Full Time Staff Membership and Discounts

- Full Time Staff are eligible for a complimentary adult membership to our YMCA. They can also upgrade to a household membership at no cost.
- Full Time staff are eligible for **up to** 50% off paid programs for themselves, their significant other and their dependents (including child care, summer camp, swim lessons, etc.) Some programs may have a different discount structure which will be disclosed at registration.
- Full Time Staff are eligible for a 20% discount on merchandise sold at the member service desk.

Flex Schedule

The Dow Bay Area Family YMCA understands that a traditional work week does not fit for all employees and that a work-life balance is an important part of creating an energized and engaged workforce. As such, full-time YMCA employees may be eligible to work an alternative work schedule that better suits their personal needs and the needs of their family. The policy and procedures described below outline our stance on work schedule options and expectations.

Alternative Work Schedules: Full-time employees in their current position for at least 6 months are eligible to be considered for an alternative work schedule. Any request for an alternative work schedule must be made to the employee's direct supervisor in writing. When determining eligibility, an employee's position, responsibilities, tenure, attendance record, and past performance will be considered. An employee's direct supervisor, and Human Resources are responsible in determining if an alternative work schedule is appropriate and will be reviewed on a case-by-case basis.

The list below outlines the work schedules employees may be eligible to participate in. This is not an all-inclusive list and not all examples are suitable for all eligible employees.

• **Flex Time:** An employee works a traditional five-day workweek consisting of eight-hour workdays; however, there is flexibility in the start and end times of their shifts. Example: 7AM to 4PM or 9AM to 6PM.

• **Compressed Workweek:** An employee works a four-and-a-half day workweek consisting of four 9-hour workdays and one 4-hour workday. Compressed workweeks must amount to a 40-hour workweek to be considered eligible.

• **Late Nights:** Our YMCA is open from morning until night and our goal is to provide operational excellence during these times. Our leadership staff that oversee membership or programming areas are expected to work until 6:00pm one night per week (Monday-Thursday). Some positions may be required to work multiple late nights and weekends each week due to the timing of their activities.

• **Mental Health Hour:** Full time employees may spend one hour each week of their paid work time to use the YMCA facility. The intent of this time is to give staff the opportunity to improve their health and wellness while interacting with members and experiencing the member experience first-hand. Supervisor pre-approval is required and feedback is encouraged.

Work from Home Policy

Dow Bay Area Family YMCA employees may be permitted, with prior approval from their supervisor, to work away from the workplace in response to business needs or as an individual employee accommodation. Our Work from Home Policy allows employees to work at home or in a satellite location for all or part of their workday. The Dow Bay Area Family YMCA considers this to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. This policy may be appropriate for some employees and jobs but not for others and is not a universal benefit. It in no way changes the terms and conditions of employment with YMCA.