



# **YMCA OF CENTRAL TEXAS**

## **EMPLOYEE HANDBOOK**

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Approved and put into effect by  
YMCA of Central Texas Board of Directors Human Resource Committee  
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YMCA mission: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

# YMCA of Central Texas

## EMPLOYEE HANDBOOK

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## **YMCA OF CENTRAL TEXAS**

### **EMPLOYEE HANDBOOK**

#### ***100. WELCOME TO THE YMCA***

Welcome to the YMCA of Central Texas. We're glad you're here! We have designed this employee handbook to provide all employees with a general source of information about the YMCA of Central Texas. The contents of this handbook supersede all prior handbooks and personnel policy statements which you may have received. All employees are employees of the Association and are subject to the policies established by the Board of Directors and their approved directives.

The contents of this employee handbook are not an employment contract or agreement, but rather represent a general outline of personnel policy, benefits and rules. This information is not inclusive and is subject to change without notice at any time. Employment with the YMCA is at-will and either the YMCA or you may terminate the relationship at any time with or without cause or notice. This at-will employment relationship can only be altered in writing signed by you and the Chief Executive Officer. While the Employee Handbook will be updated whenever possible, changes or exceptions to these policies may be made without prior notice.

Most employment related questions can be answered by your immediate supervisor. You are also encouraged to contact the administrative offices (herein after referred to as the Metro Office) and/or the individual in your branch who coordinates payroll/personnel matters.

Any photos taken of you during the course of your employment with the YMCA may be used in future promotional materials.

## **200. ABOUT THE YMCA**

### **201. Mission:**

The YMCA is a worldwide organization that is committed to providing programs that help members and participants develop in spirit, mind, and body.

The YMCA of Central Texas is an Association of people...men and women of all ages, ethnic origins, religious affiliations and socio-economic levels, who believe in Judeo-Christian values and who practice these values.

Our purpose is to significantly improve and positively influence conditions which affect the quality of life of our members, our families, and our community. Emphasis is placed on the whole person, through programs and activities that help develop physical, mental, spiritual, and social well being.

### **202. History:**

The YMCA (Young Men's Christian Association) was founded in London, England, in 1844 and came to the United States in 1851. The YMCA is a community-based organization led by volunteers, and whose membership is open to all who wish to become members, community participants or volunteers. The YMCA opened its doors in Waco in 1885, and has continued to grow and change over the years to best meet the needs of the surrounding community.

The YMCA of Central Texas currently operates two branches in the Waco area. The Doris Miller Family YMCA opened in east Waco in the 1950's. In the early 1990's, the YMCA partnered with the YWCA of Waco to open the Waco Family Y in west Waco, which became the Waco Family YMCA in 1997 after the YWCA ceased operations.

### **203. Volunteerism:**

Volunteers are the backbone of the YMCA. Volunteers not only founded the YMCA, but operated it in its entirety in the early days. The involvement today of thousands of talented, committed individuals greatly extends the range, quality and variety of YMCA programs. Thus, it is every staff member's job to promote YMCA volunteer opportunities. All employees should work to ensure that volunteers have a positive, rewarding experience at the YMCA. **Refer to 709. Criminal Background Check Policy.**

## **300. EMPLOYMENT**

### **301. Employment Responsibility:**

The Board of Directors is the legal entity of the YMCA of Central Texas. The Chief Executive Officer is held accountable to the Board of Directors and in turn employs or delegates the authority to employ other employees. The Chief Executive Officer, as delegated by the Board, administers personnel policies, and provides for staff development.

### **302. Equal Opportunity:**

The YMCA of Central Texas is an equal opportunity/affirmative action employer. It is our policy to recruit, hire, train and promote persons without regard to race, religion, color, sex, age, national origin, marital status, disability, sexual orientation, political ideology, veteran status or any other classification protected by local, state or federal law. The YMCA strictly prohibits and will not tolerate any form of discrimination based on any of these attributes. This policy applies to all terms, conditions and privileges of employment including hiring, training and development, promotion, transfer, compensation, benefits, layoff, social and recreational programs, termination and retirement.

### **303. Selection:**

The YMCA of Central Texas selects personnel who meet Association standards of education and occupational qualifications, who can advance the objectives of the YMCA, who have capacity for growth, who are in harmony with the mission of the YMCA and who show the potential to become contributing, productive employees. They should possess special aptitudes, skills, and capabilities required in their field of work as outlined in the position Job Description. Employees must be at least 16 years of age to work for the YMCA. Federal law prohibits minors under age of 18 to work in occupations that are declared hazardous or to operate hazardous equipment.

### **304. Introductory Period:**

All persons employed are subject to an introductory period. The introductory period begins on the first day of work and extends ninety (90) days. This is to give the supervisor an opportunity to evaluate the performance of the employee on the job and to provide the employee the opportunity to decide if the job is satisfactory.

During the introductory period the employer may terminate the employee without notice and the employee may terminate his/her employment without giving notice.

### **305. Disciplinary Action**

From time to time, situations occur which require the YMCA to implement disciplinary action to address performance issues. Proper discipline is to be constructive, not destructive, and should strive to build and reinforce a positive staff member-employer relationship. Disciplinary action may include, but is not necessarily limited to, the following:

- **Counseling:** An open dialogue between staff member and the immediate supervisor regarding the situation, the need for improved performance or conditions, and specific results within a specific time period, including verbal and written warnings.
- **Probation:** The notice to a staff member by immediate supervisor of expected results within a specific time period with termination of duties to follow if the stated conditions are not met. Placement on probation does not guarantee employment for the duration of any probationary period.
- **Suspension:** All suspensions with or without pay are to be approved by the Chief Executive Officer. All staff members involved in incidents that need to be investigated may be suspended with or without pay until appropriate action is determined.

- **Termination:** Termination of employment can follow any one, two, or all of the disciplinary actions described or can be immediate as deemed appropriate based upon the facts of the individual case.

The particular step in the disciplinary process which may be imposed in any particular situation will depend on the nature and severity of the problem. No consideration of salary increases will take place during periods of probation and suspension.

### **306. Re-hiring of Former Employee:**

If a former employee is re-hired after 90 days or longer, the procedures for a new hire must be followed. Former employees who were terminated with cause will not be eligible for rehire.

### **307. Transfers and Promotions:**

While vacancies may be advertised, the YMCA transfers and promotes qualified personnel from within the Association where possible; keeping in mind it is the intention to select the best person for the job. An employee who is experiencing performance problems on their present job may not be considered. Employees applying for another position within the YMCA are expected to notify their present supervisor of their application.

### **308. Employment of Relatives:**

In some circumstances, relatives of employees by blood, marriage or adoption may be employed by the YMCA, if qualified for the position. "Relatives" include, for this purpose, individuals who are household members or domestic partners or others who may not be related but occupy equivalent roles in the view of the YMCA. Generally, relatives may be employed in any position within the same branch or department at the same level, or if there are two levels of supervision separating the positions. Any deviation from this must have prior approval of the CEO and branch executive. There is no employment of relatives in the financial office. No person should be employed in a position by a branch where a relative is a member of any board or committee of that branch, except with the approval of the CEO. Failure to fully disclose relationships in a timely manner may be considered misconduct.

### **309. Personnel Records:**

In order to keep their records current, employees should notify the YMCA immediately of changes to their name, address, phone number, marital status, dependents, and/or emergency contact information.

### **310. Salary Administration:**

The YMCA strives to provide salary ranges that are equitable within the Association. Additionally, the YMCA seeks to provide total compensation (salaries and benefits) which is competitive with other YMCAs for all positions seeking similar skills.

Positions are evaluated and placed in salary ranges using the National YMCA Salary Administration Plans. The salary structure is evaluated annually and adjustments may be made depending on market and financial conditions. New employees will normally be hired at a salary between the minimum and the mid-point of the salary range for their position.

Performance evaluations will be conducted by the employee's supervisor twice a year, in June and December. Employees may be considered for a merit salary increase periodically, usually annually. Employees are eligible for an adjustment on January 1<sup>st</sup> or July 1<sup>st</sup> immediately following their one year anniversary. All subsequent adjustments will be awarded on January 1<sup>st</sup> or July 1<sup>st</sup> of each year, depending on their branch of employment. Salary adjustments are not automatic, but are based on factors such as performance, job contribution, and other merit considerations. Typically, employees with less than satisfactory performance appraisal ratings do not receive a salary increase. Also, employees will confidentially evaluate their supervisor's performance twice a year, in June and

December. After the evaluation is completed, it will be given to the supervisor's supervisor. A summary of the evaluation will be presented to the person evaluated by their supervisor.

**311. Volunteerism vs. Employment:**

In order to avoid misunderstandings and comply with regulations, non-exempt employees may not "volunteer" their time to the YMCA in their own or a similar position. An employee may volunteer his or her time in a different capacity; for instance, an office employee may volunteer time to coach a youth sports team, and such volunteering is highly encouraged. There can be no promise, expectation or receipt of compensation for such volunteer services.

**312. Expenses:**

Reasonable expenses incurred on authorized YMCA business will be reimbursed subject to prior approval of your supervisor, in accordance with YMCA accounting procedures. Receipts must be kept and properly submitted with the check request. Check requests should be submitted in a timely fashion in accordance with accounting procedures, or reimbursement may be denied.

**313. Use of Supplies and Equipment:**

YMCA supplies and equipment, including copy machines and postage meters, are for business use only. Equipment and supplies purchased by or donated to the YMCA belong to the YMCA, and not to individual employees. This includes, but is not limited to, computers, software, pagers, cellular telephones, keys, program supplies and materials.

**314. YMCA Property:**

Personal locks may not be placed on YMCA property. The YMCA may retrieve, inspect and review both business and personal information and items stored on or in YMCA property, such as computers, diskettes, desks, lockers, cabinets, work areas, vehicles and YMCA-provided staff housing.

Employees are discouraged from bringing valuables to the YMCA, as the YMCA does not assume responsibility for loss, theft or damage to employees' personal property.

**315. Computer and Internet Policy:**

The YMCA of Central Texas computers and internet system are the property of the YMCA of Central Texas and are being provided for work-related purposes. All use of the YMCA's computers and internet system is subject to the YMCA's regulation and review. This oversight is not undertaken to unduly pry into anyone's personal business but in order to protect the YMCA and its employees. Use of the YMCA's computers and internet system is subject to the following guidelines:

- All material maintained on the computers or sent through the Internet is subject to being reviewed by the YMCA and employees should not maintain any information on the YMCA computers or send Internet messages they do not want reviewed.
- Any use by employees of the YMCA equipment or facilities for personal matters shall constitute and be understood to be a waiver of any personal right to privacy as to such matters.
- It is not intended that incidental personal use of the computers or the Internet System is to be entirely prohibited. However, use of the YMCA computers for personal purposes or the use of the YMCA Internet System must not take place during working time (except with permission from the CEO) and must not interfere with the employee's job or distract others. Thus, the YMCA reserves the right to instruct any or all employees to discontinue all personal use of the YMCA



computers and Internet System. The YMCA reserves the right to review, audit and disclose all matters sent over the system or placed in storage.

- Employees are strictly prohibited from sending Internet E-Mail messages and or maintaining files on the computer of a harassing, intimidating, pornographic or discriminatory nature. Such conduct, or any other conduct in violation of this policy, may result in immediate dismissal or other disciplinary measures.
- Employees' passwords should not be shared with other employees. Employees are prohibited from accessing each other's E-Mail without the expressed consent of the employee to whom the mail is addressed. The YMCA, however, maintains a list of all passwords and retains the right to access employee's computers and E-Mail at any time for any reason without notice to the employee. The employee should not expect that E-Mail is confidential or private so that it is not subject to the review of the YMCA.
- This policy and waiver of any personal privacy applies to pre-existing material as well as material hereinafter placed in the YMCA facilities.

**316. Telephone Policy:**

Employees may not allow personal phone calls, whether on a cell phone or land line, to interfere with their assigned job duties. Employees are expected to reimburse the YMCA for any personal calls made on YMCA equipment. Voice mail passwords should not be shared with other employees. However, the YMCA maintains a list of all passwords and retains the right to access an employee's voice mail box at any time for any reason without notice to the employee.

**317. Use of Personal Vehicles:**

Employees are not to use their personal vehicles to conduct business for the Association without specific authorization from their supervisor. Prior approval must be obtained and appropriate documentation must be submitted to the Metro Office. Following state law, adequate personal auto liability insurance is required when using one's personal vehicle. Employees are required to show proof of auto insurance and undergo a motor vehicle records check. In the event of an accident involving a personal vehicle while conducting Association business, the employee's personal insurance is primary. Not carrying insurance, or having a high deductible, does not release the employee from financial responsibility for loss or damage to others should an incident happen when using a personal vehicle for YMCA business. Employees may be reimbursed for mileage incurred during performance of duties if it is pre-approved by their supervisor, if such mileage is provided for within the department or branch budget, and if the mileage is due to out of the ordinary travel. Normal travel to and from the site of employment or from branch to branch is not covered by this policy.

## **400. CLASSIFICATION OF EMPLOYEES**

### **401. Payroll/Benefits Classifications:**

Wages, benefits, and job duties are affected in part by an employee's job classification. The following classifications are used as a basis for the purpose of determining which employees are eligible for certain employee benefits.

- **EXEMPT vs. NON-EXEMPT ( HOURLY):**

In conformance with Federal and State Wage and Hour Laws, exempt employees are those who are paid on the basis of salary and who are not subject to premium for overtime. Exempt employees may include those personnel related to executive, administrative, and professional functions and include program directors, certain supervisors and specifically exempt seasonal employees. Exempt employees will not be paid less than the minimum amount as required by the Fair Labor Standards Act. Non-exempt employees are those paid by the hour and whose positions are covered under the provisions for overtime by the Fair Labor Standards Act.

- **FULL TIME vs. PART TIME:**

Full-time positions call for thirty-five (35) hours or more per week, exempt and non-exempt. Part-time positions require less than thirty-five (35) hours per week. All seasonal staff is considered part-time, regardless of work schedule. All positions must be individually approved by the CEO and included in the annual budget.

- **SEASONAL:**

Seasonal employees are employed for a pre-determined period of time, i.e. camp staff.

- **INDEPENDENT CONTRACTOR:**

An independent contractor, as defined by state and federal employment law, is self-employed, bears responsibility for his/her own taxes and expenses, and is not subject to the same direction and control as an employee.

## **500. WORKING HOURS AND PAY**

### **501. Hours of Work:**

Supervisors generally prepare and communicate work schedules to their staff in advance of the workweek. Requests for schedule modifications must be made as early as possible to the supervisor. Employees must have one day off during each workweek. An employee may only work seven consecutive days with supervisor approval, and may not work seven consecutive days two weeks in a row.

An unpaid meal break of 30 to 60 minutes is provided as near to the middle of the work shift as possible, if the shift is scheduled to last seven hours or longer. Rest breaks of ten minutes for each four hours of working time are provided. Most YMCA positions allow for intermittent rest breaks, rather than formally scheduled breaks. Time for rest breaks is paid time.

### **502. Overtime (non-exempt staff):**

Non-exempt employees who work in excess of forty hours in a workweek receive compensation at one and one-half times their regular rate of pay for each hour of overtime worked. All overtime or premium pay is to be approved by management prior to being worked, and the appropriate authorization form must accompany the time card. Vacation, sick time, jury duty, and other paid or unpaid hours away from work are not to be considered worked when computing overtime pay.

All hours worked must be recorded on time cards or time sheets and must be paid in the pay period in which they were worked. Supervisors may not allow any deviations from this policy.

Working over scheduled hours without authorization may result in disciplinary action up to and including termination. Failure to record all hours worked in the appropriate pay period may also result in disciplinary action up to and including termination.

### **503. Training Hours**

Employees will be paid for hours spent in training classes if training is required by the YMCA. Pay will be at a training pay rate, not at the employee's regular rate. Training may include, but is not limited to, new employee orientation, all-staff meeting, departmental staff meeting, lifeguard inservice, and CPR class. Employees will not be paid for hours spent in a certification class if the employee paid a registration fee to take the class.

### **504. Attendance and Absences:**

All employees are essential to fulfilling our mission of service to members, guests and the public. The YMCA expects employees to follow their designated work schedules and to be punctual. Punctual means that an employee is at their work station, ready to work at the start of their work schedule and that they will remain on the job until the end of the schedule. If an employee is unable to report for work or will be late, they must speak directly to their supervisor prior to their scheduled start time, so that their work can be covered. That employee may be required to obtain a substitute. If an employee's absence or tardiness is due to an emergency, they must call in to their supervisor or have someone call in for them as soon as possible. Messages left with co-workers or other staff members are not acceptable. Repeated absences or tardiness may be considered to be misconduct. An employee who fails to report for work or to call in for three consecutive scheduled shifts is considered to have resigned.

### **505. Time Sheet / Time Card Information:**

All employees are required to record time completely and correctly on their timesheets or timecards, including absences, working hours, overtime hours and compensatory time earned and taken. The timesheet or timecard should be filled out daily, signed and turned in as instructed by your supervisor. You have the initial responsibility for ensuring that

accurate, timely records of your working hours are prepared, so that accurate payment can be made to you.

**506. Payday:**

The YMCA pays employees on a bi-weekly schedule. Each pay period consists of two pay weeks, each beginning on Tuesday and ending on Monday. Time cards are due on the Tuesday following the last Monday of the pay period, and paychecks will be available for pick up from your supervisor after 9:00 a.m. on that Thursday. Days and times may change due to holidays or necessary closings.

Each payday, an employee will receive a paycheck or pay stub showing their gross pay, deductions and net pay. Taxes are deducted automatically.

**507. Inclement Weather:**

Should adverse weather conditions develop, the YMCA of Central Texas will make a decision regarding operating schedules as soon as is reasonably possible. Notice of any changes will be made through any or all of the following channels: news media (newspaper and TV stations and their websites), YMCA of Central Texas website, phone calls from supervisors. In the event that the YMCA of Central Texas is closed or operates a reduced schedule due to inclement weather, the following will apply:

- **Full Time, Non-Exempt Employees:** If the facility remains open, full time employees who do not work their scheduled hours must use vacation or personal time, if available, for pay. If the facility operates a reduced schedule, or if it is closed all day, full time employees will be paid for the difference of their regularly scheduled hours and the hours the facility is open.
- **Full Time, Exempt Employees:** If the facility remains open or operates at a reduced schedule, exempt employees who do not work their scheduled hours or the reduced hours must use vacation or personal time, if available, for pay. If the facility is closed all day, exempt employees will be paid for the day.

## **600. SAFETY**

### **601. Safety and Health Rules:**

All employees are to observe the following safety and health rules and to employ the principles of accident prevention on a daily basis. Some of the rules each employee is expected to follow include:

- Report job-related injuries, illnesses, property damage or hazardous conditions to a supervisor immediately.
- Seek treatment for injuries promptly.
- Observe all hazard warnings and caution signs.
- Use all safety equipment required for your job, including wearing appropriate personal protective equipment for eyes, face, head, hands, and other extremities.
- Know the location of fire/safety exits and evacuation procedures.
- Keep all aisles, walkways, working areas, and emergency equipment free of obstacles.
- Refrain from running, fighting, horseplay or distracting fellow workers.
- Observe safe operating procedures for all equipment; make sure that all guards and other protective devices are in their proper places prior to operating the equipment; and operate only equipment for which you are authorized and properly trained.
- Do not wear frayed, torn or loose clothing, jewelry or long unrestrained hair, near moving machinery or electrical equipment.
- Follow proper lifting procedures at all times.
- Use seat belts when driving or riding in vehicles while conducting YMCA business.
- Drive a YMCA vehicle only if properly trained, licensed and authorized to do so.

### **602. Bloodborne Pathogens:**

The YMCA seeks to minimize the risk of exposure by periodically training those employees who may encounter bloodborne pathogens in the course of their work. The YMCA subscribes to the concept of "universal precautions," which means that all employees are required to treat all human blood or other body fluids as if it were contagious. Universal precautions mean that you are expected to exercise work practice controls and to use personal protective equipment when necessary. In addition, the YMCA provides medical response, post-exposure evaluation and follow-up.

### **603. Abuse Prevention:**

*A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse.* In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. All employees are required to receive training annually in recognizing, reporting and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults.
- You may not relate to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting, weekend trips, foster care, etc. are not permitted. An exception must be approved in advance by the CEO.

- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that child abuse exists, it should be reported to your supervisor or branch executive.
- In the event that the YMCA has reason to believe that a staff member abused a child or youth, his or her conduct will be reported to the appropriate authorities, and the employee will be suspended immediately or terminated from YMCA employment.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or branch executive and designated member(s) of the Association management staff.

For suspected child abuse situations immediately contact the Youth Director or Child Care Director, and the Branch Director. Directors will follow reporting procedures prescribed by state and/or local law and regulations, and will be responsible to contact the Metro Office and the Texas Department of Human Services. If suspected/alleged abuse involves a staff member, reinstatement will occur only after all allegations have been cleared to the satisfaction of the YMCA CEO. Staff and volunteers cannot initiate contact with children or parents involved in alleged incidents.

#### **604. Smoke-Free Workplace:**

The YMCA is committed to providing a smoke-free, safe and healthy environment for our employees and members. Smoking is permitted only in designated outdoor areas.

#### **605. Workplace Violence:**

*The YMCA seeks to provide a safe, secure and violence-free environment for all employees, members, participants, clients, volunteers and guests. This applies to YMCA facilities and all other places at which the YMCA operates its programs and activities. The threat or occurrence of violence in the workplace is in direct conflict with the YMCA's mission and values, and will not be tolerated.*

Weapons, including, but not limited to, guns, knives and clubs, are not allowed on the premises of the YMCA by staff, members, participants, guests or volunteers. Police officers or other authorized law enforcement personnel may carry weapons in the line of duty.

The YMCA will work to prevent violent incidents from occurring. Violence, for this purpose, includes, but is not limited to: physically harming another, shouting, shoving, pushing, harassment, intimidation, coercion, menacing behavior, brandishing weapons, and/or threatening words or behaviors. All employees are responsible for helping to maintain a violence-free environment, and therefore, are required to promptly and accurately report incidents, whether or not physical injury has occurred. Employees and volunteers also need to promptly report threats of violence or conversations that imply threats of violence, whether

made by staff, members, youth or other individuals. Initially, reports should be made to the supervisor and/or branch executive.

Employees are expected to conduct themselves in keeping with the YMCA mission and YMCA values (respect, responsibility, honesty, and caring). Workplace violence is considered to be misconduct, and the YMCA will take appropriate actions in response to workplace or off-site violence, including termination of employment. The YMCA may contact the police and other authorities for assistance.

## **700. EMPLOYEE CODE OF CONDUCT**

### **701. Misconduct:**

In order to provide a productive, caring work environment, the YMCA does not tolerate misconduct. Each employee must realize that the misconduct of one person may have serious detrimental results for all employees. Some examples of misconduct include:

- Discrimination in violation of our equal opportunity policy.
- Harassment.
- Child abuse, molestation or indecent exposure.
- Mistreatment or neglect of members, guests or YMCA participants.
- Failure or refusal to carry out job assignments or to follow instructions as management requests.
- Failure to follow proper communication procedures.
- Falsification of any work, personnel, accounting or other YMCA records.
- Failure to properly record time worked.
- Conviction of a crime, if job related.
- Failure to notify the YMCA of a conviction or an arrest.
- Theft or willful damage to YMCA property or to the property of others; or the removal of property without permission from YMCA management.
- Dishonesty in any form.
- Fighting or threatening to harm another person; possession of a weapon.
- Reporting to work or being under the influence of drugs or alcohol during work time or on YMCA premises.
- Possessing, distributing or manufacturing controlled substances.
- Absence without proper notification to supervisor or unexcused absence.
- Horseplay, unsafe or dangerous behavior, or unauthorized sleeping on the job.
- Inappropriate language.
- Conduct which does not support the stated purpose of the YMCA. **Refer to 201. Mission.**

The above list is illustrative of the type of conduct that is not tolerated. This list is not inclusive. Misconduct will result in disciplinary action, up to and including termination of employment.

### **702. Harassment:**

*In order to have a productive, caring work environment, any form of harassment is not tolerated.* Harassment of employees by fellow employees is a form of unlawful discriminatory behavior and is not permitted. Specifically forbidden is harassment of a sexual, religious, racial or ethnic nature, or retaliation against someone who has made a complaint of harassment. All managers, supervisors and employees are expected to work actively to maintain a workplace which is free from unlawful discrimination and harassment, and to conduct themselves in such a way as to ensure that no illegal discrimination or harassment occurs by employees, or other parties, including members, suppliers and volunteers. All employees are required to receive training annually in recognizing, reporting and preventing harassment.

Harassment includes unsolicited remarks, gestures or physical contact; display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic or religious groups; or basing personnel decisions on an employee's response to sexually oriented requests. Sexual harassment is a type of harassment and occurs when this type of verbal or physical conduct is sexual in nature or is gender based; that is, directed at a person because of their gender.

If you feel you have been subjected to harassment of any kind, you are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If the behavior does not immediately stop or if you prefer not to address the behavior directly with



the harasser, you should immediately bring the situation to the attention of your supervisor or any member of management with whom you feel comfortable.

Please be assured that your concerns will be investigated promptly by the YMCA and you will not suffer retaliation for reporting them. It is important to the YMCA that all complaints of discrimination or sexual harassment be thoroughly reviewed and investigated so that prompt and appropriate action can be taken. An employee who harasses or unlawfully discriminates is subject to disciplinary action, up to and including termination of employment.

Non-professional (intimate) relationships between supervisors and subordinates are not permitted. Violation of this will result in termination of the supervisor and/or the subordinate.

**703. Outside Employment:**

Employees are not permitted to engage in any outside employment or business activity which could result in a potential conflict of interest with the YMCA. Outside business activities may not be conducted during work time or with the resources of the YMCA. Doing so will result in termination of employment.

**704. Conflict of Interest:**

Conflict of Interest occurs when an employee is in a position to influence the business of an outside organization by giving advantages to the other business which could have the potential to be detrimental to the YMCA, in a job with similar activities or job duties where direct customer service is involved. An employee of the YMCA shall disclose to the YMCA any information at the time a conflict of interest may occur.

An employee will not disclose any information regarding methods, processes, customers, suppliers, cost, prices, programs or confidential trade secrets of the YMCA of Central Texas to others during employment or thereafter except as authorized by the CEO. As an employee of the YMCA, you may not, directly or indirectly, engage in any conduct that is disloyal, disruptive, or potentially damaging to the YMCA and its reputation. **Refer to 701. Misconduct.**

**705. Political Activity:**

Due to Internal Revenue Service regulations for tax exempt organizations such as the YMCA, YMCA employees may not campaign for a candidate or otherwise engage in political activities during work time, on YMCA premises or with the resources of the YMCA. This prohibition includes, for example, wearing clothing or buttons with political slogans or displaying stickers, posters and other political items at work or during work time.

**706. Acceptance of Gifts and Payments:**

*The YMCA wishes its employees to make responsible purchasing decisions for the YMCA without being improperly influenced or creating the appearance of being improperly influenced.* Employees, therefore, may not accept a commission, payment, reward or gift in any form from dealers or vendors supplying or seeking to supply the YMCA. The meaning of gifts includes without limitation, travel, lodging and entertainment, except business lunches and dinners.

All donations, including cash and property, become the property of the YMCA, unless approval is obtained from the CEO. Employees may not under any circumstances accept personal payment for services performed at or through the YMCA from a member, parent, participant or other individual.

**707. Managing Information:**

Information regarding membership lists, employee lists, participant files, donors, financial aid, planning, medical conditions and other information is confidential and will be kept within the YMCA and will be shared within the YMCA only with those who have a legitimate need-to-know, as determined by management. The YMCA will follow HIPAA and FCRA guidelines.

**708. Fraudulent or Criminal Activity:**

Fraudulent or criminal activity perpetrated against the YMCA, or against a YMCA employee while on duty or otherwise involving their representation of the YMCA, is strictly prohibited. If you observe or suspect such activities please notify your supervisor immediately.

**709. Criminal Background Check Policy:**

In order to provide, to the degree possible, a safe environment for all associated with the Association, especially children, all employees, must clear the criminal background check procedure. This will be done prior to regular employment and will be repeated annually or as needed. Failure to clear the criminal background check will result in immediate termination.

Individuals agreeing to work for the Association under contract labor status and who work around children or money must clear the criminal background check procedure before beginning work.

Volunteers who give their time and services to the Association and who work with or around children or money must clear the criminal background check procedure before volunteering their time.

**710. Alcohol and Drugs:**

*The YMCA is committed to maintaining an alcohol and drug free environment. This is particularly important since many employees are responsible for the safety and welfare of children and youth.* Therefore, the YMCA prohibits the use, sale, manufacture or possession of alcohol or drugs by any employee while on the job and/or in any YMCA facility or vehicle.

Additionally, alcoholic beverages are not permitted in YMCA facilities, and YMCA funds may not be used to purchase drugs or alcohol. When medications are prescribed by a physician, employees should obtain information from their physician regarding any potential impairment that may be caused by such medications and are required to inform their supervisor when impairment potential exists.

**711. Drug-Free Workplace:**

*The YMCA is committed to maintaining a drug-free workplace to protect its employees and the youth, families and individuals served by the YMCA.* An employee or volunteer may not use, possess, dispense, distribute or manufacture illegal drugs in any YMCA workplace, including while on YMCA premises, during work hours or while conducting YMCA business (including travel). An employee may not report to work under the influence of illegal drugs. Each individual associated with the YMCA will assume personal responsibility for his/her own actions.

Anyone with knowledge of illegal possession, use or distribution of drugs within the YMCA programs, activities, and/or premises is to report the facts of case to his/her supervisor, respecting the confidentiality of that communication. If an employee is convicted of a criminal drug statute violation, that employee must notify their supervisor within five days of their conviction.

Random testing of substance abuse among employees is conducted periodically upon the discretion of the supervisor and with the approval of the CEO. Individual testing for substance abuse will be conducted when observation or knowledge of erratic behavior of job performance, a safety violation, an on-the-job injury or accident, an inability to concentrate

or understand instructions, and any type of performance on the job which could be considered detrimental to self and others occurs.

### **712. Dress and Grooming:**

All employees must maintain a personal appearance appropriate for their work assignment. Every employee of the YMCA should be aware that his/her personal appearance, including dress, grooming and personal hygiene, directly affects the YMCA's public image and its ability to effectively serve youth, families, and other members.

- **Attire:**
  - YMCA issued staff shirts will be worn during work hours. The YMCA will issue each employee up to 3 staff shirts, depending on days worked. The employee must pay for additional shirts, or to replace a shirt that is damaged other than normal wear and tear.
  - YMCA will issue a name tag to be worn while employee is working. The YMCA will pay for the first name tag; if the tag is lost or damaged, the employee must pay to replace it.
  - Pants may be khakis, wind pants, or anything of non-denim material. No sweat pants. Shorts and skirts may be of the same materials, but must be mid-thigh or longer in length. Dresses and skirts may be of denim material. Clothing must not be faded, ragged, torn, stained, excessively tight, or drop-waisted.
  - Jeans may be worn on Fridays only, unless otherwise designated. Youth, housekeeping, maintenance and food service employees may wear jeans everyday.
- **Hair:**
  - Hair must be clean, combed and neat in appearance, and representative of YMCA's family-oriented atmosphere.
  - No hair dye other than natural hair colors.
  - For safety purposes, employees in active areas (i.e. maintenance, lifeguards, restaurant and nursery/kids corner) with hair longer than shoulder length should secure hair away from face.
- **Head Coverings:**
  - To be worn only by staff involved in outdoor setting or sports-related activity, or as required by individual departments.
  - May not contain inappropriate messages, symbols, or references to cigarettes, alcohol, illegal substances, sex, violence or political statement.
  - Only baseball type caps or visors are allowed; no toboggans, scarves, bandannas, do-rags, etc. Caps must be worn appropriately (bills facing forward).
  - Exceptions on religious grounds may be approved by the CEO or Branch Executive.
- **Shoes:**
  - Lifeguards and water aerobics instructors may wear sandals or flip-flops in the pool areas only.
  - All other departments must have closed toe or athletic shoe.
  - Footwear for office areas must be appropriate for work area; dress shoes and sandals are OK, flip-flops are not allowed.
- **Earrings and/or Body Piercings:**
  - Only earlobes may have visible pierced accessories. During work hours, all other accessories must be covered or removed. Earrings must be stud earrings only, except for office staff.
- **Tattoos:**
  - Must not be visible during work hours.

Check with your supervisor for specifics for your job area. Office staff may wear business casual/professional attire in place of the staff uniform—no spaghetti straps, tank tops, halters or sun tops. Dress code is under the CEO's discretion and he/she can enforce alternative clothing when deemed necessary.

Personal hygiene habits are very important. All employees are responsible for creating an acceptable and appropriate public image.

\*RESPECT your neighbor: clean body, clean breath, and clean clothes are required!

## **800. COMMUNICATION**

### **801. Problem Review:**

In the event employees feel they have grievances, they may file their grievances in writing with their immediate supervisor.

If the problem is not, or the employee believes cannot be, resolved with their supervisor, they may ask the next level of supervision to review the problem with all appropriate parties. It is preferable for concerns to be put in writing.

If the employee is not satisfied with the settlement, the employee may present the problem in writing to the President/CEO. An employee complaint will be thoroughly discussed and evaluated on its merits, and any necessary corrections to resolve the problem will be made. The decision of the CEO shall be final.

Please be aware that the Human Resource department is always open to being part of the process in these issues. At any time, an employee may contact the HR department to discuss things confidentially.

The role of the HR department is to advocate for the employee within the confines of the work setting. While HR does work for the YMCA of Central Texas organization, this also requires HR to represent the interests of the employees as well.

There will be no retaliation against an employee who follows, in good faith, this problem review procedure.

### **802: Emergency/Accident/Incident Procedures:**

Refer ALL inquiries to the CEO. Failure to do so may violate federal privacy laws or subject the YMCA to litigation.

In case of an emergency, accident or incident, do not volunteer opinions, speculate on causes, or make policy statements. If you have pertinent facts to the incident, the CEO will arrange for the investigator to talk with you. If injury requires first aid or CPR, take immediate and appropriate steps. Notify the front desk of the emergency and the front desk will call 911 and notify professional staff and branch director. The staff person first to the scene will be in charge and will assign duties to other staff (i.e., go wait for ambulance, keep spectators away, keep other children/participants supervised and away from scene). Always cooperate fully with emergency personnel, but do not give information to bystanders. A YMCA Accident/Incident report must be completed in full (including victims and witnesses names and phone numbers, phone conversations, any pertinent facts, etc.) and submitted to the Metro Office.

## **900. STAFF TRAINING AND DEVELOPMENT**

### **901. Certifications:**

Proof of required certifications must be presented upon hiring and must be current. Required certifications are defined in job descriptions. All employees must have CPR and First Aid certification within 30 days of hire. All employees will also receive training in child abuse and harassment upon hiring, and will recertify annually. **Refer to 603. Abuse Prevention and 702. Harassment.** Each employee is responsible for ensuring that their required certifications are kept current. When an employee is required to hold safety-related certifications (i.e., first aid, CPR, lifeguard training, etc.) for their job, and they expire, that employee may not be allowed to work until they re-certify, and/or they may be subject to disciplinary action, including termination of their employment. The YMCA may cover the cost of CPR/First Aid and Lifeguard recertification only. Initial CPR/First Aid certification and Lifeguard certification are at the employee's expense. All other certifications and their renewals are also at the employee's expense. **Refer to 503. Training Hours.**

### **902. Training Programs:**

The YMCA budgets for some continuing education credit and for advanced YMCA training. Please contact your supervisor to determine eligibility.

## **1000. BENEFITS FOR FULL-TIME EMPLOYEES**

All full time employees (exempt and non-exempt) are eligible for benefits upon employment, except for those benefits which have a waiting period. When an employee falls below an average of 35 hours per week for four (4) consecutive weeks, eligibility for associated benefits will cease at the discretion of the CEO. Some benefits have eligibility requirements, which are briefly described below.

### **1001. Holidays**

The following days are recognized as paid holidays for full-time employees:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

In addition, the YMCA provides two floating holidays to be taken during the calendar year at your discretion and with prior approval of your supervisor. The floating holidays may not be scheduled until after the 90 day probation period.

In order to receive holiday pay, you must be at work or on a paid, excused absence on the workdays before and after the holiday. Sick days taken on the workday before and after the holiday may require documentation. If a holiday falls on a Saturday, it is observed by the YMCA on the preceding Friday; and if it falls on a Sunday, it is observed on the following Monday. All holiday dates will be determined by the CEO.

Due to the nature of YMCA services, some employees may be required to work on a holiday. If you are required to work on a holiday, you will receive comparable time off to be taken with your supervisor's approval within the pay week that the holiday falls, or be compensated at time and a half wages in accordance with a specific job performed.

### **1002. Vacations:**

The YMCA provides paid vacation to full-time employees to provide time for rest and relaxation. Vacations are based on continuous YMCA service.

- **Full-time Employee Vacation Accrual**

- Less than one year of service - prorated paid leave
- After one (1) year continuous YMCA employment - 10 days
- After five (5) years continuous YMCA employment - 15 days
- After ten (10) years continuous YMCA employment - 20 days
- After twenty (20) years continuous YMCA employment - 25 days

For computing vacation time, vacation accrual is based on the date of initial YMCA full-time employment, unless a break in YMCA full-time status occurs. Continuous YMCA employment includes service with other YMCAs, provided the service was full-time and immediately preceded the date of employment by the YMCA of Central Texas.

Effective January 1st each year, you are credited with vacation accrued during the previous year. Vacation time must be taken by the end of the calendar year, or it will be forfeit. However, upon approval of the CEO, up to ten (10) days may be carried over to the following year.

Scheduling vacation is the responsibility of you and your supervisor. You are responsible for recording on the timesheet/timecard all vacation time taken. Vacation must be taken in half day or full day increments.

Compensation is not paid in lieu of vacation time, except at time of transfer to another Association or upon separation from employment.

**1003. Sick Leave:**

Sick leave provides an economic buffer against the loss of pay during an illness or injury. It is not to be considered as additional time off. When you are unable to report to work due to illness or injury, you are required to speak directly to your supervisor prior to your usual time of reporting for work. The YMCA may require verification of any illness, injury or disability by a physician especially when time used falls immediately prior to or following an approved vacation or holiday.

Sick leave may be used for your own medical and dental appointments. You may also use your accrued sick leave in the event of illness or accident of a parent, spouse, or your son or daughter, or for their medical and dental appointments.

You accrue approximately one day of sick leave for each calendar month of full-time employment, not to exceed thirty-five (35) working days. No payment for sick leave is granted during the first ninety (90) days of employment. Sick leave must be recorded on your timesheet/timecard. Sick leave must be taken in half day or full day increments. You are not paid for unused sick leave under any circumstances, including termination of employment.

**1004. Bereavement Leave:**

In the event of the death of an immediate family member (wife, husband, child, grandchild, parent, grandparent, brother or sister); or death of a household member related by blood or marriage; those who are under guardianship by employee; or death of a domestic partner; the YMCA allows full-time employees up to three days off with pay, with the supervisor's approval.

**1005. Cafeteria Plan:**

A cafeteria plan will be available to all full-time employees following 60 days after the first of the month following their date of full time employment. Options available may include medical, dental, life insurance and AFLAC supplements. Prepaid Legal insurance is also available, but not as part of the cafeteria plan. The YMCA budgets a monthly contribution to aid in this cost.



## **1100. BENEFITS FOR EMPLOYEES**

The YMCA provides the following benefits to part-time and full-time employees; however, some benefits have eligibility requirements, which are briefly described below. Contact the Metro Office for more information and enrollment information, if necessary.

### **1101. Social Security and Medicare (FICA):**

All employees participate in the Social Security system. The YMCA matches your contributions to Social Security and Medicare.

### **1102. Workers Compensation:**

Any employee who suffers a personal injury arising out of and in the course of his or her employment may claim compensation in the manner and to the extent provided by the Texas Workers Compensation Law. Job-related injuries or illnesses should be reported to your supervisor immediately. Every effort is made to accommodate you with light duty or a modified work arrangement until you have a doctor's release to return to your regular work responsibilities.

### **1103. Unemployment Insurance:**

Unemployment is designed to provide security for those persons unemployed through no fault of their own. Unemployment Compensation shall be consistent with Federal and State laws.

### **1104. Retirement Plan:**

All eligible employees are covered by the YMCA Retirement Fund. This fund is part of the worldwide YMCA movement and is based in New York, NY. Eligibility, benefits, definitions, and requirements related to this plan are determined by the Fund and are carried out by the YMCA of Central Texas.

Employees who are 21 years old or older and have completed the service requirements are eligible. Enrollment is effective on the first of the month following your anniversary date after all requirements are met. If the service requirements are met before you are 21 years old, then enrollment is effective on the first of the month following your 21<sup>st</sup> birthday. If you were previously employed by this or another participating YMCA, you may be immediately eligible to enroll. Once these conditions are met you may not waive your participation. The YMCA makes a contribution to the retirement fund along with the participant. The YMCA reserves the right to amend its participation at any time within the terms and conditions set by the Board of Directors and the YMCA Retirement Fund.

Participation in the Retirement Fund is a condition of employment.

### **1105. Additional Retirement Contributions:**

Employees participating in the retirement plan may make additional contributions to increase their retirement benefits. Additional contributions are subject to certain limitations, and may be made after-tax or on a tax-deferred basis. Employees who are not regular participants in the plan may open a tax-deferred account as well. Additional contributions and tax-deferred contributions are made through payroll deduction. Additional information is available from the Metro Office.

### **1106. YMCA Membership:**

You are encouraged to participate in YMCA programs and to use facilities and equipment; however, you should keep in mind the priority which the YMCA places upon providing quality service to members. For instance, all employees are expected to defer to members during peak hours for classes and equipment use.

If you are a full-time employee, you and your family (as defined by the membership policy) will receive full privilege city-wide membership, upon request. If you or your family member

wishes to enroll in a structured program, you may register in the program at 80% of the member fee. In order to receive the discount, the family member must be listed on the employee membership. This discount does not apply to any personal and/or one-on-one services.

If you are a part-time or seasonal employee, you may receive a single city-wide membership, upon request. If you wish to enroll in a structured program, you may register in the program at 80% of the member fee. This discount does not apply to any personal and/or one-on-one services. A part-time employee may elect a family membership at a reduced fee.

All employees are expected to show responsibility for their membership by keeping their account current at all times. If at any time an employee's membership becomes delinquent for any reason, the employee is expected to correct the delinquency in a timely manner. If the account is not brought current, it will be handled according to the terms of the membership policy, which may include termination of membership privileges and commencement of collection proceedings. When an employee leaves the employment of the YMCA, they begin paying regular rates for membership and programs.

### **1107. Voluntary Philanthropic Contributions**

You are strongly encouraged to participate with volunteers and other employees in YMCA special events and the annual Partners with Youth Campaign, the principal fund-raising activity of the YMCA. Each year the YMCA raises funds to support youth activities and enable participation by those who could not otherwise afford it. Your campaign support can make a real difference to the community.

### **1108. Direct Payroll Deposit:**

All employees are strongly encouraged to participate in the YMCA's direct deposit program. When you authorize direct deposit, the YMCA deposits your payroll amount into your personal bank account(s). Direct deposit is convenient for employees and for the YMCA.

You receive a pay stub showing the amount of the deposit, your hours, earnings and deductions. Typically, one payroll cycle is required after your authorization is received by the Metro Office before direct deposit takes effect. You should check your account balance before you begin writing checks for the first time because delays, although rare, can occur. The YMCA is not responsible for overdraft charges. A paper paycheck is provided until direct deposit begins.

## **1200. LEAVES AND EXTENDED ABSENCES**

### **1201. General Information about Leaves and Extended Absences:**

Full time employees who have been employed a minimum of one continuous year are eligible for unpaid leaves of absence. A leave is generally described as an absence from work of more than three days for any of the purposes described below. Leave time is unpaid; however, available vacation and/or paid sick leave (in certain circumstances) are required to be used during the absence as explained below. During the unpaid portion of the leave, holidays are unpaid, and vacation and sick time are not accrued.

All leave requests should be made in writing, at least 30 days in advance of the date the leave begins, except in true emergency situations. Leave requests are initially submitted to the supervisor. Leave requests will be approved or denied in writing by the CEO. A leave of any kind will not be approved for more than 60 days, except in unusual and compelling circumstances. Unpaid leaves of absence may be cancelled by the Association with notification of cancellation given to employee a minimum of five (5) days prior to date they are expected to return to work.

Employees on medical leave may share costs of health coverage for two months. After that time they must enroll in COBRA to continue.

No guarantee of re-employment will be made except to an employee on military leave. It is the intent of the YMCA to reinstate employees as job vacancies occur requiring their qualifications.

If an employee fails to return to work on the first day following expiration of leave, and a request for an extension has not been made in writing to his/her supervisor before the expiration date the employee will be deemed to have voluntarily terminated his/her employment effective on the first day following the expiration of the leave.

### **1202. Family and Medical Leave (FMLA):**

FMLA leave is unpaid leave which allows an eligible employee to be absent from work for up to 12 weeks every 12 month period, measured from the date an employee's first FMLA leave begins.

To be eligible for FMLA, you must have been employed by the YMCA of Central Texas for 12 (non-consecutive) months, and must have worked at least 1,250 hours within the 12 months immediately preceding the FMLA leave. You are required to use all accrued vacation time or sick time during FMLA leave.

Medical certification of the need for FMLA leave is required, and leave may be denied until it is produced. To return to work, a medical release is required if the leave is due to your own medical situation. For complete information on the Family and Medical Leave Act, contact the Metro office.

### **1203. Military Service:**

When you are called or recalled or voluntarily enlist for active duty, or are subject to National Guard or Reserve training, the YMCA provides a military leave of absence without pay. Re-employment rights correspond with those provided in federal and state laws. A full-time employee may opt to take vacation time and keep the military pay.

### **1204. Jury and Witness Duty:**

If you are a full-time employee called for jury duty or subpoenaed as a witness, and you are not able to work a normal workday, you will receive full pay during the period of that service, and may retain the fees paid for such service. If you are part-time, you receive

time without pay. You must report for work on any regular working day, or portion of day, when excused from court service. You should discuss the requirement for court service promptly with your supervisor upon receipt of notice to appear.

## **1300. EMPLOYMENT CHANGES**

### **1301. Ending Full-time Employment:**

When your full-time employment classification ends (because of changing to a part-time position or leaving YMCA employment), your cafeteria plan participation will end. You and your covered dependents may elect to maintain your health benefits on a self-pay basis for a period of time through COBRA provisions.

You are paid for any vacation time that is owed. You are not paid for accrued sick leave or personal day, and the balance is removed from the records.

### **1302. Ending YMCA Employment:**

All employees of the YMCA are employed "at will." In part, this means you may end your employment whenever you wish, although the YMCA requests that you provide two weeks notice to assist with scheduling and planning. An exempt employee is asked to give thirty (30) days notice of resignation. Similarly, the YMCA may terminate the employment of any employee at will; that is, at any time, with or without cause or notice, at its discretion.

You should give your resignation notice in writing, to your supervisor. You should include your reason for leaving, and a current address so that your year-end tax information (Form W-2) and other correspondence can be sent to you. All YMCA owned property, including keys, should be returned no later than your last day of work. If you wish, you may request an exit interview with your department manager or a member of management.

**YMCA of Central Texas**

**Putting Our Mission to Work**

***WE BUILD STRONG KIDS, STRONG FAMILIES, STRONG COMMUNITIES***

**YMCA volunteers and staff are committed to:**

**Teach youth positive life skills, values, and an ethic of service through:**

- Leading by example
- Building personal relationships
- Programs with purpose

**Support and strengthen families through:**

- Nurturing healthy relationships
- Dependable caring leadership
- Family fun

**Develop health in spirit, mind and body through:**

- Providing professional guidance
- Encouraging acceptance
- Promoting balanced lives

**Offer quality experiences that are affordable and efficiently managed through:**

- Financial assistance
- Effective partnerships
- Continuous improvement

**Encourage participation by all members of our community through:**

- Embracing diversity
- Caring about each person
- Engaging volunteer leadership

**Create an environment where everyone aspires to be their best through:**

- Setting high expectations
- Practicing personal integrity
- Celebrating achievement

**Employee Handbook and Policy Acknowledgment**

I have read and understand the YMCA of Central Texas employee handbook and agree to abide by the handbook's rules and regulations. I understand that the handbook is to provide information only and is not a contract. I understand the rules and policies noted in the handbook or otherwise set forth may be waived or changed by the YMCA of Central Texas without notice. I hereby agree to consent to taking drug or alcohol test when requested to do so by the YMCA and understand that failure to consent to any test, failure to take any test or a positive result on any test may result in termination. I understand the benefits by the YMCA may be changed without notice. I understand the YMCA of Central Texas may terminate my employment at any time without notice or cause just as I have the right to terminate my employment at any time. I further agree that the value of any YMCA of Central Texas property not returned by me upon the YMCA of Central Texas' request and any other amount owed by me to the YMCA of Central Texas may be deducted from one or more of my paychecks.

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Employee Signature Date

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Print Employee Name Date

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Supervisor Signature Date