



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

YMCA of Greater Montgomery

Employee Handbook



Gary Cobbs, President and CEO
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Welcome! 😊

to the YMCA of Greater Montgomery. As a new staff member, you join a group of dedicated staff and volunteers who believe in the ideals of the YMCA and who work together to bring the best service possible to our community. The YMCA of Greater Montgomery is a not-for-profit organization; we're for youth development, healthy living and social responsibility. The YMCA of Greater Montgomery provides programs that develop a healthy spirit, mind and body for all!

Maintaining your Handbook:

You have acknowledged receipt of this policy/handbook. However, it is very important that you familiarize yourself with the information contained in this policy/handbook. If you have any questions or suggestions on any subject contained in the policy/handbook, you are encouraged to discuss them with your supervisor.

Information in this policy/handbook is subject to change; therefore, it is understood that the policies may be replaced, modified or eliminated.

As an employer, we will try to notify you when changes are made. Changes may be made when necessary without notice.

You are responsible for maintaining your personnel policy/handbook

PREAMBLE

The goal of the YMCA of Greater Montgomery is to consistently recruit, develop, motivate, recognize, reward and retain the most qualified employees possible to aid in the achievement of its mission.

This Policy is not a contract, nor is any portion of it a contract. The Policy and any portion thereof may be changed by the YMCA at any time.

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.

MISSION STATEMENT

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

The YMCA of Greater Montgomery is:

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

PURPOSE

The Employee Policy/Handbook is designed to assist in consistent and objective personnel decisions in a manner that is equitable to employees and in accordance with the YMCA's objectives.

Administration: The Board of Directors of the YMCA of Greater Montgomery employs a Chief Executive Officer (CEO) to whom it delegates responsibility for the overall administration and interpretation of this adopted policy. The direct administration of the policy and the supervision of staff are the ultimate responsibility of the CEO. However, these may also be delegated to others, where appropriate.

Interpretation: All matters pertaining to the interpretation of this policy are referred to the CEO or to the CEO's designated representatives.

Review: This policy will be reviewed on a regular basis or as necessary; but may be changed at any time upon approval of the YMCA's Board of Directors. This policy does not preempt or replace applicable laws. However, this Policy does supersede and replace all previously existing YMCA policies, both written and oral, manuals, handbooks and other documentation relating to employment and personnel matters.

Equal Employment Opportunity: It is the policy of the YMCA to comply with all existing statutes, regarding Equal Employment Opportunity, as they relate to all employees and applicants for employment. Accordingly, the YMCA is committed to:

1. Ensuring that personnel decisions, including recruitment, hiring and training, for all job classifications are made without regard to race, color, religion, gender, age, national origin marital status, veteran status, sexual orientation, mental or physical disability, or any other basis prohibited by statute.
2. Through training and development, ensuring equal access to all jobs.



Americans with Disabilities Act: The YMCA's policy and practice is to comply with the Americans with Disabilities Act and to ensure equal employment opportunity for all qualified persons 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 employees and applicants, including work site accessibility as long as the accommodation doesn't cause undue hardship on the YMCA.

Fair Labor Standards Act (FLSA)_Classification: The YMCA at all times complies with the federal Fair Labor Standards Act and all other applicable federal and state laws relating to the classification and employment of employees.

Unlawful Discrimination, Harassment (Sexual and General) and Retaliation

Policy: The YMCA of Greater Montgomery recognizes and reaffirms its policy of providing equal employment opportunity to all qualified persons and reaffirms its commitment that there shall be no illegal discrimination or harassment against any person by a supervisor, co-worker, vendor, contractor, member or anyone else on the basis of race, color, religion, national origin, sex, age, marital status, mental or physical disability, sexual orientation or veteran's status. This Policy applies to all phases of the employment relationship including hiring, promotion, upgrading, transfer, layoff, discipline, termination, rates of pay, benefits, selection for training and recruitment.

In addition, the YMCA will not tolerate retaliation against any individual due to the individual's reporting of a complaint of unlawful discrimination or harassment or for participating in an investigation of such discrimination or harassment.

Any employee who believes that he or she has been subjected to unlawful discrimination, harassment or retaliation, or who witnesses such conduct, is obligated to report the conduct to his or her immediate supervisor and the Human Resources Director.

Employees who engage in misconduct in violation of this Policy are subject to disciplinary action up to and including termination from employment.

COVERAGE: Policy/Handbook covers all employees, The YMCA of Greater Montgomery is the Official Employer and all employees are subject to the policies established within this handbook. Employment is an at-will status. This means that your employment may be terminated at any time, with or without cause by either yourself or the YMCA. Nothing in the YMCA of Greater Montgomery's Personnel Policies shall change the at-will status of your employment.

EMPLOYMENT

The Board of Directors selects the President/Chief Executive Officer (CEO), who in turn authorizes the selection of all other staff. The CEO has the authority to terminate employment status of any staff at any time.

Definition of Employment Status: The YMCA uses the following classifications as a basis for its payroll system and for the purpose of describing and reviewing policies:

Employee Classifications:

1. **Salaried Employees** (Exempt) are those persons who provide program direction and oversight, administration or operational duties that are exempt from overtime based on applicable laws and regulations. Such employees are eligible for benefits as provided in the **Employee Handbook**.
2. **Full Time Employees** (Non-Exempt) are those persons who are regularly scheduled on a continuous basis to work 30 or more hours each week. Such employees are eligible for benefits as provided in the **Employee Handbook**. Overtime must be discussed and approved by supervisor prior to occurrence in accordance with this handbook.
3. **Part Time Employees** (Non-Exempt) are those persons who are regularly scheduled, **on a continuous basis**, to work 29 hours per week or less. An employee who does not work within a 3-month period may be terminated at the discretion of the YMCA. Part Time Employees are not eligible for employee benefit except as stated in the **Employee Handbook**.
4. **Temporary or Seasonal Employees** (Non-Exempt) are those persons whose assignment is short term; usually not continuing beyond 3 months. They may or may not work more than 30 hours per week. Temporary employees are not eligible for employee benefits except as stated in the **Employee Handbook**. Extension of employment beyond the initially stated period does not in any way imply a change in employment status unless such individual is specifically notified otherwise in writing.

5. **Substitute/On-call Employees** (Non-Exempt) are those persons who do not have regularly scheduled hours; but, rather, work a flexible schedule, based upon availability and workload need. Substitute/On-call Employees are not eligible for employee benefit except as stated in the **Employee Handbook**.
6. **Government-Funded Projects/Programs.** The YMCA operates from time to time a variety of programs that are contracted for a specific period of time. Persons employed by such programs, will be considered YMCA employees, listed on the payroll, and will receive pay and benefits relative to the provisions of the specific contract as well as other applicable employment guidelines.
7. **Independent Contractors** are Non-YMCA employees, who are engaged for specific services with established fees, contract expenses and written agreements.

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 that control the employment relationship.

1. **Official Employer:** All persons, covered by the provisions of this policy/handbook are employees of the YMCA of Greater Montgomery; and are subject to all policies, established from time-to-time by the Board of Directors.
2. **Letter of Agreement.** All full time employees shall be given a letter of understanding which includes the following: a position description and pertinent information, such as salary or hourly rate of pay, effective hiring date, introductory period, and an employee benefits summary. This letter is not to be construed as an employee contract.
3. **Open Application:** When job openings occur, the YMCA supports an open application process. However, it will also strive to provide an opportunity for promotion within the organization.
4. **Employment of Relatives:** It is the policy of the YMCA to ensure that a relative or domestic partner will supervise no staff member directly. If, because of marriage, promotion, or other reasons, such a situation were to occur, one of the family members must resign or transfer so that the conflict is resolved within two calendar months.

Exceptions to this policy must be specifically authorized by the CEO.

For the purposes of this policy only, relatives are defined as: parent (step-parents), brother, sister, child (stepchild), husband, wife, brother-in-law, sister-in-law, parents-in-law, half-sister and half-brother, and/or domestic partner and other relatives living in your home.

Records:

1. **Pre-Hire.** All individuals seeking employment will complete the appropriate application and consent forms and must consent to a criminal background check. Employees must complete all appropriate forms and other records necessary to be placed on the payroll.
2. **Employment Eligibility Verification.** The Immigration and Naturalization Act of 1986 requires the YMCA to ensure that all employees, upon being hired, complete an I-9 form. This form mandates visual proof of certain documents that must be presented to Human Resources/Payroll prior to employment or within three (3) business days after employment. Failure to provide the appropriate documentation, or in a timely manner, will result in termination of employment.
3. **Employee Personnel Files** are the property of the YMCA. Employees may request to review their personnel file by scheduling an appointment in advance with Human Resources Director.



Orientation and Initial Evaluation:

1. All new employees are encouraged to view the on-line Y-USA orientation program within 60 days of hire, staff will receive a one on one orientation to their position and the organization, the type of orientation will vary based on position.
2. Introductory Period. All employees (new hires, transfers, rehires, etc.) shall work under an introductory period for the first three (3) months that begins on the first day of employment or first day in a new job function. During this period, you will be able to determine if your new job is suitable for you, and your manager will have an opportunity to evaluate your work performance and attendance. You will receive guidance, assistance and training in order to learn how to perform effectively. The successful completion of the introductory period does not change your status as an "at will" employee.

CONDITIONS ON THE JOB

Hours of Work: Immediate supervisors are responsible for the preparation and supervision of the working schedule for all of the employees. All such schedules will be governed by applicable laws and needs of the YMCA of Greater Montgomery.

Exempt employee's schedules are flexible and they should expect to work a minimum of 45 work hours per week, weekends, evenings, and night work should be anticipated as required for success of position and organization.

Work schedules are NOT fixed, employees should expect schedule to change periodically as needed to assist in the success of the department and the organization.

The YMCA of Greater Montgomery will comply with State and Federal laws regarding hours of work for staff under the age of (18) eighteen

All non-exempt hourly employees must not "clock in" sooner than 5 minutes before his/her starting time and will not "clock out" later than 5 minutes after his/her end of shift, unless approved by his/her supervisor.

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. In response to valid requests to verify employment, without the employee's written approval, the YMCA will release only date(s) of employment and last position title. Employees or former employees may authorize the release of salary and other employment related information by granting permission in writing.

Outside Employment

Although the YMCA expects you to devote your primary efforts towards your duties and responsibilities with us, salaried exempt employees may engage in outside employment with the prior approval of your immediate supervisor and the CEO. Generally, outside employment will be approved if it:

- Does not and will not conflict with your responsibilities at the YMCA, including your ability to work overtime as required in your position;
- Does not and will not interfere with your performance at YMCA;
- Does not and will not prove detrimental to the interests of YMCA;
- Does not and will not involve a conflict of interest or the appearance of a conflict of interest (such as working for a competitor, vendor or customer); and
- Does not and will not involve the use of confidential or proprietary information of YMCA or its customers.

Prior to accepting outside employment, you must notify your immediate supervisor of the prospective employment and receive approval. Any issues regarding any outside employment you may be contemplating should be resolved prior to your accepting such employment.

Personal Expression on Public Issues: Employees are free to exercise their full liberties as citizens; including the right to express their personal convictions on issues such as social, economic, religious and political subjects. However, they must refrain from giving any impression that their views and positions are those of the YMCA. In addition, employees shall refrain from engaging in conduct (on or off the job) which adversely affects the ability of the employee, another employee or person, or the YMCA from providing services consistent with its vision and goals.

Dress Code Philosophy and Purpose:

It is YMCA of Greater Montgomery management's intent that work attire should complement an environment

that reflects an efficient, orderly, safe and professionally operated organization. This policy is intended to define appropriate "attire" during normal business operations.

Assistance in administrating or interpreting this guideline should be directed to the HR Department.

General Guidelines:

- Tennis shoes or dress shoes only. Flip flops or crocs acceptable in pool and camping programs only.
- No tattoos should be visible.
- Jewelry worn on various parts of the body such as navel rings and tongue rings must be removed or covered while the employee is on duty. The only visible piercing (with jewelry in) that is allowed is ear piercing for females.
- No hats to be worn inside the buildings.
- Staff name badges must be worn at all times and clearly visible above the waist.
- Hair: No unusual colors or unusual cuts are acceptable.
- Personal hygiene should be observed by all employees.
- Male employees are required to keep sideburns, mustaches and beards well-trimmed.
- Shirts should be tucked in at all times.
- Uniforms are the property of the YMCA of Greater Montgomery and will be returned upon termination of employment. Uniforms should not be worn outside of YMCA activities.

Branch Directors, Program Directors, Membership Secretaries, Clerical, Metro Staff (Monday-Friday):

- Slacks or Skirt and an appropriate collared shirt or blouse. No jeans/dungarees.
- No T-shirts, shorts or work out clothing (sweats), except when involved with an activity that requires that type of dress.
- Appropriate dress is required before and after the activity.
- **When wearing approved royal blue shirt, staff must wear khakis.**

Membership Services/Front Desk Staff:

- Khaki slacks or skirt. No jeans/dungarees.
- Membership Staff must wear an approved blue YMCA staff shirt if they are working at the front desk. No t-shirts. May wear approved blue YMCA fleece.
- YMCA name tag visible on shirt.

Childwatch, Childcare, Preschool, Afterschool, Summer and Resident Camp Counselors, Site Directors, Youth Sports/Gym, Kitchen, Maintenance, Custodial Staff, Fitness Room Staff:

- Khaki slacks, skirts or shorts. No jeans/dungarees unless required by activity.
- Blue t-shirt (Y logo on front, STAFF on back)
- Site Directors must wear blue collared shirts.

Enforcement

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

Distribution

All employees will be provided with a copy of this policy.

Review and Revision

The YMCA of Greater Montgomery reserves the right to rescind and/or amend this, and all Company policies, at any time.

Hazardous Communications: A safe, healthy and environmentally-sound workplace is accomplished through a variety of YMCA activities, including safety education, training on the use of certain equipment, job instruction, and the provision of an employee-wellness program (membership to facility, when minimum requirements are satisfied).

Smoke/Tobacco Free Workplace: Smoking or the use of any tobacco type product is prohibited in YMCA facilities, vehicles and on its property.

Firearm Policy: The YMCA of Greater Montgomery does not allow guns on our property or premises. Law Enforcement Officers are the exception to this policy.



Blood-borne Pathogens: The YMCA of Greater Montgomery will comply with all OSHA requirements for the training of staff on Bloodborne Pathogens Standards. In so doing, it will make an exposure determination, prepare an exposure plan, train employees and take other action regarding labeling, waste disposal and follow-up in the event an employee is exposed to blood or other potentially infectious material.

DRUG FREE WORKPLACE

It is the policy of this association that all YMCA owned or used facilities, grounds, transportation and activities where members and staff may work, exercise, play, reside or ride will be drug/alcohol free, except when prescribed by a physician. All staff, parents, youngsters, guardians, visitors and volunteers are enjoined to observe this policy explicitly.

Procedures:

- a) Except when appropriately prescribed by a physician, the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcoholic beverages is prohibited as described in the above policy statement. Employees will be considered for immediate dismissal for violation of this directive.
- b) The drug/alcohol policy will be posted at each branch for employee information.
- c) Each employee will be required to sign a statement of agreement to this policy and to accept the YMCA's right of random testing.



BENEFITS PHILOSOPHY

Employee benefits represent a significant part of an employee's compensation package. The YMCA of Greater Montgomery's benefits program is focused to enhance the work environment. We value our employee's and believe that our success depends on our employees.

A number of the programs such as Social Security, Workers Compensation Insurance, and Unemployment Insurance cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Descriptive materials, related to benefits, are provided to employees during their initial orientation or whenever a change in coverage occurs. Your supervisor can also assist you in identifying the programs for which you are eligible. Some benefit programs require contributions from the employee. Benefits may be modified or terminated at the discretion of the YMCA of Greater Montgomery.



Eligibility for Benefits

Participation

All full-time continuous employees are eligible to enroll for benefits at the time of their employment. However, full participation may be subject to meeting the plan requirements of specific benefits coverage or by restrictions, detailed in other parts of this policy. Subject to the amount of benefits offered to full-time employees of this YMCA, there will be no interruption of tenure or retirement benefits for employees in the same classification who have transferred from another YMCA association. All other benefits for these employees are subject to the Association's benefit policies.

Determining Benefits

Determining benefits that are based on years of service:

Any full time employment in another local or national YMCA association may be counted.

Years of service are counted from the original date of full-time employment and continue to accrue, as long as that employment remains full-time and continuous.

Paid Time Off (PTO) for hourly non-exempt employees may be taken either by ½ day (4 hour increments) or as whole days (8 hour increments).

Categories of Benefits Protection

Legally- Mandated Benefits

The YMCA of Greater Montgomery complies with all applicable laws, regarding employee benefits, such as:

Social Security (FICA)

Worker's Compensation Program

The YMCA carries Worker's Compensation insurance for the benefit of our employees for job-related injuries. All employees are covered and the entire cost of this insurance is paid for by the YMCA. Our Worker's Compensation insurance costs are based on the frequency and severity of work related injuries suffered by YMCA employees. The lower our injury rate, the lower our costs, which means more money can be put back into the YMCA for the benefit of our members and employees.

Only those accidents and injuries directly related to the fulfillment of required, job related duties are covered by Worker's Compensation.

All employees injured during time off from their duties are not covered by Worker's Compensation.

Example 1. A staff member at Camp Chandler choosing to go water skiing or horseback riding in between duties for his/her pleasure during free time would not be covered by Worker's Compensation if injured during the activity.

Example 2. A staff member injured while working out during their time off at a YMCA would not be covered by Worker's Compensation.

All employees participating in YMCA activities or field trips not directly related to fulfillment of their job requirements are not covered by Worker's Compensation.

Example 3. Counselors leading children on a field trip or activity such as skating who choose to skate would not be covered by Worker's Compensation if injured while skating. You do not have to skate to fulfill your job requirement of supervising and helping children.

All employees injured during horseplay, practical jokes, and sparring are not covered by Worker's Compensation.

PAID TIME OFF (PTO)

PTO Philosophy:

The YMCA believes in providing staff members with adequate time away from work so they will remain productive, enthusiastic and creative while at work. Since YMCA facilities are open and in operation throughout the year, including some holidays, the YMCA provides flexibility to staff members through PTO. PTO gives staff members choices while still assuring the highest quality service to YMCA members and program participants. With PTO, full-time staff members accumulate hours monthly to be used when they wish or need to be away from work for reasons such as:

- Vacation
- Personal or family illness
- Personal Business
- Funeral/bereavement
- Birthdays
- School activities
- Personal Days



Paid Time Off Policy:

The PTO program provides accrual of vacation, sick, and personal. PTO allows employees greater flexibility in determining when and how their time-off benefits are used. With Paid Time Off, full-time staff members accumulate PTO hours bi-monthly to be used when they wish or need to be away from work. The Extended Sick Leave Bank provides accrual of paid hours in the event of an extended illness.

Eligibility:

All regular full-time, benefits-eligible exempt and non-exempt staff members are eligible for Paid Time Off. Employees on an unpaid Leave of Absence, Worker's Compensation, or Disability are ineligible to accrue PTO for the duration of time away.

Maximum allowable PTO credits:

Staff members have a maximum length of time (maximum allowable credits) they may accumulate in one year as outlined in the PTO chart that follows. Credits are capped once the maximum is reached, and accumulation of hours stops. As soon as the staff member begins to use the accumulated PTO, he/she begins to accumulate credits again. No hours will be credited in retroactively. New employees with prior YMCA work history must work at least 90 days before using any accrued PTO.

PTO and Medical Leave:

When a staff member foresees an extended leave for medical reasons, PTO may be used in conjunction with other unpaid leave medical benefits. Contact the Human Resources Department for planning.

PTO Credits:

A monthly credit is allotted to the staff member at the end of each calendar month he/she is actively working. The credit is based on a standard 40 hour work week. A staff member must be employed by the YMCA at both the beginning and the end of the month to receive a credit for the month.

Example: Hire Date Earning begins
Employee A June 1 June 1 OR Employee B June 2 July 1

A staff member is not eligible in their first full 3 months of service to take PTO with the exception of a facility closure due to Holiday observance or due to staff sickness.

PTO Chart / Conversion table:

<i>YEARS of Service</i>	<i>Maximum Allowable PTO Credits/Year</i>	<i>Maximum allowable PTO in hours (CAP)</i>	<i>Monthly credit in Hours</i>
<i>1-4 (1-59 months)</i>	<i>19.5 days</i>	<i>156 hours</i>	<i>13</i>
<i>5-9 (60-119 months)</i>	<i>24.5 days</i>	<i>196 hours</i>	<i>16.33</i>
<i>10-14 (120-179 months)</i>	<i>29.5 days</i>	<i>236 hours</i>	<i>19.66</i>
<i>15+ (180 months +)</i>	<i>34.5 days</i>	<i>276 hours</i>	<i>23</i>

Accrual of the cash payout value of PTO and maximum allowable PTO credits for cash payout shall be at the rate of 50% of the rates reflected in the chart above. The Maximum allowable cash payout value of PTO in hours (CAP) shall be 50% of the CAP in the chart above.

Using PTO:

PTO is accumulated on a monthly basis. Time off may be taken as soon as it is credited or saved to taken in units later (exception: First 3 months of employment). Staff members may use the maximum credits allowed under the following conditions:

- All PTO requests must be approved by immediate supervisors. Request for PTO must be submitted at least two weeks in advance. **Non-exempt staff must take PTO in ½ day (4 hour) or full day (8 hour) increments**
- If the facility is CLOSED for ½ a day and the non-exempt employee works a minimum of 4 hours they will only be charged ½ a day of PTO, if employee does not work the required minimum number of hours they will be charged a Full day of PTO.
- The supervisor must approve planned PTO up to and including 80 hours. Planned PTO for more than 80 hours must be requested at least 2 weeks in advance and requires supervisor and senior level or CEO approval.
- Unplanned PTO of illness or other unpredictable situations must be reported to the supervisor immediately, the supervisor and staff will work together to ensure the smooth operation of programs and activities that would impacted by absence.
- Jury duty, military leave and other leave where the party causing the leave pays the staff member is exempted from PTO coverage.
- PTO may not be used unless the time has been credited. In the case of a Holiday occurrence in the month of hire, supervisor should see Human Resource Director.

Cashing out PTO:

Staff members may not receive cash payments instead of paid time off from PTO except when ending their employment with the YMCA. The cash payout value of PTO accrues at a rate equal to 50% of the accrual rate for PTO. The cash payout value of PTO shall at no time exceed 50% of a staff member’s accrued and unused

PTO. Staff members will be paid a cash payout equal to 50% of credited but unused PTO upon ending their employment with the YMCA.

The purpose of the PTO policy is to allow staff members paid time off, not the provision of cash payments in lieu of leaves of absence. The purpose of this policy is to encourage the use of PTO for paid time off.

Holidays:

It is the policy of the Association to designate and observe certain days as holidays.

All YMCA buildings will be closed on Easter Sunday, Thanksgiving Day and Christmas Day. The only exception will be made by the individual Branch Director with the approval of the President for a special program.

All full time exempt and non-exempt employees shall receive the following 8 paid holidays each year:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve
- Martin Luther King Day

If a holiday falls on a Saturday, it will usually be observed on the preceding Friday. If a holiday falls on a Sunday, it will usually be observed on the following Monday. However, the President may make changes in this schedule.

Due to the nature of some YMCA services, employees may be required to work on holidays. Exempt and full-time non-exempt employees required to work on a holiday will receive one (1) swing holiday that must be taken within 30 days. Any swing holidays not used during 30 days will be forfeited by the employee and will not be compensated for by the YMCA. Employees desiring to use a swing holiday must obtain the approval of their supervisor prior to taking the holiday.

Continuation of Benefits of Previously Employed Staff:

Staff members who leave the employment of the YMCA but return within a 1 year period to a job classification that is equivalent to the previous position will resume all benefits*. Original hire dates will remain the same. Anyone who returns after a 1 year period will start as a new employee.

*Benefits in this instance may not include the retirement fund, which is governed by Federal regulations or certain insurance programs which are subject to the provision of the group insurance contract contents.

Requesting PTO:

Request for PTO should be submitted on the PTO Request Form located on the YMCA server with the required advance notice. It is important to plan your PTO use carefully. You should identify all of the special events, i.e., graduations, anniversary, etc., you want to observe for the year and discuss your plan with your supervisor.

If a staff is absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the disability and its beginning and expected ending dates. Before returning from a sick leave absence of three calendar days or more, a staff member must provide a physician's verification that he or she is physically able to perform all of the essential functions of their position. "Light duty assignments" assignments" (under Worker's Comp) will be accommodated, based on written physician restrictions, for a staff member returns to work.

Carry Over of PTO Time

PTO is run on a continuous basis (based on your hire date), when a staff member has reached their maximum allowable credits total, accumulation will stop until you use PTO, once PTO total is below Maximum Allowable Credits staff will start accumulating PTO again. We encourage all staff to use their accrued PTO within the calendar year. Any unused PTO at the end of the year will roll over to January of the next year up to the maximum hours allowed.

Extended Sick Leave (ESL) Bank

The Extended Sick Leave Bank is designed to enable full time employees receive pay during extended absences due to serious personal injury or chronic illness. After 2 full years of employment and at the end of the

calendar year, staff has a choice to transfer to their Extended Sick Leave Bank up to and including 40 hours of PTO. You may complete this transfer annually up a maximum allowable number of 340 Extended Sick Leave hours. Once PTO time is transferred into the ESL Bank, it cannot be used unless proof of illness is provided with a doctor's note. You cannot transfer any accrued time from the ESL Bank back into PTO. The Family Medical Leave Authorization (FMLA) Form will be used when requesting extended sick time from the ESL Bank.

The YMCA will grant ESL to regular full-time employees (who meet the requirements described above) for the care of a family member (spouse or child) with a serious health condition, or in the event of an employee's own serious health condition.

Maximum Allowable Credits to ESL Bank

Staff members may accumulate up to the maximum of 340 hours in the ESL Bank. Once reached, staff members will not be allowed to transfer any more hours to the ESL Bank at the end of the year.

FAMILY AND MEDICAL LEAVES OF ABSENCE

YMCA will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to twelve weeks in any twelve-month (rolling) period. An employee must have completed at least one full year of service with YMCA and have worked a minimum of 1,250.

Other important information about Paid Time Off (PTO):

1. Employees shall use earned paid time off for an equivalent portion of FMLA leave.
2. Employees must use accrued Extended Sick Leave Bank for an equivalent portion of FMLA leave taken for their own serious health condition. ESL must be used before using accrued PTO.
3. FMLA shall run concurrently with any earned paid time off and/or accrued extended sick leave available to employee.
4. Leave covered by workers' compensation and/or short-term or long-term disability plans will run concurrently with FMLA leave when the reason for the leave qualifies under this Policy.
5. JURY AND WITNESS DUTY LEAVE

If you are a full-time employee who is summoned to jury duty, YMCA continues your salary during your active period of jury duty for up to a maximum of fifteen working days per calendar year. You are also permitted to retain the allowance you receive from the court for such service. If you are not a full-time regular employee, you will be given time off without pay while serving jury duty. All employees are allowed unpaid time off if summoned to appear in court as a witness.

To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed. YMCA will make no attempt to have your service on a jury postponed except when business actions necessitate such action.

6. MILITARY LEAVES OF ABSENCE

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as is practicable. You will be granted a military leave of absence, without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

7. SERVICE-MEMBER FAMILY AND MEDICAL LEAVE

This policy supplements our FMLA policy and provides general notice of employee rights to such leave.

Except as mentioned below, an employee's rights and obligations to Military Family Leave are governed by our existing FMLA policy.

BEREAVEMENT LEAVE

If you are a full-time regular employee you will be granted up to three days off from work with pay in the event of the death of your spouse, child, parent, sibling, grandparents, father-in-law, mother-in-law, son-in-law, or daughter-in-law or a relative not a member of your immediate family as defined above. Requests for bereavement leave must be made to your immediate supervisor.

Retirement:



Retirement Plan: YMCA has established a retirement program to assist you in your post employment years. You are encouraged to begin planning for retirement early in your career so that YMCA retirement benefits, benefits from the federal government's social security program, and income from your personal investments can grow together to provide future financial security.

All employees are eligible for participation in the Fund after two (2) years of employment of 1000 hours or more with a YMCA. See Retirement Plan Description for more information. Information can be requested from the Human Resource Director. The percentage contributed by the Association is subject to annual review.

The YMCA Retirement Fund is administered in accordance with the Employee Retirement Income Security Act of 1974, all applicable federal and state laws, and with the National YMCA Retirement Fund guidelines. Provisions are amended as required to comply with changes in legislation and national YMCA guidelines.

YMCA reserves the right to amend its participation in the Fund at any time within the terms and conditions of the Plan and to conform to any applicable Federal law. The provisions of the plan document and the summary plan description are controlling and the provisions of this handbook do not operate to override or modify any provision of those documents.

Additional Retirement Savings: Eligible staff may make additional after-tax contributions or tax –deferred contributions by payroll deduction to the YMCA 403B Retirement Plan to provide increased benefits at retirement.



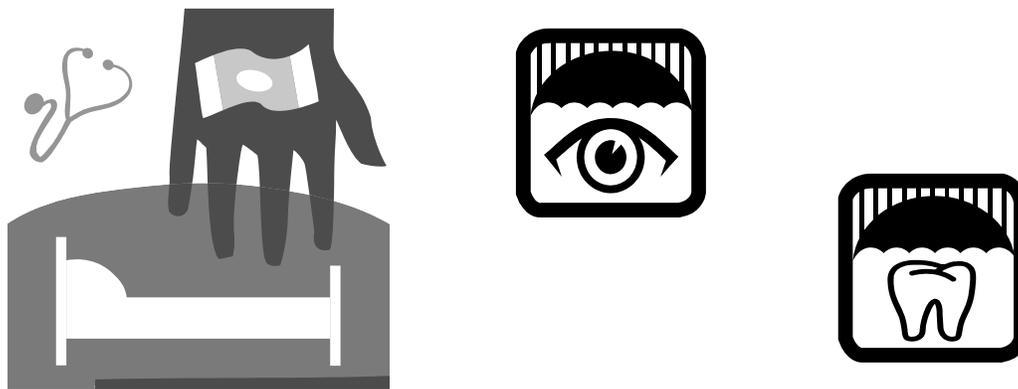
Group Life Insurance: All full-time insurance program. Coverage under coverage is not available. Coverage for employment. Under this program, you The cost to provide this benefit is currently paid completely by YMCA.

regular staff are eligible to participate in YMCA's life this program is available for staff only; dependent eligible staff is effective on the first day of are covered by a life insurance benefit of \$10,000.00.

Life insurance benefits terminate on the date your employment with YMCA terminates.

Group Long-Term Disability Insurance: Full-time employees are covered under the Association's group long-term disability insurance plan. This plan provides monthly benefits to an eligible employee should he or she become disabled and prevented from performing the regular duties of his or her job due to a covered accident or sickness. The Association pays the full cost of this benefit for eligible employees. All accumulated sick leave and vacation time must be used up prior to Long-term Disability Insurance benefits beginning. For additional information about this benefit, consult the Summary Plan Description.

Group Short-Term Disability Insurance: Full-time employees are covered under the Association's group short-term disability insurance plan. This plan provides monthly benefits to an eligible employee should he or she become disabled and prevented from performing the regular duties of his or her job due to a covered accident or sickness. The Association pays the full cost of this benefit for eligible employees. All accumulated sick leave and vacation time must be used up prior to Short-term Disability Insurance benefits beginning. For additional information about this benefit, consult the Summary Plan Description.



Group Health Insurance Coverage: Full time staff and their dependents can at their election be covered by the YMCA approved health insurance plan.

Eligibility - Employees are eligible on their date of employment. For eligible employees, the YMCA will pay the 75% of the cost of individual health insurance coverage. If the employee wishes to select dependent health insurance coverage, the YMCA will pay 50% of the cost of health insurance coverage.

Dental Insurance is part of the YMCA Health Insurance coverage. All dental coverage will be at the employee's expense.

For further details regarding health insurance coverage, consult the Health Insurance summary plan description booklet. The provisions of the plan document and the summary plan description are controlling and the provisions of this handbook do not operate to override or modify any provision of those documents.

CONTINUING OR CONVERTING GROUP HEALTH INSURANCE COVERAGE: If you resign or are terminated from YMCA's employment or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in our group health insurance plans, you and your eligible dependents may have the right to continue to participate in these plans according to state and federal laws.

For further details regarding continuing or converting your group health insurance benefits, please contact the Human Resource Director.

Medical Cafeteria: The Association offers a medical cafeteria plan to all full-time, exempt and non-exempt employees

RELOCATION EXPENSES

When the relocation of a new full-time salary exempt employee is required, the YMCA will pay reasonable approved relocation expenses. Three estimates must be obtained, and terms for such must have prior approval of the CEO, and/or designate and be specified in the letter of employment.

- Locating a New Residence

Reasonable and necessary expenses for one trip, not to exceed three days, will be reimbursed for a relocating employee and a member of his/ or her household to search for housing.

Items to be reimbursed:

- Round trip lowest special class fare
- Local transportation
- Lodging
- Local Meals

- Household Moving Expenses

The Association will pay for household items to be moved from the employee's current principal residence to the new residence, including the cost of packing, appliance disconnection and re-connection, and full-value insurance. The Association will not pay for moving livestock, pets, plants, building materials, firewood, flammable materials, boats, trailers, motorized vehicles, outside antennas, or other items it considers out of the ordinary.

- Temporary Living Expenses

The Association may reimburse reasonable and necessary normal living expenses for the employee and his or her family while they are traveling and after their arrival until they can move into their new residence for up to seven days. The reimbursement for travel will be made at the current IRS per mile reimbursement rate for two cars or tourist class airfare for all family members. The reimbursement for lodging will be at current market rates based on the approval of the President.

If the employee voluntarily leaves employment of the YMCA prior to six month from start date, the YMCA reserves the right to require reimbursement of relocation costs paid by the YMCA. Unless other arrangements are made, any amount due to the YMCA shall be collected through appropriate and legal action.

OTHER BENEFITS

Association of YMCA Professionals (AYP) Membership: The YMCA will pay for the total annual membership dues for eligible employees as exclusively determined by the YMCA of Greater Montgomery.

YMCA Membership and Program Fees: Free family memberships will be provided for full-time exempt and non-exempt employees and their immediate families (spouse and dependents). At the discretion of the CEO free membership may be granted to retired Professional YMCA staff who live in the Y's service area. Retired YMCA of Greater Montgomery employees (all levels) must be receiving retirement benefits from the YMCA retirement fund and have worked a minimum of 10 years with the YMCA of Greater Montgomery in order to be eligible. Part-time members will receive a free single individual membership. Part-time employees are required to work a minimum number of 10 scheduled hours per week (Group Exercise a minimum of 2 classes per week) to receive this benefit.

Full-time eligible employees and the dependent members of their families may participate in other program activities if it does not exclude members at a cost of 25% of the member rate. Childcare Services at the East

YMCA will be charged at 50% of the member rate. Part time employees are granted employee privileges only at the branch where they are employed and only for the duration of their employment. Part-time staff at a non-facility branch can designate their membership at one branch. All membership benefits are subject to and administered in accordance with all applicable Internal Revenue Service rules and regulations.

Expenses and Allowances: All Employees - Expenses incurred while on YMCA business shall be recognized as proper charges if provided for in the budget subject to the prior approval of the CEO.

The following are recognized as proper charges against expense accounts of professional employees, subject to the approval of the CEO:

1. Reasonable transportation fare for YMCA business related activities, except to and from work.
2. The reasonable cost of meals is included as expense account items where the professional's attendance is required.
3. Reasonable traveling expenses, including airfare and hotel bills, on approved YMCA business trips.
4. The Association provides for reimbursement of expenses incurred for the use of personally owned automobiles used for official YMCA business.
5. Automobile Allowance - A mileage allowance shall be the same as allowed by the Federal Government for income tax purposes when personal vehicle is used for YMCA business.
6. Expenses for attendance at YMCA conferences, seminars, and conventions, including travel expense, room and board, and registration fees, when provided in the budget.
7. The payment of membership dues and meals in a service club, professional society, or community organization group is included in the YMCA budget in cases where the membership in such a group is deemed advantageous to the YMCA.



People Development

Performance Management: Annual performance goals and objectives will be agreed upon in writing by an employee and his/her supervisor for the purpose of evaluating an employee's overall work performance; assisting in the employee's continued growth and development; and ensuring that the YMCA of Greater Montgomery's goals are being met through the employee's work effort. Such performance appraisals will be conducted by the employee's immediate supervisor; documented in written form and reviewed with that employee. Merit increases will be considered to be appropriate based on the current budget restraints.

Separations

Employment with the YMCA of Greater Montgomery is **employment at will**. "Employment at will" means that employees may end their employment at any time for any reason and that the employer (YMCA) may terminate any employee at any time for any reason, with or without cause.

For purposes of this policy, the term "**separation**" refers to any and all termination of the work relationship between the employee and the YMCA, regardless of the reason for such. Separations are categorized as either **voluntary** or **involuntary**.

Voluntary Separation

1. **Resignation:** A decision freely made by employees to end their work relationship with the YMCA. In such cases, notice of such a decision must be provided, in writing, to the YMCA as follows:
 - Exempt Employees 30 days
 - Non-Exempt Employees 2 weeks (10 working days)
 - Hourly Employees 2 weeks (10 working days)

2. **Retirement:** is handled same as resignation.

Involuntary Separation

Involuntary separation is the decision made by the YMCA of Greater Montgomery to end the work relationship with an employee. They are classified as either a **"reduction in the workforce"** or **"dismissal for cause."**

- 1. Reduction of Workforce and At-Will Separation:** Involuntary separation may be imposed upon employees as a result of economic necessity, operational and/or programmatic changes, reorganization or any other reason requiring a reduction in the YMCA of Greater Montgomery's present workforce. When the separation of an employee is required because of a reduction in workforce in any one unit, every effort will be made to transfer that person to another comparable position within YMCA if his/her job performance warrants it. Notwithstanding, nothing in this policy shall be construed to obligate the YMCA to offer a laid off employee another position. The YMCA will strive to give employees subject to layoff at least two (2) weeks notice.
- 2. Dismissal for Cause:** An employee may be involuntarily separated when, in the opinion of management, it is in the best interests of the YMCA to do so. In the event of such an occurrence, the employee may submit a grievance in accordance to this guide if he/she disagrees with the decision.
- 3. Unsatisfactory Performance:** For employees unable to meet performance standards, failure to complete assigned tasks, misconduct, repeated absences from work, etc. Prior to separation of an employee for unsatisfactory performance, the immediate supervisor must make a reasonable effort to resolve the problem, including providing the employee with a written definition and notification concerning the problem. If the problem cannot be resolved, a separation date shall be established. Separation of an exempt or non-exempt employee may take place at once by written notice after at least one written previous warning. Written warning notice is not required when the well-being of the membership or staff is involved.
- 4. Misconduct:** Dismissal may be imposed on employees by the YMCA of Greater Montgomery for their misconduct, breach of duty (reasonably owed to the employer); conviction of a felony crime while employed, or misappropriation of YMCA goods or materials for personal use.

Although it is not possible to list all types of unacceptable behavior, the following are examples of conduct that may result in disciplinary action up to and including immediate termination:

- Possession of a firearm or any kind of lethal weapon on Association property
- Fighting or other abusive or threatening behavior
- Possession or consumption of alcohol or any other intoxicant or drug, other than those prescribed by a physician, while on the job
- Theft of personal or YMCA property
- Falsification of time cards, including the punching in or out on another employee's card
- Falsification of personnel records or any other Association records
- Reporting to work under the influence of alcohol or non-prescription drugs
- Absence of three consecutive days without notice or permission
- Abandonment of assigned duties (i.e. walking off the job)
- Personal use of Association property without prior approval
- Harassment of another employee
- Any action that would endanger the safety of participants

Employee Grievance Procedure:

Policy: Whenever a job applicant or employee feels that they have a grievance or a complaint regarding the application of these policies or the individual's working environment, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, the individual can resort to the more formal procedures as provided herein. Complaints of unlawful discrimination, harassment and retaliation are subject to the procedures outlined in Article VII and are not subject to this grievance procedure.

Definitions:

- "Complaint" shall mean any dispute or disagreement involving the interpretation or application of any existing YMCA rule or practice.

- "Complainant" shall mean any job applicant, group of job applicants, employee, or group of employees, directly affected by the alleged misinterpretation, or violation, filing a complaint.
- "Employer" shall mean the YMCA or its representatives.
- "Day" shall mean a working day.

Time Limits: The number of days. Time limits may be extended by mutual agreement between the parties.

Released Time: The complaint procedure will normally be carried out during non-work time. If, however, the YMCA elects to carry out provisions during work time, the complainant shall lose no pay.

Complaint Procedure:

Informal discussion – If an employee or job applicant believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor promptly (within 1 week of the alleged violation). A supervisor will attempt to settle an employee's grievance within 5 days of the filing of the initial complaint. If the complaint is against the immediate supervisor, the complaint shall go to that person's supervisor after proper communication and discussion with immediate supervisor to attempt to rectify situation.

If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint to his/her immediate supervisor in writing or via a message which can be transcribed into writing. If the complaint is against the immediate supervisor, the complaint may be filed with the Executive Director. The supervisor or Executive Director shall communicate his/her answer in writing to the complainant within ten (10) business days after receipt of the complaint. If the employee is not satisfied with the action taken by the Executive Director, the employee may also discuss their complaint with the Human Resources Director.

Retaliation against individuals who file complaints or assist in the investigation is expressly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. The filing of a complaint, the investigation of a complaint, and the identity of persons involved in complaint proceedings shall be maintained in confidence to the extent allowable by state law.

Code of Ethics Policy:

CARING: Keep and care for the employing YMCA and support its organizational objectives, gossip is not acceptable.

HONESTY: Always be honest and truthful. Render honest and just considerations in work assignments, employment practices, decision-making processes, and programmatic endeavors.

RESPECT: Respect and understand persons with differing beliefs and behavior, and serve each one respectfully and impartially.

RESPONSIBILITY: Accept responsibility for the quality of one's own professional competence. Be responsible for one's professional leadership to the achievement of the YMCA's Christian mission and purpose. Manage information and preserve confidentialities, gained through professional relationships, in a responsible manner.

The growth and service of the YMCA results from the efforts and dedication of the volunteers and staff who are party of the organization. The efficient and productive operation of the YMCA of Greater Montgomery is aided by the policies and procedures which clarify the obligations and responsibilities of those participants... particularly those of the staff. Adherence to the following statements will guide the Association in its efforts to better serve the community and preserve its image.

Section I. Compliance with Laws and Regulations

YMCA of Greater Montgomery business is to be conducted in compliance with all applicable legal requirements. Therefore, each employee is required to comply with both the letter and spirit of such laws and regulations. The understanding of legal requirements by all concerned is a responsibility of the staff and board. If a question arises employees should consult with the appropriate staff or officer. Whenever necessary, legal advice should also be sought.

Section II. Whistleblower Policy

Introduction: The Code of Ethics and Conduct ("Code") of the YMCA of Greater Montgomery ("YMCA") requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

In keeping with the policy of maintaining the highest standards of conduct and ethics, the YMCA will investigate any suspected fraudulent or dishonest use or misuse of the YMCA's resources or property by staff or volunteers.

Reporting Responsibility: It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy. Volunteers and consultants are also encouraged to report any violations or suspected violations.

No Retaliation: No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations: The Code addresses the organization's open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the human resources department or anyone in management who you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the organization's compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization's open-door policy, individuals should contact the organization's compliance officer directly

Compliance Officer: The organization's compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the chief executive and/or the audit committee. The compliance officer has direct access to the audit committee of the board and is required to report to the audit committee at least annually on compliance activity. The organization's compliance officer is the chair of the audit committee.

Accounting and Auditing Matters: The Audit Committee of the board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The compliance officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith: Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within 3 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Section III. Conflicts of Interest

The success and integrity of the YMCA of Greater Montgomery depend upon its employees and their legal, moral and ethical standards. When engaged in personal and outside interests, employees should be free from any interest, influence or relationship which might conflict, or appear to conflict, with the best interests of the YMCA; or which might affect their judgment or loyalty. All have the legal, moral and ethical duty to protect YMCA interests and refrain from doing anything that would injure the YMCA's services or reputation. Employees

are prohibited from engaging in activities which constitute actual apparent conflicts of interest. If employees have interests which could conflict with those of the YMCA, they should immediately discuss them with their supervisor. Participation in any activity in violation of this policy must not be started or continued without written approval of the CEO or the Board of Directors.

The Board of Directors with the Chief Executive Officer and legal counsel will prescribe procedures for determining whether objectionable conflicts do in fact exist; and will be the final arbiter as to whether or not a particular activity violates this policy. Examples of employee activities, which would presumably violate this Conflicts of Interest policy, are:

- Other employment that may interfere with or adversely affect work performance.
- Direct or indirect ownership by employees or members of their immediate family of a substantial equity or debt interest in a supplier to the YMCA.
- Accepting substantial gifts, entertainment, loans, compensation, concession or benefits of any kind from a supplier to the YMCA.
- Having financial interests in any YMCA transaction involving the purchase or sale, lease or rental of any goods, materials, equipment, supplies, services or property.
- Unauthorized disclosure or use of confidential information.
- Using employees, materials, equipment or other assets of the YMCA for any unauthorized purpose.
- Involvement in any other business activity, transaction or relationship which could reasonably be interpreted by others as illegal or unethical conduct or in conflict with YMCA interests.

Section IV. Payments to Government Officials, Customers or Others

In order to comply with applicable law and to avoid situations which can damage the YMCA's reputation and integrity, no employee shall make any bribe, or other payment of illegal purposes to or for the benefit of government officials, customers, suppliers, or others. This policy covers not only payments, but also indirect payments made in any form through consultants, third parties or some other intermediary.

Section V. Offering or Accepting Gifts or Gratuities

The YMCA's continued success and prosperity shall not be impaired by acts or situations, which cause it embarrassment; or obligations or liabilities which compromise its ability to operate independently and effectively. Accordingly, it is the YMCA's policy to generally prohibit the giving and accepting of gifts or gratuities. Whenever an employee deals with a supplier, a customer or governmental agency as an agent of the YMCA, the employee has an obligation to act solely in the YMCA's best interest.

This obligation includes not only those acts formalized by written contacts, but also covers the everyday business relationships with suppliers, customers, governmental officials and government employees.

Accordingly, YMCA personnel are not permitted to solicit or accept personal gifts from individuals, firms or their representatives who have or seek business relationships with the YMCA. If other than nominal gifts are received and cannot be returned, they are to be given to the YMCA's General Office for disposition.

Similarly, except for loans by recognized banks and financial institutions which are generally available at market rates and terms, YMCA employees, agents or representatives may not accept loans, guarantees of loans or payments from individuals or firms doing or seeking business with the YMCA. Employees may also not accept services, accommodations or travel of any value unless received in conjunction with the performance of the YMCA business.

Employees shall not make personal purchases via YMCA channels from outside suppliers. This provision excludes authorized employee-purchases of YMCA products under programs established for such purposes.

An exception to this general policy may be made for gifts which are recognized as a custom of the trade (such as advertising gifts from vendors), are of insignificant value, and could in no way cause the YMCA to be embarrassed, obligated or incur liability. Gifts having more than a nominal value shall be returned to the donor with a notice of explanation.

In addition, YMCA employees, agent and representatives may accept meals, refreshments or entertainment of nominal value in connection with business discussions. Luncheons or dinner meetings, held to conserve time and build relationships, are an acceptable practice. They should however, be infrequent and the other party should not be permitted to consistently bear the expense. Such expenditures should be nominal. Common

sense should be used to define "nominal" and to determine what is lavish, extravagant, or frequent. All approved expenditures for meals, refreshments and entertainment must be fully documented and recorded on the YMCA's books in strict accordance with established association policies and procedures.

All employees, agent and representatives have a personal responsibility to ensure that their acceptance of such meals, refreshments or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

Laws, regulations and policies pertaining to entertainment, gifts and payments may vary. Questions regarding their interpretation shall be submitted to the Chief Executive Officer.

All YMCA of Greater Montgomery employees shall sign a "Statement of Understanding" which confirms that they understand and will comply with the Code of Ethics Policy.

CODE OF ETHICS POLICY - Compliance and Disciplines

Failure to comply with the standards, contained in this Code of Ethics Policy, will result in disciplinary action that may include termination of employment, termination of contract, referral for criminal prosecution, and/or reimbursement to the YMCA for any losses or damages resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. All employees or representatives, charged with a violation of this policy, will be given an opportunity to explain their actions before the appropriate disciplinary action is taken.

POLITICAL ACTIVITY

The YMCA recognizes the importance and responsibility of employees to participate in the political process; and upholds their right to support political parties, candidates, committees and causes.

However, in accordance with Section 501(c) (3) of the Internal Revenue Code, YMCA's are prohibited by statute from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Any Section 501(c) (3) organization should not contribute time or money to political campaigns; should not publish or distribute statements on behalf of a political candidate; and should not engage in any other activity which may be considered political.

Employees may personally contribute to a candidate or cause, and party of their choice. However, no employees shall be compensated or reimbursed for any such personal contribution; and their efforts devoted to political activity must be outside of working hours. It must also be clear that any statements on public issues are their own and not those of the YMCA of Greater Montgomery.

BIDDING, NEGOTIATION and PERFORMANCE OF CONTRACTS

The YMCA of Greater Montgomery will strictly observe the laws, rules and regulations that govern federal, state and local governments with regard to acquisition and solicitation of goods and services. It will compete fairly and ethically for all such business-related opportunities. No YMCA employee, agent or representative shall attempt to obtain sensitive government or procurement information from any source; not attempt to obtain information on competitors' bids or proposals when release of such is unauthorized.

Individuals, negotiating contracts for the YMCA, shall ensure that all statements, communications and representations to YMCA customers are accurate and truthful. Employees should not withhold relevant information that might affect a customer's ability to negotiate a fair contract.

Sufficient care must be taken to ensure that all costs are properly recorded and charged to the appropriate account, regardless of its budget status.

Employees, agent and representatives are specifically prohibited from submitting or concurring in the submission of any claims, bids, proposals or other documents that are knowingly inaccurate, false, fictitious, or fraudulent. Such acts may constitute criminal violations that could result in prosecution of the YMCA and those involved.

Contract, Grant Purchase Approval Guidelines

- A. Any transaction that obligates the YMCA of Greater Montgomery for more than a five year (5) period or for more than twenty five thousand dollars (\$25,000.00), must be presented to and approved by the Finance Committee of the YMCA of Greater Montgomery. Once approved, the transaction document must be signed by the CEO. Approval by the Finance Committee will be noted in the minutes of the Finance Committee, and a copy of the minutes will be attached to the document file.
- B. All contracts, of any amount, must be signed by the CEO or his designate.
- C. A copy of all approved and signed transaction documents must be delivered to the Finance office of the YMCA of Greater Montgomery, within three business days.
- D. All purchases or service contracts, that exceed ten thousand dollars (\$10,000.00) per year, whether paid in lump sum or payments, will have a minimum of three bids. If three bids are not possible, then prior written approval from the CFO is required.

Supervisors, managers and officers must be careful in their words and conduct to avoid placing or seeming to place pressure on subordinates that might cause them to deviate from acceptable norms of conduct. The YMCA is dedicated to developing and providing programs and services of the highest quality. Members and Patrons have a right to expect, and the YMCA has an obligation to ensure, that they are delivered at a fair price. This can only be accomplished by a continuing dedication to fair negotiation and strict adherence to all contractual obligations.

Disciplinary action will be taken:

- Against any employee and/or representative who knowingly authorizes or participates directly in actions which are a violation of this policy.
- Against any employee and/or representative who deliberately fails to report a violation or withholds relevant and material information concerning a violation of this policy.
- Against the violator's manager or supervisor when the circumstances reflect inadequate supervision or lack of diligence.
- Against any supervisor or manager who directly or indirectly retaliates against any employee for reporting a violation of this policy; or encourages others to do so.

CHILD PROTECTION POLICY

1. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.

2. Staff shall never leave a child unsupervised.

3. Restroom Supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone.

4. Staff should conduct or supervise private activities in pairs (e.g. diapering, putting on bathing suits, taking showers, etc.). When this is not feasible, staff should be positioned so that they are visible to others.

5. Staff shall not abuse any YMCA participant, child, volunteer or staff. Abuse includes physical abuse, verbal abuse, sexual abuse, mental abuse, and neglect. Any type of abuse will not be tolerated and will be cause for immediate dismissal.



6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.
7. Staff will observe and report to immediate supervisor any fever, bumps, bruises, burns, etc. Any questionable marks or responses should be documented. ALL REPORTS ARE TO BE CONFIDENTIAL.
8. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit. (Appropriate Touch)
10. Staff will refrain from intimate displays of affection towards others on YMCA property.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. Using illegal drugs at any time is prohibited and grounds for termination.
14. Smoking or use of tobacco on YMCA property or while participating in a YMCA program is prohibited.



15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment on YMCA property is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleep overs, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
21. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
22. Staff will act in a caring, honest, respectful, and responsible manner.

TECHNOLOGY AND COMMUNICATION EQUIPMENT

Purpose: The YMCA of Greater Montgomery provides computers, internet connections, networks, cellular phones, telephones, facsimile machines, handheld electronic or digital devices and other types of technology and communication equipment to its staff for educational and administrative purposes. The use of these resources is a privilege, not a right. All users are expected to use this equipment in a responsible, ethical, and legal manner. These resources shall be used only for purposes related to the performance of the employee's jobs, and only minimal personal use of is permitted.

Electronic and telephone communications, including email and voice mail communications and the contents of an employee's computer, are the sole property of the YMCA.

The YMCA prohibits the use of its email or voice mail system for personal messages, solicitation of employees, or distribution of information not related to the YMCA's business.

The YMCA prohibits employees from accessing or attempting to access the email or voice mail system of another user or from transmitting messages from a co-worker's e-mail or voice mail system.

Sharing of passwords is considered a violation of the YMCA Technology and Communication Equipment Policy.

Employees should have no expectation for privacy when using Systems. Subject to applicable laws, information on or use of the Systems may be monitored, accessed, deleted, or disclosed at any time without your permission. Only employees who have a business purpose for using the Internet will be permitted to use the Internet and that access may be limited to certain web sites.

Any business procedure, software, program, system, design, drawing or other creative work developed by the employee while employed at the YMCA is the YMCA property, unless unrelated to the subject and methodology of your employment, and the YMCA holds the intellectual property rights to such works. The employee agrees that each such work shall be a "work for hire" under the United States Copyright Act of 1976, as amended.

Computers are NOT to be used for activities such as games or social activity. Use of the computer for personal reasons is not appropriate and the use as such may result in termination of employment. If you have a question on this policy, please see your supervisor.

Long Distance: The use of Long Distance telephone calling is restricted to business use and any abuse of this calling feature will be monitored and abusers will be held financially accountable for all charges.

SOCIAL MEDIA AND SOCIAL NETWORKING POLICY: The YMCA's social media and social networking policy applies to use of company and personal electronic devices during working and nonworking hours.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

Social Networks – Social networks are online communities typically comprised of people with the same interest and/or activities. Social networks provide a means of communication through email, instant messaging, video, etc. Social network sites include, but are not limited to: Facebook, MySpace, Twitter, LinkedIn, YouTube, Flickr, Wikipedia, and many more.

The YMCA'S Code of Conduct and all other Association Policies and National YMCA Policies continue to apply to the online realm of social networks and social media – the no outside contact policy also applies to online contact. Your online presence, during working and nonworking hours, should reflect the YMCA's mission and Christian values. Be aware that your actions captured via images, posts, or comments can be a direct reflection of the YMCA.

Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the YMCA. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the YMCA.

Information published on your blog(s) should comply with the YMCA's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.

Be respectful to the YMCA, other employees, members, partners, and competitors.

Employees are prohibited from creating, distributing, or soliciting sexually oriented messages or images, unwelcome sexual advances, request for sexual favors, or other unwelcome conduct of a sexual nature.

Social media activities should not interfere with work commitments. Refer to the Personnel Policy/Handbook section on Technology and Communication equipment usage.

Do not reference or cite YMCA members, partners, or employees without their express consent. In all cases, do not publish any information.

Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well. YMCA logos and trademarks may not be used without written consent.

Penalties & Consequences: *Misconduct arising from, or connected with, the use of the YMCA technology or communication equipment may result in disciplinary action, up to and including termination.*

CRIMINAL BACKGROUND CHECK

All individuals must consent to a criminal background check prior to employment. The cost for processing will be paid by the YMCA. All background checks will be done in accordance with applicable law.

REQUIRED TRAININGS

Employees of the YMCA are required, in addition to any specialty certifications and trainings specific to their position, to complete the following upon hiring:

- Keeping Your Y/Camp Safe
- Blood Borne Pathogens
- Abuse Prevention Refresher

It is the Employees responsibility to stay current on all required certifications (Position Specific). Please work with your supervisor to stay current and up to date.

YMCA of Greater Montgomery Employee Handbook

Please read and sign this receipt. These statements will be retained in the YMCA office as a part of your personnel file.

STATEMENTS OF UNDERSTANDING:

I understand and agree to comply/abide by the Ethics Policy as defined within this document.

Staff Member Signature: _____ **Date:** _____

I understand and agree to comply/abide by the Drug Testing Policy as defined within this document.

Staff Member Signature: _____ **Date:** _____

I understand and agree to comply/abide by the Technology and Communications Policy as defined within this document.

Staff Member Signature: _____ **Date:** _____

Acknowledgment of Handbook Receipt:

I acknowledge having received a copy of the YMCA of Greater Montgomery's staff member handbook or have reviewed the electronic version. I agree to become familiar with its contents. I understand that neither this handbook, nor any other YMCA policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position and should in no way be construed as creating any sort of employment contract. I further understand that my employment relationship may be terminated by the YMCA or by me at any time with or without notice, and for any or no reason. I also understand that all of the policies and procedures in this handbook or other YMCA document may be changed at any time at the sole discretion of the YMCA, with or without prior notice.

I have read and will abide by the rules of the YMCA in accordance with this statement of Policy.

Staff Member Name: (please print): _____

Primary Department: _____ **Date:** _____

Staff Member Signature: _____