

EMPLOYEE MANUAL

DOW BAY AREA FAMILY Y

Revised June 7, 2012



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

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WELCOME

You're Part of Something Big!

Welcome to the Dow Bay Area Family Y. We're an inclusive organization of men, women and children joined together by a shared commitment to strengthening community through youth development, healthy living and social responsibility.

Going to work every day, you are positively affecting the lives of the people in your community. Working at the Y, you'll discover more than a job—you'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you. In more than 10,000 communities nationwide, our staff leaders—of all ages and from diverse backgrounds and life experiences—enjoy the personal satisfaction that comes from nurturing the potential of youth and teens, improving the nation's health and well-being and providing support to our neighbors.

1.0 INTRODUCTION

1.1 About This Handbook

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 Dow Bay Area Family Y 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.

Employment at the Dow Bay Area Family Y is “at will,” which means that either the employee or the Y may terminate the employment relationship at any time, for any or no reason. No one except the CEO/Executive Director of the Y is authorized to make binding employment contracts, and such contracts will be recognized only if they are in writing and signed by both the employee and the CEO/Executive Director.

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 Dow Bay Area Family Y. 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 your supervisor.

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

1.2 At-Will Language

The employment of all Dow Bay Area Family Y employees is always on an at-will basis. This means either the employee or the Dow Bay Area Family Y 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 an express written agreement signed by the CEO of the Dow Bay Area Family Y and the employee.

1.3 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. Dow Bay Area Family Y Affinity Groups give our employees opportunities to contribute, learn, network and share experiences as they progress in their careers. Dow Bay Area Family Y Affinity Groups provide invaluable input and insight to address challenges in our communities.

The Y 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 Dow Bay Area Family Ys 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.

1.4 History

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, more than half of all Dow Bay Area Family Y members and staff are women and girls.

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.

1.5 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. Y’s 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.

1.6 Mission, Values, and Cause

Our Cause Defines Us

We know that lasting personal and social change comes about when we all work together. That’s why, 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. 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

The Dow Bay Area Family Y 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.

2.0 EMPLOYMENT PRACTICES

2.1 Discipline

The Y strives to use constructive discipline processes that build and reinforce positive working relationships. This discipline process serves only as a guideline and the Y reserves the right to skip any or all steps in the process at the sole discretion of management. Disciplinary action may include the following:

- Verbal counseling
- Written counseling
- Suspension with or without pay
- Immediate termination

Nothing in this policy is intended to alter the rights of the Dow Bay Area Family Y to terminate an employee at will, for any or no reason, and at any time.

2.2 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, 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.

2.3 Ending Employment

All employees of Dow Bay Area Family Y 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.

2.4 Equal Employment Opportunity

The Dow Bay Area Family Y provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, genetic information, [add other protected categories as necessary such as, for example, marital status, sexual orientation, or status as a covered veteran] in accordance with applicable federal, state and local laws.

The Dow Bay Area Family Y 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 additionally complies with regulations related to affirmative action when required by applicable laws.

If you need workplace accommodations for your religious beliefs or for your disability, please speak with your supervisor or [position title at phone number]. 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 Human Resources Department.

2.5 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 within business office deadlines on a designated expense report. Employees must provide a written receipt for expenses. The Y will reimburse 50% of the IRS Mileage Reimbursement Rate.

2.6 Individuals with Disabilities

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.

2.7 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 usually advertises 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.

2.8 Remaining Union-Free/Interacting Directly with Employees

It is the policy of the Dow Bay Area Family Y that the Y can better carry out its mission and serve the needs of each participant by interacting directly with its employees, not indirectly through a union. 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. To this end, 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. 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.

2.9 Salary Administration

To attract, retain, motivate and reward a diverse and talented staff team committed to the Y's mission, cause, values and strategic goals, the Y offers each employee a well-rounded combination of pay, benefits, career development and learning opportunities in a meaningful, healthy work environment.

More specifically, the Y strives to:

- Focus on the value of total rewards, including cash compensation, traditional benefits and intrinsic Y benefits such as culture, career growth, learning and recognition;
- Offer a competitive compensation and benefits package that is designed to support long-term career commitment and the needs of a diverse workforce; and
- Consider budgetary requirements and constraints on the Y and its employees, to the extent possible.

The Y seeks to establish compensation levels on the basis of external competitiveness and internal equity. Employees may be considered for a merit salary increase periodically, usually annually. Salary adjustments are not automatic; they are based on factors such as work performance, including achievement of strategic and operating plan goals, development of leadership competencies and other merit considerations. Typically, employees whose performance appraisal ratings are less than satisfactory do not receive a salary increase.

2.10 Y Leadership Classes

At the Dow Bay Area Family Y, helping kids, families, and communities to learn, grow, and thrive requires strong, cause-driven leadership. Through high-quality and affordable training, we develop the knowledge, skills, and behaviors that leaders need to strengthen communities.

The Y USA's Leadership Competency Model, in combination with their Leadership Certification process, provides the foundation for leadership development at the Dow Bay Area Family Y. The model consists of 18 competencies, which are organized into four disciplines of cause-driven Leadership.

The Y delivers a broad continuum of tools, resources, and learning solutions that will help you envision your career goals, identify your development needs, and plan your leadership development path.

Please see the Executive Director for more information regarding your potential participation.

3.0 WORKING HOURS, PAY, CLASSIFICATION, AND RECORDS

3.1 Changes in Personal Information

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

3.2 Direct Deposit

Direct deposit of your pay is required for all employees. With direct deposit, many banks offer waivers/reductions on account fees and other bank services.

If you do not have a bank account and wish to obtain information on opening a pay card account, please contact the Business Manager.

3.3 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 at the rate of 1½ times the normal hourly rate for hours worked in excess of 40 per week. Sick leave, holiday, and vacation time do not constitute hours worked.
2. Exempt employees are paid a salary for meeting agreed-upon management objectives and are not eligible for overtime pay.

B. Full-time and part-time employees

1. Full-time employees consistently work at least 40 hours per week in a position that is not seasonal in nature.
2. Part-time employees work less than 39 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 full-time employee who has been previously employed by another Y, you will be credited for those full-time prior years of continuous Y service.

3.4 Hours of Work and Work Week

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

The Dow Bay Area Family Y work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. Unpaid meal breaks and paid rest breaks are provided in accordance with state laws.

3.5 Overtime

Working overtime hours without first getting supervisor approval may lead to disciplinary action.

3.6 Pay Practices

You will be paid bi-weekly on Fridays for time worked the previous two weeks. It is your responsibility to accurately record your hours worked. Most staff will record hours using the electronic time clock and or timecards. It is your responsibility to ensure your supervisor has a complete record of your time by the payroll deadline.

Live payroll checks will not be issued. Therefore, every employee will be required to utilize Direct Deposit for their payroll.

3.7 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 or closes its operations before the work day begins, the following pay practices will be followed:

- Exempt employees will be paid for the day;
- Full-time, non-exempt employees will be paid for all regularly scheduled work for the day;
- Part-time, non-exempt employees will be paid only for time actually worked on that day.

When a decision is made to close a branch after the work day has begun, the following practices will be followed:

- Exempt employees will be paid for the day;
- Full-time, non-exempt employees will be paid for all regularly scheduled work for the day;
- Part-time, non-exempt employees who are on site at the time the decision to close is made and are prepared to fulfill their duties 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 paid time off (PTO) or vacation. 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 accrued paid time off. Exempt employees must use whole days of paid time off. If none are available, their salary will be docked for the whole day if no work was performed.

Any alteration in the Y's regular schedule will be decided by the CEO, and will be communicated through various forms of communications including email, television, radio, social media, etc.

3.8 Personnel Records

Employees may periodically review their personnel file by making an appointment with the Executive Director/CEO. 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.

3.9 Reporting Time

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.

Employees are responsible for ensuring accurate payment is made by reviewing each paycheck and notifying their supervisors of any concerns in a timely manner.

Failure to properly record time worked and absences may be considered misconduct, which could lead to disciplinary action up to and including termination of employment.

4.0 CODE OF CONDUCT

4.1 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.

4.2 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.
- The misuse, unauthorized access to, or mishandling of confidential information will result in disciplinary action, up to and including termination of employment.
- Testing changes.

4.3 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.

4.4 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. Employees are not to receive personal gain or incur obligation to others at the expense of the Y. Employees should make prompt and full disclosure in writing to CEO 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
- 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 Dow Bay Area Family Y 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 or any other senior management person. In addition, each employee will be required to sign a Conflict of Interest form every year disclosing each item above. (If the conflict involves the CEO, the CEO must disclose such to the board.) The CEO will determine the existence and nature of the conflict of interest and determine the appropriate course of action.

4.5 The Y Look

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. The Y LOOK includes the following:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- When attending business meetings with community members, business attire is required.
- All staff members must meet uniform and/or dress codes that may be required for their particular jobs.
- 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 or chest.
- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps are not appropriate for indoors.

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.

All front-line team members at Y facilities, program sites, and other locations, with the exception of aquatic team members in swimsuit shorts, are required to wear either khaki pants, khaki skirts (acceptable length just above the knee or longer) or khaki shorts (acceptable length just above the knee or longer). Jeans are only to be worn on designated days determined by the CEO/Executive Director. As part of the Y LOOK, all front line staff are required to wear Y name badges when working the floor. Name badges must be worn on the right chest area and be visible at all times.

4.6 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 \$25.00 from any member, vendor, potential vendor, or other outside party. Tips or other gratuities may not be accepted in any amount.

Employees may accept meals, refreshments, or entertainment of a nominal value 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.

4.7 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/CEO. 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/CEO.

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.

4.8 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 the following:

- Discrimination in violation of our equal opportunity policy
- Harassment
- 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.

4.9 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 Dow Bay Area Family Y 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.

4.10 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.

5.0 EMPLOYEE COMMUNICATION

5.1 Cell Phone Assignment/ Reimbursement: Full-time staff only.

Assignment of Y-Owned Cell Phones

The Y will consider assigning a Y-owned cell phone when your job requires you to be accessible outside of scheduled or normal working hours and/or outside of Y facilities or program space that does not have access to a phone. Y-provided cell phones are intended for official Dow Bay Area Family Y business and, therefore, the Y expects you to exercise prudent judgment in keeping personal calls to a minimum. When an employee leaves employment or changes positions, the Y cell phone is to be returned to the Y immediately.

Reimbursement of Personal Cell Phone Costs

In cases when the Y determines that a cell phone is needed but usage is expected to be low, your personal cell phone may be used and the Y will provide a modest monthly amount through payroll to reimburse you for the business-related portion of your monthly cell phone costs. In such situations, you should understand that your personal phone number may be published for business use.

Reimbursements will end when an employee changes jobs or leaves employment.

5.2 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 CEO.

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.

5.3 Electronic Communication with Youth Participants

The Y takes very seriously its obligation to protect children. Y staff should not have contact or communication with minors (under age 18) who participate in Y programs outside of Y work time. With today's electronic communication options (e-mail, text messages, blogging, social networking sites) it is more important than ever that all employees understand the Y's policy on such contact or communication in order to protect youth and staff. For purposes of this policy, a "youth" is anyone under eighteen (18) years of age who participates in Y programs or whom a Y employee has met through Y programs.

- Employees should not initiate personal phone calls with or receive personal phone calls from youth. A call is considered "personal" if it does not involve both a Y phone and Y-specific subject matter. When employees receive calls from youth on non-Y phones and/or regarding a non-Y subject, this must be immediately reported to a supervisor.
- Text messaging with youth is not permitted. If an employee receives a text message from a youth, a supervisor must immediately be made aware.
- Employees must not share any personal e-mail addresses or instant message names or nicknames with youth. Employees should not initiate or respond to e-mail or instant messages from youth while using any personal (non-Y) connection to the Internet.
- Use of social networking sites to communicate with youth is only permitted if done through a Y-sponsored or approved site. No personal blog or social networking site should be used. Any website or blog maintained by an employee should not have pictures of or make reference to

any youth, and employees should not request or accept to be linked as “friends” or connections with youth via social networking sites.

- Communication between employees and youth should only be through Y e-mail accounts and phones, and any such communication with youth should be immediately reported to the employee’s supervisor.

Employees violating this policy or using electronic communication systems improperly are subject to disciplinary action, up to and including termination of employment. Employees using Y electronic communication systems for defamatory, illegal, or fraudulent purposes also are subject to potential civil liability and/or criminal prosecution.

5.4 Employee Complaints

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. Bring your concern to the attention of your immediate supervisor, who will investigate and provide a solution or explanation. 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.
2. If the problem is still not resolved, you may refer it to [the next level of supervision or the Executive Director/CEO].
3. If a complaint is not resolved through the previous steps, you may take it to [position title], who will work to resolve the matter. The decision of this individual regarding the resolution of the complaint is final and cannot be appealed.

5.5 Media Relations

Communication with members of the media is managed through the Executive Director/CEO or Community Development & Communications Director, which 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 Community Development & Communications Director for counsel and support.

5.6 Personal Phone Calls and 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 and out of sight while working.

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.

5.7 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. Individuals' online activities are accessible to the community at large; therefore, all of a Y employee's online activities must be consistent with the Dow Bay Area Family Y's mission and values.

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. 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 alcohol or illegal substance use; disclosure of confidential information about other people; and posting false, disparaging, or inappropriate information about other people.

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.

5.8 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's 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 the Executive Director/CEO or the Board of Directors Finance Committee Chair. Reports should be mailed to 225 Washington Avenue, Bay City, Michigan 48708.

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 on page 14.

6.0 TRAINING AND DEVELOPMENT

6.1 Performance Appraisals

Performance appraisals are a key part of the Dow Bay Area Family Y's performance management process and are usually conducted once a year. This process 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.

6.2 Required Training and Certifications

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, first aid, driver training, and other topics. 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. You may also be subject to disciplinary action, including termination of your employment.

7.0 EMPLOYEE BENEFITS

7.1 Benefits Eligibility

On the first of the month following employment, as a full-time employee, you are eligible to participate in the health insurance plan offered to employees of the Y. Information detailing this benefit is available. Eligibility and enrollment are subject to the terms, conditions, restrictions, and other requirements set out in the plan documents available from the business office. If you have questions about current eligibility requirements or other provisions of the plan, please contact the business office. In certain circumstances, such as changing to part-time employment or leaving employment, health benefits may be continued on a self-pay basis, through the COBRA provisions. Premiums are deducted from your pay on a pretax basis.

7.2 COBRA (Continuation of Health Care Benefits)

Federal law provides for continuation of benefits for employees or dependents who lose their health coverage. This temporary extension provides eligible employees/dependents continuation of benefits on a private-pay basis (group rate plus a 2% administrative fee) for up to 18 months. In some circumstances, this benefit can be continued for 26 weeks. Qualifying events include, but are not limited to, employees who leave the Y or are terminated (except for gross misconduct), employees who lose coverage due to reduction of hours, or circumstances in which covered dependents lose coverage.

The Y will provide the necessary paperwork that fully explains rights and requirements. There is a 60-day period in which the employee/dependents must make a decision. If an employee elects not to continue coverage or fails to make an election within the 60-day period, insurance will end the last day of the month in which the qualifying event occurs. Once someone qualifies for another insurance plan, this benefit will end.

7.3 Holidays

The Y provides eligible full-time employees the following paid holidays each year, subject to the guidelines described below. Unless otherwise designated, when the holiday falls on a Saturday, it will generally be observed on the preceding Friday. When the holiday falls on a Sunday, it will generally be observed on the following Monday.

The following holidays are observed by the Y:

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

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

Eligible nonexempt employees may, from time to time, be required to work on a scheduled holiday. Those employees will be paid at their regular rate and will receive rescheduled holiday leave to be taken within 30 days of the holiday worked.

The Y will reasonably accommodate employees to observe religious holidays through the use of accrued vacation time, floating holidays, or unpaid time off from work.

Every effort is made to grant the employee the preferred day off, but priority must be given to the Y's staffing requirements.

7.4 Life Insurance

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

7.5 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 are a full-time employee, you and your immediate family receive a Y membership, for as long as you remain a full-time employee. For the purposes of this benefit, "immediate family" is considered to be a second adult and your dependent children living in the same household with you. If you (or your family member) wish to enroll in a program, you may register for the program at the member rate. Child care is not included in this benefit.

If you are a part-time employee, you are eligible to receive an individual adult membership. If you wish to enroll in a program activity, you may register at 100% of the member rate.

You may upgrade to a family membership and you will be charged the difference between the individual and family membership rates.

Employees classified as on-call/substitute are not eligible for the membership benefit.

When employees leave the employment of the Y, they begin paying regular rates for membership and programs.

7.6 Retirement Benefits

The Dow Bay Area Family Y Retirement Fund is a defined contribution plan, funded as a SIMPLE IRA.

As a condition of employment, all Dow Bay Area Family Y employees who meet eligibility requirements are enrolled in the Retirement Plan.

In order to be eligible, employees must be salaried full-time employee and complete a 6 month waiting period, beginning with the date of hire.

The Dow Bay Area Family Y contributes on behalf of each eligible employee an amount equal to a maximum of 3% of his/her compensation as long as the employee contributes 3%. The Y reserves the right to amend its participation in the Plan at any time within the terms and conditions set by the Y and the Plan.

7.7 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.

7.8 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.

7.9 Personal Days

The Y provides personal days because it is an essential contributor to both personal well-being and productivity on the job. Eligible salaried full-time employees may use accrued personal days for paid time away from work. All eligible employees are expected to use their personal days each year.

The following applies to paid personal days:

- You must be a regular full-time employee to receive personal days.
- Eligible employees begin personal days after 90 days of employment.

The amount of personal days for eligible employees for each hour worked up to 40 hours per week is as follows:

0 to 3 Years	10 Days
3 to 7 Years	15 Days
7+	20 Days

7.10 Workers Compensation

The Y contributes to the state workers' compensation fund, as required by law.

If you sustain an injury/illness while performing your job duties, workers' compensation may cover the cost of treatment and provide compensation for lost time. You should notify your supervisor about any on-the-job illness or injury immediately and complete necessary documentation. The determination about whether an illness/injury is compensable through workers' compensation is made by the appropriate state department.

7.11 Health Insurance

The Y provides medical, dental, and vision insurance plans for eligible full-time employees and their eligible dependents. The Y pays 100% of the employee's individual premium & 75% of each additional family member premium.

Insurance coverage is effective the first of the month following 30 days of continuous employment. Written material related to benefits is provided to benefits-eligible employees during their first week of work. Terms of coverage under each benefit plan are defined by the governing plan document.

8.0 EMPLOYEE LEAVE BENEFITS

8.1 Bereavement Leave

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); or household member. Bereavement leave may be taken only at or immediately following the time of death.

8.2 Family and Medical Leave Act

The Y strives to support the family and medical needs of employees and will grant family and medical leave in accordance with the requirements of applicable state and federal law, including the Family and Medical Leave Act (FMLA). Please contact your supervisor as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions:

To be eligible for family and medical leave benefits, an employee must:

- Have worked for the Y for a total of at least 12 months (may be non-consecutive)
- Have worked a total of at least 1,250 hours during the previous 12 months; and
- Have worked at a location where at least 50 employees are employed by the Y within 75 miles.

Eligible employees may receive up to a total of 12 work weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period. A 12-month period begins on the date of an employee's first use of federal family and medical leave. Successive 12-month periods commence on the date of an employee's first use of such leave, after the preceding 12-month period has ended.

Leave may be used for one or more of the following reasons:

- The birth of a child or placement of a child for adoption or foster care
- The care of an immediate family member (spouse, child, or parent) with a serious health condition
- Inability to work because of his/her own serious health condition
- Qualifying exigency leave for families of members of the National Guard or Reserves or a regular component of the Armed Services, when the covered military member is on covered active duty or called to covered active duty
- Military caregiver leave to care for an injured or ill service member or veteran

Under some circumstances, employees may take family and medical leave intermittently, which may mean taking leave in blocks of time or reducing their normal weekly or daily work schedule.

Within five (5) business days after the employee has submitted the appropriate certification form, the HR manager will send a notification and response to the employee.

Employees seeking to use family or medical leave may be required to provide one or more of the following:

- Thirty day's advance notice when the need for the leave is foreseeable.
- Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).
- Periodic recertification.
- Periodic reports during the leave when the leave is needed to care for an immediate family member or the employee.
- To return to work, a fitness-for-duty report may be required, if the leave is due to the employee's medical situation.

When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Y's operation.

Family and medical leave is unpaid; however, employees may use paid time off (PTO) if available. The Y may require an employee to use accrued paid time off, prior to taking time without pay. The use of paid time off will not extend the length of the leave to which the employee is otherwise entitled.

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

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

8.3 Jury Duty

It is a moral and civic obligation for all persons to serve jury duty when called. 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 employee serving jury duty during regularly scheduled workdays will receive full compensation for such days.

The Y does not compensate hourly employees for jury duty service. If you are summoned, you may take the time unpaid or utilize your earned benefit personal time.

Employees must return to the Y what they earned as pay for their jury duty service.

8.4 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 personal days 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.

8.5 Military Leave/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. 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 personal days must be used during the absence prior to taking time without pay. During the unpaid portion of the leave, holidays are unpaid, and additional personal days do 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 the supervisor, who will consult with the Executive Director/CEO.

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 the supervisor.

During leave, employees may be able to continue health benefits under COBRA provisions. If employees discontinue benefits coverage while on leave, they must meet eligibility and coverage terms set by insurance carriers upon return.

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

9.0 UNIFORM AGREEMENT

9.1 Uniform Agreement – Employee's Copy

I, _____, have read and understand the employee manual and its expectations. I will adhere to the Code of Conduct of the Dow Bay Area Family Y, and will be held responsible for my own actions regarding customer service and general demeanor.

I also agree that I have been given a staff shirt(s) to wear during each and every shift, following uniform standards outlined in the employee manual, and understand that I must return each shirt(s) given in excellent condition at the completion of my work period. If I choose to purchase additional shirts, I will return the one(s) in the best condition to the Y. If I do not return the shirt(s), the full cost of each shirt will be deducted automatically out of my final paycheck.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

9.2 Uniform Agreement – Employer’s Copy

I, _____, have read and understand the employee manual and its expectations. I will adhere to the Code of Conduct of the Dow Bay Area Family Y, and will be held responsible for my own actions regarding customer service and general demeanor.

I also agree that I have been given a staff shirt(s) to wear during each and every shift, following uniform standards outlined in the employee manual, and understand that I must return each shirt(s) given in excellent condition at the completion of my work period. If I choose to purchase additional shirts, I will return the one(s) in the best condition to the Y. If I do not return the shirt(s), the full cost of each shirt will be deducted automatically out of my final paycheck.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

<input type="checkbox"/> Men’s	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large	<input type="checkbox"/> 1	<input type="checkbox"/> 2
<input type="checkbox"/> Women’s	<input type="checkbox"/> X-Large	<input type="checkbox"/> XX-Large	<input type="checkbox"/> XXX-Large	<input type="checkbox"/> 3	<input type="checkbox"/> 4
_____		_____			