

YMCA OF CENTRAL AND NORTHERN WESTCHESTER

Personnel Policy & Employee Handbook

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PREAMBLE

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. All questions 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 building strong kids, strong families and strong communities throughout our area. It 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 building strong kids, strong families and strong communities in accordance with our mission, and in balance with responsible stewardship of our financial and physical assets.

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
Respect

Honesty
Responsibility

ABOUT THIS POLICY HANDBOOK

This Personnel Policy and Employee 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." This Personnel Policy and Employee Handbook are not intended to be an employment contract. The YMCA of Central & Northern Westchester recognizes New York State Labor Laws based on employment at-will.

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, it 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. It 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.

Effective November 16, 2005 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.

COVERAGE

All employees of the YMCA of Central & Northern Westchester are covered by this policy.

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 workmanship skills.

1. *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.

- A. **Exempt Employees** are paid a salary and are not subject to overtime pay. Exempt employees 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.
- B. **Non Exempt Full-Time Hourly Employees** are those persons regularly scheduled to work at least 37.5 hours or more per week and who are continuously employed for ten months or more during a calendar year. The established normal workweek for YMCA of Central & Northern Westchester employees is 37.5 hours. Those full-time people employed in childcare programs that run in conjunction with the school year (September through June) will be termed 10/12 employees and be granted benefits on a prorated basis. Benefit pay such as Holiday or Vacation pay does not count as hours worked in the calculation of overtime hours.
- C. **Non Exempt Part-Time Hourly Employees** are those persons who are employed to work less than 37.5 hours per week and may or may not have a regular schedule.
- D. **Seasonal Employees** are those persons who are employed for a short-term period (e.g. Summer Camp Staff) regardless of the number of hours worked per week.
- E. **Government Funded Project/Programs-** When the YMCA of Central & Northern Westchester contracts for a specified period of time with an outside agency, persons working in the program will be considered Association employees; be listed on payroll and will receive all benefits, except as expressly prohibited by the contract.

2. *INDEPENDENT CONTRACTORS*

Outside businesses and individuals providing supplies and services to the YMCA of Central & Northern Westchester are not employees, but rather Independent Contractors and are not covered by the YMCA of Central & Northern Westchester Personnel Policy and Employee

Handbook. Independent Contractors must provide a taxpayer ID # and Certificate of Insurance before doing business with the YMCA of Central & Northern Westchester.

COVERAGE

INDEPENDENT CONTRACTORS (Continued)

Those who receive more than \$600 in payments from the YMCA of Central & Northern Westchester in a calendar year will be issued a Form 1099 Misc. for the tax year. An employee will not be paid as an Independent Contractor. This statement is made for the understanding of those who work in positions including, but not limited to, basketball or volleyball referees, softball umpires or scorekeepers in YMCA of Central & Northern Westchester sponsored leagues and any other contracted instructors, and providers of services to the YMCA of Central & Northern Westchester.

If an employee provides other services to the YMCA of Central & Northern Westchester, remuneration should be paid through the Association payroll. Independent contractors must provide proper documentation of exact dates and hours worked must be scheduled, approved, and submitted for payment on a timely basis.

EMPLOYMENT

1. EMPLOYMENT POLICY

- A. 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.
- B. 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.
- C. 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.

2. OFFICIAL EMPLOYER

All persons after being duly processed through the Human Resources Department and payroll 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.

3. QUALIFICATIONS

Employees shall be persons who are aware of, and subscribe to, the purpose and goals of the YMCA of Central & Northern Westchester; and possess the special knowledge, skills, and ability required for their position.

EMPLOYMENT

4. EMPLOYMENT PROCEDURES

A. Filling Positions

The President/CEO, aided by the recommendation of the appropriate supervisory personnel, will hire all exempt personnel. The appropriate supervisory personnel, with the approval of the Branch Executive Director, will hire all hourly personnel.

B. Open Application

The Association will strive to provide the opportunity for promotion from within the organization whenever possible. It also supports and participates in the YMCA of the USA's open application process for professional staff placement.

C. Letter of Employment

All staff will receive a standard and approved letter of confirmation of employment. The letter is not to be construed as a contract.

D. Moving Expenses

When the relocation of a new employee is required, the Association will consider paying for the employee's moving expenses, to include necessary and reasonable expenses related to the move. Such terms for the reimbursement and/or payment must have prior approval of the President/CEO and be specified in writing. The Personnel Committee will determine reimbursement guidelines annually. Expenses related to interviewing for positions may be reimbursable at the discretion of the President/CEO. Any reimbursed moving expense will be subject to taxation as applicable.

5. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

1. Ensuring that all personnel decisions (recruiting, hiring, training, promotion, transfers, compensation, benefits, and other personnel policies) for all job classifications are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.
2. Establishing a monitoring system to allow for the review of these objectives.
3. Analyzing personnel actions periodically to ensure equal employment opportunities do exist.
4. Through training and development, ensuring equal access to job opportunities.

EMPLOYMENT

6. REQUIRED FORMS

Individuals seeking employment will complete the appropriate application forms. Evidence from a physician that a potential employee can physically perform the specified job requirements may be required. A medical examination as well as security clearance is required of childcare employees. Other positions may require current certifications.

All employees shall complete the following forms:

- Application for employment (resume attached)
- Signed Letter of Employment
- Working Papers (if applicable)
- W-4 Federal Income Tax Withholding (current forms)
- IT-2104 NYS Income Tax Withholding (current forms)
- I-9 Employment Eligibility Verification (copies of documents examined, attached)

The acceptable employment packet shall also include the following:

- Evidence of Reference Verification
- Signed Letter of Employment
- Applicable certification and credentials
- Job Description
- Employee Orientation Statement
- Safety Training Statement
- Personnel Policy and Employee Handbook Confirmation
- Association Emergency Procedures Handbook
- Criminal Background Check (child care positions)

7. PROBATIONARY PERIOD

All employees are subject to a probationary period of 90 days from the date of hire (first day of work). The purpose of such an initial evaluation period is to provide an opportunity for the YMCA of Central & Northern Westchester and the new employee to assess their respective satisfaction with, and suitability to, the job. Any probationary employee may be terminated at any time without notice or cause.

8. 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.

CONDITIONS OF EMPLOYMENT

1. JOB DESCRIPTION

A written job description of the expected duties, standards of performance, and established goals are to be reviewed at the time of hire by both the employee and the immediate supervisor, as well as during the annual performance appraisal process.

2. HOURS OF WORK

A. 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. Realizing the individual's responsibility to family and self, as much regularity as possible is desirable. The employee shall consult with their direct supervisor regarding an acceptable work schedule.

B. Full-time Non-Exempt Hourly 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.

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. Employees should not be regularly expected to work overtime. Overtime is paid on hours worked over forty (40) during a week beginning on Sunday and ending on Saturday.

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

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 5pm - 7pm.

C. Work Schedule

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

D. Pre-Employment Physical

The Association at its discretion and expense may require a prospective employee to undergo a medical physical examination.

CONDITIONS OF EMPLOYMENT

3. PAYROLL RECORDS

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 the Human Resources Office by the designated time.

4. MANTADORY TRAINING

Employees will be notified that mandatory training is necessary 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, or be granted compensatory time off if so determined by the Branch Executive Director. 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.

5. PERSONAL EXPRESSION ON CONTROVERSIAL PUBLIC ISSUES

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. Use of YMCA of Central & Northern Westchester logo and/or materials for anything other than business purposes is prohibited.

6. HARASSMENT POLICY (SEXUAL AND OTHER FORMS)

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, independent contractors or vendors by anyone.

Any employee who has reason to believe he or she have been a victim of harassment should promptly report the facts of the incident, in writing, to his or her supervisor, or to the Human Resources Director.

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. 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 procedure for reporting perceived violations of this policy is:

CONDITIONS OF EMPLOYMENT

Notify your supervisor in writing, or, if the complaint involves supervisory personnel in the employee's line of command, notify the Branch Executive Director and the Coordinator of Human Resources in writing.

In cases where a complaint is filed, management will investigate.

Confidentiality is guaranteed. If the complaint appears to be valid, then immediate and appropriate action will be taken when warranted.

7. 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:

- A. Submission to such conduct is made either explicitly or implicitly; a term of condition of an individual's continued employment.
- B. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such an individual; or
- C. Such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

8. SOLICITATION POLICY

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.

- A. No solicitation of any kind on YMCA of Central & Northern Westchester premises.
- B. No distribution of literature or printed matter on YMCA of Central & Northern Westchester premises.
- C. No distribution of literature of printed matter in work or public areas at any time.
- D. 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.

9. 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. 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.

CONDITIONS OF EMPLOYMENT

STEP 1. 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.

10. DRUG FREE ENVIRONMENT

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 drugs will be reported to the proper law-enforcement authorities.

11. SMOKE FREE ENVIRONMENT

As a prominent advocate for health, the YMCA of Central & Northern Westchester prohibits smoking in its offices, hallways, meeting rooms and other public indoor facilities.

12. APPEARANCE/DRESS CODE

The YMCA of Central & Northern Westchester requires that its employees dress appropriately for the most professional execution of their job assignments. Realizing that different job classifications and assignments require different attire, a separate Dress Code Program will further define the Association's expectations. Selected employees are expected to wear their YMCA of Central & Northern Westchester nametag during working hours. A copy of the dress code program is available from the Human Resources Department.

CONDITIONS OF EMPLOYMENT

During working hours, or while representing the Association, jewelry must be of a conservative/business-like nature. Facial or body jewelry of any kind will not be permitted including, but not limited to, nose/tongue/eyebrow rings or studs, etc. 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.

13. 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 District Vice President 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: Inclement weather pay policies are referenced under Salary and Wage Administration.

14. COMPUTER AND E-MAIL USE

Computers, computer files, the e-mail system, and any software furnished to employees are the property of the YMCA of Central & Northern Westchester and are intended for business use only. Nothing that an employee puts on the Association's computer system is considered private. Employees shall not use their or any other password to access a file and/or retrieve any stored communication without the authorization of the VP of Finance.

The use of computers and the e-mail system that disrupts, offends, or is harmful to morale is strictly forbidden. Misuse includes, but is not limited to, the display or transmission of sexually explicit images, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or disrespect for others.

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.

CONDITIONS OF EMPLOYMENT

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 VP of Finance 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. Employees who violate this policy will be subject to disciplinary action up to, and including, termination of employment.

15. MATERIAL AND PROPERTY FOR EMPLOYEE BUSINESS USE

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.

In the event of any lost, stolen, damaged or misplaced items belonging to the YMCA of Central & Northern Westchester, the employee will be responsible for the replacement or cost for reimbursement. This includes, but is not limited to, the following:

- Keys and resulting lock changes
- Beepers; cell phones; walkie-talkies
- Membership card; purchase card; security card

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

16. WORKPLACE CONDUCT POLICY

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 disciplinary action, including suspension or termination of employment.

- Theft or inappropriate removal of YMCA of Central & Northern Westchester property.
- Falsification of records, such as timecards, applications, and expense reports, etc.
- Harassment of any kind.
- Working under the influence of alcohol or illegal drugs.

- Fighting or threatening violence, boisterous or disruptive activity in the workplace.

CONDITIONS OF EMPLOYMENT

- Insubordination or other disrespectful 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.
- Drug possession, use, or distribution within the workplace.

17. 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.

18. EMPLOYMENT OF RELATIVES

- A) Relatives of supervisors by blood, marriage, or adoption defined as parent, spouse, child, sibling, may not be permanently employed within the same branch.
- B) Relatives of Board Members are not to be employed in the same operating unit.
- C) 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.
- D) The only exceptions to the above conditions may be made by the President/CEO or designee.

19. EXPENSES AND ALLOWANCES

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.

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

CONDITIONS OF EMPLOYMENT

C) 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.

D) 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.

20. GARNISHMENTS AND WAGE ASSIGNMENTS

The YMCA will maintain compliance with all applicable laws.

SALARY AND WAGE ADMINISTRATION

1. 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:

- A. Salary adjustments are based on merit using the established salary range for the position as a guideline.
- B. A work-performance review shall be conducted at least annually.
- C. The Personnel Committee shall review and recommend a salary policy line annually.

2. DISTRIBUTION OF PAYROLL

Employees of the YMCA of Central & Northern Westchester are paid bi-weekly (every other Friday.) In the event that an actual Friday pay date falls on a Holiday, adjustments to the payroll-processing schedule may be necessary and will be communicated appropriately.

Employees are encouraged to sign up for direct deposit. Information regarding direct deposit and applications are available from the Human Resources Department.

SALARY AND WAGE ADMINISTRATION

3. INCLEMENT WEATHER PAY POLICY

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

EMPLOYEE BENEFITS

1. 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. There will be no interruption of benefits for employees transferring from another YMCA. 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.

EMPLOYEE BENEFITS

2. **EMPLOYEE BENEFITS LAWS**

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

- A. 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.
- B. 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.
- C. 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.
- D. Unemployment Insurance** – The YMCA of Central & Northern Westchester pays benefits directly to the NYS Department of Labor.
- E. COBRA** – 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.

3. **HOLIDAY, VACATION, PERSONAL AND SICK DAYS**

Employees cannot be paid for time not worked when accrued time is not available.

A. Holidays

All active full-time employees are eligible after thirty (30) days of continuous full-time employment 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 |

All active full-time employees are eligible after thirty (30) days of continuous full-time employment for four paid floating holidays per year as observed by the Association, which are:

- | | |
|------------------------|-----------------------------|
| Martin Luther King Day | President’s Day |
| Good Friday | Christmas or New Year’s Eve |

If a full-time hourly employee is required to work on a holiday listed above, compensatory time off will be arranged through mutual agreement with that

employee and their supervisor. The time off is to be scheduled within a week prior, or the week following, the holiday. Holiday time not used is forfeited.

EMPLOYEE BENEFITS

B. Vacations

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.

For computing vacation time, a week is five (5) working days. No more than one week vacation time can be scheduled for the period from December 15 to January 31 without the prior approval of the President/CEO.

Vacation time is earned (prorated according to hire date) within a benefit year (January-December), From the date of hire until December 31st of such year, the employee will not be entitled to take vacation time. Although vacation time will begin to be earned by an employee upon commencement of employment (on a pro rata basis), vacation can be taken only after January 1st in the year following the commencement of employment. On January 1st in the year following the initial date of employment the amount of vacation time earned by the employee in the previous year (as set forth in the table below) must be taken within the then-current benefit year (or by no later than March 31 of the following benefit year with the approval of the President/CEO).

Vacation allowances are not cumulative (i.e. vacation time cannot be carried over into subsequent eligibility years). Cash will not be paid in lieu of vacation time not taken. The Branch Executive Director and President/CEO must approve any and all exceptions.

If a medically documented illness occurs within an employee’s vacation period, additional vacation days (equivalent to the days of illness) may be granted. Absences due to extended illness shall not affect vacation eligibility or earned vacation time unless sick time exceeds the established policy for allowable sick days in a calendar year.

Persons leaving the employ of the Association on a voluntary basis after completing one year of full-time service will be paid for only unused vacation time for the year in which they leave employment.

<i>VACATION TIME ALLOTMENTS</i>	<i>EXEMPT STAFF</i>	<i>NON-EXEMPT & HOURLY STAFF</i>
After 1 year of service	2 weeks (Prorated)	2 weeks
After 3 years of service	3 weeks	2 weeks

After 10 years of service	4 weeks	3 weeks
After 15 years of service	5 weeks	4 weeks

10/12 employees are entitled to 10/12 of the regular vacation allotment. This time may be used to cover days other than YMCA of Central & Northern Westchester

EMPLOYEE BENEFITS

paid holidays when school, and consequently their program, is not in session. The employee will have the option of working other site at the discretion of their supervisor, or forfeiting pay.

C. Personal Emergency Leave

Leaves with pay, not exceeding three days in one calendar year, shall be granted for urgent personal business including religious activities and deaths, subject to the approval of the Branch Executive or District Vice President. Leaves with pay in excess of three days for critical illness or death in the immediate family will be reviewed and determined by the President/CEO on an individual case basis. Personal leave may be taken in half or full day segments. Personal leave with pay is not available during the first 90 days of employment.

D. Sick Days

One full paid sick day (to a maximum of ten) can be earned 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.

E. 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 allowance.

F. 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.

4. 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.

EMPLOYEE BENEFITS

5. 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 the above-specified employees will become eligible for benefits upon qualification.

6. GROUP HEALTH INSURANCE

All full-time employees of the Association 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 a month of employment. New employees opting for the same healthcare plan or carrier as an immediately previous employer if provided, may make arrangements to have coverage effective on the first day of the upcoming month. Employees may also elect to waive their rights to healthcare coverage.

Full-time employees working 10/12ths of the year are eligible for modified adjustments to their portion of the current premium cost. Program employees working a minimum of 37.5 hours per week for six (6) months may enroll in YMCA of Central & Northern Westchester health plan at the full group rate.

7. 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.

EMPLOYEE BENEFITS

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 (10%) and the employee pays (2%) 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.

8. MEMBERSHIP PRIVILEGES

Membership privileges will be granted to an employee during the term of 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. Membership privileges for all family members cease immediately upon termination.

9. 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.

10. 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.

EMPLOYEE BENEFITS

A. 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.

B. 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.

C 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.

D **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.

LEAVE OF ABSENCE

1. SHORT TIME LEAVE

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.

2. FAMILY MEDICAL LEAVE

Employees are covered by the Family and Medical Leave Act (“FMLA”) provided they meet the Federal eligibility requirements.

After one year of employment, employees who have provided at least 1,250 hours of service during the 12 months before the leave is requested are entitled to a total of 12 unpaid weeks of leave during any 12 month period for any one of the following reasons:

- To care for a newborn child or newly placed adopted or foster child (within 12 months of the birth or placement);
- To care for an employee’s seriously ill family member (child, spouse or parent); and
- Because of a serious health condition that makes the employee unable to perform job functions.

Employer and employee must agree to covered leave and it is the obligation of the employee to notify his/her supervisor of intended leave. The Association will maintain coverage under any group health plan on the same basis as if the employee had been continuously employed. The employee remains responsible for their portion of the premium costs. The employee who takes leave is entitled to be returned to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

3. 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.

SEPARATIONS

1. 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. It can only be changed by an expressed, written agreement signed by the employee, supervisor, Branch Executive Director and the President/CEO of the YMCA of Central & Northern Westchester.

2. 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, District Vice President 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 notice. Employees who resign shall be paid for their accrued, but unused, vacation time on a pro-rated basis.

3. 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.

4. 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.

SEPARATIONS

5. 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.

6. DISMISSAL

Employees may not be dismissed without the prior approval of the President/CEO or designated representative.

7. PROGRESSIVE DISCIPLINE

For performance deficiencies not permissible 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.

8. UNSATISFACTORY PERFORMANCE OR FOR CAUSE

The YMCA of Central & Northern Westchester may impose dismissal upon employees for overall dissatisfaction with the performance of their employees' assigned duties/expectations.

9. MISCONDUCT

Breach of duty or misappropriation of the YMCA of Central & Northern Westchester funds, property, or materials for personal use shall be cause for dismissal.

10. EXIT INTERVIEW

In all instances of separation for whatever reason listed above, employees shall be provided an exit interview.

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. It can only be changed by an expressed, written agreement signed by the President/CEO, or designee, 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 the Human Resources Department as part of the New Hire Packet, annual appraisal process, or as a stand-alone form acknowledging receipt of this handbook.

ADDENMUM OF EMPLOYEE BENEFIT CONTRIBUTION LEVEL

Effective rates as of November 1, 2003

<u>Benefit</u>	<u>Employee Contribution</u>	<u>YMCA Contribution</u>
YMCA Retirement Fund	2% of gross wage	10% of gross wage
YMCA Life Insurance	No cost	100% of premium
YMCA Medical/Dental Plan	35% of premium	65% of premium
State Workers Comp/Disability	No contribution	100% of premium
Long Term Disability	25% of premium	75% of premium