



Streator Family YMCA

Employee Handbook

Updated: 7/25/2018

Employee Handbook Acknowledgement Form

I hereby acknowledge the following:

- I have received a copy of the Streator Family YMCA Employee Handbook. I understand that it is my responsibility to read and understand the policies, rules, and benefits described in this handbook.
- I understand that if I have any questions regarding this information I should consult my supervisor or the Executive Director.
- I understand that the Y has the right to change these policies, rules, and benefits without notice.
- I understand that future changes in policies and procedures may modify, suspend, supersede, or cancel those found in this handbook, in whole or part, and that I and other employees typically will be notified of such changes through normal communication channels.
- I understand that any written or oral statements by a supervisor contrary to this handbook are invalid and should not be relied upon.
- I expressly understand that this handbook is provided as a guide and that it does not constitute a contract of employment. Rather, I acknowledge that my employment with the YMCA is on an at-will basis, which means that the employment relationship may be terminated at any time, by either the Y or by me, with or without cause and with or without prior notice.
- The current handbook precedes any previous policies, procedures, documents, or handbooks in place and issued by the employer.

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Introduction

This Employee Handbook is designed to answer some of the questions employees may have concerning this Y and its policies. It is for informational purposes only. The contents of the Streator Family YMCA Employee Handbook are not an employment contract or agreement; rather, they represent a general outline or guideline of the human resources policies, benefits and expectations and are subject to modification, revocation, suspension, termination or change, in whole or in part, with or without notice, at the sole discretion of the Y.

Nothing contained in this handbook, or any other handbooks, employment applications, memoranda and other materials given to employees in connection with their employment, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment, shall create a guarantee of assurance of employment or shall create any right to an employment-related benefit or procedure.

This handbook supersedes and replaces all previously existing personnel policies, handbooks, manuals, guidelines, correspondence, rules and oral or written representations previously given or advised by the YMCA. Employees are required, as a condition of their employment, to read this Employee Handbook and sign the Acknowledgement Form provided to them. Y management will interpret and amend these guidelines as necessary and communicate changes accordingly.

If you have any questions regarding your employment, please discuss them with the Executive Director.

Again, welcome to the Y. We're glad you're here!

Welcome from CEO

Welcome to the YMCA!

We are glad you are here to be a part of this great Movement. Everyone touched by the Y is considered a valuable member of our family. This includes the people in our many programs, the volunteers who donate their time and talents, those who support the Y throughout the community and, of course, each person on our team. Whatever your responsibilities are within the Y, your job is important as we work together to strengthen our community.

You are joining a Movement with a long history of caring about people. Our goal is to consistently attract, develop, motivate and retain the most talented and committed team members. We are looking to you to practice, instill and model in spirit, mind and body the Y's core values of caring, honesty, respect and responsibility.

Please read about this handbook to understand the purpose and uses of this guide. If you have questions about the information in this handbook, please ask for clarification. Your supervisor can answer most questions, or you can contact me at 815-672-2148.

Again, welcome. We wish you the best in the YMCA.

A handwritten signature in black ink that reads "Josh Biros". The signature is written in a cursive style with a large initial "J" and "B".

Josh Biros
CEO/Executive Director
Streator Family YMCA

At-Will Language

The employment of all YMCA employees is always on an at-will basis. This means either the employee or the YMCA may end the employment relationship at any time, for any reason, with or without cause, and without any previous warning or notice. This policy of at-will employment can be changed only by approval of the executive committee and an express written agreement signed by the CEO of the YMCA, the President of the Board of Directors and the employee.

Diversity and Inclusion

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together, we work to ensure that every individual of any gender, income, faith, race, sexual orientation or cultural background has the opportunity to live life to the fullest. We share the values of caring, honesty, respect and responsibility & everything we do stems from these.

We know that the key to effectively nurturing the potential of children, improving the nation's health and well-being and supporting our neighbors is a passionate, experienced and diverse array of staff, volunteers and members who value what everyone brings to the table. Working in 10,000 U.S. communities and more than 120 countries worldwide makes strong diversity and inclusion practices paramount for the Y.

Believing we all benefit from the unique talents of our diverse staff, we encourage all Y employees to form and participate in active groups with other employees who share similar interests or backgrounds. Employee Resource Groups give our employees opportunities to contribute, learn, network and share experiences as they progress in their careers. Employee Resource Groups provide invaluable input and insight to address challenges in our communities.

Y-USA offers professional development and training programs that steward staff through a range of opportunities that build 21st-Century leadership competence and help them obtain the experience they need to lead YMCAs in all our communities.

Diversity and inclusion practices at the Y foster a high-performing learning environment where staff and volunteers are engaged and valued and where they are encouraged to collaborate, generate ideas and contribute at the highest level. We are passionate about our cause and know that our ability to achieve it begins with reflecting and partnering with all people and communities.

History

How We Started and Where We're Headed

From Small Beginnings to a Major Force

The Y was founded in London, England, in 1844 as the Young Men's Christian Association to help young men develop character and avoid the unhealthy social conditions of the times. The Y Movement reached the United States by 1851. By the early 1900s, the Y began serving boys and older men in addition to young men. After World War I, women and girls became an active part of the Y Movement, and in the 1960s and 1970s, families became a major focus. Today, we serve all ages and faiths of both men and women.

Today, the Y engages more than 10,000 neighborhoods across the U.S. As the nation's leading nonprofit committed to helping people and communities learn, grow and thrive, our contributions are both far-reaching and intimate from influencing our nation's culture during times of profound social change to the individual support we provide an adult learning to read.

By nurturing the potential of every child and teen, improving the nation's health and well-being and supporting and serving our neighbors, the Y ensures that everyone has the opportunity to become healthier and more confident, connected and secure.

Global Reach

Since its founding, the Y has grown into one of the largest volunteer organizations in the world, serving more than 45 million people in 120 countries. Ys in the U.S. have played a key role in the growth and strength of our global organization and continue to partner with Ys around the world to address critical social issues. Collectively, we use the knowledge and resources of our global network to help people reach their potential. From welcoming newcomers in the U.S. to working to prevent the spread of HIV/AIDS in Ethiopia, Ys have the expertise and commitment to strengthen communities and bring about positive change.

Mission, Values and Cause

What Drives Us

Our Cause Defines Us

At the Y, strengthening community is our cause. Every day, we work side by side with our neighbors to make sure that people of every age, income level and background have the opportunity to learn, grow and thrive. To fulfill this promise, the Y requires strong cause-driven leaders to effect lasting personal and social change in our organization's three areas of focus: youth development, healthy living, and social responsibility. At the Y, we strive to put the following values into practice in everything we do: caring, honesty, respect and responsibility.

Our Impact Is Felt Every Day

Driven by our mission to put Christian principles into practice through programs that build healthy spirit, mind and body for all, our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

Our Commitment Is to Social Good

Streator Family YMCA is an independent 501(c)(3) tax-exempt organization under the IRS code, which means that donations to the Y are tax deductible. It is the goal of the Y to provide programs and services regardless of an individual's or family's financial ability to pay for participation. Every day, the Y brings together people of all ages and from all walks of life with a shared commitment to ensuring that everyone has the opportunity to live life to its fullest.

Employment of Relatives

Employing relatives has the potential to create real or perceived conflicts of interest. It may also result in favoritism or partiality toward an employee, whether real or perceived.

Relatives of employees are not to be employed in a position that entails direct supervision

where one relative reports to the other. Relatives may also not be employed to occupy a position in the same line of authority (i.e., chain of command) where a relative can initiate or directly participate in an employment action. Relatives are defined as follows: parents, children, spouse, siblings, and family members living in the same house, domestic partners, and others who may not be related but who occupy equivalent roles.

Any exception to this policy must be approved by the CEO or other designated member of management, who will determine whether the working relationship would create a conflict of interest or the appearance of favoritism.

If two employees become involved in a relationship after employment occurs, they must report it to the supervisor. Management reserves the right to transfer or ask for a resignation from either party.

Ending Employment

All employees of the Streator Family YMCA are employed "at will." In part, this means you may end your employment whenever you wish, although the Y requests that you provide a two-week notice to assist with scheduling and planning (a four-week notice is requested of exempt staff). Similarly, the Y may terminate the employment of any employee at will; that is, at any time, with or without cause or notice, at its discretion.

Should you choose to resign, give your resignation notice in writing to your supervisor, including 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. Return all Y-owned property, including keys, no later than your last day of work. If you wish, you may request an exit interview with the Executive Director.

If you have questions about benefits or other matters, contact the Executive Director.

Final paychecks for departing employees will be available, in accordance with state law, on the next scheduled pay day cycle.

Equal Employment Opportunity

The Streator Family YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, national origin, genetic information, age, disability, familial status, sexual orientation, or status as a covered veteran in accordance with applicable federal, state and local laws. The Streator Family YMCA complies with applicable federal, state, and local laws governing nondiscrimination in employment, including all terms and conditions of employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs.

The Y prohibits discrimination against employees and applicants with disabilities in all aspects of employment including, but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. The Y's commitment to this policy includes making reasonable accommodation to persons with disabilities, to enable them to perform the essential functions of their jobs, unless to do so poses an undue hardship on the Y or a direct threat to health or safety.

The employee should make his/her supervisor aware of the need for an accommodation. The Y will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

A reasonable accommodation is any change or adjustment to a job, the work environment, or the way things usually are done, that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the Y or create a direct threat to health or safety. Qualified individuals with disabilities are individuals with disabilities who have the required education, skills, and experience for the job and who can perform the essential functions of the job with or without reasonable accommodation. The term disability is defined by applicable law.

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. Although the Y will consult with the employee to understand his or her precise limitations and to learn the types of accommodations the employee feels would be most effective, the ultimate decision as to whether a particular accommodation will be made rests with the Y. When the appropriate accommodation is not obvious, the Y will assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the Y reserves the right to choose which accommodation it will make.

If you need workplace accommodations for your religious beliefs or for your disability, please speak with the Executive Director. The Y strives to create a respectful workplace and engaging in any act which illegally discriminates against another employee will not be tolerated. If you have related questions, complaints, or comments, you should contact the Executive Director.

Harassment Prevention

The Y takes all reasonable steps to prevent harassment from occurring. In addition to prohibiting other forms of discrimination, the Y prohibits harassment because of gender, genetic characteristic or information, race, color, national origin, religion, disability, age, and any other basis protected by applicable federal, state, or local law. All such harassment is prohibited.

The Y protects employees from harassment by other employees, including supervisors, as well as volunteers, members/parents, vendors, or others doing business with the Y.

Harassment refers to actions that create an intimidating, offensive, or hostile working environment, and other acts that have the purpose or effect of unreasonably interfering with an individual's work performance, when harassing acts are based on a protected characteristic such as, but not limited to, race, color, sex, age, disability, religion, national origin, or genetic characteristics.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or any such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment

include, but are not limited to, vulgar remarks, pinching, jokes, teasing, and uninvited touching.

If you believe you have been harassed in violation of this policy, you should promptly report your concerns to the Executive Director or Board President. Your complaint will be investigated promptly and confidentiality will be maintained to the greatest degree possible. It is the intention of the Y that any reporting employee or employee participating in the investigation of a harassment complaint will not be retaliated against in any way. If you feel that you have been retaliated against for reporting a claim, you should contact the Executive Director or Board President.

If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. An employee who has violated this policy will be subject to disciplinary action, up to and including termination. Any conduct prohibited by this policy is unacceptable in the workplace, and at any work-related setting outside the workplace, including business travel, business meetings, and Y-related social events. Off-duty conduct that violates this policy and affects the work environment is also prohibited.

Expense Reimbursement

The Y will reimburse reasonable expenses incurred by employees who travel on business or to Y sponsored and approved events provided such expenses are accounted for in a timely fashion. Employees may also be reimbursed for purchases made for supplies for any YMCA program. All planned expenses must be given to the Executive Director in writing with the estimated amount to be spent included no later than 24 hours prior to a planned expenses. All expenses must first be approved by the Executive Director. Once approved, employees must provide a written receipt for all expenses. All reimbursements will be given to employees within one week after a copy of the receipt has been given to the Executive Director. Employees may keep for personal use any frequent traveler or similar perks and rewards obtained through their own personal credit card only. Employees should make every effort to pay expenses through the YMCA's bank account or credit card before using personal funds.

Recruitment and Placement

The Y selects employees who:

- meet high standards of character, education, and qualifications;
- will effectively advance the cause, mission, and objectives of the Y; and
- demonstrate the capacity for personal and professional growth.

In recognition of the mission and charitable purpose of the Y, employees are expected to possess a collaborative, cooperative spirit and uphold the good will of the organization.

The Y supports and participates in an open application process and advertises all vacancies. The Y strives to select the most qualified person for the job. Employees are encouraged to apply for open positions.

All individuals seeking employment will complete the appropriate employment application and consent forms and must consent to a criminal background check, a reference check, and all other requirements.

Grievance Procedure

The Y strives for good and effective direct communication with employees that emphasizes their worth and their valued contribution to the mission and the movement as they work each day to build better communities. The Y recognizes that employees have the lawful right to fair wages and good working conditions and considers meeting the needs of employees essential to fulfilling its mission.

The Y has an open communications policy and welcomes any suggestions, questions, or concerns about your job, your working conditions, or the treatment you are receiving as an employee. Your suggestions for improving the Y are always welcome. Your questions and concerns are also of interest to management.

To utilize the open communication policy regarding concerns, problems, or complaints, we ask that you communicate first to your supervisor, following the steps below. Note that your confidentiality will be maintained to the extent possible.

1. The Y encourages its employees to work directly with one another to solve problems, in keeping with the spirit of the four core values of caring, honesty, respect, and responsibility.
2. If the employees are unable to resolve the problem, bring your concern to the attention of your immediate supervisor, who will investigate and provide a solution or explanation within 15 business days, in writing. If the problem is not, or you believe cannot be, resolved with your supervisor, you may ask the next level of supervision to review the problem with all appropriate parties. It is preferable to put your concerns in writing.
3. If a complaint is not resolved through the previous steps, you may take it to Executive Director, in writing, who will work to resolve the matter within 15 business days, in writing.
4. If all other options are exhausted, an employee should contact the current Chairperson of the Governance committee, in writing. A final decision will be provided, in writing, within 15 business days. The decision of this committee regarding the resolution of the complaint is final and cannot be appealed.

Whistleblower

The Y is committed to the highest ethical standards and to providing the best possible working conditions. Y employees are encouraged to report orally or in writing to their immediate supervisor (or an alternate line of authority as described below) any evidence of activity by a Y department, employee, member, or board member that may constitute

- Instances of fraud,
- Unethical business conduct,
- Violations of state or federal law, or
- Substantial and specific danger to an employee's or the public's health and safety.

Any Y employee who in good faith reports such incidents as described above, will be protected from threats of retaliation, discharge, or other types of discrimination including, but not limited to, loss of compensation or terms and conditions of employment that are directly related to the disclosure of such reports. In addition, no employee may be adversely affected because s/he refused to carry out a directive that, in fact, constitutes fraud or is a violation of state or federal law.

Any employee who wants to report evidence of alleged improper activity, as described above, should contact his/her supervisor or the supervisor's manager. If the employee is

not satisfied with the supervisor or manager's response, or is uncomfortable for any reason addressing such concerns to their supervisor or their supervisor's manager, the employee is encouraged to mail their report to a member of the Y's CVO or Finance committee chair. Reports should be mailed to 710 Oakley Ave. Streator, IL 61364, Attn: Board President.

Employees are encouraged to provide as much specific information as possible, including names, dates, places, events that took place, and the employee's perception of why the incident(s) may be a violation. Violations or suspected violations may be submitted on a confidential basis by the employee or may be submitted anonymously.

The employee submitting the report is encouraged to include an address and telephone number where s/he may be contacted. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The employee will receive a reply in compliance with the law.

Employees with concerns that are unrelated to fraud, unethical business conduct, or possible legal violations or that do not pose substantial and specific danger to anyone should use regular channels for making a complaint, as described under the grievance procedure in section 200.

Retaliation against any individual who makes such a bona fide report is prohibited.

Salary Administration

The Y maintains a wage and salary administration plan to ensure all employees are paid in relation to their responsibilities and their contribution to the Y's success. Within its capability to do so, the Y also pays its employees at a level that compares favorably with salaries of similar organizations.

Wage and salary adjustments are made at the sole discretion of management, which may consider factors such as performance, position in salary range, promotion and budget guidelines and constraints. There is no guarantee of a salary increase.

Breaks for Nursing Mothers

The Y complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Y will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public.

Changes in Personal Information

You are responsible for notifying the Executive Director immediately of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation.

Direct Deposit of Paychecks

Direct deposit of your pay is encouraged but not mandatory for all employees. With direct deposit, many banks offer waivers/reductions on account fees and other bank services.

Please discuss any questions you may have with our Executive Director.

Employment Classifications

The Y uses the following categories for its payroll system:

A. Nonexempt and exempt employees

1. Nonexempt employees are paid on an hourly basis and are eligible for overtime pay. 2. Exempt employees are paid a salary for meeting agreed-upon management objectives and are not eligible for overtime pay. Currently the exempt positions include the Executive Director, and Associate Executive Director.

B. Full-time, part-time employees and seasonal employees

1. Full-time employees consistently work at least 37.5 hours per week in a position that is not seasonal in nature.
2. Part-time employees work less than 37.5 hours per week in a position that is not seasonal in nature.
3. Seasonal employees usually work for a period not to exceed six months out of a twelve-month period. Seasonal staff members are not considered full time, although they often work a full schedule during the season. Employees must be in good standing at the end of a season in order to return the following year.

If you are a part-time or full-time employee who has been previously employed by another Y, you will be credited for those prior years of continuous Y service.

Hours of Work and Work Week

Supervisors generally prepare and communicate work schedules to their staff in advance of the work week. Requests for schedule modifications must be made to the supervisor as early as possible.

The YMCA work week begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday. Unpaid meal breaks and paid rest breaks are provided in accordance with state laws.

Overtime

If you are in a nonexempt position, you will be paid at a rate of 1 & 1/2 times your regular hourly wage for any hours worked in excess of 40 per week. Hours paid out of benefit time (sick, vacation, bereavement, holiday, etc.) do not count as hours worked in determining overtime pay. You will be paid for all hours worked. You must obtain approval from your supervisor prior to working overtime hours.

Pay Practices

You will be paid on the 15th and last days of the month for time worked. Our normal pay schedule includes the 11th to the 25th of each month and the 26th through the 11th of the next. It is your responsibility to accurately record your hours worked. Most staff will record hours using the electronic time clock and timecards. It is your responsibility to ensure the Executive Director has a complete record of your time by the payroll deadline.

The Executive Director will have your paycheck (or paystub if you use direct deposit) on paydays. It is your responsibility to either pick up your check/stub in person or to make

other arrangements with the Executive Director.

Payment during Severe Weather or Disasters

The Y will make every effort to maintain normal operations during periods of severe weather or natural or human-made disasters.

When the Y delays opening, or closes its operations, the following pay practices will be followed:

- Exempt employees will be paid for the day;
 - Non-exempt employees will be paid only for time actually worked on that day.
- In the event a Y location remains closed for more than one day, employees may use vacation time. Exempt employees may not be docked pay when their work location is closed; however, they may be required to work at another location or work from home.

Employees who miss work when their work location is open will not be paid for missed work time unless they utilize their vacation time.

Any alteration in the Y's regular schedule will be decided by the CEO, and will be communicated over the local AM radio station. Staff should listen to 1250 WSPL to determine if the Y's schedule will be altered. In most cases, staff scheduled to work will be contacted by their immediate supervisor as well.

Personnel Records

Employees may periodically review their personnel file by making an appointment with Executive Director. All requests must be made in writing no later than 48 hours prior to completing the review. The employee's supervisor and other members of management with a business-related "need to know" also have access to personnel records.

A copy of the personnel file will be provided as requested in accordance with state law.

Reporting Time (Timesheets)

Payroll and time records for all employees will be maintained to meet federal and state regulations and Y policies.

Nonexempt employees are required to record time completely and correctly on a daily basis. You are responsible for preparing accurate, timely records of your working hours so that accurate payment can be made to you.

Exempt employees report exceptions on a monthly basis.

Employees are responsible for ensuring accurate payment is made by reviewing each paycheck and notifying their supervisors of any concerns in a timely manner. A schedule of payday is available through the Executive Director. If an employee forgets to clock in or out, there is a timeclock adjustment sheet available to fill out and put into the Executive Director's mailbox. Failure to report accurate time sheets will result in disciplinary action.

Arrest or Criminal Conviction of a Staff Member

An employee is required to report an *arrest* to the YMCA, when the employee's position at the YMCA involves activities with children under 16 years old, developmentally disabled people and vulnerable adults. *All employees are required to report any criminal conviction to the YMCA, regardless of their position.* The report of arrest or conviction should be made promptly, within five days of when the arrest or conviction occurred. The report should be made in writing to the CEO/Executive Director and include the exact charge or conviction, the location or court and the date of the arrest or conviction.

Attendance and Tardiness

At the Y, regular attendance is required of all employees and is an important part of your job performance. You are expected to be at your work site and ready to work at the start of your assigned hours, and to remain at your job until the end of your assigned work hours, except for approved breaks and lunch. Attendance will be monitored on an ongoing basis and will be included as part of an employee's performance review.

There are times when an unscheduled absence is unavoidable. If you need to be absent from work, you must contact your supervisor (not a coworker or front desk staff) as soon as possible, and no later than two hours prior to the start of your scheduled shift. Your supervisor may require you to take initial responsibility for locating a substitute to cover your shift.

Failure to observe scheduled working hours disrupts Y operations and places an unfair burden on fellow staff members. Unexcused, repeated tardiness or absences and/or failure to personally notify your supervisor of an absence can result in disciplinary action up to and including termination. If you are absent for three consecutive work days without contacting your supervisor, you will be considered to have voluntarily resigned your position.

Staff will need to provide a doctor's note for being absent for three or more consecutive days due to illness. All doctor's notes will be kept in a separate file by the Executive Director.

Confidentiality

In the course of their job duties with the Y, many employees have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Y staff members have a duty to keep information confidential. Staff members are not allowed to share confidential information, passwords or login information with others.

Confidentiality of Medical Information

All medical information is sensitive. Employees are expected to treat medical information as confidential, whether it is related to employees, members, youth, volunteers, or donors, and should not disclose it to others. If you are unsure whether someone needs to know, you should check with your supervisor before disclosing. Furthermore, medical information regarding Y participants may be subject to certain federal privacy rules.

The Y and its employees will respect and protect the privacy of medical information, medical records, and related information about participants who request or receive direct services from the Y. The Y safeguards all confidential information about participants consistent with federal and state laws and regulations and Y policies. Questions about compliance should be

directed to your supervisor.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interests of the Y. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with the Y are to act in the best interest of the Y.

All employees have a duty of loyalty to the Y, to further its cause and goals and, in general, to work on behalf of its best interests. In the event that an employee's actions or decisions could result in improving their own personal interest or monetary gain with a concurrent depreciation of the YMCA's interest, or otherwise affect the YMCA adversely, this creates a conflict of interest.

Employees should make prompt and full disclosure in writing to the CEO/Executive Director of any potential situation which may involve a conflict of interest.

Examples of such conflicts include, but are not limited to, the following:

- Ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y, or competes with the Y
- Staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y
- Personal benefit from any Y transaction including sale, purchase, rent, lease of property, services, or supplies
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Y
- Unauthorized use of materials, equipment, facilities, or other YMCA assets for personal purposes

In connection with any actual or possible conflict of interest, an employee must disclose the existence of the financial interest to the CEO/Executive Director. (If the conflict involves the CEO, the CEO must disclose such to the board chair/CVO.) The CEO/Executive Director will determine the existence and nature of the conflict of interest and determine the appropriate course of action.

Dress Code and Uniforms

By dressing appropriately for our work and our positions and by modeling good personal hygiene, our employees help create a welcoming environment and favorable professional image of themselves and the Y. Our grooming and dress standards include the following:

All staff members must meet uniform and/or dress codes that may be required for their particular jobs. The dress code is as follows:

1. Office staff and childcare staff are required to wear khakis or blue jeans as well as tops displaying the YMCA logo at all times unless otherwise approved by the Executive Director. In summer months, staff is allowed to wear Capri pants as well.
2. Program staff is allowed to wear sport-friendly clothing in accordance with the activities that are taking place on that given day.

3. All aquatics staff is required to wear appropriate swim wear when working in the pool.
4. Janitorial and maintenance staff are permitted to wear jeans or shorts as well as a YMCA branded t-shirt.
5. Leggings and shorts (that reach higher than mid-thigh) are not permitted.

Dress Code Guidelines

- When attending business meetings with community members, business attire is advised.
- All clothing should be neat, clean, and in good repair at all times. Clothing should not be distracting to others, expose undergarments, or present a safety hazard. Appropriate dress at the Y does not expose one's midriff, bare shoulders, or chest.
- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps are not appropriate for indoors.
- In consideration of others who may have allergies, wearing perfumes or other scented personal care products at work is strongly discouraged and may be prohibited.

An hourly employee reporting to work in violation of these standards will be sent home without pay until dressed in accordance with the standards. Supervisors can answer any questions about what is considered proper attire. Employees whose religious beliefs and practices require a change or modification (an accommodation) to these standards may submit a request to their supervisor.

All team members at Y facilities, program sites, and other locations must wear Y branded clothing at all times while working. Each fiscal year, two YMCA branded t-shirts will be provided to each employee free of cost. All staff is responsible for the cost incurred of additional YMCA branded attire. Certain office and program staff are required to wear name badges and must be worn above the waist and be visible at all times. The staff required to wear badges include: childcare staff, Executive Director, Associate Executive Director, and Membership Director (Desk Clerks).

Employee Parking

All employees are required to park on the back row, on the west side of the parking lot. The only exception to this is for opening and closing desk clerks if a parking spot on the front, south parking lot is available.

Gifts or Gratuities

Employees have an obligation to act solely in the Y's best interest; therefore employees should not accept any gifts, favors, or entertainment valued at more than \$50.00 from any member, vendor, potential vendor, or other outside party. An exception may be made for infrequent gifts (or other items) which are less than \$50 in value. Tips or other gratuities may not be accepted in any amount.

Employees may accept meals, refreshments, or entertainment of a nominal value (less than \$50) in connection with business discussions; for instance, occasional luncheons or dinner meetings, held to conserve time and build relationships. All employees have a personal responsibility to ensure that their acceptance of such gifts, meals, refreshments, or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

Political Activity

Encouraging participation in the political process in general, such as voting, is congruent with strengthening communities and promoting social responsibility. While the Y recognizes the importance and responsibility of staff to participate in the political process, in accordance with Section 501(c)(3) of the Internal Revenue Code, Ys are prohibited from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office or political cause.

No employee shall be compensated or reimbursed for personal political contribution; and efforts devoted to political activities must be outside of working hours. No employee may solicit for any campaign or cause during working hours or while on YMCA time, nor use Y resources to do so. Employees may not wear or post campaign/political paraphernalia on Y premises or during working hours. It must also be made clear that any statements regarding public issues, candidates, or office holders are the opinion of the individual, not the Y.

No Weapons on YMCA Property Policy

The purpose of this policy is to ensure a safe environment for employees, members, guests and visitors. The Streator Family YMCA prohibits all persons who enter Y property from carrying a handgun, firearm, or weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not. Possession of a concealed carry endorsement as authorized by the State of Illinois is not an exemption under this policy. The Y property covered by this policy includes, without limitation, all Y owned or leased buildings or surrounding areas such as sidewalks, walkways, driveways and parking lots under the Y's ownership and control. Y vehicles are covered by this policy regardless of whether they are on Y property at the time.

This policy applies to all employees, contract and temporary employees, members, guests and visitors on the property and customers and contractors on the property, regardless of whether or not they are licensed to carry a concealed firearm. The only exceptions to this policy will be police officers, security guards, or approved circumstances that have been given consent by the Corporate Y Office to carry a firearm on the property.

Employees violating this policy will be subject to disciplinary measures up to and including termination. Other persons violating this policy may be denied entrance to the premises and ordered to leave the premises. If an employee becomes aware of anyone violating this policy, he/she must report it to their supervisor immediately.

Prohibited weapons include, but are not limited to, handguns, firearms, rifles, shotguns, bb-guns, pellet guns, any device from which a projectile may be fired, bows and arrows, electronic stunning devices/stun-guns, pepper spray, tear-gas, explosives, metal/brass knuckles, black-jacks/slaps, bludgeons, clubs, knives, box-cutters, slingshot, a firearm silencer, a gas gun and any other device which is designed to be used as a weapon, whether defensive or offensive. If you have a question about whether an item is covered by this policy, please call the Executive Director.

Note: The Y reserves the right to conduct searches of any person who enters Y property. Pursuant to this provision, the Y is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, and any other item in which a weapon may be hidden. Additionally, the Y may search a vehicle owned by it and used by the employee,

regardless of whether the vehicle is located on the Y's property at the time. An employee may refuse the search; provided, however, refusal can result in termination of employment for refusal to cooperate.

Solicitation and Distribution

Solicitation and distribution of literature by non-employees (including by members or volunteers) on Y property is prohibited.

Solicitation by employees on Y property is prohibited when the person soliciting or the person being solicited is on working time.

Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks.

Distribution of literature by employees on Y property is allowed only in nonworking areas and then only during nonworking time.

The above restrictions apply to solicitations on behalf of organizations, including charitable organizations, with the limited exception of campaigns in support of the Y or the United Way.

Misconduct

In order to provide a productive, caring work environment consistent with Y values, the Y does not tolerate misconduct. Some examples of misconduct include but are not limited to the following:

- Violation of any policy contained in this handbook
- Child abuse, molestation, or indecent exposure; having unapproved off-hours contact with children in Y programs or other violations of its child abuse prevention policies
- Mistreatment or neglect of members, guests, or participants
- Failure or refusal to carry out job assignments or to follow instructions as management requests
- Falsification of records, for example, employment, accounting, or financial records
- Failure to properly record time worked or to make a timely report of hours worked
- Conviction of a crime, if job related; failure to notify the Y of a conviction or an arrest if required to do so
- Theft or willful damage to Y property or to the property of others; the removal of property without permission from Y management
- Dishonesty in any form
- Abusive or profane language
- Unsafe behavior, for example, fighting or threatening another person
- Carrying or concealing weapons, devices, or objects that may be used as weapons
- Reporting to work or being under the influence of drugs or alcohol during work time or on Y premises or at Y program locations; possessing, distributing or manufacturing controlled substances
- Inefficient or substandard performance of an assigned duty or responsibility
- Absenteeism or tardiness in reporting to work or returning from breaks; absence without proper notification to supervisor; or unexcused absence
- Horseplay, unsafe or dangerous behavior, or unauthorized sleeping on the job
- Use of Y equipment or facilities for personal gain

- Violation of policies or of commonly accepted rules of responsible personal conduct
- Conduct that does not support the purpose and values of the Y

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

Discipline

The formal disciplinary process is a five step procedure, but dismissal may occur at any step in the process. The formal disciplinary process may begin at any step. Under normal circumstances, the steps would be as follows:

- VERBAL REPRIMAND – A verbal reprimand informs an employee of the unsatisfactory conduct, attitude or performance, and acknowledges that such continued actions will result in more severe disciplinary actions. The reprimand should be done in private by your immediate supervisor and should be documented with the date and the nature of the problem and placed in the employee’s personnel file.
- WRITTEN REPRIMAND – A written reprimand, prepared by your immediate supervisor, informs an employee of unsatisfactory conduct, attitude or performance. Written reprimand is more severe than a verbal reprimand, but serves the same purpose to acknowledge that further unsatisfactory conduct, attitude or performance will result in more severe disciplinary action. A copy of the written reprimand will be sent to the employee, the immediate supervisor and put in the employee’s personnel file.
- PROBATION – An employee may be placed on probation by the Executive Director with the advice and consent of their immediate supervisor if the employee’s performance is substandard and/or the employee’s conduct and behavior are inappropriate and not condoned by management. An employee may be placed on probation not to exceed six (6) months. At the end of three (3) months, an informal evaluation of the employee’s performance will be conducted. At the end of the probationary period, the employee’s performance will be formally evaluated. Evaluations will determine if the employee should be retained. If the employee violates the conditions of the probation, the employee may be subject to termination. Removal from probationary status is based upon satisfactory completion of the probationary period, recommendation from the employee’s immediate supervisor and approval by Executive Director.
- SUSPENSION WITHOUT PAY – Suspension of an employee at the discretion of the Executive Director. The suspension will result in loss of salary for the period of suspension. Upon return to work, the suspended employee will be placed on probationary status for a period not to exceed six (6) months. If the employee violates the conditions of the probation, the employee may be subject to termination. Removal from probationary status is based upon satisfactory completion of the probationary period, a recommendation from the employee’s immediate supervisor, and the approval of the Executive Director. The period of suspension may be up to, but not exceeding thirty (30) consecutive days without pay. The suspension may include demotion. Benefits will continue to accrue.
- DISMISSAL – Dismissal should be used as a disciplinary action of last resort at the discretion of the Executive Director. All employees are subject to discharge by the Executive Director during any of the disciplinary steps.

Alcohol and Drugs Prohibited

To protect youth, families, members, and staff, the use, sale, manufacture, or possession of alcohol or non-prescribed drugs is prohibited in any Y workplace including, but not limited to:

- Any Y facility,
- Property owned by the Y or used to run Y programs,
- YMCA rented, leased, or owned vehicles, or
- While conducting Y business.

An employee may not report to work under the influence of alcohol or non-prescribed drugs. Additionally, alcoholic beverages and non-prescribed drugs are not permitted in Y facilities or on Y property and Y funds may not be used to purchase alcohol. Employees using prescription drugs that may affect their job responsibilities (example, the use of drugs that induce feelings of sleepiness) should discuss the restrictions with their supervisor prior to their shift.

Treatment programs may help individuals deal with an alcohol and/or drug problem before the problem affects performance and becomes a disciplinary issue. Employees with concerns regarding their own or another person's use of drugs or alcohol are encouraged to seek and obtain assistance from a supervisor.

Background Checks

All individuals seeking employment and volunteers seeking volunteer opportunities must consent to a criminal background check. Employment is contingent on the results. Convictions will be evaluated on a case-by-case basis. Applicants who fail to fully disclose their criminal convictions as required will not be hired or will be terminated if hired.

Building Security

Because security and safety are always a priority for the Y, employees are expected to follow all procedures for ensuring the security of our facility, including the grounds. Effective security requires proper identification of everyone present at the Y.

Staff members are required to wear YMCA branded clothing while on duty. In addition, members are expected to check in at the front desk, and guests are required to provide picture identification.

In addition, a staff member (other than the front desk clerk and lifeguard) is required in the facility from 6pm to 9pm, Monday through Friday. This person is required to wear a walkie-talkie and is responsible for the basic supervision of the facility during this time. The employee is required to help the front desk clerk close the facility as well as walk the desk clerk to his or her vehicle after closing. This staff member is expected to know the basic building safety procedures as outlined in the YMCA emergency planning document which is available through the Executive Director.

After hours, no visitors or unauthorized persons are allowed in the building under any circumstances.

Child Abuse Prevention

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Thus, child abuse, and the resulting severe effects, are of primary concern to the Y. Child abuse is the mistreatment or neglect of a child, by parent(s) or others, resulting in injury or harm. Because of our concern for the welfare of children, the Y has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, background checks are conducted upon hiring, and staff members who have contact with children receive training in recognizing, reporting, and preventing child abuse. Some of the guidelines for employees are as follows:

All YMCA staff is considered a mandated reporter. As a best practice, it is required that staff members who suspect abuse, or the staff member who receives an allegation of abuse, make the report to DCFS. Then, the staff member can respond directly to questions asked by DCFS. The staff member also should notify his or her supervisor-or the supervisor's supervisor if the immediate supervisor is alleged to have committed the abuse-so internal processes for responding to abuse allegations can be activated. If a staff member is unsure if something is reportable as child abuse, they can call DSFS to inquire.

1. At no time during a Y program may a staff person be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them.

2. A child may not be left unsupervised.

3. Staff shall not abuse or mistreat children in any way, including

- A. physical abuse: striking, spanking, shaking, slapping, and so on;
- B. verbal abuse: humiliating, degrading, threatening, and so on;
- C. sexual abuse: touching or speaking inappropriately;
- D. mental abuse: shaming, withholding kindness, being cruel, and so on;
and
- E. neglect: withholding food, water, or basic care.

No type of child abuse will be tolerated. Any abuse by a staff member will result in disciplinary action, up to and including termination of employment.

4. Staff members may not transport children in their own vehicles.

5. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.

6. Outside of the Y, staff members may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.

7. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.

8. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own

"touching" limits for personal safety.

9. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
10. Staff members may not date program participants who are under the age of 18.
11. Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (authorization on file with the Y).
12. Staff members are to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules to their supervisor or next level of supervision.
13. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
14. Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.
15. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.
16. All staff and volunteers in direct contact with children are required to be trained annually on preventing and responding to child abuse.

Employee Safety

Employees are required to exercise the necessary precautions in the course of their work to prevent injuries to themselves or others and to prevent loss or damage to property. The following standards are expected of each employee:

- Immediately report any potentially unsafe condition to your supervisor.
- Maintain a clean and orderly work area at all times.
- Immediately report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem.
- Avoid engaging in any horseplay or distracting others.
- Adhere to all safety rules and work instructions.
- Only operate vehicles, machines, or equipment that you are authorized and trained to use.
 - Wear required protective equipment when working in hazardous areas or conditions and when working with chemicals or potentially harmful substances.
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures.
- Follow proper lifting procedures at all times.
- Report any damaged or defective equipment or other unsafe condition to your

supervisor promptly.

Please see "Building Security" on page 22 for additional information.

Chemical Hazard Communication

The Y is committed to offering a safe and healthy workplace. Employees are trained in hazard awareness to ensure they are fully informed and aware of any chemical hazards in the workplace.

In your work at the Y, you may come in contact with hazardous material that you need to know how to handle. The Y makes available SDS (Safety Data Sheets) for all products used at the facility. Your supervisor or business office can tell you the location of the SDS sheets.

The directions of the SDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc) must be used as directed on the SDS sheets. Please ask your supervisor where this equipment is stored, and how to use it, if you have not already been trained.

Any accidents pertaining to chemicals or hazardous materials should be reported immediately to your supervisor.

Blood borne Pathogens

The Y seeks to minimize the risk of exposure to blood-borne pathogens by periodically training employees who may encounter blood-borne pathogens in the course of their work. The Y 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 the substance were contagious (i.e., were contaminated by blood-borne pathogens). Universal precautions mean that you are expected to exercise work-practice controls and to use personal protective equipment, such as gloves for example, when necessary.

The Y has procedures for confidential medical evaluation and follow-up in the event an employee reports exposure to blood-borne pathogens. Should an exposure incident occur, immediately inform your supervisor. Each exposure must be documented on an incident report and submitted to your supervisor.

Safety is one of our Y's fundamental responsibilities. For this reason, we are committed to maintaining a standard of excellence that ensures continual improvement in health and safety performance. All activities will meet or exceed the requirements of applicable health and safety laws and regulations and other requirements defined by the Y's standards and procedures.

Operation of Vehicles

Vehicles owned, operated, or under the control of the Y are to be used only for Y business purposes. No personal use is allowed.

You may drive a Y vehicle only if you are properly trained, licensed, and authorized to do so. While driving, you are required to drive in a safe and reliable manner and adhere to state laws. When driving or riding in any Y vehicle or when driving your own vehicle on Y business, you and all passengers are required to use seat belts. Employees should never

operate a vehicle under the influence of drugs or alcohol, including prescription and over-the-counter drugs that may affect their ability to safely operate a vehicle.

The Y requires proof of basic automobile insurance whenever an employee is driving a vehicle when on YMCA business. You should make available a copy of your current policy to be kept by the Executive Director.

You may not use mobile communication devices (e.g., mobile phones) while driving a vehicle for the Y. If you need to contact someone, you are expected to safely park before doing so. This applies to making or receiving calls, texting, emailing, etc.

All violations received while operating a YMCA vehicle must be reported as soon as possible but no later than 24 hours after receipt of violation.

Tobacco-Free Workplace

Because the Y is committed to promoting healthy living, all facilities, programs, vehicles and property are tobacco-free. Use of tobacco products (dip, chew, pouches, cigarettes, cigars, pipes, etc) is prohibited when involved in any YMCA activity. In addition, electronic cigarettes and vaping are also prohibited. Staff caught using these products on site (both inside and outside of the facility) will be subject to disciplinary action.

Workplace Violence

The Y seeks to provide a safe, secure and violence-free environment for all. This applies to Y facilities and all other places where the Y provides programs and activities. The threat or occurrence of violence in the Y is in direct conflict with the Y's mission and values and will not be tolerated.

Examples of unacceptable behavior include the following:

- Acts of physical violence such as hitting, slapping, kicking or punching
- Acts that threaten physical violence
- Acts of intimidation, stalking, horseplay, verbal abuse or harassment
- Behavior indicating potential for violence, including throwing objects, brandishing weapons, or using any tool, supply, product or other item in a manner that implies it is a weapon
- Acts that endanger the safety of others
- Acts of destruction of property or any substantial threat to destroy property

If an employee is harmed or in fear of imminent harm, he or she should immediately contact law enforcement.

All employees are responsible for helping to maintain a violence-free environment and, therefore, are required to promptly and accurately report concerns, threats and incidents of violence, whether or not physical injury has occurred. Reports should be made to the Executive Director. As a part of its investigation and corrective measures, the Y may need to coordinate its efforts with law enforcement agencies.

Reports of incidents of violence, threatened violence or violations of this policy will be promptly investigated and, following that investigation, appropriate corrective measures will be taken. Depending on the circumstances, interim corrective measures may be taken before the investigation is completed. Reasonable measures will be taken to preserve the

confidentiality of persons reporting possible violations of this policy. The Y prohibits retaliation against anyone who makes a report.

Workplace Searches

The Y provides its employees with the use of various properties and facilities for their convenience and which are necessary in the performance of their work. The Y owns and at all times retains full title and control, including the right of inspection, over such properties, vehicles, or facilities.

To the extent allowed by law, the Y reserves the right to inspect all Y furniture and furnishings such as desks, filing cabinets, lockers, drawers and computers. Whenever necessary, the Y will conduct the inspection in the presence of the employee working at that particular location. However, in emergencies or other circumstances determined by management, the Y reserves the right to conduct an inspection without the presence of the employee involved. A refusal to permit a search requested by Y management may result in disciplinary action, up to and including termination of employment.

Electronic Communication Systems

The Y provides a variety of electronic communication systems for use in carrying out its business, including telephones, cellular phones, voicemail, e-mail, computer stations, networks, and other devices. The purpose of these systems is to facilitate operations and business communication. All information and communications transmitted by, received from, or stored in these systems are the property of the Y and the Y reserves the right to access all of these systems at any time without advance notice. An employee's improper use of Y electronic communication systems can waste time and resources, cause embarrassment for both the Y and its employees, and create potential legal liability.

Employees should have no expectation of privacy or confidentiality with respect to use of the Y's electronic communication systems.

Employees may not use the Y's systems to conduct personal business or non-work-related tasks, and employees should not maintain personal files on the Y's electronic communication systems. The Y maintains the right to monitor and access its electronic communications systems including, but not limited to, all messages and communications sent or received on the systems, and all files or documents on the systems, at any time without notice to employees.

Employees who use Y computers to perform their job functions may not install software or additional hardware onto such computers or the Y network without first receiving the express written authorization to do so from the Executive Director.

The electronic communication systems may not be used to create any offensive, profane, threatening, discriminatory, or disruptive messages, communications, or materials. This includes, for example, messages, communications, or materials that are sexually oriented, racially derogatory, those that depict pornography or nudity, or any other content that could reasonably be construed as offensive to other employees.

The electronic communication systems may not be used to send or receive copyrighted materials, trade secrets, proprietary information, financial information, or similar materials without prior authorization from a member of management.

Employees may not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages, files, or other electronic information without the employee's permission or permission from a supervisor.

Media Relations

Communication with members of the media is managed through the CEO/Executive Director. This person manages contacts with all media, including television, radio, newspapers, and other publications. In an emergency communications situation, or any time when a media representative requests information directly from you, you are expected to consult the CEO/Executive Director for counsel and support.

Personal Phone Calls & Texting

If your position involves providing direct service to members and/or participants, you are not permitted to use your personal mobile communication device(s) while working. If you have an emergency situation that requires you to use your mobile device, you must notify your supervisor before taking or making the call or text so that you can be relieved from your duties to attend to the situation. Phones are to be silenced or on vibrate while working. Any employee caught making phone calls or text messages for personal use without the consent of their immediate supervisor will be subject to disciplinary actions.

You may not use mobile communication devices (e.g., cell phones) while driving a vehicle for the Y. If you need to contact someone, you are expected to safely park before doing so. This applies to making or receiving calls, texting, emailing, etc.

All lifeguards and aquatics staff are required to leave their cell phone with the front desk clerk during their shift. This measure is in place to allow staff to better focus on guarding the pool area.

Social Media

The Y recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers. In order to protect the Y, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

Many Y employees maintain individual pages on social media sites and/or use other online communication tools to connect and communicate for personal purposes. While the Y does not mean to interfere with anyone's private life, the Y also realizes that publicly observable communications, actions, or words are not private. Individual's online activities are accessible to the community at large; Although the YMCA cannot tell you what you can put on your social media accounts, we ask that you consider the YMCA's mission and values when posting information to the public.

Accordingly, the following guidelines must be followed by all employees when using social media or other online communication tools:

The use of photos, video, or images of the Y or its programs, members, or participants is prohibited. Use of the Y logo is prohibited, without permission from the Executive Director.

If an employee uses the Y name (including names of camps or other programs) in any such communication, they should be especially careful to support the Y's image and mission while making it clear that they are speaking for themselves and not on behalf of the Y. Employees must also keep in mind that they may not post an endorsement of Y programs without disclosing their employment relationship with the Y.

Staff should recognize that they are personally responsible for the content they publish on social media sites. Employees may be subject to discipline for online commentary, content, or images that are defamatory, pornographic, harassing, or otherwise inappropriate. Examples of inappropriate content include, but are not limited to, references to or photos of illegal substance use; disclosure of confidential information about YMCA employees, volunteers, members and/or programs and posting false, disparaging, or inappropriate information about YMCA employees, volunteers, members and/or programs.

When using social media, employees should keep in mind that other policies apply to its use, including, for example, the Y's policies on confidentiality, preventing child abuse, and use of electronic communications systems. Employees who violate Y policies are subject to disciplinary action, up to and including termination of employment.

Accessing any social media site or online communication tool for personal purposes while at work is strictly prohibited. This includes accessing pages via office computer, laptop, mobile phone, or in any other way.

Performance Appraisals

Performance appraisals are a key part of the YMCA's performance management process and are conducted at least once a year and as needed between annual reviews. This process also typically includes informal and formal feedback sessions during the year to foster dialogue, shared understanding, and increased effectiveness.

Performance appraisals are used to ensure performance is based on job function and mutually agreed upon goals. Appraisals also indicate areas of strength and areas for improved performance and personal growth. Appraisals are no guarantee that a wage increase will be given. All wage increases will be received based on merit and will be allowable only by the constraints of the current year's budget.

Performance evaluations will typically occur in January for each key or full time employee. Employees will be notified one week prior to a meeting on a time and who will be evaluating them. Employees will also be expected to fill out a self assessment to be given to their supervisor no later than 24 hours prior to their scheduled evaluation.

Required Training and Certifications

Safety training and job-related certifications are required for individuals in certain positions. Required training and certifications for all staff includes CPR, AED, and First Aid. Lifeguards are also required to be certified, trained and tested every two years. The YMCA will hold training courses at no expense to the employee throughout the year to ensure that all staff is adequately trained and all certifications are up-to-date. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If your required certifications expire, you may not be allowed to work until you recertify.

Benefits Eligibility

A. Goal of Benefits

The Streator Family YMCA strives to provide a high quality and cost-effective benefits for full time employees in recognition of the influence employment benefits have on the economic and personal welfare of each employee. Employees should likewise recognize that the total cost to provide the benefit program described herein is a significant supplement to each employee's pay, and should therefore be viewed as additional compensation, paid in various benefit forms, on behalf of each employee.

B. Eligibility for Benefits

1. All full-time employees (exempt and non-exempt) are eligible to enroll for benefits after the first 90 days of employment. *Full time employees are defined on page 14 of this handbook.* However, full participation may be subject to meeting the plan requirements of specific benefits coverage or by restrictions detailed in other parts of this handbook. The probation period for delay of eligibility may be waived by the Board of Directors should the plan requirements allow.
2. For the purpose of determining benefits (when years of service are the basis for awarding the benefits) continuous full-time employment in any YMCA (local or national) will be counted. Years of service are counted from original date of full-time employment and continue to accrue as long as that employment remains full-time and continuous.
3. Benefits may be modified or terminated at the discretion of the YMCA (unless otherwise agreed to by the Board of Directors in an employment contract). This handbook outlines current YMCA benefits but is subject to change without notice. In the event of any discrepancy between the description in the handbook and each benefit document, the applicable benefit document shall prevail. This description of benefits does not create a contract for benefits (with the exclusion of the Executive Director). If you have questions about current eligibility requirements or other provisions of the plan, please contact the Executive Director. The Board of Directors will review this policy annually prior to open enrollment and make any changes to the below policies or to the contribution rates on behalf of the YMCA at that time.
4. Spouse Employment Exception: Employee's spouses who have a current healthcare policy with another employer are not eligible for group healthcare benefits.

Employee Child Care Benefits

All employees receive free child watch for their dependent children for free while the employee is within the facility for work or for recreation.

All other programs are not subject to a reduced rate and employees will pay 100% of the normal member rate.

Personal Days

The Y provides full time exempt and non-exempt staff the equivalent of three full days of accrued personal time each year. For instance, if an employee works an average of 8 hours a day, the employee will be given 24 hours of personal time. Personal time must be used by the hour or for an entire days work. For example, if any employee has to leave work early for an arrangement, the employee will be asked to use personal time for the remaining portion of their scheduled shift. The staff member's immediate supervisor has the authority to approve unpaid time off of work depending on the circumstances of the time needed off. The HR manager will manage available personal time for each employee. If no personal time is available and the staff member asks for time off work, available vacation time must be used. If no vacation time is available, the staff member will go unpaid for the hours not worked.

In order to be eligible for personal time, employees must work their scheduled shift prior to and following the personal day, unless they are on scheduled vacation or other approved absence. Employees on an unpaid leave of absence are not eligible for personal days.

Personal days accrued are not eligible for overtime hours and do not carry over at the end of the year.

Holidays

The YMCA is closed on the following holidays: New Year's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. The YMCA will close at noon for Christmas Eve and New Year's Eve.

Full time, non-exempt staff will be given three (3) accrued paid holidays each year. If a holiday falls on a scheduled work day, the staff member will have the option to take the day off as a paid holiday, unpaid, or choose to use vacation or personal time. If a holiday falls on a weekend or during the week and you are not scheduled to work, the employee can use one of their paid holidays during the week before, during, or after the holiday. Whatever the circumstance of when the holiday falls, the full time staff member must inform their immediate supervisor at least two (2) weeks in advance of their decision in terms of pay for the upcoming holiday. No holidays can be carried over to the next calendar year.

Exempt staff is not eligible for this benefit rather they will simply be paid for any holiday that falls during a normally scheduled shift through the year. For example, if a holiday falls on a Wednesday and an exempt employee is scheduled to work, the employee will have that day off, with pay. If a holiday falls on a Saturday and an employee is not scheduled for that day, the staff member will not receive additional pay for the holiday.

Paid holidays accrued are not eligible for overtime hours and do not carry over at the end of the year.

Life Insurance

Full-time employees will be covered on the Y's group life insurance policy on the first day of the month following 90 days of employment. The Y pays 100% of the premium for life insurance for one times the employee's annual salary.

Long-Term Disability Insurance

Because of its commitment to providing financial security to employees, the Y will offer long term disability after 90 days of employment. The Y pays 100% of the premium for this benefit. Long-term disability insurance pays a percentage of your salary in the event that you become disabled. For details, see the Executive Director.

Membership and Program Benefits

You are encouraged to fully participate in Y programs, classes, and activities; however, all employees are expected to defer to members during peak hours for classes and equipment use.

If you work, on average, 10 or more hours per week, you and your immediate family receive a Y membership, for as long as you remain an employee. For the purposes of this benefit, "immediate family" is considered to be your spouse and your children. All programming with the exception of babysitting will be full price for all employees.

If you are a regularly scheduled part-time employee who works, on average, less than 10 hours a week, you are eligible to receive an individual adult membership. All programming with the exception of babysitting and facility rentals will be full price for all part time employees.

As an additional benefit, all birthday parties and facility rentals are 25% off for all current staff and their immediate family living within their household. Immediately family includes children and/or a spouse of an employee only. In exchange for this benefit, the employee will be asked to work the party/rental which includes set up, supervision, and tear down/cleanup of the event. The exception to this rule is lock-in's which will not be discounted for YMCA staff.

Employees classified as on-call/substitute are not eligible for the membership benefit. Volunteers may be given an individual month to month membership when deemed necessary by the Executive Director for extraordinary services to the YMCA.

Retired full-time employees may retain their memberships on the same basis as during their employment. In all other circumstances other than retirement, when employees leave the employment of the Y, they begin paying regular rates for membership and programs.

Retirement Benefits

The benefits information in this handbook is only a brief summary and more information on these plans in informational material and plan documents can be found through the Executive Director. If any discrepancies occur between information in this handbook and the

actual plan documents, the plan documents will prevail. Future changes in policies and procedures may modify, suspend, supersede, or cancel those found in this handbook, in whole or part, and employees typically will be notified of such changes through normal communication channels.

The YMCA Retirement Fund

The YMCA Retirement Fund was incorporated in New York in 1921 and is a 501(c)(3) not-for-profit corporation, organized and operated for the purpose of providing retirement and other benefits for employees of participating Ys throughout the United States.

The Fund sponsors the Retirement Plan, which is a defined contribution, money purchase; church pension plan intended to satisfy the qualification requirements of Section 401(a) of the Internal Revenue Code. The Fund also sponsors the Tax-Deferred Savings Plan, which is a church retirement income account plan as defined in Code Section 403(b)(9).

For the most up-to-date information about the plans sponsored by the Fund, visit their website at www.yretirement.org. You will find the latest Fund news, frequently asked questions, quarterly investment and performance results, forms, and publications.

Contact the Fund's Customer Service Department at (800) RET YMCA (800 738 9622), or via email at info@ymca.org.

Retirement Plan

As a condition of employment, all Streator Family YMCA employees who meet eligibility requirements are enrolled in the Retirement Plan.

Interpretations, definitions, and requirements related to this Plan are determined by the Retirement Fund's board of trustees, and each participating Y administers the Plan locally.

In order to be eligible, employees must be 21 years of age or older and complete two 12-month periods of Y service, working at least 1,000 hours in each, beginning with the date of hire. The two years do not have to be consecutive. All hours of Y service count toward eligibility, even in cases where the employee is under age 21 or works at multiple participating Ys. Employees meeting these qualifications are automatically enrolled and immediately vested. If an employee was previously enrolled by the Streator Family YMCA or another Y that participates in the YMCA Retirement Fund, he/she is immediately eligible for enrollment in the Plan.

The Streator Family YMCA contributes on behalf of each eligible employee an amount equal to 6% of his/her compensation. In addition, each eligible employee is required to contribute an amount equal to 4% of his/her compensation. The Y reserves the right to amend its participation in the plan at any time within the terms and conditions set by the Y, the plan, and the YMCA Retirement Fund. The Fund may amend the plan at any time, and it may also be amended at any time to conform to applicable federal law.

Tax-Deferred Savings Plan

Since the Streator Family YMCA and its eligible employees together contribute 10% to the Retirement Plan, each employee is encouraged to make additional voluntary contributions to the Tax-Deferred Savings Plan in order to achieve at least 15% total retirement savings, a goal recommended by many financial planners. Employees not yet eligible for the Retirement Plan are encouraged to save 15% on their own each year while they await

eligibility.

Opening a 403(b) Smart Account in the Tax-Deferred Savings Plan allows employees to save these additional pre-tax amounts through payroll deduction. This account is available to all employees of Streator Family YMCA, regardless of age, service, or number of hours worked. Contributions are subject to certain limitations under federal law.

Employees can also roll over money from eligible employer plans or IRAs into a Rollover Account in the Tax-Deferred Savings Plan.

Any employee interested in opening a 403(b) Smart Account, or rolling in eligible amounts to the Tax-Deferred Savings Plan, should contact the Streator Family YMCA Executive Director.

If any inconsistencies arise between this material and the Retirement Fund Plan Documents, the language in the official Plan Documents will govern.

Service Awards

The Y honors the valuable contributions of our employees with service awards. Employees receive service awards in recognition for every five-year period of service.

Sick Leave

In an effort to minimize the economic hardship that may result from an illness or injury or from time away for medical appointments, all full-time employees can accrue sick leave.

Full-time employees receive the equivalent of 5 sick days per year through their first two years of employment and 8 days thereafter. An employee is allowed to carry over up to 3 sick days per year up to a max of 30 sick days. Sick days that have been accrued and not used will not be paid upon termination of employment. Any employees who uses accrue sick days rolled over from previous years must provide a doctor's note for each additional sick day requested. If for a medical appointment, employees are expected to make a reasonable effort to return to work for the remainder of their shift that same day unless an appointment is planned to take longer than 4 hours (including travel time).

You may be eligible for disability benefits through worker's compensation. If you are eligible, the Y will pay the difference between your disability payments and your regular wages/salary from your accumulated sick leave starting with the first day of your eligibility, until your accrued sick-leave benefits are exhausted.

Employees do not accrue sick-leave benefits during any leave of absence.

No payment for sick leave will be granted in the first three months of employment.

The Y may require you to provide a statement from your health care provider any time you are absent due to illness. Further, if you have a medical problem that could limit your work duties or hours, you must provide a statement from your medical provider detailing the restrictions. The note should also include the length of time the restrictions are to remain in place.

Sick-leave benefits are designed to be used for absences due to your own illness or injury. You may also use sick leave to care for an ill or injured member of your family including an employee's child, spouse or domestic partner, sibling, parent, mother-in-law, father-in-law,

grandchild, grandparent, or step-parent. Sick leave may also be used for your own or your dependents' health appointments.

Social Security and Medicare

All employees of the Y participate in the Federal Income Contributions Act (FICA) for social security income benefits. The Y and the employee finance the cost of this benefit equally through payroll tax deductions.

Unemployment

The Y complies with state laws governing unemployment benefits. Unemployment is designed to provide security for those persons unemployed through no fault of their own. Information regarding claims procedures is available through the state's website.

Vacation

The Y provides vacation leave because it is an essential contributor to both personal well-being and productivity on the job. Eligible employees may use accrued vacation for paid time away from work. All eligible employees are expected to use their vacation benefits each year. No vacation time will be carried over from year to year.

The following applies to paid vacation time:

- You must be a regular full-time employee to receive vacation benefits.
- Eligible employees gain vacation time after one year of service.
- The period of service in the table listed below is based on all periods of employment of 37.5 or more hours with the YMCA.

The amount of vacation for eligible employees is as follows:

- After completing one full year up to two years: 5 days
- After completing two full years up to ten years: 10 days
- After completing ten years or more: 15 days

All vacation time must be approved by the Executive Director no later than two weeks prior to a planned vacation. All exceptions must be made, in writing, by the Executive Director.

When in need of a prolonged absence not related to the health of you or your immediate family, your vacation time for the year will be prorated based on the length of the absence and deducted from your current vacation time accrued.

For instance: If an employee has 12 vacation days and takes off one month of prolonged absence, one vacation day would be deducted from the employees vacation time.

If you take an unpaid leave of absence, you will cease accruing vacation time until you return.

Group Medical Coverage

The Streator Family YMCA offers benefit eligible employees comprehensive and flexible benefit programs to help ensure the well-being of its employees. The Y provides medical

insurance coverage for regular full-time employees **and their families (see spouse employment exception)**. Employees and the Y will share the cost of the coverage should it exceed \$500 monthly and these costs are deducted from the employee's salary each pay upon written authorization. Should the YMCA choose a high deductible health plan (HDHP) less than \$500, the remaining portion of this benefit will be deposited into a YMCA selected Health Savings Account (HSA).

Terms and coverage under each benefit plan are defined by the provisions of the governing plan document. Summary of plan designs are provided during employee orientation and during open enrollment.

Basic Leave Entitlement

The Family and Medical Leave Act (FMLA) requires covered employers, including the Streator Family YMCA, to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care, or childbirth;
- to care for the employee's child after birth or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent who is on covered active duty (or who is under a call or order to covered active duty) in the Armed Forces may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period when the employee is the spouse, son, daughter, parent, or next of kin of the covered service member. A covered service member is (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Benefits and Protections

During FMLA leave, the Streator Family YMCA will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. If the leave is unpaid, the employee must remit payment for the employee's portion of the group health premium to the Executive Director.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible for FMLA leave if they have worked for the Streator Family YMCA for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the Streator Family YMCA within 75 miles of where the employee works. The Y uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave to measure the time period during which an employee may take up to 12 weeks of FMLA leave. Under this approach, no employee is entitled to take more than 12 weeks of FMLA leave during any 12-month period, unless additional leave is required to care for a covered service member.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other situations also may fall within the definition of continuing treatment.

Use of Leave

An employee wishing to take FMLA leave for a foreseeable event must provide the Streator Family YMCA with at least 30 calendar days' written advance notice. For an unforeseeable event, notice should be provided as soon as practicable. Failure to provide advance notice of foreseeable leave may result in denial or deferral of the requested leave.

For any requested leave, employees must complete a form, available from the Executive Director setting forth the reason for the requested leave, the anticipated start and duration of the leave, and containing a medical certification. Employees must inform the Executive Director if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide periodic recertification supporting the need for leave.

Intermittent Leave

When medically necessary, employees are entitled to take FMLA leave intermittently or on a reduced leave schedule. Employees must make reasonable efforts to schedule intermittent leave for planned medical treatment so as not to unduly disrupt the Y's operations. Employees initiate intermittent leave following the same notice procedures set forth above. The Streator Family YMCA may temporarily transfer an employee taking intermittent leave to another position, with equivalent pay and benefits, that better accommodates recurring periods of leave.

Substitution of Paid Leave for Unpaid Leave

An employee taking FMLA leave for any reason must use any accrued paid leave (*e.g.*, vacation or sick time) as part of their FMLA leave. Leaves of absence provided to an employee for medical or pregnancy-related disabilities are considered part of, and not in addition to, leave time provided for under the FMLA. Nothing in this policy will result in an increase in the amount or type of paid leave available to an employee.

Additional Employee Responsibilities

Employees must inform the Streator Family YMCA whenever an absence may be due to an FMLA-qualifying reason. Calling in "sick" without more generally will not be considered sufficient notice for FMLA leave. If leave is taken for a previously certified reason, the employee should reference the prior certification specifically. Employees should make reasonable efforts to schedule foreseeable FMLA leave so as to not unduly disrupt the Streator Family YMCA's business.

Employer Notice Responsibilities

The Streator Family YMCA will inform an employee requesting leave whether he or she is eligible under the FMLA. If the employee is eligible, the Y will provide notice specifying that leave will be designated as FMLA-protected, the amount of leave to be counted against the employee's leave entitlement, and any additional information required. If the employee is not eligible, the Y will provide a reason for the ineligibility.

Enforcement

FMLA makes it unlawful for any employer to (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA, or (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If an employee believes his or her FMLA rights have been violated, the employee should contact the Executive Director immediately. The Streator Family YMCA will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. An employee also may file an FMLA complaint with the United States Department of Labor or bring a private lawsuit alleging an FMLA violation. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Bereavement

Paid time off is available for full-time employees in the event of the death of a family member or household member. The Y provides full-time employees up to three days off with pay, with the supervisor's approval, upon the death of an employee's spouse/domestic partner; member of the employee's or spouse/partner's immediate family (for example, child, grandchild, parent, grandparent, brother or sister, step parents, step siblings, father-in-law, or mother-in-law); or household member. Bereavement leave may be taken only at or immediately following the time of death. Bereavement situations are taken on a case to case basis. There is no limit to the number of occurrences per year allowed for bereavement leave.

Jury Duty

You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. Any exempt and full-time hourly employee serving jury duty

during regularly scheduled workdays will receive full compensation for such days.

Medical Leave

If you do not qualify for a leave of absence under the FMLA (Family and Medical Leave Act), you may request a medical leave for absences due to your own illness or injury; however, the Y cannot guarantee that it will have a position available to which you can return. Employees are required to use their available vacation during the absence prior to taking time without pay. Medical certification of the necessity for leave is required, and upon return, a fitness for duty report may be required.

Other Leave

Employees who have had a minimum of one year of continuous employment may be considered for a leave of absence (without pay and benefits) for a maximum of six months for circumstances such as personal reasons, education, or other unusual situations. A notice, in writing, must be presented to the Executive Director prior to the scheduled leave. The Y does not guarantee that it will hold a position; however, employees may reapply for open positions at the conclusion of their leave.

A leave is generally described as an absence from work, which may be short term or extended. Leave time is unpaid; however, available vacation time/sick time/paid time off (PTO) must be used during the absence prior to taking time without pay. During the unpaid portion of the leave, holidays are unpaid, and additional vacation time/sick time/PTO does not accrue. 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 Executive Director.

Employees generally may not work for themselves or another employer while on leave or the leave will be terminated by the Y. Exceptions must be approved in advance by Executive Director.

Inquiries about leaves should be directed to both employees' supervisors and to both the Executive Director.

By signing below, I agree that I have read, understand, and will comply with the policies and information contained in this handbook and that my continued employment is contingent on my following these policies.

Employee's name (Please print)

Employee's signature

Date

Note: Complete this form and return it to the Executive Director for keeping in your personnel file.