



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Working Together

Employee Handbook

Norfolk Family YMCA

Revised July 2019

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Welcome to the Norfolk Family YMCA

Welcome to the Norfolk Family YMCA (NFY)! The YMCA is a nonprofit like no other. That's because in 10,000 neighborhoods across the nation, we have the presence and partnerships to not just promise, but deliver, positive change. We are an inclusive organization that brings people together. We connect people of all ages and backgrounds to bridge the gaps in community needs.

At the YMCA, we view participation in our programs and services as a means to a greater end. We strive to help more kids reach their potential, help more families and individuals achieve better health outcomes, and encourage everyone to get involved and make their community a better place.

Going to work every day, you are positively affecting the lives of the people in your community. Working at the Y, you'll discover more than a job – You'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you.

We look forward to working with you and seeking opportunities to continue to build on this long standing tradition of youth development, healthy living, and social responsibility!

About this Handbook

This Employee Handbook is designed to answer questions employees may have concerning the Norfolk Family YMCA, its policies and procedures and to assist in consistent administration of employment and human resource decisions and practices in a manner that is equitable to employees and in accordance with the association's objectives. It is for informational purposes only.

The contents of the Norfolk Family YMCA Employee Handbook are not an employment contract or agreement; rather, they represent a general outline or guideline of the human resources policies, benefits and expectations and are subject to modification, revocation, suspension, termination or change, in whole or in part, with or without notice, at the sole discretion of the Y. Nothing contained in this handbook, or any other handbooks, employment applications, memoranda and other materials given to employees in connection with their employment, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment, shall create a guarantee of assurance of employment or shall create any right to an employment-related benefit or procedure. All matters pertaining to the interpretation of the policies and procedures outlined in this handbook are referred to Human Resources.

YMCA OVERVIEW

Mission & Values

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. This mission is delivered through the four core values of caring, honesty, respect, and responsibility.

Administration

Equal Employment Opportunity

The Norfolk Family YMCA provides equal employment opportunity to all employees and applicants without regard to age, race, religion, color, gender, sexual orientation, national origin, disability, marital status, pregnancy, medical condition, veteran status, or any other characteristics protected by federal, state or local law.

Norfolk Family YMCA complies with applicable federal, state, and local laws governing nondiscrimination in employment, including all terms and conditions of employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, benefits, termination, and employer-sponsored activities. Additionally, NFY complies with regulations related to affirmative action when required by applicable laws.

The Norfolk Family YMCA will also afford reasonable accommodations for an employee's religious beliefs unless doing so would cause undue hardship on association operations. An employee desiring a religious accommodation must make the request in writing to Human Resources.

The Y strives to create a respectful workplace and engaging in any act which illegally discriminates against another employee will not be tolerated. If you have related questions, complaints, or comments, you should contact Human Resources.

Commitment to Diversity

The YMCA, throughout its history, has asserted the dignity of all people without exception. Norfolk Family YMCA recognizes that individuals, families and communities are diverse. NFY values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability, cultural identity or sexual orientation asserting that all individuals, without exception, are intrinsically valuable.

The YMCA is committed to:

- Welcoming all individuals in its programs and facilities.
- Developing programs that respond to the needs of its membership, participants and community.
- Utilizing hiring and employment practices which are free of bias.
- Hiring and maintaining a diverse workforce and assembly of volunteers.
- Maintaining a safe environment that is free of acts of discrimination or harassment against any individual.

NFY strives to be an organization where all feel welcome, valued and safe, which encourages the sharing of one's gifts and talents.

Americans with Disabilities Act

In accordance with the federal Americans with Disabilities Act Amendments Act (ADAAA), state and local laws, reasonable accommodations will be provided to individuals with known physical or mental disability if such accommodation would not impose an undue hardship on Norfolk Family YMCA, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should notify Human Resources and request such an accommodation. NFY and the employee will then work together to attempt to identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable, will not impose an undue hardship, and will not pose a direct threat to the health and/or safety of the individual or others, NFY will make the accommodation.

The individual is encouraged to fully cooperate with NFY in seeking and evaluating alternatives and accommodations. NFY may require medical verification of both the disability and the need for accommodation as permitted by applicable law.

Employment Classifications

The Norfolk Family YMCA uses the following classifications for its payroll system and for the purpose of describing and reviewing policies:

Full-time Hourly Employees: Those persons who are regularly scheduled to work 40 hours or more each week; and who are continuously employed for 12 months. Employees who work an average of 30 or more hours per week will be considered for medical insurance purposes only as outlined in Affordable Care Act.

Part-time Hourly Employees: Those persons who are employed to work less than 40 hours per week; and may or may not be regularly scheduled. Employees who work an average of 30 or hours a week will be considered for medical insurance purposes only as outlined in Affordable Care Act.

Seasonal or Temporary Employees: Persons who are employed for a short-term period (as defined by the U.S. Department of Labor) regardless of the number of hours worked per week.

Fair Labor Standards Act (FLSA) Classification

Exempt employees whose positions meet specific tests established by the FLSA and who are exempt from overtime pay requirements.

Nonexempt employees are paid on an hourly basis, and are subject to overtime pay in accordance with federal (FLSA) and state laws.

Contract Labor: Written contracts with established business and individual service providers may be established for services provided by persons who are engaged in independent contractors for specified services. Contract laborers are not YMCA employees and are not entitled to or covered by the policies outlined in this handbook.

Employment Practices

Recruitment and Placement

The Y selects employees who:

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

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

The Y supports and participates in an open application process and strives to select the most qualified person for the job. NFY strives to provide advancement opportunities to current employees and they are encouraged to apply for open positions.

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

Employment Offer Letters

At the time of hiring, all full-time employees shall be furnished with a letter of employment which includes the following a position description and pertinent information, such as the rate of pay, effective hiring date, and benefits summary. The letter of employment will also include a statement that employment is at will.

When the relocation of a new Exempt employee is required, the Norfolk Family YMCA may pay for reasonable moving expenses if agreed at time of hiring. Terms for relocation must have prior approval of the CEO and will be specified in the offer letter. If a CEO is recruited, the Chief Volunteer Officer of the Board of Directors will authorize relocation expenses and the terms of which will be included in the offer letter.

Employment and Payroll Records

All employees shall complete the appropriate forms and other records necessary to be placed on the payroll. Employment and payroll records of all employees will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of time records which reflect the exact hours and days actually worked.

Confidentiality of Personnel Records

Norfolk Family YMCA will keep all personnel records strictly confidential. These records may be released to authorized persons, which is limited to the Norfolk Family YMCA, law enforcement, or legal professionals for official use only and under strictly controlled conditions.

It is the responsibility of the Human Resources and Payroll functions to protect the confidentiality of information pertaining to employment and all information that arises out of employment.

Information collected will only be that personnel information that is required for business and legal purposes. The availability of such information will only be for those with a legitimate need to know and the review of information will take place in Human Resources or Payroll.

Personal information maintained about an employee will be made available for inspection at the employee's request, at an agreed appointment time, with the exception of reference checks and other information designated as company records. Human resources will assist the employee in the review of his or her file. An employee who disagrees with information in the file will have the right to place his or her own statement in the file.

Personal employee information contained in Human Resources or Payroll files is not disclosed outside Norfolk Family YMCA without the employee's written consent, except in the following cases:

1. Information such as employment dates and job title will be made available for employment checks or credit card.
2. Information such as employment dates, job title, work location and dates of attendance at work will be made available to properly identified law enforcement authorities.
3. Information will be made available as necessary to our insurance carriers.
4. Materials and information, which are properly and legally subpoenaed or otherwise, requested in cases of litigation.

All requests for information pertaining to employment are to be directed to the Human Resources or Payroll functions.

Changes in Personal Information

You are responsible for notifying the Payroll and/or Human Resources department immediately of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation. This information is needed to properly administer payroll and benefits on behalf of our employees.

Orientation and Post-Hire Training

All new employees will participate in an orientation program within 30 days of hire. This orientation will include general YMCA information, information specific to the location of employment and basic policy review. Depending upon the position, employees may be required to be certified in certain areas or participate in training(s) within 30 days of hire.

Outside Employment (Moonlighting)

Service as an exempt full-time employee is considered a full-time job. An exempt employee shall not engage in outside work for personal remuneration without prior authorization from the CEO.

Written requests for permission to accept outside employment should be submitted to the CEO and state the name and address of the outside employer, the nature of the position, and the hours and duration of the employment.

Outside employment that constitutes a conflict of interest is prohibited. A conflict of interest would be considered any outside employment where the employee (part-time or full-time) directly or indirectly solicits program participants or members from the NFY or engages in activities detrimental to or in competition with programs and services offered by NFY. Employees (part-time or full-time) may not receive any income or material gain from individuals outside of NFY for materials produced or services rendered in the scope of performing their jobs for NFY.

Personal Expression on 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 when not on duty. However, they must refrain from giving the impression that their views and positions are those of the Norfolk Family YMCA. While on duty, such liberties must be exercised in a manner that is not inflammatory or causes disruption of the Norfolk Family YMCA programs and activities.

Media Contact

Communication with members of the media is managed primarily through the Marketing Director, who oversees and performs contact with various media outlets, including but not limited to, television, radio, newspaper, and other publications.

Anytime a media representative requests information directly from an employee, whether it is an emergency situation or not, he/she must direct them to contact the Marketing Director. In the event of an emergency situation the CEO will be the primary contact.

Corrective Action

Proper discipline is to be constructive, not destructive and should strive to build and reinforce a positive employee-employer relationship. Actions of employees not in the best interest of Norfolk Family YMCA or adverse to good management or standards of performance are subject to corrective action and/or termination.

The corrective action process serves only as a guideline and is not a formal process. NFY reserves the right to skip any or all steps in the process as deemed appropriate based upon the facts or the individual case and at the sole discretion of Human Resources and Management. Corrective action may include the following:

- Coaching/Verbal Warning
- Written Warning w/Performance Improvement Plan (PIP)
- Final Written Warning w/(PIP)
- Termination

Suspension: In certain instances, it may be prudent to remove the employee(s) from the premises in order to investigate a situation that may result in corrective action. This investigation should take no longer than three working days. If, as a result of the investigation, it is determined that corrective action is less than discharge, then the employee will be returned to work with back pay for scheduled hours missed and the corrective action process is implemented. If a discharge is warranted, then no back pay is necessary.

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

Separation of Employment

For purpose of this Policy the term “separation” shall refer to any and all terminations of the relationships between the employee and employer (regardless of the reason for such termination). Separations are to be categorized as either voluntary or involuntary.

Voluntary Termination

- Resignation: A decision, freely made by an employee to end his/her work relationship with NFY. In such cases, notice of such decisions must be provided in writing to NFY on the following basis in order for the employee to be eligible for rehire:
 - o Non-exempt employees – 2 weeks
 - o Exempt employees – 30 days
- Retirement: The voluntary choice of the employee. Notice must be given as indicated above.

Involuntary Termination

Involuntary separation must be reviewed and approved by the Human Resources for non-exempt termination and approved by the CEO and/or Associate Director for exempt termination.

- Reduction or change in work force may be imposed upon employees as a result of economic necessity, operational and/or programmatic changes, reorganization or any other reason.
- At-Will Termination: The Norfolk Family Y may terminate the employment relationship, at will, at any time with or without cause.

Exit Interviews

An exit interview may be conducted after voluntary terminations by the appropriate supervisor and/or the Human Resources Department. Employees terminated for cause or unsatisfactory performance may request an exit interview with appropriate supervisor.

Work Rules

Attendance and Tardiness

It is essential that employees are present at their work station on the days and hours scheduled. Not only does this show respect and fairness to their coworkers but also provides our members with the best service possible. To that end, employees need to be at work each day they are scheduled and punch (write-in) in or punch (write-out) out at start and ending times. All absences should be scheduled and approved through their immediate supervisor. In those instances, when an absence cannot be scheduled, the employee must notify their supervisor of their absence, as soon as possible prior to the shift or as defined by specific department requirements.

Likewise, being tardy for a work assignment affects coworkers as well as our members and should not occur. If being tardy is unavoidable, once again the supervisor should be notified as soon as possible so appropriate coverage can be arranged.

Being absent or tardy is a performance issue. If an employee is not at his/her work station when scheduled, numerous concerns and problems are the result. These kinds of problems with work performance may result in corrective action up to and including termination.

Code of Conduct

The Norfolk Family YMCA (NFY) is committed to the highest possible ethical standards and trust that all employees are committed to acting in the best interest of the organization and its mission. The following guidelines are to promote understanding of what is considered acceptable and unacceptable conduct and behavior and to encourage consistency throughout the organization.

The NFY's mission demands that staff be stewards of our mission, uphold the public trust and act in an ethical manner in all that they do in the name of NFY. The YMCA supports its mission through 4 core values: honesty; caring; respect; and responsibility. These values are the basis of our Code of Conduct and commitment to act in a manner befitting the YMCA and mission.

As a public charity, we rely on the public for funding and volunteer support, which is critical to the success of our mission. The public trusts us to carry out our state mission and to act in the best interests of the NFY. If we abuse this trust, our ability to achieve our mission is severely compromised. It is therefore critical that we operate in a manner that is above reproach in all operations. These guidelines clarify NFY's expectations of its employees, and re-affirm its commitment to caring for member needs and maintaining fiscal responsibility.

NFY's reputation rests on how our staff are perceived individually and as a whole only in terms of how competent we are at conducting our business, but also on our integrity and how employees behave at work, in the community and in the public expression of personal views.

The following list is illustrative of those situations where individual actions could affect that perception and outlines NFY's expectations of acceptable/unacceptable conduct. The list is subject to change at any time and is by no means all inclusive.

- Staff shall interact with members, volunteers, vendors and other staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation or any other protected class as defined by State/Federal law. Harassment of any form will not be tolerated.
- Staff will promote the core values of caring, honesty, respect and responsibility in speech, behavior and actions at the YMCA, within the community, in any public forum and in any verbal, written or electronic format while representing the NFY.
- Staff are responsible for reporting to work on time, as scheduled or notify their supervisor otherwise. Excessive absences or tardiness are not tolerated.
- Staff are responsible for properly clocking in/out and/or recording hours worked on timesheets. Falsification, fraud, or omission of time records in any form is prohibited.
- As Honesty is one of our core values, lying, withholding information or falsifying any NFY records is unacceptable.
- Staff will carry out job assignments and follow supervisors' instructions. Failure or willful refusal to perform work as directed will be considered insubordination and grounds for corrective action.
- Staff must appear clean, neat, and appropriately attired as outlined in the Professional Image Policy for all employees.
- Discussion of confidential matters with anyone outside of the Y or with unauthorized employees is not allowed. Member lists or other personal information, confidential

materials, and restricted information may not be removed from the facility, discussed with or show to anyone under any circumstances without authorization.

- Weapons are not allowed by staff on Y property or into Y programs.
- Any form of theft or destruction to NFY, staff, member, volunteer or vendor property or any property where NFY programs are held is not tolerated.
- Staff will notify the NFY of a conviction or an arrest.
- Smoking and tobacco use in the presence of participants or in/on NFY property is not permitted.
- Staff will refrain from reporting to work under the influence of alcohol, intoxicants or drugs. The possession, use, manufacturing, or distribution of illegal drugs, alcohol and/or prescription drugs is prohibited as outlined in the Substance Abuse Policy.
- Loafing, sleeping on the job, inefficient performance of duties, or neglect of duties will not be tolerated.
- Fighting, using profanity or abusive language, horseplay, practical jokes and/or other disorderly conduct which has the potential to result in property damage or injury to the NFY, its members, employees and/or volunteers is not acceptable conduct.
- Violation of safety and security procedures and/or putting the NFY at risk is not tolerated.
- Participation in activities or relationships that conflict with the YMCA's interests or adversely affect the YMCA's reputation is discouraged.

With respect to child in Y programs:

- At no time is a staff person to be alone with a single child where they cannot be observed by others. Staff should space themselves in a way that other staff/volunteers can see them.
- Staff and/or volunteers should never leave a child unsupervised.
- Staff should conduct or supervise private activities in pairs, e.g., diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- Any type of abuse on a child is strictly prohibited and may be cause for immediate termination of employment. Such types of abuse include, but is not limited to, physical (strike, spank, shake, slap); verbal (humiliating, degrading, threatening, etc.); sexual (touching or speaking inappropriately); mental (shaming, withholding kindness, being cruel, etc.); and neglect (withholding food, water, basic care, etc.). Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
- Staff will respond to children with respect and consideration and treat all children equally, regardless of gender, race, religion, culture, disability or economic level of the family.
- Staff and/or volunteers are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

All staff are responsible for observing the rules of conduct outlined in this policy. Any violations of this policy will be addressed and corrective action performed, up to and including termination of employment with NFY.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interests of the Y. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with the Y are to act in the best interest of the Y. Employees are not to receive personal gain or incur obligation to others at the expense of the Y.

Gifts, gratuities, services, loans, entertainment and similar favors may not be accepted if offered, or appear to be offered, as an inducement to perform an act inconsistent with the best interest of NFY or if acceptance would place the recipient under an obligation to the provider. Receipt of or payment of kickbacks or bribes by employees in any way related to the performance of their duties for or on behalf of NFY is a violation of this policy.

This policy is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Employees should make prompt and full disclosure to the CEO of any potential situation which may involve a conflict of interest. Examples of such conflicts include, but are not limited to, the following:

- Ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y.
- Staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y.
- Personal benefit from any Y transition including sale, purchase, rent, lease of property, services, or supplies.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Y.
- Unauthorized use of materials, equipment, facilities, or other YMCA assets for personal purposes.
- Receiving gifts, special payments or favors greater than a nominal value (generally \$25.00 or less) from an individual or organization that is providing goods or services to or receiving from NFY. At no time should an employee solicit, request or otherwise indicate gifts, payments or favors are expected.

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

Child Abuse/Neglect

The Norfolk Family YMCA recognizes the increase in number of incidents of reported cases of child abuse and neglect. Employees and volunteer personnel may be in an excellent position to identify abused and/or neglected children and to refer them for treatment and protection. In responding to this problem, the Norfolk Family YMCA recognizes the need to develop a clearly defined policy and to establish procedures to implement that policy.

This policy outlines the required reporting procedures when there is suspicion of child abuse or neglect and applies to all employees that have contact with children. A child is defined as any person under the age of 18. These procedures incorporate the state law requirements.

Requirement to report

To combat the child abuse and neglect problem and in compliance with state law, employees and volunteer personnel having reasonable cause to suspect that a child participating in a Norfolk Family YMCA program has been abused or neglected or having reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact their supervisor or Human Resources in accordance with established procedures.

As provided under state law, any person required to report who knowingly and willfully fails to report may be fined up to \$500 or imprisoned for up to three (3) months or both. Any other person may report if there is reason to believe that a child has been abused or neglected. Persons who report in good faith, is based on reasonable suspicion, and made without any malice towards any of those involved, are immune from civil or criminal liability.

How to report

The employee must contact the Supervisor or Human Resources immediately. As specifically as possible, the individual should explain what happened or is happening to the child.

The individual should be prepared to give the name, address and phone number of the child and also the name of the parent or caretaker if different from the child’s. The employee must also fill out an Incident Report (available from their supervisor or HR). The director will immediately contact the appropriate social service department, sheriff or city police department. A social worker from the county department of social services will determine the seriousness of the situation and what must be done to protect the child and help the family.

All employees working with children will be required to attend Mandatory Child Abuse Reporter training.

Professional Image/Dress Code

“Dress for Success” is part of who we are at the YMCA because portraying ourselves professionally is important and has a direct impact on our members’ perception of our service. As such, we have adopted the following professional image standard as our dress code in order to consistently project an image of quality and professionalism and to be instantly identified by our members and the community we serve.

Dept/Position	Shirt	Pant	Shoes
Member Services	Y-Staff Apparel	Dress pants, jeans, capris, athletic pants, or shorts without holes	May wear dress or athletic shoes

Aquatics	Y-Lifeguard t-shirt/Y-Lifeguard tank	Appropriate athletic shorts may be worn, not jean shorts	Flip flops are accepted on pool deck
Fitness Staff	Y-Staff dry wicking or t-shirt	Athletic shorts	Athletic shoes
Gymnastics Staff	Y-Staff Apparel	Appropriate athletic shorts or pants	Athletic shoes
Kids Club & Day Camp	Y-Staff Apparel	Khaki style pant, nice jeans, or appropriate shorts	Athletic shoes
Sports Staff	Y-Staff Apparel or referee shirt	Athletic shorts or pants	Athletic shoes
Maintenance/Custodial	Y-Staff Apparel	Appropriate jeans	Athletic shoes/boots
Administrative/Management Staff:	Y-Apparel	Dress pants, jeans, capris, athletic pants (no holes)	Dress/Casual/Athletic shoes

- Hats are not to be worn by staff inside Y buildings.
- Hair is to be neat and combed.
- Facial hair is to be neat and trimmed.
- No visible piercings other than tasteful piercing in ears.
- Use discretion in regard to tattoos, no inappropriate pictures/words that oppose our Christian based values. (Management has the right to ask the employee to cover up inappropriate tattoos).

Name Tags

Name tags will be worn by all staff while on the clock.

Harassment Prevention

As part of its commitment to local, state, and federal Equal Employment Opportunity laws and regulations, the Norfolk Family YMCA prohibits acts of harassment by employees on the basis of race, color, religion, creed, sex, gender identity, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, family status or any other protected status.

The Norfolk Family YMCA will not tolerate verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. It is the responsibility of all employees, whether managers, supervisors or co-workers, to maintain an environment free of harassment.

Examples of harassment might include, but are not limited to, threats, insults, racial or religious slurs, unwelcome comments, jokes, pranks, gestures or physical contact, foul language with the intent to intimidate and display or circulation of derogatory or inappropriate written or other physical materials, cartoons or pictures.

Sexual harassment is specifically defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment can take many forms including, but not limited to, these examples:

- VERBAL** Sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, offensive written notes, sexual advances or propositions, insults, or threats;
- NONVERBAL** Leering, whistling, suggestive or insulting looks or sounds, gestures, pictures, cartoons, or calendars; or
- PHYSICAL** Intentional touching of the body (e.g., brushing, patting, pinching), kissing, inappropriate display of body parts, or coerced acts of a sexual nature.

Any employee who experiences and/or observes the actions or words of another employee and believes that those actions or words constitute harassment of any kind, as outlined above, is advised to:

- Tell the harasser that the behavior is unwelcome or offensive, explaining how it made (you) feel and/or how it has affected (your) work. Report any such behavior to your supervisor.
- If the problem continues despite these efforts, the employee has the responsibility to report or make a complaint as soon as possible to the appropriate supervisor and/or HR.

Furthermore, Norfolk Family YMCA employees are protected from harassment from members, volunteers, and vendors that have reason to be at the Norfolk Family YMCA. If harassment does occur, the employee should follow the process as stated above.

In order to complete a thorough investigation, complaints and reports cannot be kept confidential and will only be shared as the investigation dictates. It should be emphasized that you are not required to report harassment to a supervisor who has engaged in harassment against you, or who is a close associate of the person who has engaged in the harassment in question. If such situations would otherwise prevent you from reporting harassment, such reports may be directed to the HR.

Any employee who engages in proven harassment will be subject to corrective action up to and including termination.

Drug and Alcohol Free Workplace

Norfolk Family YMCA (NFY) is committed to protecting employees from situations arising from substance abuse. The NFY also has an obligation to its members to provide the highest quality of services. To ensure that the workforce is productive, the facilities are safe, and NFY operations and services are successful and not hindered by substance abuse, the NFY has established a substance abuse policy.

It is the policy of the Norfolk Family YMCA (NFY) to maintain a drug and alcohol free workplace. This commitment is jeopardized when an employee engages in the use, possession, sale,

conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and worker's compensation costs.

It is a violation of this policy for any employee:

- To use or be under the influence of, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same at any time while on or using NFY property, conducting NFY business, or otherwise representing the NFY.
- To use or be under the influence of alcohol at any time while on or using NFY property, conducting NFY business, or otherwise representing the NFY, except during authorized NFY social events.
- To use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

Violations of this policy are subject to disciplinary action up to, and including, termination of employment. The NFY has established that the following type of testing will be performed: Post-accident testing and Reasonable suspicion testing.

- **Reasonable Suspicion:** Testing of employees for reasonable suspicion will be conducted for the following reasons (a) director observation of substance abuse or related impairment while at work, (b) abnormal conduct or significant deterioration in performance while at work, (c) a credible report of drug or alcohol use, (d) evidence of tampering with a drug test, (e) evidence that an employee has made, sold, possessed or used drugs or alcohol while at work.

Refusal to Undergo Testing

Refusal to submit to a test will be considered the same as a positive test result and such employees will be subject to immediate termination of employment.

Positive Test

If an employee tests positive, the NFY will use corrective action and/or result in termination of employment.

Tobacco Free Facilities

The Norfolk Family YMCA promotes the health and well-being of its members, participants, employees, and volunteers while on the Norfolk Family YMCA property. Tobacco is a proven health and safety hazard, both to the tobacco user and to the nonsmokers exposed to secondhand smoke, which carries very serious health risks.

Norfolk Family YMCA prohibits the use of tobacco products (including e-cigarettes and vaping):

- In all areas within the Norfolk Family YMCA buildings
- On all property owned, leased, and operated by the Norfolk Family YMCA, including adjacent sidewalks, parking lots, and playing fields
- In all vehicles owned, leased, or rented by the Norfolk Family YMCA

This policy covers all individuals within the boundaries of the Norfolk Family YMCA properties, including but not limited to: employees, members, volunteers, participants, vendors, and contractors. All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy to members and visitors.

Whistleblower

It is the policy of the Norfolk Family YMCA that all employees, board members and volunteers observe high standards of business and personal conduct in the performance of their duties and responsibilities. The NFY will investigate any suspected fraudulent or dishonest use or misuse of the YMCA's resources or property by employees, board members, consultants, vendors or volunteers.

Any employee or volunteer who becomes aware of or concerned about possible fraudulent or dishonest conduct use or misuse of resources of properly should report the matter to his or her supervisor, Human Resources or the CEO. Examples of such conduct include:

- Forgery or unauthorized alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of an improper benefit or advantage to the detriment of the YMCA
- Misappropriation or misuse of YCMA resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Supervisors are required to report suspected fraudulent or dishonest conduct (whether identified independently by the supervisor or reported to the supervisor by another person) to Human Resources or the CEO. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations – allegations made with reckless disregard for their truth or falsity or knowingly false allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's right under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative, other follow-up steps on their own or discuss the case with anyone other than Human Resources or the CEO.

All relevant matters will be investigated and appropriate corrective action will be taken as necessary. Investigations may warrant investigation by independent persons such as auditors and/or attorneys. The investigation will be conducted under the direction of Human Resources and the CEO

The Norfolk Family YMCA will use its best effort to protect the whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law.

Retaliation with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees.

Retaliation

The YMCA forbids retaliation against anyone for:

- Reporting harassment or any situation contrary to standard acceptable practices.
- Assisting in making a complaint.
- Cooperating in investigations or reported actions or practices.

Employees who feel they have been discriminated against or in any other manner harassed, should immediately report such incidents to their supervisor or HR. All complaints will be investigated promptly, impartially and discreetly. Confidentiality will be maintained as much as possible and information will only be shared as the investigation dictates.

This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors or in response to baseless allegations.

Employee Complaints

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

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

- Bring your concern to the attention of your immediate supervisor, who will investigate and provide a solution or explanation. If the problem is not, or you believe cannot be, resolved with your supervisor, you may ask the next level of supervision to review the problem with all appropriate parties. It is preferable to put your concerns in writing.
- If the problem is still not resolved, you may refer it to the next levels of supervision, normally the Associate Director or HR.
- If a complaint is not resolved after exhausting the previous levels of supervision, you may take it to the CEO, who will work to resolve the matter. The decision of this individual regarding the resolution of the complaint is final and cannot be appealed.

Electronic Communication/Acceptable Use/Social Media

Employees are to utilize NFY electronic and telecommunications devices and systems for NFY related purposes and performance of job duties. Incidental personal use of this technology is permitted as long as such use does not interfere with the employee's job duties and performance, or with the system, network operations or other system users. "Incidental personal use" is defined as: use by an individual employee for occasional personal communications or usage. Employees are reminded that such personal use must comply with this policy and all applicable policies, procedures, and guidelines.

Any employee who violates this policy and/or any rules governing use of the NFY's electronic and telecommunication systems will be subject to disciplinary action, up to and including termination of employment. Illegal uses of the same will also result in referral to law enforcement authorities. All

NFY's electronic and telecommunication devices and systems remain under the control, custody, and supervision of the NFY, who in turn, reserves the right to monitor all such devices and systems activity by employees. Employees have no expectation of privacy in their use of NFY technology.

These rules provide general guidelines and examples of acceptable and prohibited uses and are for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from their supervisor or HR.

Work Confidentiality

All messages created, sent or retrieved via email, internet and/or telephone services are the property of the NFY and should be considered public information. The NFY reserves the right to access and monitor all messages, files and activities on electronic and telecommunication devices and systems as deemed necessary and appropriate. Employees have no expectations of privacy in their use of NFY electronic and telecommunication devices. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.

Cell Phones

Certain NFY employees are authorized to use their cell phone for business uses. All other NFY employees should not use personal cell phones during work time unless given permission by their supervisor.

Compensation

Pay Days

Payroll will be disbursed as noted below. Annual payroll calendars are located on the Employee section on the NFY website, located at

- Fitness Instructors will be paid at the end of each month, if that date falls on a weekend, checks will be issued the Friday before.
- Exempt (Salaried Staff) & Non-exempt (Hourly Staff) will be paid Bi-monthly on the 15th & the last day of the month. If either pay date falls on a weekend, checks are issued the Friday before. Please keep posted to the current Payroll Schedule for additional information.

Hours of Work and Overtime

Immediate supervisors are responsible for the preparation and supervision of the working schedule for all of their employees. All such schedules shall be governed by the needs of the Norfolk Family YMCA. The work week shall be defined as 12:00 a.m., Sunday, to 11:59 p.m. Saturday.

For non-exempt employees, time worked in excess of 40 hours in a work week will be paid at time and one half of the employee's base rate of pay. Paid Time off does not count as hours worked in computing overtime.

Breaks

The privilege of enjoying a paid break is usually 15 minutes for shifts in which an employee works four (4) consecutive hours. Break periods of 15 minutes are counted towards hours worked. Breaks

are allowed as long as the break does not interfere with the quality of member service or the safety of children.

Payment Practices

The NFY takes all reasonable steps to ensure that the employees are properly classified, that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled payday. If a mistake does occur and is called to NFY's attention, any necessary corrections will be made promptly.

Employees who believe they have been erroneously compensated must immediately notify their supervisor, Payroll and/or HR in writing regarding the suspected error so management may promptly and effectively investigate the discrepancy. Management will share the results of its investigation with the employee and immediately make any corrections necessary. An employee who believes they have been retaliated against for reporting a compensation error is required to immediately report such belief to Human Resources or CEO.

Conversely, failure to properly record time worked and absences falsification of time records will be considered misconduct, which may lead to corrective action up to and including termination of employment.

Garnishments and Wage Assignments

The YMCA's practice will be consistent with all applicable laws.

Required and Voluntary Deductions

All required deductions such as federal, state and local taxes, and all authorized voluntary deductions, such as insurance contributions, will be withheld automatically from each paycheck.

Reimbursement of Business Expenses

The purpose of this section is to provide a method for expense approval and reimbursement for attendance at meetings, training and seminars outside of the Norfolk Family YMCA.

Expenses such as registration fees, airline reservations may be prepaid by the Norfolk Family YMCA. Other expenses will be paid by the employee and be reimbursed upon completion of the trip. It is the responsibility of the employee to keep detailed receipts and documentation of all expenditures such as meals, hotel, mileage, tolls etc.

Additional expenses incurred for persons traveling with the employee are the responsibility of the employee and will not be reimbursed. The companion may not drive rental cars secured for the employee unless the additional insurance coverage is purchased at the employee's expense.

Allowable Expenses

Authorized expenses, which are necessary for business purposes, such as travel, lodging, meals, ground transportation, parking, car rental and gratuities at the lowest reasonable cost available and with appropriate receipts will be reimbursed. It is expected that the most convenient and economical method of travel will be explored and selected.

Non-allowable Expenses

- Lost or damaged luggage
- Alcohol
- Special room services or facility use (sauna, health clubs, etc)
- Laundry or dry cleaning services
- Personal reading material
- Child care services
- Air travel insurance
- Traffic fines and court costs
- Repairs, maintenance or insurance on personal cars

Merit Increases

Merit increases are reviewed annually and are determined by performance, promotion, the local job market and budget guidelines. Salary and hourly wage adjustments are not automatic; they are based on factors such as work performance, including achievement of strategic and operating plan goals, development of leadership competencies and other merit considerations. Typically, employees whose performance is less than satisfactory do not receive a merit increase.

If the review indicates market or internal equity issues, an adjustment may be required. Human Resources, the Associate Director and CEO are responsible for review and approval of hourly wage adjustments.

Employee Benefits

Employee benefits represent a significant part of an employee's total compensation package. Benefits help provide security and protection against stresses that otherwise disrupt the individual employee's work and family life. NFY's benefits program is designed to enhance the work environment and complies with and supplements government-mandated laws and regulations.

Descriptive materials related to benefits are typically provided to employees during their initial orientation, whenever a life event or job status change occurs or during open enrollment. Benefits may be modified or terminated at the discretion of the NFY. This handbook outlines current Norfolk Family YMCA benefits but is subject to change without notice. Employees should refer to individual benefit documents to learn more about the specific benefits. In the event of any discrepancy between the description in the handbook and each benefit document, the applicable benefit document shall prevail. This description of benefits does not create a contract for benefits.

Eligibility and Enrollment

All regular, full time employees (those are regularly scheduled to work a minimum of 40 hours per week, 52 weeks a year) are eligible to enroll for benefits after the first month following thirty (30) days after employment. Employees who work an average of 30 or more hours per week will be considered full-time for health insurance purposes only as outlined in Affordable Care Act. Full participation may be subject to meeting the plan requirements of specific benefits coverage or by restrictions, detailed in other parts of these guidelines.

For the purpose of determining benefits (when years of service are the basis for awarding the benefits) continuous full-time employment in any YMCA (local or national) is to be counted. Years

of service are counted from original date of full-time employment and continue to accrue, as long as that employment remains full-time and continuous.

Group Health Insurance

All full-time employees are eligible for Group Health Insurance; the YMCA pays 60% of the insurance cost and the employee pays 40%. The policy becomes effective the first month following thirty (30) days after employment. This plan offers an opportunity for the employee to secure protection for themselves, his/her spouse, and any dependent children under 27 years of age.

Vision & Dental Insurance

All full-time employees are eligible for Vision and/or Dental Insurance, the YMCA pays 60% of the insurance cost for the employee only and the employee pays 40%. Spouse or family can be added to the plan, but the YMCA does not cover the monthly premium. The policy becomes effective the first month following thirty (30) days after employment. This plan offers an opportunity for the employee to secure protection for themselves, his/her spouse and any dependent children under 27 years of age.

YMCA Retirement Fund

YMCA employees who meet the following eligibility requirements will be enrolled in the YMCA Retirement Fund.

- Two years of continuous employment with the YMCA,
- 1,000 hours of employment within each of two years, and
- Attainment of age 21 by the end of that year, in which they are hired

Employees hired ages 21-60 may choose to participate in the Retirement Plan or not. If they do not choose to participate, they must complete a Waiver of Participation form. The Norfolk Family YMCA chooses to offer a 12% Retirement plan which includes the participant contributing 5% of each paycheck and the YMCA will contribute 7% of each paycheck to the retirement fund.

Employees already participating in the YMCA Retirement Plan who transfer to the Norfolk Family YMCA from another YMCA will automatically be continued in the plan. Employees who transfer from another participating YMCA but who are not yet enrolled in the plan will get credit for their months of employment with the other YMCA.

The 1,000 hours of employment can be measured in actual time worked or under the equivalence rule. Most hourly and part-time employees are paid by the hour, and their hours are simply accumulated until they reach 1,000 hours. If they do not reach 1,000 hours in the year after the date of hire, the count goes to zero, and counting begins again for the next year.

Currently, the Norfolk Family YMCA's contribution plan is at 12%. However, that level of contribution is subject to change. Detailed information, regarding the Y Retirement Fund can be found on their website at www.yretirement.org.

403(b) Plan

As an employee of Norfolk Family YMCA, you can participate in the Y Retirement Savings Plan. This plan is not subject to the same eligibility rules of the Retirement Plan. The savings plan is referred

to as the 403 (b) Smart Account. Employees can open a 403(b) Smart Account from their first day of employment, regardless of your age or hours worked. This account allows you to save money on a pre-tax basis through payroll deduction.

Holidays

Norfolk Family YMCA is a service provider and as such operates most holidays during which some employees will need to work. Part-time employees are paid the regular rate for hours worked on holidays and do not receive additional pay.

Full-Time employees will be paid 8 hours’ holiday pay at their regular rate and should be scheduled off for the day for the holidays noted below if they fall on a weekday (Monday – Friday). If a full-time, non-exempt employee is scheduled to work on a holiday that falls on a weekday, they will receive their regular rate of pay for any hours worked plus their holiday pay.

If a holiday falls on a weekend (Saturday/Sunday), no holiday pay will be given but instead a “floating holiday” will be obtained. The employee will receive 8 hours of leave for each holiday to use at another time within the year the time was granted. Floating holidays are not granted upon your anniversary date, but rather they are granted at the time of the holiday.

The following federal holidays are recognized as Norfolk Family YMCA holidays:

- New Year’s Day (January 1st) Memorial Day (Observed Federal)
- Independence Day (July 4th) Labor Day
- Thanksgiving Day Christmas Day (December 25th)

No holiday pay accrues to the employee upon termination of employment or changing from a benefit status to a non-benefit status. “Floating Holidays” do not roll over to the next year.

Paid Time Off

Vacation Time

The Norfolk Family YMCA believes that it is beneficial to all parties that the employee takes vacation away from the job each year. Salary in lieu of vacation is not permitted. Regular full-time and part-time employees (working > 30 hours) will be awarded paid vacation time in accordance with the schedule listed below. Seasonal and temporary employees are not eligible for paid vacation time. Vacations are to be scheduled with and approved by the employee’s supervisor for those periods that best suit the specific job responsibilities and NFY operations.

Employment	Executive Director	All Other Directors	All Other Full Time
Less than 1 year	No vacation time granted, see Associate or Executive Director for approval.		
1 Year	80 hours	80 hours	80 hours
2 Year	120 hours	80 hours	80 hours
5 Year	160 hours	120 hours	80 hours
10 Year	160 hours	160 hours	120 hours

Eligible employees will be able to use accrued vacation following their one (1) year anniversary. All eligible vacation must be taken during the anniversary year or it will be forfeited with the exception of a maximum of one week (40 hours) or less which may be carried over each year.

PTO for Coordinators

Paid time off will be awarded to Coordinators after their first full year. Maximum PTO that can be earned is 80 hours for putting in 2,080 hours in a year. The amount of PTO will be determined by the percentage of hours put in over the course of a year (calendar year January – December). This PTO does not rollover into the next calendar year.

Sick Time

Full time employees will earn paid time off at 2 days per year. Sick time is not cumulative and not available for payout upon separation of employment.

Full-time employees earn sick time based on ten (10) days per year. Those employees who are absent due to personal illness or accident are entitled to take sick time that has been accrued. No payment for sick leave will be granted during the first ninety (90) days of employment.

Employee Memberships

The Norfolk Family YMCA’s mission is to build spirit, mind, and body for all. To further this philosophy, we encourage NFY employees to participate in NFY programs and activities providing wellness and recreational opportunities.

Employee memberships and discounted Norfolk Family YMCA programs (including child watch) will be provided for employees (who work a minimum of 4 hours each month) and their immediate families while employed with the Norfolk Family YMCA. Seasonal Employees also qualify when actively working a minimum of 4 hours each month.

Employees and the dependent members of their families living in the Norfolk Family YMCA service area may be granted membership privileges dependent upon position. They may also be granted complimentary participation in other program activities where their participation does not exclude other members or add directly to the cost of the activity. Equipment and supplies will be paid for by the participant.

	Full Time Exempt		Full Time Hourly		Part Time Hourly		Seasonal
	Scheduled to work min. 40 hours/week.		Scheduled to work 40 hours/week.		Works less than 40 hours per week; may or may not be regularly scheduled.		Employed for a short-term period.
	Employee	Household	Employee	Household	Employee	Household	Employee
Membership	No Fee	No Fee	No Fee	No Fee	No Fee	Difference of the membership	No Fee
Program/Activities	50% of member rate	50% of member rate	50% of member rate	50% of member rate	See Below(1)	N/A	N/A
Child Watch	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)	\$1 per hour (2)

Notes: (1) Discounts on programs for the employee & their immediate family are as follows:
 o 10% after 90-day orientation

- 15% after 1 full year of continuous employment
 - 30% after 10 years of continuous employment
- (2) Child watch is offered free to employees who are utilizing the program during their scheduled time of work.
- (3) Programs such as special events (included but not limited to youth contact football, adult leagues, fundraisers, and tournaments may not be discounted.

Legally Mandated Benefits

Continuation of Health Care Benefits (COBRA)

Federal law provides for continuation of benefits for employees or dependents that lose their health and dental coverage. This temporary extension provides eligible employees and dependents health and dental coverage. This temporary extension provides eligible employees and dependents continuation of benefits for up to 18 months. In some circumstances, this benefit can be continued for 26 weeks. Qualifying events include, but are not limited to, employees who leave the YMCA or are terminated (except for gross misconduct), employees who lose coverage due to reduction of hours, or circumstances in which covered dependents lose coverage

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

Social Security (FICA)

All employees are required to participate jointly with the Norfolk Family YCMA in the Federal Insurance Contributions Act which funds Social Security. It is a mandatory payroll deduction.

Workers' Compensation Insurance

Employees are covered against the hazards of occupational accidents and illness on the job through insurance in a manner and to the extent, required by the state workers' compensation laws.

Unemployment Insurance (FUTA)

The Norfolk Family YMCA's practice shall be consistent with federal and state laws.

Leave of Absence

Family and Medical Leave Act (FMLA)

In accordance with the federal Family and Medical Leave Act, employees are allowed 12 workweeks of unpaid leave during a 12-month period. FMLA states that an employee must be employed with an employer for 12 months, and have worked at least 1,250 hours in the 12-month period preceding the start of leave. The Norfolk Family YMCA uses the rolling forward method to calculate FMLA leave period which is defined as the 12-month period measured forward from the first date an employee's FMLA leave begins.

FMLA leave absence may be granted for the following reasons:

- The birth of a child, or the replacement of a child with you for adoption or foster care. If spouses are employed by the Norfolk Family YMCA, the maximum combined total is 12 weeks during a twelve (12) month period for the birth or adoption of a child. Thirty (30) day notice or "such notice as is practicable" must be given to the employer.
- A serious health condition that makes the employee unable to perform the essential function of his/her job.

- A serious health condition affecting an employee's qualifying spouse, child, or parent, for whom the employee is needed to provide care.
- A qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Provide care for a serious injury or illness of a covered service member who is your spouse, son or daughter, parent, or next of kin (as defined in FMLA regulations).
- If spouses are employed by the Norfolk Family YMCA, the maximum combined total is 12 weeks during a twelve (12) month period for the birth or adoption of a child. Thirty (30) day notice or "such notice as is practicable" must be given to the employer.

Eligible employees may take the 12 weeks of leave intermittently or use the leave to reduce work week or work day when medically operations of the Norfolk Family YMCA.

The Norfolk Family YMCA requires a reasonable effort to schedule treatment for any reason of leave so as not to unduly disrupt the operations of the Norfolk Family YMCA.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment with inpatient care in a hospital, hospice or residential medical facility; incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also requires continuing treatment or supervision of a health care provider; or incapacity due to pregnancy, prenatal care a chronic serious health condition.

Health care and life insurance benefits will be maintained under the same condition as if you continued to work if the employee pays their portion of premium payments. If you are receiving paid time during leave and are enrolled in group health plan benefits, your payments will continue through normal payroll deductions for the amount of time you receive pay during leave. If you are on unpaid leave, the premium must be paid by the last day of each month. Other payment options may be arranged but must be discussed with the Human Resources department prior to leave. Non-payment of premiums will result in group health insurance benefits being cancelled. Failure to return from leave may result in the employee paying the employer portion of cover insurance premiums while the employee was on leave. Continuous service will accrue during the period for which leave is granted for calculation of the retirement plan, vacation, and sick pay benefits.

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

- Thirty day's advance notice when the need for the leave is foreseeable.
- Medical certification from a health-care provider within 15 days of receiving notice that leave is approved.
- Periodic recertification.
- Periodic reports during the leave when the leave is needed to care for an immediate family member or the employee.

A fitness-for-duty note prior to an employee returning to work if the leave (sick leave, vacation, etc.) before taking any unpaid leave. The use of paid time off will not extend the length of the leave to which the employee is otherwise entitled.

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

Pregnancy Leave

The Norfolk Family YMCA will make every attempt to allow a pregnant employee to perform the major functions of her position.

In accordance with the Nebraska Pregnant Workers Fairness Act, which amends the Nebraska Fair Employment Practice Act. The NFY will not discriminate against an individual who is pregnant, who has given birth, or who has a related medical condition in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training.

Jury Duty

It is a civic obligation for all persons to serve jury duty when called and leave will be provided. You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. All full-time employees serving jury duty during regularly scheduled workdays will receive full compensation for such days. Documentation for jury duty must be presented to the YMCA in order to be paid.

If an employee is called as a witness for the Norfolk Family YMCA, then that service will be paid as if worked. If the employee is called as a witness in a case that does not involve the Norfolk Family YMCA, then the employee may choose to use vacation time or it may be unpaid time off. In all instances, the employee must notify the supervisor as soon as possible that a subpoena has been issued.

Military Service

When an employee is called or recalled for active duty in the military, the Norfolk Family YMCA will grant an official leave of absence without pay. Re-employment rights correspond to existing applicable laws.

Employees, who are completing their military tenure in the Armed Forces Reserves or National guard, may use their vacation time for such training. Upon being informed of a military obligation, every effort should be made by the employees to contact their supervisors immediately. This leave cannot be used for any other purpose.

Funeral Service

Two (2) personal leave days will be granted with pay upon approval by the supervisor and/or associate director for full-time, regular employees for the death of an employee's immediate family member defined as: mother/father; sister/brother; husband/wife; child; grandparents; mother or father-in-law; sister or brother-in-law; step father/mother; step brother/sister; step child. This leave cannot be used for any other purposes.

Employee Safety

Safety Guidelines

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

- Immediately report any potentially unsafe condition to your supervisor.
- Maintain a clean and orderly work area at all times.
- Immediately (i.e. within 24 hrs or less) report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem. Employees may be asked to submit to a substance abuse test post-accident.
- Avoid engaging in any horseplay or distracting others.
- Adhere to all safety rules, signs and work instructions.
- Only operate vehicles, machines, or equipment that you are authorized and trained to use.
- Wear required personal protective equipment (PPE) when working in hazardous areas or conditions and when working with chemicals or potentially harmful substances.
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures and where to go in the event of a tornado.
- Use the right tools and equipment for the activity and use them safely.
- When lifting, bend your knees, grasp the load firmly, and then raise the load keeping your back straight as possible. Get help for heavy loads.
- Report any damaged or defective equipment or other unsafe condition to your supervisor promptly.

Norfolk Family YMCA Employee Handbook

Acknowledgement of Receipt

I acknowledge that I have been notified that a copy of the Norfolk Family YMCA Employee Handbook is located on the Employee Resources page of our NFY website and located in the employee packets folder. The handbook contains a brief description of employee benefits, Norfolk Family YMCA policies and other job-related information. I am responsible for accessing, reading and following the policies and procedures outlined within the handbook.

The Employee Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor and/or the Human Resources Department.

Some of the subjects described in this handbook are covered in detail in official policy and procedure documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

The NFY reserves the right to update and/or modify this handbook, policies and practices at any time without prior notice.

I understand that this handbook is not intended to be an expressed or implied contract of employment, but rather is designed to answer many of the questions which may arise in connection with my employment.

I further acknowledge that the employment relationship between the Norfolk Family YMCA and me is "at will", meaning that the relationship may be terminated by either party at any time, for any reason, without regard to the provisions or procedures in this handbook, which the Norfolk Family YMCA will apply at its sole discretion.

My signature below indicates that I understand and agree that I am responsible for familiarizing myself with the Norfolk Family YMCA Employee Handbook.

Employee Signature

Date

Director Signature

Date

Print Name

Print Name