



YMCA of Central and  
Northern Westchester  
Employee Handbook

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## IMPORTANT NOTE

This Personnel Policy and Employee Handbook ("Handbook") is established for the purpose of defining and coordinating the employment standards of the Association. It is designed to assist in consistent and objective personnel administration in a manner that is equitable to employees and in accordance with the objectives of YMCA of Central & Northern Westchester also referred to as the "Association." All employees of the YMCA of Central & Northern Westchester are covered by this policy. This Personnel Policy and Employee Handbook is **not** intended to be and should not be viewed as an employment contract. The YMCA of Central & Northern Westchester recognizes New York State Labor Laws based on employment at-will.

**This Handbook is the property of YMCA. No part of this Handbook may be reproduced or transmitted in any form, electronic or mechanical including photocopying, recording or otherwise, for any business or commercial venture without the express written permission of the YMCA. The information contained in this Handbook is strictly limited to use by YMCA and its employees. Making an unauthorized disclosure may expose employee to discipline.**

**All employment with the YMCA of Central & Northern Westchester is at-will. When you accept employment with YMCA of Central & Northern Westchester you do so voluntarily and you are free to resign at any time. Similarly, while YMCA of Central & Northern Westchester hopes that its relationship with each and every employee will be mutually rewarding, YMCA is free to terminate your employment at any time, without prior notice, with or without cause. This at-will relationship will remain in effect throughout your employment with the YMCA of Central & Northern Westchester and cannot be modified by any oral or implied agreement. Employment at-will can only be changed by an express, written agreement signed by both you and the President/CEO of the YMCA of Central & Northern Westchester.**

Administration - The Board of Governors of YMCA of Central & Northern Westchester employs a President/CEO to whom it delegates responsibility for the overall administration and interpretation of this adopted policy. The direct administration of the Policy and the supervision of staff are the responsibility of the President/CEO. However, this responsibility may also be delegated to designated representatives, where appropriate.

Interpretation - All matters pertaining to the interpretation of this Policy referred to the President/CEO, or the designated representative, shall be final.

Review - This Policy will be reviewed periodically and may be changed at any time upon approval of the Board of Governors of the YMCA of Central & Northern Westchester. This does not preempt or replace applicable laws.

No Personnel Policy and Employee Handbook can anticipate all circumstances or questions about policy. As the YMCA of Central & Northern Westchester continues to grow, the need may arise to change policies described in this Handbook. The Association, therefore, reserves the right to revise, supplement or rescind any policies or portion of this handbook as it deems appropriate in its sole and absolute discretion. Employees will be notified of such changes as they occur.

Originally adopted by the Board of Governors on October 22, 2003 and amended and revised. This Personnel Policy and Employee Handbook does supersede and replace all previously existing YMCA of Central & Northern Westchester policies, practices, or interpretations verbally stated or printed in existing manuals or handbooks.

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## **Section 1 – Welcome and Introduction**

## Section 1 - Welcome

Welcome to the YMCA of Central & Northern Westchester! You have joined a multi-branch, membership-oriented human services organization serving the Westchester and Putnam County areas of New York State.

The YMCA of Central & Northern Westchester is committed to ensuring a culturally diverse workplace by understanding and appreciating differences among our employees, and by building sensitivity to and awareness of the importance of valuing and managing diversity. The YMCA of Central & Northern Westchester is characterized by principles and practices that recognize the diversity among all employees.

All of this is accomplished under the leadership of volunteer Boards of Governors and Directors. This Personnel Policy and Employee Handbook is set forth with approval of the Board of Governors to be administered and interpreted by the President/CEO and delegated staff representatives. Except for potential issues involving your immediate supervisor, all questions regarding policy should be directed to your immediate supervisor and up through the established reporting chain. All employees are advised to familiarize themselves with the facilities, programs, and activities of the Association and to remain informed with regard to the policies of YMCA of Central & Northern Westchester.

### **OUR MISSION**

The YMCA of Central and Northern Westchester is committed to youth development, healthy living and social responsibility throughout our area. YMCA is a charitable, not for profit organization that welcomes all people regardless of age, race, religion or economic status and strives to enrich each and every life through a unique, dynamic combination of programs that strengthens spirit, mind and body.

### **OUR VISION**

The YMCA of Central & Northern Westchester will be a leader in our service area for youth development, healthy living and social responsibility, in accordance with our mission, and in balance with responsible stewardship of our financial and physical assets. We aspire to be the premier community resource for all ages through meaningful partnerships and relevant and accessible services.

### **CHARACTER DEVELOPMENT CORE VALUES**

The YMCA of Central & Northern Westchester Character Development Program is a great way to put the mission of the YMCA into action. The YMCA of Central & Northern Westchester Character Development core values gives our Association a focus for planning, budgeting, programming, fundraising, board development, communications and evaluation; and gives our Association a starting point and benchmark for all board discussions, decisions, and policies.

The YMCA of Central & Northern Westchester core values are:

- Caring
- Honesty
- Respect
- Responsibility

In recognition of the purpose of the Association to serve the needs of society and the individuals within it, employees shall possess a cooperative spirit and hold the good will of their associates, the clientele they serve, and the public. They should exhibit the desire and capacity to learn, to grow and to improve their own skills.

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## **Section 2 - YMCA Standards of Conduct**

## Section 2 – YMCA Standards

The YMCA of Central & Northern Westchester endeavors to select personnel who meet the necessary standards of educational and occupational qualifications; who can effectively advance the objectives of the YMCA of Central & Northern Westchester; who have the capacity for personal and professional growth; and who can become a viable part of the organization.

All employment practices shall be consistent with applicable laws and other such acts and regulations which control the employment relationship. Those who have not yet reached their 18th birthday, or have not completed high school must have the appropriate working papers where applicable issued by the school district in which they reside.

### OFFICIAL EMPLOYER

All persons after being duly processed through Human Resources are employees of the YMCA of Central & Northern Westchester and covered by the provisions of this policy and subject to all policies established by the Board of Governors. Employment with the YMCA of Central & Northern Westchester is at-will and is not for any specific term, and may be terminated at any time for any reason by either the employee or the YMCA of Central & Northern Westchester.

This Handbook is not intended to address every situation that might arise but is intended to highlight YMCA's expectations regarding your conduct in general. Nothing in this Code or Policy modifies in any way our at-will employment policy. Nothing contained in this policy or any other part of the handbook shall be interpreted or applied, and nothing herein is in any way intended, to interfere with your rights to engage in protected activity under federal or state law.

### Ethical Standards

The YMCA is committed to the highest standards of conduct among all employees. We depend upon each employee to consistently demonstrate personal and professional integrity and dedication at all times. Your adherence to the YMCA's core values of Honesty, Caring, Respect, and Responsibility help us fulfill the mission of the YMCA. To help maintain a positive work environment for you and your co-workers, we rely on you to behave according to the provisions set forth in this handbook and in other company policies and directives. Failure to comply with company guidelines may result in disciplinary action, up to and including termination of employment.

YMCA strives to provide services to the community in a fair and open manner within the spirit and mission of the YMCA, with the highest regard for members, the community, and employees. Therefore, YMCA expects that all employees will maintain and uphold the following common ethical standards:

- Show empathy and patience in all relationships;
- Be genuine and consistent in your actions and words;
- Protect confidential information;
- Treat fellow employees with respect and dignity;
- Observe all laws, regulations, ordinances, and rules applicable to the operation of the YMCA;
- Maintain honest and fair relationships with all members;
- Treat others with dignity and compassion;
- Ensure quality and value in the services we provide and the relationships with members and constituents; and
- Avoid any situation that may create any conflict between your personal interests and the mission of the YMCA, except to the extent the law permits otherwise.

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**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of the YMCA of Central & Northern Westchester to comply with all federal and/or state laws, regarding Equal Employment Opportunity, as they relate to all employees and applicants for employment. Accordingly, the YMCA of Central & Northern Westchester is committed to:

- Ensuring that all employment for all job classifications are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference, military or veteran status, domestic violence victim status, genetic information, or any other characteristic protected by federal, state or local law.
- Applying the policy of equal employment opportunity to all terms and conditions of employment including but not limited to recruiting, hiring, training, promotion, transfers, compensation, benefits, and other personnel policies.
- Establishing a monitoring system to allow for the review of these objectives.
- Analyzing personnel actions periodically to ensure equal employment opportunities do exist.
- Through training and development, ensuring equal access to job opportunities.

**DISABILITY AND ACCOMMODATION**

In accordance with state and federal law, YMCA strives to make reasonable accommodations if you have a disability that affects your ability to work.

If you have a disability that affects your ability to work and you need an accommodation, you are strongly encouraged to discuss your circumstances with Human Resources or the President. We will treat such information as confidential, except to the extent that other employees need to know about your condition to evaluate your request for an accommodation or to accommodate your disability.

**EMPLOYMENT NOTICES**

Federal and state laws require YMCA to post legal notices informing you about some of your rights. Every employee is responsible for reading the notices that are posted conspicuously in our various work sites and locations. Please notify Human Resources if any accommodation is required to receive the information in these notices.

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**NON-HARASSMENT POLICY**

The YMCA of Central & Northern Westchester strongly disapproves of, and does not tolerate, harassment of any kind. All employees must avoid offensive or inappropriate behavior at work, and are responsible for assuring that the work place is free from harassment at all times. Consequently, the YMCA of Central & Northern Westchester will not tolerate harassment of its applicants, employees, members, program participants, volunteers, or vendors by anyone.

**Definition of Harassment**

Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment refers to any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of an individual's race, color, religion, national origin, sex (with or without sexual conduct), disability, citizenship, or any other characteristic protected by law.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

**SEXUAL HARASSMENT**

Sexual Harassment is a form of sex/gender discrimination and violates both Title VII of the Civil Rights Act of 1964 and the New York State Human Rights Laws. The U.S. Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

- Unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:
- Submission to such conduct or communication is made either explicitly or implicitly a term of condition of an individual's continued employment; or
- Submission to, or rejection of, such conduct or communication by an individual is used as the basis for employment decisions affecting such an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

As defined by law, sexual harassment can also take the form of other unwelcome conduct or communication that has the purpose or effect of unreasonably interfering with an individual's work performance or creates and/or perpetuates an intimidating, hostile, or offensive work environment. Such other conduct or communication sometimes takes the form of verbal abuse of a sexual nature, unwanted touching, leering, sexual gestures, a display of sexually suggestive objects or images, sexually explicit or offensive jokes, stories, cartoons, nicknames, slurs, epithets, and other communications of a sexual nature.

**Reporting an incident of harassment discrimination or retaliation**

YMCA encourages employees to report any perceived incident of harassment, discrimination or retaliation regardless of the offender's identity or position. Employees can bypass the normal reporting relationship to report these incidents. Any employee who has reason to believe he or she has been a victim of harassment should promptly report the facts of the incident, in writing, to any of the following individuals:

- his or her supervisor
- Human Resources
- President & CEO

Managers are obligated to report any observations or reports of harassing conduct to the President or Board, as applicable.

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Individuals who believe they are being subjected to such conduct can promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. YMCA recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify Human Resources or the President.

In cases where a complaint is filed, management will investigate in a timely, objective manner as confidentially as possible. All employees are expected to cooperate fully in an investigation. If the complaint appears to be valid, then immediate and appropriate action will be taken where warranted. Complaints of harassment will be promptly and carefully investigated, and all employees are assured that they will be free from any and all reprisal or retaliation from filing such complaints.

The YMCA of Central & Northern Westchester will, as necessary, take disciplinary action, up to and including termination, in accordance with this policy to ensure that we meet our responsibilities to our employees.

### **OPEN DOOR POLICY**

Our open-door policy encourages employees to participate in decisions affecting them and their daily professional responsibilities. We encourage you to make your concerns, questions, suggestions, and comments known to us. Whether you have a question about any of our policies or programs, or a concern about a decision affecting your job, you can make yourself heard so that your question or concern may be addressed—and appropriate steps can be taken toward a resolution.

### **COMPLAINT RESOLUTION**

For purposes of this policy, a complaint is a conflict over an alleged violation of an approved personnel policy procedure or practice, or applicable local, state, or federal law. Unless the complaint involves a report of harassment, employees shall follow the complaint resolution procedure outlined below in seeking a resolution. All complaints and requests to meet with each level of management must be made in writing within seven (7) days of the alleged violation. Complaints not made in writing within the seven (7) day period shall not be considered.

#### **STEP 1. Immediate Supervisor**

**Except for any report of harassment involving employee's immediate supervisor,** any complaint resolution procedure must begin with the employee's immediate supervisor. Conflicts between staff members or complaints from employees should be amicably resolved between the individuals or between employee and supervisor through discussion. Sincere effort to resolve issues at this level is expected and desired. If not successfully resolved, the complaint may be appealed through the reporting chain.

#### **STEP 2. Branch Executive Director**

If the parties involved fail to reach a mutually agreeable resolution, the next higher level of management, which should be the Branch Executive Director, should be asked to mediate and facilitate an agreement.

#### **STEP 3. President/Chief Executive Officer**

Matters not settled after exhausting the above prescribed procedures may be brought before the President/CEO. When this step is necessary, a conference shall be requested with the President/CEO who will be the final authority in the dispute.

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## **Section 3 – Your Employment at the YMCA**

### **YOUR STARTING STATUS**

Your compensation at YMCA includes your salary and the various benefits, as applicable, that are outlined later in this handbook. Your position and compensation is determined by your skills, experience, other job-related factors, as well as the YMCA budget and strategic plan. Your manager or Human Resources will discuss your job responsibilities with you when you are hired and periodically in conjunction with your review and performance appraisals.

### **INTRODUCTORY PERIOD**

As part of your general orientation, you will complete new hire paperwork and receive information about the employee benefits available to you. This orientation may include an explanation of the employee handbook, a tour of the facility, and other aspects related to general office policies and procedures. You should direct any questions about your job, including job responsibilities, to your manager or Human Resources.

During your initial employment with the YMCA, you will have an opportunity to learn more about the company and the job. This initial period also gives management the opportunity to evaluate your ability to perform the job you have been assigned. Usually, this period will take approximately 90 days. At all times during your employment, you, or the YMCA, can terminate your employment with the company with or without cause, and with or without notice.

### **ELIGIBILITY FOR EMPLOYMENT**

In accordance with the Immigration and Naturalization Service's requirements, we will ask you to verify your employment eligibility. As such, you are required to provide us with documents that establish your identity and eligibility for U.S. employment. All employees will be required to provide these documents within three days of their date of hire by completing federal Form I-9 and providing acceptable forms of identification.

### **BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

YMCA's policy is to conduct thorough background investigations on all new employees. YMCA reserves the right to conduct background investigations on all current employees at any time. YMCA will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act. Before any background checks will be processed, YMCA will obtain a signed disclosure and release from each employee. YMCA will also provide each employee with a copy of the Summary of the Rights of the consumer pursuant to Fair Credit Reporting Act (FCRA) and Article 23-A of the New York Corrections Law.

The type of information that can be collected includes, but is not limited to the following types of information: names and dates of previous employers, reason for termination of employment, work experience, any information relating to character, general reputation, personal characteristics, mode of living, educational background, or any other information which may reflect upon potential for employment gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information. Such reports may also contain public record information concerning driving records, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

### **DRIVING RECORD**

Employees that operate company vehicles as a requirement of their job may be subject to a review of driving record to determine if they possess a valid and current driver license and an acceptable driving record. Employees authorized to operate YMCA vehicles must report any change in license or driving status immediately to the Branch Director.

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### MANDATORY TRAINING

Employees will be notified if mandatory training is required in the areas of YMCA Orientation, Safety Training and Child Abuse for continued employment. Non-exempt employees shall be paid at their regular daily rate for mandatory training. Exempt employees do not receive additional pay or compensatory time off for attendance at training or conferences. Failure to meet the mandatory training requirements will result in suspension without pay for a period of time, and if the mandatory training is not completed within the designated time limit so indicated, employment will be terminated

### EMPLOYMENT HISTORY AND REFERENCES

As part of your application process, you are responsible for providing an accurate and complete history of your former employers and work experience. If you have misrepresented any information you provided during the selection process, your employment may be terminated.

### PERSONNEL FILES

We maintain a personnel file for each employee. All employees' personnel records are confidential. YMCA will release specific information contained in our files, as necessary, pursuant to a court or agency order, or to respond to a governmental inquiry or claim.

#### PERSONNEL RECORDS

To keep necessary company records up to date, it is extremely important that you notify Human Resources of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person to contact in case of emergency
- Beneficiary designation forms

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### EMPLOYEE CLASSIFICATION

The YMCA of Central & Northern Westchester uses the following classifications as a basis for its payroll system and for the purpose of administering employee benefits.

#### Employment Status

For purpose of determining eligibility for benefits, you are assigned an employment status as defined below:

- **Regular Full-Time** – Employees who are regularly scheduled to work at least 37.5 hours or more per week are generally eligible for all benefits subject to the terms and conditions of each benefit plan.
  - Universal Pre-K Teachers (UPK) who are regularly scheduled to work 37.5 hours per week in childcare programs that run in conjunction with the school year (September through June) are eligible for health benefits and are granted some paid time off benefits on a prorated basis.
- **Part-Time** – Employees who regularly work less than 37.5 hours per week are eligible for only statutory or mandatory benefits.
- **Seasonal Employees** - Employees who are hired for a short-term period (e.g. Summer Camp Staff) regardless of the number of hours worked per week are eligible for only statutory or mandatory benefits required under the law.
- **Government Funded Project/Programs**- Employees who are contracted through an outside agency such as a government program for a specified period of time will generally receive all benefits, except as expressly prohibited by the contract.

#### Exempt and Non-Exempt Status

For purposes of complying with federal and state laws, your position is classified as exempt or non-exempt based on factors such as the job duties, responsibilities, and compensation.

##### Non Exempt Employees

Non Exempt Employees are entitled to overtime pay for hours worked in excess of 40 hours each workweek. Non-exempt employees are typically paid by the hour for each hour worked. Paid time off hours whether paid such as Holiday or Vacation or unpaid do not count as hours worked in the calculation of overtime hours

##### Exempt Employees

Exempt Employees are not entitled to overtime pay when working longer hours in a workweek. Exempt employees are generally paid a salary to compensate the employee fully for all hours worked each week and would not receive additional pay for extra hours worked. Exempt positions include executives and officers, professional program directors, persons assigned to administrative functions, and certain other supervisory staff. The Association uses as a guideline the YMCA of the USA's system of recognition and classification for professional employees. Copies of the system are available from the YMCA of the USA.

It is the policy of the YMCA that an Exempt employee's pay will not be "docked," or subject to deductions in violation of pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable; however, YMCA may make deductions from employee's salary in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by the law.

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### WORK SCHEDULE

For full-time employees, the Association has a thirty-seven and one half (37.5) hour workweek, but recognizes that some exceptions must be made for specific jobs. The workweek should normally be scheduled within a five-day period.

Universal Pre-K (UPK) Teachers work a full-time schedule from September through June and generally adhere to the School District Calendar. UPK Teachers may report for professional development when school is not in session.

Employees scheduled for less than 37.5 hours per week may be required to work additional hours whenever necessary. Immediate supervisors are responsible for the preparation and supervision of the working schedule for all employees of their department. Applicable laws and the needs of the YMCA of Central & Northern Westchester shall govern all such schedules.

A regularly scheduled 37.5 hour week must be maintained in order to maintain full-time status and eligibility for benefits. Paid time off and benefits will be based on scheduled hours and periodically reviewed and/or adjusted, based on average hours worked each week.

For Exempt Employees, the nature of the work of an exempt employee is such that a regular schedule and specified number of hours worked each week is difficult to maintain. The employee shall consult with his/her direct supervisor regarding an acceptable work schedule.

Non-exempt Employees should not be regularly expected to work overtime and must request approval if they anticipate working over 40 hours in a workweek. Non-exempt employees who work overtime without advance approval from a manager may be subject to discipline.

### Rest Breaks

New York State Law requires employers to provide an unpaid 30-minute meal period for employees who work more than a 6-hour shift (starting before 11 am and ending after 2 pm.) Any employee, who begins work before 11 am and continues their shift later than 7 pm, is entitled to an additional unpaid meal period of 30 minutes between the hours of 5 pm – 7 pm.

### Tardiness

Whenever an employee is unable to report to work, it is the employee's responsibility to immediately notify their direct supervisor as soon as possible to arrange adequate coverage of the area of responsibility with their supervisor.

### PAYROLL POLICIES

Payroll and time records of all employees will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and the supervisor are held accountable for the accuracy of time records, which are to reflect the exact dates and hours actually worked (start time to finish time). Time Sheets are to be signed by both the employee and the supervisor and submitted to Human Resources by the designated time. Any falsification of time records is strictly prohibited and may result in corrective counseling, up to and including termination of employment.

### Pay Periods

Employees are paid bi-weekly with a pay date of every other Friday. For non-exempt employees, pay periods consist of time worked for the prior two weeks starting on a Sunday and ending on the following Saturday.

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## Section 3 –Your Employment

For payroll purposes and eligibility for overtime, the workweek begins on Sunday at 12:00 am and ends on Saturday at 11:59 pm. Paid time off is not counted as hours worked for the purpose of calculating overtime.

### Payroll deductions

YMCA is required by law to deduct Social Security, Medicare federal, state and local taxes. If you want to change your federal and/or state withholding, you should submit a new W-4 form to Human Resources.

Other deductions may include, but are not limited to authorized insurance premiums and contributions to retirement plans. Any other deductions, which are authorized by the employee and are for the employee's benefit, will appear on the employee's pay stub.

If YMCA receives any legal orders to withhold a portion of an employee's salary, the employee will be notified and the deduction will appear on the pay stub. As required by law, YMCA will deduct court-ordered garnishments for personal debts (such as child support) and make deductions for federal, state, and city tax liens without the employee's prior authorization.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

Exempt employees will receive their full salary for any week in which services are performed except as specified under the provisions of state and federal wage hour laws. For detailed information on the rules regarding salaried pay for exempt employees refer to the Employee Status section in this handbook.

### Improper Deductions

Except as defined above and in accordance with YMCA's policies, no other deductions will be withheld from an employee's pay. Employees who believe their pay has been improperly reduced should contact Human Resources immediately to request an investigation. The employee will be asked to specify in writing the circumstances of the pay deduction and whether it has occurred on other occasions.

Human Resources will review pay records to determine if in fact an improper deduction has been made. If the deduction was, in fact improper, YMCA will reimburse the employee as promptly as possible (but in no case longer than two pay periods from the identification of the problem).

### Lost or Stolen Paychecks

You should report a lost or stolen paycheck to Human Resources immediately. YMCA will issue a new paycheck after payment is stopped on the original check.

### Direct Deposit

Direct Deposit is a safe and convenient method of receiving your compensation. You can specify up to three different accounts to receive the net proceeds of your pay. Your net pay—that is, wages less mandatory and employee-authorized deductions—is deposited to your bank account so that funds are available for withdrawal on the scheduled payday.

### **YMCA Annual Support and Voluntary Contributions**

All employees are encouraged to support the interests of the YMCA of Central & Northern Westchester, such as the Annual Support and Capital Campaigns.

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## Section 3 –Your Employment

### **Inclement Weather Pay Policy**

Inclement weather pay policies are established on an Association-wide basis. It is the responsibility of supervisors to communicate the policies and the Branch Directors to ensure compliance.

Employees are expected to make every reasonable effort to report to work. If an employee decides they are unable to report to work, they are responsible for calling to inform the branch and/or their supervisor.

Employees are expected to determine whether operations are suspended, or programs are delayed/cancelled before they leave for work. Every effort will be made, to notify part-time employees of program cancellations. However, it is the employee's responsibility to call the branch and/or supervisor before leaving for work.

When the branch is closed **before** the workday begins:

- Exempt employees scheduled to work will be paid.
- Non-exempt employees will not be paid.

When the branch is closed **during** the workday:

- Exempt employees will be dismissed and paid for the day.
- Non-exempt Full-time employees, who are on-site and prepared to fulfill their duties when the decision to close is made, will be paid for the time normally worked on that day. All other part-time employees will not be paid.

When the branch remains open, but an employee decides he/she cannot get to work, and/or the work site, due to inclement weather conditions:

- Eligible employees may take a discretionary day, or vacation day if earned, or take the day without pay.
- Part-time employees will not be paid.

### **SALARY AND WAGE ADMINISTRATION GUIDELINES**

The YMCA of Central & Northern Westchester maintains a Salary and Wage Administration Plan to provide that all employees are paid according to fair and uniform principles in relation to the responsibility and value, which they make to the Association's success. The Association endorses, as a guideline, but is not bound to, the YMCA of the USA's Salary and Wage Administration Program. It is the Association's position to offer a well-balanced compensation package.

There is a written administration process for implementing the compensation program. The elements of that program are:

- Salary adjustments, other than Seasonal, are based on merit using the established recommended YUSA salary range for the position as a guideline.
- A work-performance review shall be conducted at least annually.
- The Personnel/Compensation Committee shall review and recommend a salary policy line annually.

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## Section 3 –Your Employment

### **EXPENSE REIMBURSEMENT POLICY**

Expenses incurred while on authorized YMCA of Central & Northern Westchester business shall be reimbursed through the Accounts Payable function by submission of an approved expense report with documentation and receipts attached.

Travel expenses, including fares, mileage, meals, and lodging, are reimbursable expenses when approved in advance.

Conference, seminar, convention, and training event expenses, including those related to travel, meals, lodging, and registration fees are reimbursable as authorized and approved. Expenses for authorized out of town trips, including air coach fare if available, living expenses and gratuities will be reimbursed within limits provided by administrative directives. When employees are traveling to the same destination, automobile transportation should be pooled. Approved allowances for conferences, seminars, workshops, and professional development certification schools are established annually.

Use of the employee's personally owned vehicle related to official YMCA of Central & Northern Westchester business will be reimbursed at the prescribed rate upon submission of an approved mileage report. Vehicle expense for travel to and from work is not reimbursable. Those employees using personal vehicles on YMCA business are required to provide to the Association a copy of their personal auto policy insurance cover page evidencing minimum limits of:

- \$300,000 bodily injury and property damage liability, or a minimum of
- \$500,000 combined single limit.

Membership dues and meals in a service club, professional society or community organization where such membership is deemed advantageous to YMCA of Central & Northern Westchester interest will be reimbursed upon submission and approval of invoice, receipt or documentation of expense.

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## **Section 4 - The YMCA Way**

### ATTENDANCE AND PUNCTUALITY

Our ability to meet the needs of our members depends on our employees' consistent efforts to report to work on time and follow their assigned schedule. Your regular attendance and punctuality are important to ensuring work commitments are met. We expect excellent attendance from every employee.

Paid time off is provided to eligible employees to continue wages for specific types of absences. Even if an employee has paid time off hours to cover an unplanned absence, an unplanned absence may be subject to corrective action.

Unplanned absences and tardiness reduce productivity and create extra work for coworkers. An "Unplanned Absence" is any change to an employee's work schedule that was not already approved in advance by a manager that causes the employee to miss part of his regular work day. Examples of "Unplanned Absences" include tardiness, extended lunch or break periods, early departures, or any shifting of starting and ending time.

Tardiness is arrival at work after the normal starting time that is assigned to the employee or taking an extended lunch period and returning later than expected.

A sick day is a type of unplanned absence related to a non-work-related illness or injury of an employee or an illness of an employee's immediate family member that would not qualify as leave under federal or state law.

If you are unable to report to work or will be late, you must notify your manager as soon as possible according to the protocol established by your manager. When your manager is unavailable, you must leave a message at the office with another designated person. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for corrective action. Your communication ensures that arrangements can be made to rearrange schedules to cover absences.

If you are absent and do not notify your manager for three consecutive scheduled workdays, YMCA will consider this a voluntary termination.

### SOLICITATION POLICY

We want all employees to feel comfortable on YMCA premises. To avoid work disruptions and possible discord between employees, YMCA has adopted the following policy on distribution and/or solicitation. The YMCA of Central & Northern Westchester has a long-standing policy regarding solicitation on YMCA of Central & Northern Westchester premises. The sole exception to this policy is in-house fund raising efforts.

- No solicitation of any kind in work areas on YMCA of Central & Northern Westchester premises.
- No distribution of literature or printed matter on YMCA of Central & Northern Westchester premises during working hours.
- No distribution of literature or printed matter in work areas at any time.
- No solicitation or collection of contributions or distribution of written or printed matter at any time by non-employees on YMCA of Central & Northern Westchester premises.

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**PROMOTING A HEALTHY AND SAFE ENVIRONMENT**

YMCA strives to ensure a safe, healthy and productive working environment for our employees, members and visitors.

***Substance Abuse and Alcohol Use***

The YMCA of Central & Northern Westchester is committed to a drug-free workplace. The Association prohibits the use, consumption, sale, purchase, transfer, or possession of any illegal drug by an employee during working hours, while representing the Association, or while on the premises of any YMCA of Central & Northern Westchester facility. The Association retains the right to test for any suspected drug use.

Employees with identified substance abuse problems will be required to seek treatment and rehabilitation at their expense. Employees suspected of possessing, selling or distributing illegal drugs will be reported to the proper law-enforcement authorities.

If you are taking any prescribed medication that prevents you from performing your job or creates a safety risk, you must report this to your supervisor.

Possession, use, or distribution of alcoholic beverages is strictly prohibited. Employees are not permitted to report to work under the influence of alcohol. Alcoholic beverages are permitted only when provided by the Association at business or social functions approved by YMCA.

All employees must notify Human Resources of any criminal drug or alcohol violation occurring in the workplace.

***Smoke Free Workplace***

As a prominent advocate for health, the YMCA of Central & Northern Westchester prohibits smoking on all YMCA premises, including its offices, hallways, outside entry area, meeting rooms and other public indoor facilities. Smoking restriction applies to any tobacco product and e-cigarette.

***Workplace Threats and Violence***

We seek to take precautions to protect our employees from a threat or a violent act. YMCA prohibits threats, threatening language, or any other acts of aggression or violence made toward or by any YMCA employee. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts at intimidating, instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, or aggressive, injurious, or destructive actions undertaken for the purpose of domination or intimidation. YMCA also prohibits damage to company property.

YMCA prohibits the possession or use of any weapon or any component of a weapon on YMCA property.

Report all potentially dangerous situations immediately to a Director or President. In cases of imminent danger, you should contact 911 or local law enforcement first. YMCA prohibits employees from retaliating or intimidating an employee who reports a perceived threat in good faith.

***Hazardous Issues***

If you believe that a safety, health, or environmental hazard exists, that there has been a release of hazardous substance, or that safety, health or environmental guidelines are not being followed, you must immediately report the situation to your supervisor. YMCA is required to record and report work-related accidents. If you are involved in a work-related accident, you must immediately report the accident or incident to your supervisor.

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***Inclement Weather Policy***

The inclement weather procedures will be determined at the branch level. The Branch Executive Director should make every effort to keep the branch open, contingent upon the safety of employees and members.

The Branch Executive Director, or his/her designee, will consult with the President & CEO to determine how the branch will respond to an inclement weather emergency.

Employees are responsible for contacting their branch and/or supervisor before coming to work, if in doubt about facility conditions. Branches may establish alternative work assignments or opportunities for staff to replace lost time or hours due to the closure of a work site. PLEASE NOTE: Policies regarding pay during inclement weather are referenced under Payroll Policies.

**DRESS AND GROOMING CODE**

YMCA strives to maintain a comfortable workplace environment where employees can perform their job safely and effectively without distractions. In representing the YMCA, employees are expected to wear appropriate attire and maintain proper hygiene to uphold the image of the YMCA to all visitors, members, and the community.

The YMCA of Central & Northern Westchester requires that its employees dress appropriately for the most professional and safe execution of their job assignments. Realizing that different job classifications and assignments require different and appropriate attire, a separate Dress Code Policy will further define the Association's expectations. Specific positions will be required to wear YMCA of Central & Northern Westchester nametag during working hours. Employees should adhere to the dress code as defined by the Branch.

During working hours while representing the Association, jewelry must be of a conservative and business-like nature. Facial or body jewelry, including, but not limited to nose/tongue/eyebrow rings or studs will not be permitted. Other forms of jewelry including, but not limited to, earrings, watches and rings will be permitted as long as the items:

- Are conservative in size and appearance
- Do not hang loose
- Do not restrict the movement of the employee
- Do not pose any type of safety or injury threat to the employee or others.

Tattoos that are significant in size or of objectionable content must be covered at all times.

Any employee that does not meet the attire and/or grooming standards may be subject to corrective counseling and may be required to leave work to remedy the situation.

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## ELECTRONIC COMMUNICATION POLICY

The electronic communication tools used in our workplace allow us to access valuable information rapidly, to communicate with our colleagues and members efficiently and to share resources with our employees.

Throughout this policy, the term "electronic communication mediums" refers to any form of electronic communication used at YMCA including, but not limited to the following:

- Computer and computer network
- Voice Mail
- Instant Messaging
- Smartphones/PDAs
- Documents
- Internet and Intranet
- Electronic Mail (E-mail)
- Fax machines
- Software Applications
- Data

By using YMCA Electronic Communication mediums, you agree to comply with the guidelines described in this policy. Every YMCA employee is responsible for using the electronic communication mediums properly and in accordance with this policy. Any questions about this policy should be addressed to Human Resources.

YMCA provides computers and these communication mediums to assist employees in the performance of their assigned job responsibilities. These tools should be used primarily for business reasons. Use of these electronic communication mediums by employees for personal reasons must be limited. Personal use of these electronic communication mediums must not interfere with an employee's normal job duties, must not adversely impact an employee's productivity or violate any provision described in this policy.

The computers and the electronic communication mediums are the property of the YMCA. All communications and information transmitted by, received from, or stored in the electronic communication system are company records and the property of YMCA.

You should not have an expectation of privacy in anything you create, store, send, or receive using YMCA electronic communication tools. YMCA in its discretion as owner of the electronic communication system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the electronic communication system, for any reason without the permission of any employee and without notice.

You are responsible for proper use of your assigned network and/or e-mail account. YMCA assumes no liability for any non-company data or communications transmitted or stored on the company's electronic resources.

### Confidentiality

Even if you use a password to access the electronic communication system, the confidentiality of any message stored in, created, received, or sent from YMCA electronic communication system still cannot be assured. Use of passwords or other security measures does not in any way diminish YMCA's rights to access materials on its network, or create any privacy rights of employees in the messages and files on the network. In the employee's absence, an employee's password may be reset as instructed by President to allow messages to be accessed by the YMCA.

Even though the management of YMCA reserves the right to retrieve and read any messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve, read, or listen to any messages that are not sent to them.

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### Storage

You should be aware that the deletion of any messages or files might not truly eliminate the messages from the network. All voice mail messages, e-mails, and files are stored on a central back-up network in the normal course of data management.

### Prohibited activities

YMCA's policies against sexual or other harassment apply fully to the electronic communication systems, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, marital status, citizenship, or any other classification protected by law.

The YMCA of Central & Northern Westchester licenses software for business purposes and does not own the copyright to this software or related documentation. Unless authorized by the software developer, the YMCA of Central & Northern Westchester does not have the right to reproduce such software for use on more than one computer. The YMCA of Central & Northern Westchester prohibits the illegal duplication of software and related documentation.

Permission to install, download or use of any software on YMCA of Central & Northern Westchester owned equipment must be requested in writing and approved by the President/CEO in writing prior to installation, downloading, or use. All new software must be scanned for viruses. Downloading or installing unlicensed software, unauthorized, inappropriate, offensive, or illegal material or installing viruses is prohibited.

The following materials or activities are prohibited from the company's electronic communications mediums:

- Transmission of messages about an individual's sex, race, color, age, marital status, sexual preference, religion, disability or any other characteristic protected by law.
- Solicitations of political, religious or other personal causes or personal business ventures (i.e. rental of your apartment).
- Transmission of trade secrets or other confidential information, unless encrypted and approved by President.
- Transmission of material that is false, misleading, racist, derogatory, profane, vulgar, or sexually explicit, or any other material that would be offensive or harassing to the average person.
- Engaging in any criminal activity.
- Disguising your identity or the origin of any transmission.

### Internet use

Access to the Internet has been provided to employees for the benefit of YMCA and its members. The Internet is a valuable source of information and research. Every employee is responsible for maintaining and enhancing the YMCA's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the company's public image, the following standards must be followed when using the YMCA network to access the Internet.

### Disclaimer of liability for use of Internet

YMCA is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content.

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### **Acceptable uses of the Internet**

Use of the Internet via YMCA's computer system constitutes consent by employees to all of the terms and conditions of this policy. The Internet should be used primarily for business reasons. Employees accessing the Internet are representing the company. All communication via YMCA account and network should be for professional reasons. Employees are responsible for using the Internet in an effective, ethical and lawful manner.

### **Unacceptable use of the Internet**

The YMCA Internet should not be used for personal gain or advancement of individual views. Solicitation of non-company business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the YMCA network or the networks of other users. Internet use must not interfere with an employee's productivity or the completion of his/her job duties.

Unacceptable use of the Internet includes the following activities:

- Downloading sexually explicit or other offensive materials from the Internet.
- Viewing or posting messages on the Web that contains sexually explicit or racist material.
- Viewing streaming video or streaming audio.

### **Duty not to waste computer resources**

You must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic. Because audio, video and picture files consume storage space and interfere with the speed of the company's Internet connection, you are prohibited from downloading these types of files unless they are work-related.

### **Blocking of inappropriate content**

YMCA may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

### **Virus detection**

Files obtained from sources outside YMCA, including those brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by members or vendors may contain dangerous computer viruses that may damage the company's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or access files from non-company sources, without first scanning the material with company-approved virus checking software. If you suspect that a virus has been introduced into the company's network, notify the Information Technology Help Desk immediately.

### **Communications**

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet while at work. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. Transmission of messages under an assumed name is prohibited. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmission through the system is prohibited.

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**Copyright issues**

Employees may not illegally copy materials protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material that can be downloaded or copied. Employees may not agree to a license or download any materials for which a registration fee is charged without first obtaining the express written permission of the President.

Copyrighted materials belonging to entities other than YMCA may not be transmitted by employees on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.

**Security**

All messages created, sent or retrieved over the Internet are the property of YMCA, and should be considered public information. The company reserves the right to access and monitor all messages and files on the computer network as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

**Violations**

Employees should report abuses or misuse of the electronic communication mediums to Human Resources. Employees who violate this policy will be subject to disciplinary action up to, and including, termination of employment.

**Use of Cell Phones/Smart Phones**

YMCA realizes that employees use cell phones and smart phones to stay connected and effectively manage their personal and professional lives. At the same time, the use and abuse of these phones can create a number of issues involving safety, security and productivity. The term Smart Phone used throughout this policy refers to any cell phone, smart phone or portable communication device.

For productivity purposes, employees should confine personal use of Smart Phones to non-working hours, such as lunch breaks or other rest period breaks. Employees should be courteous of their colleagues and keep ring tones on vibrate or low while at work. In the case of employees who have childcare responsibilities, employees are prohibited from using a Smart Phone during working hours.

**Smart phones issued by YMCA or authorized by YMCA for work use**

YMCA may issue Smart Phones to employees in specific key positions. The Smart Phone should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own smart phones for business purposes. These employees should work with the IT department to configure their phone for business use. Communications sent via a personal smart phone also may be subject to monitoring if sent through the YMCA's network. The Smart Phone must be provided for inspection and review upon request.

While using YMCA authorized devices, all conversations, text messages and e-mails must be professional.

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When an employee who uses a personal Smart Phone for business resigns or terminates, the employee may be required to submit the phone to the designated IT Representative for resetting on or before his or her last day of work. At that time, the IT Representative will reset and remove all information from the device, including but not limited to, company information and personal data (such as contacts, e-mails and photographs).

Employees may not use their Smart Phone for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal Smart Phone or a YMCA-issued device, the Company's Electronic Communications Policies, including but not limited to, proper use of communications and computer systems, remain in effect.

**Smart Phone Use While Driving**

Employees who drive on YMCA business must abide by all state or local laws prohibiting or limiting cell phone use while driving. Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their Smart Phone while driving will be solely responsible for all liabilities that result from such actions. Employees may not text or e-mail while driving under any circumstances.

Finally, non-exempt employees must not use smart phones for work outside of regularly scheduled hours unless they have been pre-approved to do so by their manager.

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## SOCIAL MEDIA

YMCA recognizes that internet-provided social media can be highly effective tools for sharing ideas and exchanging information with family, friends and colleagues everywhere. At the same time, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established the guidelines for use of social media.

### Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with YMCA, as well as any other form of electronic communication. The same principles and guidelines found in YMCA policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Consider that any colleague, client or co-worker may view anything that you post. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, constituents, suppliers, people who work on behalf of YMCA or YMCA's legitimate business interests may result in disciplinary action up to and including termination.

### Know and follow the rules

Carefully read these guidelines, the YMCA Code of Conduct and the Non-Discrimination and Non-Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees, constituents, members, suppliers or people who work on behalf of YMCA. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage constituents, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

### Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about YMCA, fellow employees, members, constituents, suppliers, and people working on behalf of YMCA.

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**Post only appropriate content**

Maintain the confidentiality of YMCA trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications. Do not create a link from your blog, website or other social networking site to a YMCA website without identifying yourself as a YMCA associate. Express only your personal opinions. Never represent yourself as a spokesperson for YMCA. If YMCA is the subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of YMCA fellow employees, members, suppliers or people working on behalf of YMCA. If you do publish a blog or post online related to the work you do or subjects associated with YMCA make it clear that you are not speaking on behalf of YMCA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of YMCA."

**Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Policy on Electronic Communications and use of company property. Do not use a YMCA email address to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited**

YMCA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with YMCA.

Nothing in this Social Media policy is intended to prohibit employees from communicating in good faith about the terms and conditions of their employment. YMCA also does not discriminate against employees who use these forms of media for personal interests and affiliations or other lawful purposes.

**Reporting Violations**

YMCA requests and strongly urges employees to report any violations, or possible or perceived violations to the President or Human Resources.

If you see unfavorable opinions, negative comments or criticism about yourself or YMCA, do not try to have the post removed or send a written reply that will escalate the situation. Please forward this information to Human Resources.

**Discipline for Violations**

YMCA investigates and responds to all reports of violations of the social media policy and other related policies. Violation of the company's social media policy will result in disciplinary action up to and including immediate termination. YMCA reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

If you have any questions relating to this policy, your personal blog or social networking, please contact Human Resources.

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**PERSONAL EXPRESSION**

Employees are free to exercise their full liberties as citizens; including the right to express their personal convictions on issues, such as social, economic, religious, and political subjects. However, they must refrain from giving the impression that their views expressed, and positions taken, are those of either the Association or their co-workers.

**YMCA MATERIAL AND PROPERTY**

All YMCA supplies, equipment and other material issued to an employee is intended for business use and is to be used in accordance with their job responsibilities and in an appropriate and responsible manner. YMCA of Central & Northern Westchester property and materials are normally issued to personnel responsible for a specific program unit and for the duration of that person's job assignment. All YMCA of Central & Northern Westchester property must be relinquished to the supervisor in charge upon request, or in the event of termination of employment.

Unauthorized use of keys, or other YMCA property, may result in disciplinary action up to and including termination.

**CONFLICTS OF INTEREST**

All employees must avoid activities or relationships that may conflict with YMCA's mission or interests or may adversely affect YMCA's reputation. Employees may not engage in any conduct that would create an actual or potential conflict of interest or create the appearance of a conflict of interest.

A conflict of interest occurs when an employee's personal interest interferes with, or may appear to interfere, with the interests and mission of the YMCA. These personal interests, relationships or actions may influence the employee's judgment causing employee to make decisions that are not in the best interest of the YMCA.

The types of activities and relationships employees must avoid include, but are not limited to:

- accepting or soliciting a gift, favor, merchandise, or service that is intended to, or might appear to, influence the employee's decision-making or professional conduct;
- accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for the employee's favorable decisions or actions in the performance of his or her job;
- accepting employment or compensation or engaging in any business or professional activity that might require disclosure of YMCA confidential information such as member lists, financial information;
- Using position at YMCA to influence YMCA to conduct business with friends or family members

No employee shall solicit, accept or give any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his or her job. Employees can accept or give gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the employee's judgment or performance of job duties.

Employees must disclose actual or potential conflicts to President as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in corrective action, up to and including termination of employment.

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### **OUTSIDE EMPLOYMENT**

The Association discourages outside employment that interferes with the employee's performance of his or her job responsibilities. All full-time employees of the Association are prohibited from outside employment in any conflicting profession or competing interest. Employees are permitted to provide consultant services to other YMCA of Central & Northern Westchester Branches and/or kindred organizations with goals and objectives similar to YMCA of Central & Northern Westchester, subject to the approval of the President/CEO or designate. If the employee is providing said service, as part of their job responsibilities then the YMCA of Central & Northern Westchester shall receive any consulting fees paid to the employee. If the employee consults during their time off, then the employee may retain any remuneration.

### **EMPLOYMENT OF RELATIVES/PERSONAL RELATIONSHIPS**

To maintain morale and minimize conflicts of interest in the department and team, YMCA will not allow relatives to be employed in the same branch or department. Employees cannot supervise or be supervised by a relative and must notify Human Resources if the situation occurs or may occur following a transfer or personal life event.

Under this policy, the term "Relative" includes but is not limited to a parent, legal guardian, spouse or domestic partner, child or grandchild (including natural, step or adopted), sibling, grandparent, or in-laws.

This policy may apply to a personal relationship or a significant other in a dating relationship. Should a conflict of interest arise out of a dating or personal relationship, an employee may be transferred or terminated to resolve a conflict of interest.

Relatives of Board Members are not to be employed in the same operating unit.

Exempt from this policy are seasonal positions of less than ninety (90) days duration. However, in all cases, employees are not to be supervised by a relative. Any exceptions to the above conditions would require approval of the President/CEO or designee.

### **CORRECTIVE COUNSELING**

Corrective counseling is a progressive disciplinary approach designed to help the employee improve his performance and change his behavior. When an employee's performance does not meet expectations or if an employee's behavior violates any company policy, the employee may be counseled. Counseling may include a verbal warning, a written warning, performance improvement plan, or a suspension. However, while YMCA strives to utilize a progressive discipline approach, YMCA reserves the right in its sole discretion to terminate an employee at any time for any reason.

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### UNACCEPTABLE CONDUCT

To assure orderly operations and provide the best possible work environment, the YMCA of Central & Northern Westchester expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Association.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in corrective counseling, including suspension or termination of employment.

- Frequent unplanned absences that are not otherwise covered under leave policy.
- Violation of Childcare protection policies.
- Theft or inappropriate removal of YMCA of Central & Northern Westchester property.
- Using YMCA equipment, supplies or other resources for personal gain or personal interests, unless authorized by law or YMCA.
- Falsification of records, such as timecards, applications, and expense reports, etc.
- Harassment of any kind.
- Working, being on YMCA premises, or operating YMCA equipment or vehicles while under the influence of alcohol or illegal drugs.
- Interfering with the job duties or performance of other employees or vendors.
- Disclosing confidential information about members or employees without authorization.
- Fighting or threatening violence, boisterous or disruptive activity in the workplace.
- Using vulgar language, threatening or bullying anyone.
- Without authorization, gathering on YMCA premises after work or inviting unauthorized individuals to YMCA premises unless specifically authorized under the law.
- Soliciting gratuities from members or constituents or accepting unreasonable gratuities that may compromise objectivity or job duties.
- Refusal to perform reasonable job duties or other tasks assigned by your manager/supervisor.
- Refusal to follow your manager's instructions or directions or engaging in insubordinate conduct.
- Negligence or improper conduct leading to damage of YMCA of Central & Northern Westchester property.
- Violation of health and safety rules.
- Possession of dangerous or unauthorized materials, such as firearms, explosives, etc.
- Possession, use, or distribution of illegal drugs or alcohol within the workplace.

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## **Section 5 – Time Off**

## Section 5 – Time Off

YMCA depends on each employee to regularly report to work on time and be prepared to fulfill his/her job duties. YMCA encourages employees to schedule time off in advance and strive to minimize unplanned absences.

### PAID TIME OFF

YMCA recognizes an employee's need to balance time at work with the need to take care of personal matters and to rest and relax. We have developed comprehensive time off plans for eligible employees to use after completing applicable period of continuous service.

### HOLIDAYS

Upon hire, all active Full-time employees are eligible for six paid holidays per year as observed by the Association, which are:

- New Year's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Christmas Day

### PERSONAL DAYS

To provide employees with paid time off for personal reasons, all active full-time employees are eligible for one personal day each calendar quarter, or four paid personal days per year. Employees may request to use personal days after completing ninety (90) days of continuous full-time employment. Request to use a personal day must be submitted at least two weeks in advance of planned absence. Requests with less than 2 weeks' notice may not be paid.

Universal Pre-K (UPK) Teachers are granted three (3) paid Personal Days during the school year that runs from September through June.

If a full-time non-exempt employee is required to work on a holiday listed above, a floating holiday, or additional personal day, will be arranged through mutual agreement with the employee and his/her supervisor.

### VACATIONS

All active Full-Time Employees are eligible to accrue vacation days each biweekly pay period based on employee's full-time exempt status and length of service.

STATUS of Service (in years)	NON EXEMPT			EXEMPT		
	Biweekly accrual (in days)	Projected annual (in days)	Projected Annual (in weeks)	Biweekly accrual (in days)	Projected annual (in days)	Projected Annual (in weeks)
Less than 3	.385	10	2 weeks	.385	10	2 weeks
Between 3 and 9	.385	10	2 weeks	.577	15	3 weeks
Between 10 and 14	.577	15	3 weeks	.769	20	4 weeks
15 +	.769	20	4 weeks	.961	25	5 weeks

Note: Paid vacation is not provided to Part-time employees or Universal Pre-K Teachers whose schedule follows the school district calendar. Paid time off for vacations is included in the school calendar for Universal Pre-K Teachers.

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### Scheduling

Vacations are to be scheduled with, and approved by, the employee’s supervisor during those periods that best suit the needs of YMCA of Central & Northern Westchester. Vacations should be requested at least two months in advance of the planned time off.

At the time vacation is scheduled, employees must have accrued sufficient hours to cover the amount of vacation time requested. Requests for early or advanced vacation pay, which would otherwise be distributed during the period of vacation, will not normally be granted. No pay in lieu of taking vacation will be granted, unless authorized by the President.

Vacations should be taken in full day increments.

Employees are encouraged to use their vacation time in full each calendar year. Up to a maximum of one week of unused vacation time may be carried over into the next year. Any accrued hours over one week will be forfeited.

When a company holiday falls during a scheduled vacation week, a vacation day will not be forfeited. If an employee becomes ill during a scheduled vacation, the vacation days cannot be converted to sick days.

No more than one week of vacation time can be scheduled for the period from December 15 to January 31 without the prior approval of the President/CEO.

### **SICK DAYS**

Full-Time employees accrue one full paid sick day (to a maximum of ten) for each month of continuous employment during the first year. After one year of continuous employment, an employee shall be allotted 10 sick days. No sick time will be paid in the first 90 days of employment. If requested by the supervisor, the employee must furnish a physician’s certificate concerning the nature of the illness, which occasioned the absence from work and/or the employee’s ability to return to work. Every employee is expected to understand that regular attendance is required in the performance of duties and such attendance is necessary in order to consider any performance satisfactory. With supervisory approval, earned sick days may be taken by an employee to attend to the care of a child or family member when necessary.

In general, sick days do not carry over into the following year. Unused Sick days are not paid out upon separation.

For exempt Full-Time employees, up to two days of unused sick time each year may be transferred to a Sick Bank. An exempt employee can accumulate up to a maximum of 10 days in the Sick Bank after 5 years of service. After 5 years of service, Exempt employees may use days in the Sick Bank to continue salary for a period of up to 10 days if the employee is temporarily unable to report to work for more than 5 days because employee’s serious injury or illness.

Universal Pre-K (UPK) Teachers are granted five (5) paid Sick Days during the school year between September 1 and June 30.

### **BEREAVEMENT LEAVE**

To assist employees who experience a loss, leaves with pay, not exceeding three days in one calendar year, shall be granted for bereavement, subject to the approval of the Branch Executive. Leaves with pay in excess of three days for a death in the immediate family will be reviewed and determined by the President/CEO on an individual case basis. Bereavement leave may be taken in half or full day segments within the week following the passing of the family member.

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**LEAVES OF ABSENCE**

Employees who need to be absent from work for more than three work days for reasons other than a planned vacation or personal day may request a Leave of Absence. Generally leaves of absence are granted without pay, but an employee may use accrued vacation, personal or sick time, if applicable, to substitute for part of the leave period to continue salary. Leaves may be granted for a variety of reasons, including but not limited to a short term disability, a serious health condition of you or a qualifying family member, pregnancy, bonding with a newborn child, military leave, or an urgent personal leave.

***Jury/Witness Duty***

Full-time employees who are called for jury/witness duty will receive full pay during the period of service and shall also retain the fees paid to them for their services for jury duty of less than one week. Jury fees received for greater than a one week case shall be reimbursed to the Association by the employee. Documentation of jury/witness duty must be presented to the YMCA of Central & Northern Westchester in order to be paid. Jury/witness duty shall not affect an employee’s vacation or Personal allowance.

***Military Service***

When an employee is called or recalled for active military duty, the Association will grant an official leave of absence without pay. Re-employment rights shall correspond to existing federal and state laws. Employees completing military training by service in active reserves may use their vacation time for such training and receive their full YMCA of Central & Northern Westchester salary for the period.

***Family and Medical Leave (FMLA)***

Provided YMCA CNW continues to meet the federal requirements as a covered employer, employees needing to take extended absences may be covered by the federal Family and Medical Leave Act (“FMLA”).

Eligibility

Employees who have worked with the YMCA for at least one year and a minimum of 1250 hours over the previous 12 months may qualify for a Family Medical Leave of Absence (FMLA).

Basic FMLA Leave

Employees who meet the eligibility requirements are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

- To care for the employee's son or daughter during the first 12 months following birth;
- To care for a child during the first 12 months following placement with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition;
- For incapacity due to the employee's pregnancy, prenatal medical or childbirth; or
- Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

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## Section 5 – Time Off

### **Military Family Leave**

Under the Family and Medical Leave Act, there are two types of Military Family Leave available.

#### Qualifying exigency leave.

Employees meeting eligibility requirements may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or reserves in support of a contingency operation.

Qualifying exigencies may include: Short-notice deployment (up to 7 days of leave), Attending certain military events, Arranging for alternative child care, Addressing certain financial/legal arrangements, Periods of rest and recuperation for the service member (up to 5 days of leave), Attending certain counseling sessions, Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status) or other activities arising out of the service member's active duty or call to active duty and agreed upon by the company and the employee.

#### Military Caregiver Leave - Leave to care for a covered servicemember.

There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a spouse, son, daughter, parent, or next of kin that is a covered service member during a single 12-month period. Contact Human Resources to determine who may qualify as a next of kin.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **Salary Continuation and Benefits**

Employees are required to utilize accrued sick, vacation, and personal time, while on FMLA. By substituting accrued paid time off, employees can continue to receive pay, but available FMLA leave is reduced. Once paid time off has been exhausted, the remainder of the leave is unpaid.

Employees will continue to accrue additional vacation during any paid leave. During any unpaid portion of an FMLA leave, the accrual of PTO/vacation/sick leave and holiday pay will be suspended and will resume upon active return to employment.

Depending on the reason for the leave, employees may also be eligible for disability insurance benefits.

Health benefits will be maintained during FMLA leave under the same conditions as if the employee continued to work. Contributions towards the cost of health benefits will be deducted from salary continued through accrued paid time off. Once continued wages cease, employees are responsible to submit their portion of the premium payments until they return to work.

Failure to make payments within 30 days of the due date may result in cancellation of group health insurance retroactively back to the last day that coverage was paid through.

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## Section 5 – Time Off

### Returning from Leave

Employees are required to contact the company on the first business day of each month regarding their status and intention to return to work.

When returning to work from FMLA, an employee may be able to return to the job held before the leave or will be offered an equivalent job. If the employee's own serious health condition necessitated the FMLA leave, YMCA will require a certification from the employee's health care provider that the employee is able to resume work and perform their duties.

Failure to return to work within three days of the end of the leave will be considered a voluntary termination. To the extent allowed under the law, YMCA reserves the right to recover health insurance premiums from employees who fail to return to work at the end of the FMLA-qualifying leave.

### Procedures

When the leave is foreseeable the employee is required to give at least 30 days advanced notice.

When 30 day notice is not possible, the employee is required to give notice as soon as practicable.

Employees should be prepared to provide proper documentation to substantiate the need for a military family leave.

Employees should be prepared to provide medical certification from a health care provider that they or a family member have a serious health condition.

Calling in "sick" is not sufficient notification of a need for FMLA leave. Employees are required to explain the reasons for the leave so that the FMLA eligibility determination can be made.

Employees are required to follow normal procedures for reporting an unplanned absence except that they may call Human Resources directly to explain sensitive medical and/or personal family situations. If determined to be eligible, the employee is further required to specifically identify when a subsequent absence is FMLA related. This is a summary of an employee's rights under the Family and Medical Leave Act. Please ask Human Resources to determine your eligibility for FMLA leave and to get information about your specific situation.

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## Section 5 – Time Off

### *Short Term Leave*

Where time off may be needed that does not fall under the Family Medical Leave policy or other Paid time off, A leave of absence for up to twenty (20) working days without pay may be granted with advance approval by the President/CEO or designate. Benefits may be continued during this period at the employee's expense.

### *Extended Leave*

Extended leaves of absence, without pay, may be granted to employees who have a minimum of twelve months service to the Association for unusual circumstances, including personal reasons, continuing formal education or other unusual circumstances. Requests for extended leaves of absence up to 6 months must be made in writing and submitted to the President/CEO providing an explanation and projected schedule for return to work. The final decision rests with the President/CEO. Two weeks prior to the end of an approved extended leave, the employee will notify the President/CEO in writing of his or her intent to return to work. If the employee does not return as scheduled, it shall be considered that the employee has voluntarily quit. The employee's prior service is protected for all benefits. The employee may request continuation of insurance benefits at his or her personal cost at full premium.

On return to work from an extended leave, every effort shall be made to place the employee in a comparable position in one of our branches as had been previously held. Should a position not be available upon an employee's return, the leave shall expire and the employee placed on a temporary layoff until a comparable position becomes available. Any such circumstances must have approval of the President/CEO.

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## **Section 6 – Employee Benefits**

## Section 6 - Employee Benefits

### ABOUT YOUR BENEFITS

YMCA has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. You and YMCA share some of the cost of these benefits.

This portion of the Employee Handbook contains a very general description of the benefits which you may be offered as an employee of YMCA. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available from Human Resources. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between YMCA and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to termination or discipline to the same extent as if these plans had not been put into effect.

YMCA reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, YMCA reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans, in accordance with applicable laws.

YMCA benefits are provided as compensation and must be used honestly. You must not misrepresent your health status, your covered members, your beneficiaries, or any other facts, including reason for absence, in order to claim benefits to which you otherwise are not entitled.

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## Section 6 - Employee Benefits

### **ELIGIBILITY**

All full-time employees (exempt and non-exempt) are eligible for benefits effective the first of the month following thirty (30) days of full-time employment. Increased benefits for employees changing employment status will be calculated from the effective date of the change. Effective dates should coincide with the first day of a payroll period and cannot be backdated.

When years of service are the basis for determining benefits, continuous full-time employment in any YMCA (local or national) will be counted from the original date of full-time hire (first day worked) and will continue to accrue as long as the employment remains continuous and full-time. There will be no interruption of benefits for employees transferring from another YMCA.

### **MANDATORY BENEFITS**

The YMCA of Central & Northern Westchester complies with all applicable laws regarding employee benefits such as:

- Social Security (FICA) – all employees are required to participate jointly with the Association in the Federal Social Security Program. The rate is apportioned between FICA and MEDICARE and itemized as such on individual pay stubs.
- Worker’s Compensation – Employees are covered against the hazards of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by the state worker’s compensation laws.
- NYS Disability Insurance provides temporary cash benefits to eligible wage earners disabled by injury or sickness that is not work-related. All employees are covered.
- Unemployment Insurance – The YMCA of Central & Northern Westchester pays benefits directly to the NYS Department of Labor.

### **GROUP HEALTH INSURANCE**

Employees of the Association who regularly work 30 hours or more per week (excluding seasonal) may participate in the group health insurance plan(s) offered by the YMCA of Central & Northern Westchester upon completion of eligibility requirements and necessary applications.

Full-time employees are eligible for health and dental insurance coverage on the first day of the month following 30 days of employment. Employees may also elect to waive their rights to healthcare coverage.

### **GROUP LIFE INSURANCE**

The YMCA of Central & Northern Westchester will pay the premium to insure all full-time employees with group term life insurance and Accidental Death and Dismemberment (AD&D) insurance valued at one and one half the employee’s annual salary rounded to the nearest thousand dollars.

### **LONG TERM DISABILITY**

The YMCA of Central & Northern Westchester recognizes the value of providing income to exempt and full-time non-exempt employees in the event of a covered disability through the National YMCA Group Long Term Disability Plan. After a 90- day waiting period, full-time employees will become eligible for benefits upon qualification.

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### YMCA RETIREMENT FUND

All full-time employees and those employees completing 1,000 hours of service in each year of two twelve month consecutive periods from date of hire or anniversary date after June 1, 2004, and are between the ages of 21 and 60, must enroll in the YMCA Retirement Fund as a condition of employment. Employees hired before June 1, 2004 shall continue to be eligible for the Retirement Fund if 1,000 hours of service is completed in the first twelve month period from date of hire or anniversary date. Employees transferring from another Association, where they are already enrolled in the Retirement Fund, shall be enrolled immediately.

Participation shall be elective if the employee is hired after age 60. Eligibility, benefits, definitions and requirements are determined by the YMCA Retirement Fund, 140 Broadway, Floor 28, New York, NY 10005-1197 (800-RET-YMCA) in agreement with the YMCA of Central & Northern Westchester and in compliance with the Employee's Retirement Income Security Act of 1974 (ERISA).

Employees will be provided with a Summary Plan Description and will receive an annual statement from the YMCA Retirement Fund. The retirement plan is defined contributions plan whereby the YMCA of Central & Northern Westchester pays (7%) and the employee pays (5%) for a total monthly contribution of 12% of the employee's gross wages. Employees are eligible to make additional personal contributions to the extent allowed by the plan.

### MEMBERSHIP PRIVILEGES

Membership privileges will be granted to an employee based on employment status during the term of his/her employment upon application to the branch of choice.

Full-time employees are eligible for family memberships including spouse and children under the age of 18, full-time college students, or one additional adult living in the household, upon application to the appropriate branch.

Part-time employees are eligible for individual membership only at the branch of choice.

Substitute or Per Diem employees who are only scheduled as needed are eligible for a discount of 50% off individual membership rate at the branch of choice.

Membership privileges for employee and all family members cease immediately upon termination.

### PROGRAM PRIVILEGES

All full-time employees and family members (spouse, children under the age of 18, full-time college students, or one additional adult living in the household) may participate in YMCA of Central & Northern Westchester program activities where their participation does not exclude other members or add directly to the cost of the program at 50% of the advertised member rate. Part time employees may participate at 75% of the advertised member rate. The participant shall pay any equipment and supply cost in full.

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### PROFESSIONAL EDUCATION AND TRAINING

Professional development is the primary responsibility of the staff member. However it will be the responsibility of the President/CEO to encourage at least annual consultation between the employee and supervisor to develop and review a career plan, and training necessary to advance the ability to serve the Association and further develop the individual.

Attendance of employees at professional conferences, workshops, and seminars for the purpose of training, inspiration, and professional growth is encouraged. Supervisory approval for registration is required. The YMCA of Central & Northern Westchester will pay conference fees for approved participation as the budget permits.

The Association will pay YMCA of the USA Career Development Program training fees in full for courses approved by the President/CEO, and as the budget permits.

#### Non YMCA Sponsored Training Courses

The YMCA of Central & Northern Westchester encourages all eligible full-time employees to participate in job-related coursework. The purpose of this benefit is to assist in enabling employees to grow professionally and to prepare our Association for future workforce needs. The Association will pay training fees in full for courses approved by the CEO, and as the budget permits.

#### Springfield College Tuition Program

To encourage the development of YMCA career professionals, the YMCA of Central & Northern Westchester offers full time employees tuition assistance for educational studies at Springfield College. The YMCA of Central & Northern Westchester will reimburse 50% of tuition costs for graduate programs approved by the President/CEO, and within the confines of the budget. To be eligible for reimbursement, the employee must attain a minimum of a 2.0 grade on each course.

PLEASE NOTE: Compensation to employees receiving tuition is subject to applicable federal and/or state tax laws.

The Association of Professional Directors (APD) is an organization dedicated exclusively to the well-being and development of YMCA staff throughout the country.

The benefits of membership include:

- A subscription to the APD professional Journal Perspective
- Local, regional and national networking and conferencing
- Professional development opportunities and training
- Free career development and planning resources Opportunities for recognition
- Emergency Assistance Fund

The YMCA of Central & Northern Westchester will make an approved percentage payment of the dues of the Association of Professional Directors of the YMCA of USA for employees who qualify and are authorized by the President/CEO.

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## **Section 7 - Leaving YMCA**

**EMPLOYMENT AT-WILL**

All employment with the YMCA of Central & Northern Westchester is at-will. When you accept employment with the YMCA of Central & Northern Westchester you do so voluntarily and you are free to resign at any time. Similarly, while the YMCA of Central & Northern Westchester hopes that its relationship with every employee will be mutually rewarding, it is free to terminate employment at any time, without prior notice, with or without cause. This at-will relationship will remain in effect throughout your employment with YMCA of Central & Northern Westchester and cannot be modified by any oral or implied agreement. Employment At-Will can only be changed by an expressed, written agreement signed by the employee and the President/CEO of the YMCA of Central & Northern Westchester.

**RESIGNATION**

Resignation is a decision, freely made by an employee, to terminate the working relationship with the YMCA of Central & Northern Westchester. A written notice of the resignation shall be provided to the respective Branch Executive Director or President/CEO at least thirty (30) days (for all Exempt employees) prior to the last day of work. Full-time hourly employees are expected to give two weeks' advance notice. Employees who resign without providing adequate notice shall not be paid for their unused vacation time.

**RETIREMENT**

Retirement may be a voluntary choice of the employee, or affected by a policy requirement of the YMCA of Central & Northern Westchester, which may be used based upon age or length of service. A written notice of an employee's intention to retire should be presented to the President/CEO at least ninety (90) days prior to the retirement date. The President/CEO should present to the Board of Governors Chairman at least six months' notice prior to a retirement date.

**TERMINATION**

Employees may be terminated because of circumstances that include, but are not limited to, unsatisfactory work performance, excessive absences or lateness, theft, or violations of policy. Economic or business reasons may also necessitate a reduction in the workforce.

***Reduction in Workforce***

Reduction in workforce may be imposed upon employees as a result of economic necessity, operational and/or programmatic changes, reorganization, or any other reason, which requires a reduction in the present workforce. All employees who have been employed with the Association for at least one year shall be given a minimum of two weeks' notice.

Seniority, tenure and performance in any department are a major consideration when reduction in work force brings about termination. Separation of any employee because of reduction in work force may take place on 2 weeks written notice from the employer.

***Temporary Lay Off***

Temporary lay-off may be imposed upon employees as a result of economic necessity, operational and/or programmatic changes, reorganization, or any other reason, which requires a lay-off to the present workforce. Temporary lay-offs may occur without notice.

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***Progressive Discipline***

For performance deficiencies that do not warrant immediate dismissal for cause, progressive discipline procedures may be administered, which will include verbal and written notices of unsatisfactory performance. Progressive discipline is to be constructive and should strive to reinforce YMCA of Central & Northern Westchester policies and procedures, employee’s job description, and job performance standards, rules of acceptable conduct, and any other expectations that a supervisor may have of the employee.

***Unsatisfactory Performance for Cause***

The YMCA of Central & Northern Westchester may dismiss an employee for overall dissatisfaction with the performance of the employees’ assigned duties/expectations.

In addition, misconduct, including but not limited to breach of duty or misappropriation of the YMCA of Central & Northern Westchester funds, property, or materials for personal use shall be cause for dismissal.

**EXIT INTERVIEW**

In all instances of separation for whatever reason listed above, all full time employees may be asked to participate in an exit interview.

**PAID TIME OFF UPON LEAVING THE YMCA**

Upon separation from the YMCA, vacation will be accrued through the last full pay period worked. Any accrued, but unused vacation time may be paid to the employee as long as the employee provided adequate advance notice of resignation or was not terminated for misconduct.

Unused Sick Days and Personal Time (including floating Holidays) are not paid out upon separation.

**CONTINUATION OF BENEFIT COVERAGE**

Federal law requires that employers offer “qualified beneficiaries” who would lose coverage under the employer’s group health plan due to certain qualifying events, the opportunity to purchase continued coverage under the plan at a cost of up to 102% of the applicable group rate up to 18-36 months.

Failure to make timely payments of COBRA premiums can cause coverage to be terminated prior to the completion of the full coverage period.

Upon separation of employment, employees will be given appropriate forms to complete along with all necessary information and the premium payment required each month.

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## HANDBOOK CONFIRMATION RECEIPT

By signing this statement, I acknowledge that I have received a copy of the YMCA of Central & Northern Westchester Personnel Policy & Employee Handbook. I understand that I am responsible for reading and abiding with the personnel policies and practices described within it. I understand that the policies and benefits contained in this employee handbook may be added to, deleted and/or changed by the YMCA of Central & Northern Westchester at any time.

I further acknowledge that the employment policy of the YMCA of Central & Northern Westchester is that of employment-at-will. I understand that when I accept employment with the YMCA of Central & Northern Westchester I do so voluntarily and I am free to resign at any time. Similarly, while the YMCA of Central & Northern Westchester hopes that its relationship with each and every employee will be mutually rewarding, it is free to terminate my employment at any time, without prior notice, with or without cause. This at-will relationship will remain in effect throughout my employment with YMCA of Central & Northern Westchester and cannot be modified by any oral or implied agreement. Employment at-will can only be changed by an expressed, written agreement signed by the President/CEO of the YMCA of Central & Northern Westchester and me.

I understand that neither this employee handbook nor any other written or verbal communications by a management representative is intended to, in any way, create a contract of employment. Should it become necessary for the Association to legally enforce any provisions of the employer handbook, I acknowledge it has the right to recover reasonable attorney fees plus court costs and expenses from me as an employee.

If I have any questions regarding the content or interpretation of this employee handbook, I will bring them to the attention of my supervisor.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Employees are to sign in the presence of their supervisor, detach and return this form to Human Resources as part of the New Hire Packet, annual appraisal process, or as a stand-alone form acknowledging receipt of this handbook.