroll Administrator if you have any questions.

Inactive Worker Policy

Unless on approved FMLA leave, Employees not working and not terminated, will be put on inactive worker status after 2 pay periods of no pay have elapsed. If they have not worked in more than 8 pay periods, they will be terminated. Any benefits will cease at the end of the month the employee transitioned to inactive (Sub) and all expenses related to keeping the employee inactive and not terminated, will be charged to their home department.

Executives need to communicate with Human Resources if someone is out on Leave of Absence and not an Inactive (Sub) worker.

BENEFITS

Insurance

The Y believes in offering an attractive benefit package to our employees by providing a cost effective and competitive benefit program. In order to meet those goals, we periodically analyze the marketplace to ensure our program is competitively priced. Benefits may be modified or terminated at the discretion of the Y. This handbook outlines current Y benefits, but is subject to change without notice. In the event of any discrepancy between the description in the handbook and each benefit document, the applicable benefit document shall govern. This description of benefits does not create a contract for benefits.

The Y contributes substantially to premium costs. Health care coverage is available the first of the month after 30 days of employment and is paid through pre-tax contributions.

Employees working full time at 38+ hours per week are eligible for a range of benefits. Please contact HR to see the benefit summary for a full list of benefits as these change yearly. Employees working 30+ hours per week are eligible for the Voluntary Dental and Voluntary Vision insurance and Aflac products.

Paid Time Off

The YMCA of Greater Omaha believes in giving flexibility to staff members through PTO (Paid Time Off). PTO provides staff time away from work while still assuring the highest quality service to YMCA program participants. With PTO, staff members accumulate hours monthly to be used as they wish (see chart below). All PTO hours need to be approved by the staff member's supervisor. PTO encompasses all Paid Time off, including: Vacation, Personal, Holiday, and Bereavement time off. Jury Duty does not count as PTO. All Full time staff are eligible for PTO. Seasonal, Part time, and 30+ employees are not eligible for PTO. A PTO day for a Salaried Employee is defined as 8 hours.

Because not everyone celebrates the same holidays and the YMCA of Greater Omaha is open most major holidays, we have included holidays in the PTO calculation. If a staff member has to work the holiday, he/she will not lose PTO time. If you do not work on the holiday, you will need to take 8 hours of PTO in order to be paid for that day. On a holiday that the YMCA of Greater Omaha is closed (Christmas Day), you will be required to take a day of PTO in order to be paid for that day. If you work the holiday, you will not get another day off without having to take that day as a PTO day.

Accrual Process

Full time staff members begin to accrue on the first full pay period following the date of Full time hire and stops accruing at the end of the last full pay period completed. PTO hours accrue at the staff members home dept. rate of pay as of the end of that pay period. PTO hours may be taken after the 1st month as a Full time staff member. If a holiday occurs before the 1st month accrual, you may take those hours as PTO if you do not have to work.

Employees with accrued but unused PTO as of December 31st of each year will be able to carry forward the balance of PTO hours. However the balance may not exceed the total Annual PTO Hours accrued and the amount allowed for carryover.

Maximum PTO Carryover is either 40 or 60 hours, per the chart below. Hours are capped once the maximum Yearly hourly total is reached, and accumulation of hours stops. As soon as the employee begins to use PTO again, the employee will begin to accumulate hours again. You will earn PTO for any pay period you are an active full time employee (with hours or on approved Leave).

Staff may receive unearned, advanced PTO with supervisory approval. The unearned amount may not exceed 40 hours (go negative more than 40 hours). Any hours more than the 40 hours unearned will be deducted from the employees pay as unworked time.

Any staff member who goes to Part time status will be paid out his/her PTO balance as of the pay period he/she stopped working Full time.

Length of Employment will be considered for any Full time employment with any YMCA. If you come directly from another YMCA Association, we will need to verify Full time Years of service with that Association. If you terminate and rehire, we will pick up length of employment from where the staff left off before they left the other YMCA Association. Executive Directors and above start at the 5 year level unless coming from another YMCA Association. Any adjustments to the length of employment schedule will need written permission from the VP of HR/Leadership Development of the YMCA of Greater Omaha.

Full Time Non Exempt				
Length of Employment	Hours Earned Per pay Period	Yearly Hourly Total	Amount of Days/Year	Maximum PTO Carryover
Less than 2 yrs	6.15	160	20	40 hours
2 yrs to less than 5	7.08	184	23	40 hours
3 yrs to less than 10	8	208	26	40 hours
10 yrs to less than 15	8.92	232	29	60 hours
15 yrs to less than 20	10.46	272	34	60 hours
20 yrs and over	11.08	288	36	60 hours
Full Time Exempt				
Length of Employment	Hours Earned Per pay Period	Yearly Hourly Total	Amount of Days/Year	Maximum PTO Carryover
Less than 2 yrs	6.77	176	22	40 hours
2 yrs to less than 5	7.69	200	25	40 hours
3 yrs to less than 10	8.62	224	28	40 hours
10 yrs to less than 15	9.54	248	31	60 hours
15 yrs to less than 20	11.08	288	36	60 hours
20 yrs and over	11.69	304	38	60 hours

Termination or Reduction of Hours

Any PTO balance in the staff members PTO balance will be paid out on the last check upon termination. Any unearned (negative) PTO time taken will be owed to the YMCA of Greater Omaha and deducted from the last paycheck.

Sick Time Off

If you are ill or are required to take care of someone who is ill, staff members need to notify their supervisor as soon as possible. Sick time off can also be used for medical doctor's office visits for you or your dependent, as well as when out on certain medical leaves, any sick days that are available to be used should be taken before PTO days. Call HR for more information on FMLA.

Full time staff members begin to accrue sick time off on the first full pay period following the date of Full time hire and stops accruing at the end of the last full pay period completed. Sick time off hours accrue at the staff members home dept. rate of pay as of the end of that pay period. Sick time off hours may be taken after the 1st month as a Full time staff member. Only Full time staff earn Sick Time off.

Employees with accrued but unused Sick time off as of December 31st of each year will be able to carry forward the balance of Sick time off hours. However the balance may not exceed 15 days accrued.

Length of Employment will be considered for any Full time employment with any YMCA. If you come directly from another YMCA association, we will need to verify Full time Years of service with that YMCA association. If you terminate and rehire, we will pick up length of employment from where the staff left off before they left the other YMCA Association. Any adjustments to the length of employment schedule will require written permission from the VP of HR/Leadership Development of the YMCA of Greater Omaha.

Length of Per pay Period	Hours Earned Per pay Period	Yearly Hourly Total	Amount of Days/Year
Less than 2 yrs	1.54	40	5
2 yrs to less than 5	2.46	64	8
3 yrs to less than 10	3.08	80	10
10 yrs to less than 15	3.69	96	12
15 yrs to less than 20	3.69	96	12
20 yrs and over	3.69	96	12

Hours are capped once the maximum is reached, and accumulation of hours stops. As soon as the employee begins to use Sick time again, the employee will begin to accumulate hours again. Sick time is not allowed to go negative. Once your balance is zero, you do not get paid sick time until you accrue additional sick time. You will earn Sick time for any pay period you are an active employee (with hours or on Approved Leave).

Staff will need to provide a doctor's note for being absent for three or more consecutive work days due to illness or injury.

For 2014 only—To help with the transition, we have added 5 days sick for any full time staff who was employed as of January 1, 2014.

Holidays

The Y recognizes six holidays a year to be Holidays. They are:

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

The YMCA of Greater Omaha is open on the following holidays:

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

The following procedures should be followed:

- **Any** hourly staff person who works on any of the above listed holidays will be compensated for time worked at a rate of time and a half.
- For anyone who is not working one of the above Holidays, please see the Paid Time Off Policy above.
- For Christmas Day-please see the Paid Time Off policy above.

Simultaneous Use of Paid Leave

Staff must exhaust any available sick time and then any available PTO time before beginning unpaid FMLA. Time taken as paid leave that also qualifies as FMLA will count against both the paid leave allowance and against the annual 12 or 26 week allowance of FMLA.

Any staff member who goes to Part time status will not be paid out the sick time balance as of the pay period they stopped working his/her Full time job.

Termination-Any Sick time balance in the staff member's balance will not be paid out on the last check upon termination.

Family Medical Leave Act (FMLA)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

1. Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

or

2. Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Employees of the YMCA of Greater Omaha who have performed at least twelve (12) months and have been employed for at least 1,250 hours of service with the YMCA during the previous twelve (12) month period, shall be entitled to the family and medical leave as provided in Sections 101 to 105 inclusive of "The Family and Medical Leave Act of 1993" (P.L. 103-3) (the "Act"). The terms and conditions of Sections 101 to 105 inclusive of the Act are incorporated by reference into this leave policy statement as the Family and Medical Leave Policy of the YMCA. The 12-month period is not measured on a calendar year basis, but on a rolling basis and retroactively from the date the employee first used any FMLA leave.

The Y will continue to pay its share of an employee's health insurance premiums for up to a maximum of 12 work weeks, on the same terms as if the employee had continued to work. The employee will be responsible for making arrangements to pay his or her portion of the insurance. Premiums not paid will result in a termination of benefits. In some instances, the Y may recover premiums it paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

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

Retirement

Employees hired on or after June 30, 2005, will be enrolled in the Mandatory Retirement Plan after they have satisfied the following requirements:

1. Two years of employment with our Association and,
2. 1,000 hours of employment in each of two years from anniversary date.
3. Attainment of age 21 by the end of that year.

Employees who are 60 years or older when hired may choose whether or not they participate in the Retirement Plan. If they choose to not participate, they must complete a Waiver of Participation form.

Effective January 1, 2009, all employees Full & Part-time are eligible and encouraged to open a 403 (b) Smart Account Tax-Deferred Savings Plan. Employees already participating in the Retirement Plan who transfer to our Association must continue in the Plan. Employees who transfer from another participating Association but who are not yet enrolled in the Plan will get credit for their months of employment with the other Association.

Workers' Compensation Insurance

All employees are covered against the hazards of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by the state worker's compensation laws.

Employees who suffer a personal injury arising out of the course of their employment will be paid compensation in the manner and to the extent provided by the Iowa or Nebraska (whichever is applicable) Worker's Compensation Law.

It is the employee's responsibility to inform his/her 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.

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.

Other Benefits

Employee Memberships

The Y provides a paid membership to all full time employees. A discount is applied to all programs for employees and immediate family members. Free drop-in child care is available while participating in Y programs.

Employee Assistance Program

Professional counseling services are available to an employee and his/her immediate family members for such issues as marital problems, financial issues, job stress, personal or emotional difficulties. This is a free, confidential service through Heartland Family Services. The phone number for Heartland Family Services is 402-553-3000.

Expectations of Employees

Attendance and Work Schedule

In order to provide services for members, guests, and the public, all positions are essential. Employees are expected to follow their designated work schedule and be punctual. Punctual means that an employee is at his/her work station, ready to work, at the start of the work schedule, the employee must remain on the job until the end of the work schedule.

If you are unable to report to work or will be late, you must notify your supervisor immediately so that work schedules can be arranged to cover all services.

Any absence of three or more consecutive workdays without proper notification to your supervisor may result in immediate discharge, subject to the approval of the CEO.

Professional Image Standards (dress code)

Providing quality service is second to none for all of our Y members and program participants and is critical to our success. Every employee of the YMCA must be aware that his/her appearance directly affects the organization's public image. In order to consistently project an image of quality and professionalism and to be instantly identified by our members and the community we serve, the YMCA of Greater Omaha adheres to the following standards.

General Guidelines:

The following guidelines are provided as a reference for acceptable/unacceptable dress while performing your duties at the YMCA:

- Appropriate staff uniform wear must be worn by all branch staff. The standard starting point for staff is with a staff shirt and a staff name badge. Unless badges cause safety concerns, they must be worn at all times.
- Staff shirts may not be covered with jackets or sweaters. No layers over staff shirts. Only white long sleeve shirts may be worn under approved staff shirt.
- All clothing must be clean, neat, properly sized, and unwrinkled with no holes, fraying, rips, tears, patches, sagging, excessive fading, missing buttons, zippers or other forms of attachment. Low cut, see-through or tops that expose stomach, chest, or back while standing, reaching or bending are not acceptable.
- Business dress-wear is always an acceptable uniform for the supervisory staff of the Association.
- Good dental, oral, body and hair hygiene
- Fingernails must be clean and trimmed to a length that will not inhibit job performance.
- Hats (only outdoors) with bill forward
- Staff are expected to be in professional or business attire for staff meetings, trainings and corporate visits.
- In consideration of others who may have allergies, wearing perfumes or other scented personal care products at work is strongly discouraged and may be prohibited.

Business Acceptable Dress:

- Dress Slacks
- Capri dress slacks
- Skirts/Dress shorts of appropriate length
- Dresses
- Collared shirts
- Authorized YMCA logo clothing

Staff will be provided 1 staff shirt if he/she work up to 10 hours per week, and 2 staff shirts for staff working over 10 hours per week. Staff can purchase additional shirts at cost. Additional Shirts will be given to staff as needed when staff shirts are worn out.

Enforcement of the Professional Image Policy

All staff members are responsible for abiding by the practices outlined in this policy. Management staff will advise those employees who are not in compliance and may:

- Provide a "loaner" staff shirt
- Send the employee home to change clothes
- Suspend the employee without pay for the shift

Repeated failure to comply with this policy will result in additional disciplinary action, including possible termination of employment.

All dress must be appropriate and complement our mission and should not be considered as all-inclusive. The Association reserves the right to modify, revoke, suspend, terminate, or change the items that are listed above. An employee who is not sure as to whether an item of dress is appropriate should consult his or her Executive Director/Supervisor. Determination of appropriate dress is subject to at the discretion of the Executives and CEO and is without discussion.

Program Specific Dress Codes	
Welcome Center	Y approved staff shirt, pants or slacks, shorts (no gym shorts), skirts, dress shoes with closed toe and no high heels.
Day Camp/ Childcare / Preschool / Child Watch	Y approved staff shirt, pants or slacks, shorts, skirts, shoes with closed toe and no high heels. Y approved staff shirt, pants or slacks, walking shorts, skirts, tennis shoes with closed toe and no high heels.
Youth Sports	For outside sports: a hat may be worn with bill forward and a staff shirt must be worn outside of a sweatshirt/jacket.
Maintenance	Y approved staff shirt, jeans allowed (no-jean shorts), shoes with closed toe/heel. OSHA approved safety equipment when necessary.
Health & Wellness	Group Exercise – Approved fitness tank or shirt (may include YMCA program/event shirts, YMCA affiliates – Zumba, LesMills, SilverSneakers, etc.) – no outside organizations/businesses; fitness pants – capri or shorts – no baggy or un-matching outfits; appropriate footwear (closed toed athletic shoes but may be no shoes/socks format appropriate ex: Yoga/Pilates) Corporate Instructors should wear a YMCA approved staff shirt. Wellness Coaches – Y approved staff shirt; pants/slacks, capri pants or tailored shorts – only tailored athletic shorts – no racing stripes or other bold printing); tennis shoes, shoes with closed toe and no high heels. Trainers (Personal & Group) – Y approved staff shirt; pants, capri pants or tailored shorts (only tailored athletic shorts – no racing stripes or other printing); tennis shoes, shoes with closed toe and no high heels.
Aquatics	Males – Boxer style bathing suit, Red lifeguard T-shirt/Tank top over suit, and gym shorts. Females – Tank style bathing suit Red lifeguard T-shirt/Tank top over suit and gym shorts. Only approved deck shoes or bare feet permitted on deck. When outside of pool, must wear shoes and be covered up with shirt and shorts.

Confidentiality

Since the YMCA of Greater Omaha is entrusted with many confidential matters, employees must keep matters that are handled by The Y in strictest confidence. Staff members are not allowed to share passwords or login information with others. Any unauthorized disclosure of confidential information will result in disciplinary action, up to and including termination.

Employee Conduct

Every organization must have basic rules of conduct, and all employees are responsible for meeting reasonable standards of performance and conduct in their work activities. The following rules have been established so that all employees may know what is expected of them, and to clearly define unacceptable behavior that could result in disciplinary actions, up to and including termination.

The following list is subject to change by YMCA management at any time and is by no means exhaustive:

1. Mistreatment, gross neglect, or failure to maintain cooperative working relationships with fellow employees, members, guests, or YMCA participants.
2. Racial or ethnic remarks/attitudes/behavior, or sexual harassment (see Anti- Harassment Policy) in any form toward the public or fellow employees.
3. Unsatisfactory work performance or service, including inefficiency, incompetence, or negligence in the performance of duties.
4. Damage, loss, or destruction of Association, member, or employee's property due to willful or careless acts.
5. Theft or dishonesty.
6. Failure or willful refusal to perform work as directed; insubordination.
7. Fighting, swearing, or abusive language while at work.
8. Absence without proper notification to supervisor; unexcused absence.
9. Excessive absences or tardiness.
10. Falsification, fraud, or omission of required information on the employee's timesheet or repeated improper utilization of time clock procedures.
11. Unauthorized, improper use or abuse of any type of break period.
12. Falsification, fraud, or omission of required information on the employment application/resume.
13. Falsification of any other applicable personnel records.
14. Loafing, or appearing to sleep on the job.
15. Employees must report to work alcohol and drug free. Employees are forbidden from possessing or consuming any alcohol beverages or controlled substances while on the job. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. (See Substance Abuse Policy).
16. Any act against the employer that threatens the financial or social position of the Association.
17. Violation of any commonly accepted reasonable rules of responsible personal conduct, including inappropriate behavior, threats, speech, attitude or appearance or conduct detrimental to the best interest of the employer..
18. Employees and volunteers should not be wearing apparel shirts and/or name badges that display the YMCA name, logo or image outside of work when engaging in activities or circumstances that could compromise the Y's reputation and values (inappropriate behavior, speech, attitude or appearance).
19. Acceptance of commissions or gifts in any form from merchants, purveyors, or others, or in any manner placing, or appearing to place, himself/herself under obligation to a person with whom the Association does business or may be doing business in the future.

20. Personal benefit from any corporate transaction: sale, purchase, rent and lease of property, employee services or supplying products.
21. Misuse of inside information or confidential information not available to the public for personal or other's gain, to include membership, contributor or employee mailing lists or any use of such information to the YMCA's disadvantage or the staff member's or other's improper advantage.
22. Use of YMCA resources to develop competitive programs for personal use or use by others.
23. Selling, purchasing, or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests (whether for profit or not) or personal economic benefit on YMCA property or using YMCA resources. (See Non Solicitation Policy).
24. No smoking on company property.

Violation of any of the work rules may result in disciplinary action, up to and including termination.

Arrest and/or Criminal Conviction of a Staff Member

An employee is required to report any arrest or conviction to the YMCA of Greater Omaha.

Employment of Relatives/Romantic Relationships

The employment of relatives and romantic relationship partners in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. Close relatives include but are not limited to: Spouse, children, parents, in-laws, grandparents, uncles, aunts, cousins, nephews, nieces, siblings, foster children and step relatives. 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.

It is the policy of the YMCA to allow close relatives and romantic relationship partners of employees to also be employed by the YMCA. However, they shall not be hired or transferred under the following conditions:

1. When one close relative or romantic relationship partner would supervise or evaluate the other;
2. When one close relative or romantic relationship partner would supervise or evaluate the immediate supervisor of the other or
3. When there is a security risk or conflict of interest presented by such employment.

If a relationship occurs that results in two staff members of the YMCA becoming close relatives or romantic relationship partners when they are in a position reflecting the above conditions, the staff members must notify Human Resources. Human Resources will attempt to identify an alternative employment arrangement within the YMCA. If such an arrangement cannot be achieved, the President/CEO will decide how to resolve the matter.

Conflict of Interest Policy

It is the established policy of the YMCA that all employees must avoid situations which involve potential conflicts between their personal interests and the interests of the Association ahead of their personal interests when conducting YMCA business.

It is the policy of the YMCA that no staff member shall engage in activities contrary to its interest or inconsistent with the responsibilities entrusted to them. While an exhaustive list of conflict situations cannot be given, in general there is conflict wherever a staff member achieves personal gain or incurs obligation to others at the expense of the YMCA. Such personal gain need not be direct and might include gain by family members or relatives.

The following list includes areas where a conflict of interest is likely to arise, but it is not meant to limit the areas where staff members should exercise discretion:

- Personal benefit from any corporate transaction: sale, purchase, rent, lease of property, staff member services or supplying products.
- Receiving gifts, special payments or favors from an individual or organization that is providing goods or services to the YMCA or receiving goods or services from the YMCA. At no time should a staff member solicit, request or otherwise indicate gifts, payments, favors, etc., are expected.
- Use of YMCA personnel in an individual venture or in conjunction with any business outside that of the YMCA.
- Misuse of inside information or confidential information not available to the public for personal or others' gain, to include membership, contributor or staff member mailing lists or any use of such information to the YMCA's disadvantage or the staff member's or others' improper advantage.
- Use of YMCA tax exemption for purchase of personal material or equipment.
- Use of YMCA resources to develop competitive programs for personal use or use by others.

The CEO shall serve as the appropriate corporate officer, who shall determine whether any specific transaction, relationship or other situation represents a conflict of interest.

EEO/Affirmative Action Policy

It is the policy of the YMCA of Greater Omaha to provide equal employment opportunities to all individuals regardless of their race, creed, color, religion, sex, age, national origin, sexual orientation, disability, veteran status, or any other characteristics protected by local, state or federal law. We are strongly committed to this policy and believe in the concept and spirit of the law. The YMCA is committed to assuring that:

1. All recruiting, hiring, training, promotion, compensation, and other employment related actions are provided fairly to all persons on an equal opportunity basis without regards to race, creed, color, religion, sex, age, national origin, sexual orientation, disability, veteran status, military status, or any other characteristic protected by law; and

2. Employment decisions are based on the principles of equal opportunity and affirmative action; and
3. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to race, creed, color, sex, age, genetics, national origin, disabilities, veteran status, military status, or any other characteristic protected by law.

The YMCA believes in and practices Equal Opportunity and Affirmative Action. The VP of HR/Leadership Development serves as the Equal Opportunity Coordinator for the YMCA, and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and assisting the YMCA in meeting its objectives.

American with Disabilities Act

The YMCA's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified person with disabilities.

The YMCA is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation will be available to all staff members and applicants, including work site accessibility, as long as the accommodation does not cause undue hardship to the YMCA.

The YMCA is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and related state and local laws. It is the YMCA's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the organization will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the YMCA.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Director/Designee. The organization encourages individuals with disabilities to come forward and request reasonable accommodation.

Genetic Information Nondiscrimination (GINA)

Title II of the Genetic Information Nondiscrimination act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification referral and other aspects of employment. Genetic information includes information about genetic test of applicants, employees or their family

members; the manifestation of diseases or disorders in family members (family medical history); request for or receipt of genetic services by applicants, employees, or their family members.

TERMINATIONS

Types of Terminations

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, and with or without notice.

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

The YMCA of Greater Omaha will pay out at termination, all accrued and unused PTO at the current home department rate of pay.

Voluntary Separation

- a. **Resignation** – A decision, freely made by employees, to end their work relationship with the YMCA. In such cases, the YMCA requests that it receive notice from the employees on the following basis:
 - Exempt Employees – 30 days notice
 - Non-Exempt Employees – 2 weeks notice
- b. **Retirement** – Retirement is the voluntary choice of the employee. Notice is requested from the employee as indicated above.

Involuntary Separation

Involuntary separation is the decision, made by the YMCA, to end the work relationship with an employee. An involuntary resignation is classified as either a reduction in work force or dismissal for cause. Involuntary separations must be approved by the VP of HR/Leadership Development for all exempt staff terminations.

- a. **Reduction or Change in Work Force** – may be imposed upon employees as a result of economic necessity, operational or programmatic changes, reorganization or any other reason.
- b. **Dismissal for Cause** – No notice or compensation is required. Circumstances include: Unsatisfactory Performance; failure or inability to meet job performance standards, or expectations, misconduct, or Violation of YMCA work rule(s).

The YMCA reserves the flexibility to impose discipline, up to and including termination, as the circumstances warrant for unsatisfactory performance or misconduct.

Exit Interview – Should be conducted after a voluntary or involuntary termination by the appropriate supervisor and/or the Executive Director. Exit interviews are voluntary. All full-time staff exit interviews shall be conducted by the Human Resources Director.

Discharge - APPROVAL FOR DISCHARGING ANY EMPLOYEE MUST BE OBTAINED IN ADVANCE FROM THE FOLLOWING: The VP of HR/Leadership Development. The VP of HR/Leadership Development approves all exempt staff discharges and/or involuntary terminations.

Effect of Termination on Benefits

Benefits will end on the last day of the month the employee terminated employment, for any reason.

Federal law (COBRA) requires that employees and/or families be offered the opportunity for a temporary extension of their existing health insurance coverage (at group rate). They must also agree to pay the full premium-cost of such coverage.

SAFETY, SECURITY AND HEALTH

Inclement/Bad Weather Policy

Unless the Association is officially closed due to threatening weather conditions, employees are expected to come to work. Employees have the option to use a PTO day (if eligible) or lose a day of pay if they chose to stay at home. Sufficient notice to the supervisor must be given. Check the website for closing details.

Driving Policy

Driving members, program participants, or staff in personal vehicles without prior Human Resources approval, is prohibited for YMCA related activities/events.

Environmental Safety

The YMCA has dedicated personnel who conduct routine inspections and/or investigations of worksites. The Y encourages all employees to continuously identify and correct dangers and report potential safety hazards to their supervisor.

Supervisors will ensure the employee receives job specific safety and health training. Periodic training will be provided to employees regarding the safety rules, policies and procedures, as recommended by the safety committee and/or by changes to the work environment. Employees are encouraged to communicate any unsafe or unhealthy conditions to their supervisor.

Failure to follow safety procedures could result in serious injury and may lead to disciplinary action up to and including termination.

Child Abuse Policy

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

This policy is applicable to all paid and volunteer staff who have contact with children. For purposes of this policy, child will be defined as any person under the age of 19. This policy incorporates state law reporting procedure requirements for cases involving suspicion of child abuse or neglect. In addition, it provides recommended practices with regard to children participating in YMCA programs, as well as hiring and training procedures for YMCA personnel who are or will be involved in the supervision of children.

Requirement To Report

Every state maintains a mandatory child abuse reporting law. Those, who by nature of their employment, have contact with children, are mandated reporters. To combat the child abuse and neglect problem and in compliance with Nebraska and Iowa law, any staff or volunteer personnel having reasonable cause to suspect that a child participating in a YMCA program has been abused or neglected or having reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact the Supervisor/Director or the Branch Executive in accordance with established procedures.

Remember, you need only to suspect abuse. Law enforcement officials or Protective Service professionals will investigate. Persons who report in good faith are immune from civil or criminal liability.

How To Report

When there is suspicion of child abuse or neglect, the staff member or volunteer must:

- immediately inform the Supervisor/Director
- immediately complete an incident report

In completing the incident report, be as specific as possible. The staff member or volunteer should:

- explain what happened to the child, what is the nature of the abuse or neglect
- provide the child's name, address, and phone number
- provide the parent, or caretaker's name, address, and phone number if different from the child's
- not interrogate the child, or cause them to feel responsible for the abuse

The Supervisor/Director will immediately contact the appropriate social service department, sheriff, or city police department. In cases where an employee is directly named in the case, social services as well as the police department will be contacted.

Definitions

For the purposes of implementing YMCA policy, the following definitions will be used:

1. **Child** – Any person under 19 years of age.
2. **Child Abuse** – “Abuse” means any of the following:
 - a. Physical injury inflicted on a child by other than accidental means.
 - b. Sexual intercourse or “sexual contact” as defined by the state statutes
 - c. Sexual exploitation of children as defined by the state statutes
 - d. Permitting or requiring a child to engage in prostitution as defined by the state statutes
 - e. Emotional damage which means harm to a child’s psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or continued aggressive behavior, or a combination of these behaviors, which is caused by the child’s parent, guardian, legal custodian or other person exercising temporary or permanent control over the child and for which the child’s parent, guardian or legal custodian has failed to obtain the treatment necessary to remedy the harm.
 - f. Forced viewing of sexual activity as defined by the state statutes.

Child Neglect

“Neglect” means failure, refusal or inability on the part of the parent, guardian, legal custodian or other persons exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

Reporting Procedures

The YMCA person responsible for reporting and investigating the alleged abuse/neglect is the Supervisor/Director or the Branch Executive. This person is also responsible for confirming and documenting the facts to be reported and the conditions of the child.

YMCA staff or volunteers who either suspect or has good reason to believe that child abuse/neglect involving a program participant has or will occur shall adhere to the following procedures in sequential order:

When a Child is Not in Immediate Danger:

1. Orally report the situation immediately to his/her supervisor/director.
2. An Incident Report Form will be completed immediately and forwarded to the appropriate Branch Executive, and to the Human Resources Director.
3. The Supervisor/Director shall immediately contact the appropriate staff member at Protective Services. The following information shall be given when reporting suspected abuse/neglect: name, address, age, nature and extent of injuries or description of neglect, and any other information that might help establish the cause of the abuse/neglect.

In the event that a child’s health or safety may be in immediate danger, the sheriff or police department should be notified immediately, then follow through with procedures 1–3 listed above.

Other Pertinent Reporting Information:

- When the alleged abuser is a program participant, the same reporting procedures will be followed.
- Confidentiality is of utmost importance. Staff and volunteers will discuss matters pertaining to abuse or suspected abuse with the supervisor and/or Branch Executive and the Human Resources Director **only**.
- Staff and volunteers may not contact children or parents involved in an alleged child abuse incident without the permission of the appropriate YMCA executive.
- All statements made to the public or news media will be made by the **President/CEO Only**.
- If the alleged abuser is a YMCA staff person or volunteer, depending on the situation and upon consultation with the President/CEO, any of the following options may be exercised pending investigation:
 - The accused person may continue in his/her current position.
 - The accused person may be reassigned to a different position.
 - The accused person may be suspended with or without pay.
- The accused person may be terminated from employment or volunteer status if the investigation supports the allegation

Reporting Child Abuse

If you have a suspected case of child abuse or neglect. Please contact the following:

- Report shall be made to the Executive Director or Supervisor.
- District Executive Director or Director of Human Resources will contact the appropriate state agency.
- Nebraska Department of Health and Human Services Hotline: 1-800-652-1999
- Iowa Department of Health and Human Services Hotline: 1-800-362-2178
- Or contact local Police/Sheriff

Member Incidents

Incidents are situations that need to be reported immediately but do not require the Crisis Response. Examples: child breaks an arm on the playground, theft in locker room, property damage, or a basketball player sprains ankle.

Anytime 9-1-1 is called the Executive Director at that location is responsible to contact the Director of Human Resources and report the incident immediately. The Director of Human Resources will alert the Association Staff as needed. All incident reports are to be filled out and scanned/mailed or faxed to the Association Office within 4 hours of the event (send to the Director of Human Resources).

Anti-Harassment Policy

The YMCA is committed to maintaining an environment in all of its locations and facilities that is free of discrimination. Harassment, including sexual harassment, is contrary to basic standard of

conduct between individuals and is prohibited by state and federal law. It is the policy of the Y to expressly forbid any form of harassment of, by or between staff members, member's participants, guests, children, volunteers and/or vendors.

Any staff member who engages in any of the acts or behavior defined below violates Y's policy such misconduct will subject a staff member to disciplinary action up to and including immediate termination.

1. **Definition of Harassment** - Unwelcome verbal, physical or visual conduct that affect tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment. This includes unwelcome behaviors and intimidating acts directed at a person or persons based on racial or other protected status. Harassment includes, but is not limited to:
 - Hostile, derogatory or otherwise unwelcome jokes, kidding teasing or practical jokes;
 - Hostile, derogatory or otherwise unwelcome written materials or graphic depictions circulated or posted the workplace; and
 - Epithets, slurs, negative stereotyping, refusing to communicate with someone (giving them the "silent treatment") and intimidating acts.
2. **Definition of Sexual Harassment** - Unwelcome sexual advances or visual, verbal or physical conduct based on sex constitutes sexual harassment when:
 - Submission to the conduct is an explicit or implicit term or condition of employment;
 - Submission to or rejection of the conduct is used as the basis for an employment decision; or
 - The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the opposite or same sex as the harasser. Examples of prohibited sexual harassment include:

- Unwelcome sexual flirtation or advances.
 - Offering employment, promotions or other benefits in exchange for sexual favors. Making or threatening reprisals for refusing sexual advances.
 - Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons or poster; suggestive or obscene letter, notes or invitations.
 - Verbal conduct such as derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, graphic verbal commentaries about the individual's body and sexually degrading words used to describe and individual.
 - Physical conduct such as patting, pinching or brushing against another person's body.
3. **Reporting Harassment** - Each staff member has not only a right, but also a duty, to report conduct which he or she believes may constitute harassment. Staff members who feel they have been discriminated against or in any other manner harassed or are aware of any incidents of sexual or other unlawful harassment directed at others should immediately report such incidents to the VP of HR/Leadership Development. If requested, a staff member will be

required to put his/her complaint in writing. All complaints will be investigated promptly, impartially and discreetly. Confidentiality will be maintained to the extent permitted by the circumstances.

4. **Retaliation** – The YMCA forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint or cooperating in a harassment investigation.

Alcohol/Drug Policy

The YMCA of Greater Omaha is committed to maintaining an alcohol/ drug free workplace to protect its employees and the youth, families and individuals served by the YMCA. The use, sale, manufacture, distribution, dispensation, possession or being under the influence of alcohol or illegal drugs while on YMCA premises, while using YMCA property or equipment, or while conducting YMCA business is prohibited. Illegal drugs also includes any prescription drugs or over-the-counter medications used in a manner not intended or prescribed.

Notification

It is the employee's responsibility to immediately inform his or her supervisor if the employee is cited for an alcohol/drug violation and follow-up with information regarding any convictions. Depending on the employee's role within the YMCA, the YMCA may take appropriate disciplinary action, up to and including termination of employment. Failure to provide this notification may also result in disciplinary action, up to and including termination of employment.

Testing

The YMCA may require an employee to undergo a drug and/alcohol test when there is reasonable suspicion that the employee is in violation of the substance abuse policy. The employee will be referred to a certified testing laboratory for completion of the test. An employee who refuses to be tested will be treated as having received a positive test result.

Discipline

Employees who test positive for alcohol or drugs or otherwise violate the YMCA's Alcohol/Drug Policy are subject to disciplinary action, up to and including termination of employment.

Tobacco Policy

It is the policy of the YMCA of Greater Omaha to provide an environment free of tobacco use. The YMCA of Greater Omaha is committed to providing a safe and healthy environment for all staff, members, and patrons. The YMCA of Greater Omaha maintains a tobacco free work environment. Smoking and/or use of tobacco products is prohibited while on any YMCA of Greater Omaha premises, including but not limited to all interior and exterior properties and parking facilities. The policy exist as one of the many methods for the association to promote and encourage healthy lifestyles throughout our community.

Failure to comply with this policy will result in disciplinary action, up to and including termination. Those employees in a supervisory/management capacity are responsible for ensuring this policy is effectively administered within the workforce.

Workplace Violence Policy

The YMCA provides a safe workplace for all employees. All employees should review and understand all provisions of this workplace violence policy to ensure a safe workplace and to reduce the risk of violence.

Prohibited Conduct

The YMCA does not tolerate any type of workplace violence committed by or between staff members, participants, guest, children, volunteers and/or vendors. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

1. Causing physical injury to another person;
2. Making threatening remarks;
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
4. Intentionally damaging employer property or property of another employee;
5. Possession of a weapon while on company property or while on company business;
6. Committing acts motivated by, or related to, sexual harassment or domestic violence.
7. Any unlawful sexual contact with minors

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or the VP of HR/Leadership Development. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The YMCA will actively intervene at any indication of a possibly hostile or violent situation.

Weapons Policy

Possession of firearms, knives, mace, explosives (including fireworks) or any other items whether concealed or openly carried that may be considered a weapon capable of posing a danger to other persons while working or representing the Company either on or off company property. Such weapons are prohibited on the Premises.