

YMCA of Pomona Valley Employee Handbook



Our Employees Make The Difference.

Revised October 28, 2006

WELCOME TO YMCA OF POMONA VALLEY

As an employee of the YMCA of Pomona Valley, you are working for an organization that has been a major force within Pomona Valley for more than eighty years. You are a building block in our success, and your effort, cooperation, enthusiasm and professionalism are vital to our continued success.

It is a firm belief of the YMCA that only by working together can we achieve our goals. Thus, your progress will depend largely upon your interest in and the energy you direct to your job.

It is the purpose of all members of the staff to:

- A. Always keep before our own needs the needs of those we serve.
- B. Strive for proficiency in our profession.
- C. Grow in our ability to serve the community in which we work and live.

CHARACTER DEVELOPMENT IS OUR GREATEST GIFT

The YMCA embraces four values adopted nation-wide by our association - respect, caring, honesty, and responsibility. These values should guide you in every decision you make, in every word you speak, every behavior and action toward those with whom you come in contact. As a YMCA staff, you have a very important role in the growth and development of the children and family with whom you work. They look to you for guidance and use you as a role model for their emotional, behavior and social growth.

EVERY PERSON DESERVES:

**A place to go....
Someone who cares....
Something to hope for....**

YMCA MISSION

To put Christian principles into practice through programs that promotes a healthy spirit, mind, and body.

You are special! As a member of this staff, we have recognized skills and talents in you. We have identified that you love people, are friendly, patient, creative, and enthusiastic. You have been hired because we feel you are the best candidate for the job.

Thank you for choosing the YMCA of Pomona Valley as your employer. As you succeed, so shall our YMCA.

ABOUT YOUR HANDBOOK

We've designed this Employee Handbook ("Handbook") to provide you with a single source of information about your association, how it operates, what you can expect from us and what we expect from you. All employees are expected to read, understand and comply with the provisions of the Handbook.

Because our policies reflect a living and growing association, these policies are updated from time to time. We'll keep you informed of any policy changes and benefit improvements as quickly as possible through amendments and supplemental information. However, this Employee Handbook is not inclusive and is subject to change without notice at any time. In addition, YMCA reserves the right to deviate from the policies set forth herein from time to time when, in its sole discretion, YMCA deems it necessary to do so. However, YMCA's employment-at-will policy permitting you or YMCA to end the employment relationship for any reason at any time will not be changed.

The contents of the Handbook are not intended to create an employment contract or agreement, and the language should not be construed as promising or guaranteeing continued employment or benefits. All staff members shall be provided a copy of this document and must indicate receipt by signature.

This Handbook supersedes and replaces all previously existing YMCA Human Resources policies, manuals and handbooks, effective October 20, 2006.

Employment Status and Records

Nature of Employment

The YMCA seeks to consistently attract, develop, motivate, and retain the most competent staff possible to aid in the achievement of the objectives of the YMCA. This policy is established for the purpose of defining, regulating, and coordinating the personnel administration of this Association. The YMCA reserves the right at any time to change or modify its policies, procedures, and benefits as described in this document.

This document is not a contract. Either an employee or the Association may terminate the employment relationship at any time for any reason. It will also serve as a device for helping all employees better understand not only their privileges, but also their responsibilities as employees of the Association. It is also intended to give further evidence of the YMCA's Christian nature through its staff practices and relationships.

Administration of Policy

The Board of Directors of the YMCA selects a General Director/CEO who is responsible for the administration of the policies in this Handbook and the supervision of staff. The General Director/CEO delegates the administration of these policies to the appropriate supervisory executive of each employing unit. The Human Resource Coordinator monitors application of these policies to ensure equal treatment for all.

All matters pertaining to interpretation of this Handbook are the policies contained herein should be addressed to the President/CEO or the designated representatives.

YMCA Human Resources policies will be reviewed on a regular basis and may be changed from time to time, with or without notice, upon approval of YMCA's Board of Directors. YMCA Human Resources policies do not pre-empt or replace applicable laws.

Definitions

The following definitions apply to this document:

1. Association – Young Men's Christian Association of Pomona Valley.
2. Chief Executive Officer or CEO – General Director/CEO or designated representative.
3. Department Head – Staff member responsible for the operation of a program department
4. Employing Unit – The department, branch or corporate division having budget and salary responsibility for the employees.
5. Exempt Employees – Those who are classified as "exempt" according to the Federal Fair Labor Standards Act. They are paid on a salary basis and are not subject to premium pay for overtime. They include full time professional staff related to program or administrative function, and other related supervisory staff.
6. Non-Exempt Employees – Those who are classified as "non-exempt" under the Federal Fair Labor Standards Act and include full and part time personnel. They are required to record their time worked on a daily basis and are eligible for overtime pay.
7. Full-Time Employees – Employees working 40 hours or more per week on a 12-month basis.

8. Part-Time Employees – Employees hired to work and regularly scheduled to work less than 40 hours per workweek, or hired to work 40 hours per week on less than a 12-month basis.
9. Seasonal Employees – Those persons employed for a specific time, (usually less than 4 months) regardless of the number of hours worked per week (i.e. summer camp staff).
10. Government-Funded Projects/Programs Staff -- The YMCA operates a variety of programs that are contracted for a specific period of time. Persons employed by such programs will be considered YMCA employees listed on the payroll and receive pay and benefits relative to the provisions of the specific contract as well as other applicable employment guidelines. Such employees are considered at-will.
11. Operating Unit – Department, employing unit, branch or corporate office employing the employees

Classification of Employees

The Association, for payroll and benefit purposes, recognizes 2 major classifications of employees; those who are exempt and non-exempt (as defined above). The Association, for purposes of career development and national roster listing, recognizes the following classifications of employees as established by the YMCA of the USA.

1. General Employees – Staff members related to operations such as clerical, maintenance, etc.
2. Staff Associates – Staff members who are employees in program and administrative positions but who do not meet the qualifications for YMCA Directors or who may be in the process of meeting such requirements.
3. Directors – Staff members who are full-time employees in program and administrative positions and who have met the established requirements for YMCA Directors by the YMCA of the USA.
4. Professional Directors – Directors who are full-time employees in program and administrative positions and who have met the requirements for recognition by the YMCA of the USA.
5. Senior Directors – Professional Directors who are full-time Directors in program and administrative positions and who have met the established requirements for recognition as a YMCA Senior Director.

EMPLOYMENT RECORDS

Staff members must complete all appropriate forms and other records necessary to be placed on payroll. Staff members may review their personnel file in compliance with applicable state statutes.

Employment Information Responsibility

The responsibility of all personnel shall be to work toward achieving the objectives of the Association. Each employee contributes to the attainment of these objectives by how he/she performs his/her work, and by his/her interest in the spirit of service to members and other participants in their operating unit. The Association will seek to employ:

- Those whose character and life purposes are in harmony with the mission, objectives and goals of the Association.
- Those that possess the special aptitudes, skills, competencies and capacities which are required in their respective fields of work, and who show the capacity to learn and improve their workmanship.
- Those who can gain the cooperation and goodwill of the public they serve, as well as their associates.

Equal Employment Opportunity

This YMCA affirms its moral and legal commitment to the full support of an affirmative action plan toward equal employment opportunity for all persons. This Association shall not discriminate against any employee or applicant because of race, color, creed, national origin, sex, age, marital status, handicap, medical condition, or any other characteristic required by law in the implementation of this Policy. All personnel actions covered by this Policy will be administered accordingly.

DISABILITY ACCOMMODATION

The YMCA's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified person with disabilities.

The YMCA is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation will be available to all staff members and applicants, including work site accessibility, as long as the accommodation does not cause undue hardship to the YMCA.

EMPLOYMENT OF RELATIVES

It is the policy of the YMCA to allow close relatives and domestic partners, such as but not limited to an employee's spouse, children or parents, to be employed by the YMCA. However, close relatives and domestic partners shall not be hired or transferred under the following conditions:

1. When one close relative or domestic partner would supervise or evaluate the other;
2. When one close relative or domestic partner would supervise or evaluate the immediate supervisor of the other or
3. When there is a security risk or conflict of interest presented by such employment.

If a relationship occurs that results in two staff members of the YMCA becoming close relatives or domestic partners when they are in apposition reflecting the above conditions, the staff members must notify the Human Resource Coordinator. The Human Resource Coordinator will attempt to identify an alternative employment arrangement within the YMCA. If such an arrangement cannot be achieved, the President/CEO will decide how to resolve the matter.

CONFLICT OF INTEREST POLICY

It is the policy of the YMCA that no staff member shall engage in activities contrary to its interest or inconsistent with the responsibilities entrusted to them. While an exhaustive list of conflict situations cannot be given, in general, there is conflict wherever an employee achieves or attempts to achieve personal gain or incurs obligation to others at the expense of the YMCA. Such personal gain need not be direct and might include gain by family members or relatives.

The following list includes areas where a conflict of interest is likely to arise, but is not meant to limit the areas where employees should exercise discretion:

1. Personal benefit from any corporate transaction: sale, purchase, rent and lease of property, employee services or supplying products.
2. Receiving gifts, special payments or favors greater than a nominal value (generally \$50.00 or less) from an individual or organization that is providing goods or services to the YMCA or receiving goods or services from the YMCA. At no time should an employee solicit, request or otherwise indicate gifts, payments or favors are expected.
3. Use of YMCA personnel in an individual venture or in conjunction with any business outside that of the YMCA.

4. Misuse of inside information or confidential information not available to the public for personal or other's gain, to include membership, contributor or employee mailing lists or any use of such information to the YMCA's disadvantage or the staff member's or other's improper advantage.
5. Use of YMCA resources to develop competitive programs for personal use or use by others

OPEN APPLICATION

When job openings occur, the YMCA supports an open application process. However, YMCA will also strive to provide an opportunity for promotion from within the association.

EMPLOYMENT OF MINORS

The YMCA operates in accordance with the requirements of the federal Child Labor Act and applicable laws and regulations of the State of California including terms of occupations, hours and days.

AS A NEW STAFF MEMBER

EMPLOYMENT POLICY

The YMCA seeks to hire individuals who meet the highest standard of character; subscribe to the mission, purpose and goals of the YMCA and embody the four core values. Staff members should possess the special aptitudes, skills and capacities required by their field of work, and they should exhibit the desire and capacity to learn, advance and improve.

All employment practices shall be consistent with applicable laws and other such acts and regulations that control the employment relationship.

PROOF OF ELIGIBILITY TO WORK

You will be required to furnish evidence that you are one of the following:

1. A citizen or national of the United States;
2. A lawful permanent resident of the United States; or
3. An alien authorized to work in the United States.

CRIMINAL HISTORY RECORD CHECK

All candidates for employment and/or staff are required to allow the YMCA of Pomona Valley to conduct a criminal background check, and you must satisfactorily clear a criminal background check as a condition of employment. Criminal backgrounds may be run monthly on every staff member. Failure to consent and satisfactorily clear a criminal background check according to specified YMCA of Pomona Valley guidelines, policies and practices will result in withdrawal of the job offer or immediate termination, In the event or occurrence of inaccurate information, the staff member may appeal the termination.

INTRODUCTORY PERIOD

An introductory period of three months applies to all new Association employees. This is to allow both the Employee and the Association to determine if the job and the employee are suited to each other. During the introductory period, the employee will be evaluated and termination may occur at any time. Employment is at will and may end at any time with or without cause before and/or after completion of the introductory period.

RELOCATION

When employment requires a change of permanent residence at the convenience of the Association, the employing unit of the Association may reimburse the employee for moving costs to the new location according to the following schedule:

Coach Class transportation by the relocated employees and family or the actual out-of-pocket mileage, lodging and meal costs for driving the most direct route at a cost not to exceed coach class airfare (employee's option). An itemized expense report is required. Household moving expenses to be paid by the Association will be based on specific arrangements to be contained in the agreement of employment.

Employee Conduct and Disciplinary Action

PUBLIC ISSUES/CONFLICTS

Employees are encouraged to exercise their rights as citizens, including the right to express their personal convictions on social, economic, religious, and political issues. However, employees must refrain from giving the impression that views expressed and positions taken by them are those of either the YMCA or other employees. It is the established policy of the YMCA that all employees must avoid situations which involve potential conflicts between their personal interests and the interests of the Association ahead of their personal interests when conducting YMCA business.

GRIEVANCES

In the event of differences which cannot be resolved by an employee and his/her immediate Supervisor, the employee shall have the right of a hearing with the next appropriate supervisor in line of authority up to the Chief Executive Officer. The decision of the Chief Executive Officer shall be final.

HARASSMENT

The YMCA is committed to maintaining an environment in all of its locations and facilities that is free of discrimination. Harassment, including sexual harassment, is contrary to basic standard of conduct between individuals and is prohibited by state and federal law. It is the policy of the YMCA to expressly forbid any form of harassment of, by or between staff members, member's participants, guests, volunteers and/or vendors.

Any staff member who engages in any of the acts or behavior defined below violates YMCA policy such misconduct will subject a staff member to disciplinary action up to and including immediate termination.

1. Definition of Harassment -- Unwelcome verbal, physical or visual conduct that affect tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment. This includes unwelcome behaviors and intimidating acts directed at a person or persons based on racial or other protected status.

Harassment includes, but is not limited to:

- Hostile, derogatory or otherwise unwelcome jokes, kidding teasing or practical jokes;
- Hostile, derogatory or otherwise unwelcome written materials or graphic depictions circulated or posted the workplace; and
- Epithets, slurs, negative stereotyping, refusing to communicate with someone (giving them the "silent treatment") and intimidating acts.

2. Definition of Sexual Harassment -- Unwelcome sexual advances or visual, verbal or physical conduct based on sex constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the opposite or same sex as the harasser. Examples of prohibited sexual harassment include:

- Unwelcome sexual flirtation or advances.
- Offering employment, promotions or other benefits in exchange for sexual favors. Making or threatening reprisals for refusing sexual advances.
- Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons or poster; suggestive or obscene letter, notes or invitations.
- Verbal conduct such as derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, graphic verbal commentaries about the individual's body and sexually degrading words used to describe and individual.
- Physical conduct such as patting, pinching or brushing against another person's body.

3. Retaliation

The YMCA forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint or cooperating in a harassment investigation.

4. Reporting Harassment

Each staff member has not only a right, but also a duty, to report conduct which he or she believes may constitute harassment. Staff members who feel they have been discriminated against or in any other manner harassed or are aware of any incidents of sexual or other unlawful harassment directed at others should immediately report such incidents to their supervisor, center executive or the President/CEO. All complaints will be investigated promptly, impartially and discreetly. Confidentiality will be maintained to the extent permitted by the circumstances.

CODE OF CONDUCT

The YMCA is committed to providing a safe and welcoming environment for all staff members, volunteers and program participants. To promote safety and comfort for all, employees are expected to act appropriately at all times while working or volunteering in YMCA facilities and programs. All staff members are expected to behave at all times in a mature and responsible way in accordance with all applicable laws and regulations and the policies and procedures of the YMCA, and with adherence to the YMCA's four core values of caring, honesty, respect and responsibility.

Failure to comply with the expectations as defined within this Code of Conduct will lead to disciplinary action, up to and including termination. It would be impossible for the YMCA to outline every "Do" and "Don't," but rather, the policies represented here are intended to cover general requirements that are essential for the YMCA's operations.

WORK RULES

These rules have been established so that all staff members may know what is expected of them, and to give examples of unacceptable behavior that could result in disciplinary actions and/or termination.

The following list is subject to change by YMCA management at any time and is by no means exhaustive. This list is intended only to illustrate the YMCA's expectations regarding conduct. It does not include all situations that may arise. Violations of any of these rules or other unacceptable behavior may subject a staff member to disciplinary actions and/or termination.

- Mistreatment or gross neglect of fellow staff members, member's guests or YMCA participants.
- Any harassing or discriminatory behavior towards fellow staff members, members, member's guests or YMCA participants.
- Unsatisfactory work performance or service.
- Damage, loss, or destruction of association, members, or staff member's property due to willful or careless acts.
- Theft or dishonesty.
- Failure or willful refusal to perform work as directed – insubordination.
- Fighting, swearing or abusive behavior while at work.
- Absence without proper notification to supervisor – unexcused absence.
- Excessive absence or tardiness.
- Sleeping on the job; inefficient performance of duties; incompetence or neglect of duties.
- Any act against the employer that threatens the financial or social position of the association.
- Falsification of personnel records, including time sheets.
- Violation of any commonly accepted standards of responsible personal conduct, including inappropriate behavior, threats, speech, attitude or appearance.
- Violation of YMCA's Drug and Alcohol policy.
- Violation of any YMCA policy or guideline or any other reason that in the judgment of the YMCA merits disciplinary action or termination.

ATTENDANCE AND PUNCTUALITY

Regardless of what position you hold, you were carefully selected for that position. Thus, your punctuality and regular attendance are essential for efficient operations. Repeated absence or tardiness will affect your job, causing undesirable results in the performance of your department's work.

If you know in advance that you must be late or absent, please advise your supervisor by telephone at least two (2) hours prior to your normal starting time for work. Excessive unexcused absences or tardiness or absences or

tardiness without proper notification can result in disciplinary action, up to and including termination. An employee who is absent for three (3) or more consecutive workdays without proper notification to his or her supervisor will be immediately terminated.

DRUG AND ALCOHOL POLICY

The YMCA is committed to providing a drug free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on Association premises or during working hours. Employees of the YMCA must notify the Association of any criminal drug statute conviction for a violation occurring on Association property or during working hours no later than 5 days after such conviction. Any violator of this policy will be subject to immediate termination of employment. For purposes of the policy, a drug is considered an "illegal drug" if its use is prohibited or restricted by law and the employee improperly uses or possesses the drug, regardless whether such conduct is an illegal act or whether the employee is criminally prosecuted for such conduct.

If the Association has reason to believe an employee had violated this policy, or is under the influence of alcohol or illegal drugs at work, the Association may require the individual to take a drug or alcohol test at the YMCA's expense and may legally search their workplace for drugs, alcohol, and related paraphernalia. The Association will enforce this policy fairly and in accordance with the law.

Drivers of Association vehicles shall participate in pre-employment and random drug testing.

Violence

Violence in the workplace is not tolerated; weapons are prohibited, and all threats are viewed with the assumption that they will be carried out.

Property

Upon separation all YMCA property including, but not limited to, equipment, records, keys, ID cards shall be returned to the YMCA. The Association assumes no liability for personal property. Personal items on Association owned, leased and or rented premises or vehicles are the sole responsibility of the employee.

Driver's License Check

If you are to drive YMCA vehicles, your driving record will be checked with the California Department of Public Safety. Certain positions require that you drive YMCA vehicles. You must have a valid driver's license and pass a clearance with our insurance company.

Applicants for employment and/or staff will not be insurable by the YMCA of Pomona Valley insurance carrier if the applicant:

1. Has more than two (2) moving violations (speeding, improper lane change, failure to yield, failure to obey traffic sign, careless driving or having a license suspended in the past related to moving violations) within a two (2) year period;
2. Has more than two (2) at-fault accidents within a three (3) year period; or
3. Has one major moving violation (DWI/DUI/OUW, refusing substance test, driving with an open container (alcohol), reckless driving, hit and run, fleeing or evading police or roadblock, resisting arrest, racing/speed contest, driving with license suspended or revoked, vehicular assault, homicide or manslaughter or using vehicle in connection in a felony) within a five (5) year period.

An applicant for employment who is not insurable may not be eligible for employment by The YMCA of Pomona Valley.

CHILD ABUSE PREVENTION

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Any suspected or reported child abused shall be treated in accordance with applicable laws and approved policies.

Off Duty Relationship with Children Policy

Staff members may not be alone with children they meet in YMCA programs outside of the YMCA. This includes employment, babysitting, sleepovers and inviting children to your home unless one of the conditions exist:

- Staff member and child's family or guardians have a relationship that predates your employment or volunteer position at the YMCA;
- Staff member and the child's family or guardians have a relationship which predates the child's enrollment in a YMCA program; or
- Staff member and the child or child's family or guardians are related.

In all of the above cases, the CEO must be notified and a release signed by the child's parent or guardian must be in the staff's personnel file.

Grooming and Dress

The YMCA welcomes and involves people of all ages from diverse cultures and background. YMCA staff members should exercise sound business judgment with regard to personal appearance, dress and grooming, enabling them to effectively and safely perform their job duties. Individual expression in personal appearance, when offensive to others, is inappropriate for YMCA staff members while on duty or on the YMCA premise.

Center executives will be responsible for clarifying the standards of appropriate dress within their facilities. This includes exceptions to policies and unique situations.

1. Clothing

- At a YMCA facility or program site, YMCA staff shirts and business casual attire should be worn. Footwear should be appropriate to the job function. The following position must wear assign staff shirts at all times: front desk staff, child care, fitness, maintenance, aquatics and specialty class instructors. Administrative staff can choose to wear business casual attire or YMCA staff issued staff shirt.
- All staff members (except aquatic in swim suites) will wear YMCA nametags at all times. Nametags should be easily visible by members.
- All shorts, skirts and slacks will be loose fitting and no shorter than two inches above the knee. All pants, shorts and slacks must be worn at waist level. Oversized clothing will not be allowed.
- Staff leading or attending programs involving physical activity should wear approved YMCA apparel.
- Female aquatic staff swimsuits should be one piece and male aquatic staff swimsuits should be trunk style.
- Jeans are not appropriate, except by maintenance, nursery, childcare and after school staff members.

- YMCA logo hats may be worn outdoors, and must be worn with the bill forward. Hats are not appropriate indoors at any time. The supervisor must approve any hat that does not have a Y logo on it.
- Low-cut necklines, exposed midriffs, tank T-shirts and faded, torn clothing are not appropriate.
- Exceptions to the above may be appropriate for staff members involved in physical activities requiring clothing of sturdier nature.

2. Grooming

- Staff members should practice good personal hygiene at all times.
- When tattoos are visible, they should not be excessive in size, not draw attention to location and not demonstrate a negative message or theme.
- It is recommended that staff members have no excessive jewelry. Jewelry that portrays a negative message or theme and visible body piercing (not including ears) are prohibited.
- Hair and facial hair should be clean and neatly maintained. Creatively colored hair (pink, blue green, etc.) is not appropriate.

Program supervisors will resolve issues related to grooming policy on a case-by-case basis. If a potential conflict is identified, the staff will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos or transfer to alternate job duties. An environment of mutual cooperation is the YMCA's goal.

In all cases, the CEO reserves the right to determine what appropriate dress is.

Separations

By definition, the term "separation" shall refer to any and all terminations of the relationship between an employee of any classification and the Association as the employer. Categories of separation will specifically follow the Federal Employment Security Act.

Resignation

Resignation is a voluntary choice, freely made by the employee, to terminate his or her working relationship with the YMCA. A written notice of resignation shall be provided as follows:

1. Exempt Employees – a minimum of thirty (30) days
2. Non-Exempt Employees – a minimum of two (2) weeks

All vacation accrued to date of separation will be paid.

Reduction of Workplace

Separation may be imposed upon employees as a result of economic necessity, operational and/or program changes, reorganization or other reasons which require a reduction in the present work force. Full-time employees who have been employed for at least one year shall be given a minimum thirty (30) days notice. The Association reserves the right to provide termination pay in lieu of notice.

All earned vacation plus separation pay will be paid. Separation pay is based upon service in the Pomona Valley Association only and is calculated as follows:

1. Less than three (3) years – none
2. Three (3) to five (5) years – one month’s salary and one month’s health insurance coverage.
3. Over five (5) years – one month’s salary and one month’s health insurance for each five (5) years of service (maximum four (4) months).

Employment at Will

All employees are hired for an indefinite and unspecified duration. Notwithstanding any other provision of this personnel policy, no employee is guaranteed employment for any specific length of time. Employment is at the mutual consent of the employee and the YMCA. Accordingly, either the employee or the YMCA can terminate the employment relationship at will, at any time, with or without cause or advance notice. Furthermore, no employee or representative of the YMCA, other than the General Director/CEO, with the approval of the Board of Directors, has any power or legal authority to alter the at-will nature of the employment relationship. The General Director/CEO can alter the nature of the relationship only if he/she expressly does so in a written agreement that is signed both by the General Director/CEO and the employee, and approved by the Board of Directors. No oral agreement of any kind can alter an employee’s at-will status. This at-will statement is the entire agreement between the YMCA and the employee relating to the employment form.

Unsatisfactory Performance or Conduct

Prior to separation of an employee for unsatisfactory performance or conduct, the direct supervisor and/or Branch Executive should generally make a reasonable effort to resolve the problem. In appropriate circumstances, an employee may be subject to suspension without pay with Branch Executive Director approval.

Separation of the employee may be imposed by the employer for, but not limited to, the following reasons:

1. Failure to meet performance and job standards
2. Disregard of Association policies
3. Simple misconduct
4. Repeated and/or excessive tardiness/absenteeism
5. Insubordination

Accrued vacation will be paid. Any separation requires Branch Executive Director approval.

Gross Misconduct

Dismissal may be imposed by the association for gross misconduct/behavior, which includes, but is not limited to the following:

1. Sexual harassment
2. Illegal or immoral conduct
3. Child abuse
4. Molestation or display
5. Conviction of felony
6. Theft or willful damage to Association property
7. Abusive or profane language
8. Falsification of Association records
9. Reporting to work under the influence of drugs or alcohol, possession, manufacture, distribution or dispensation of alcohol or illegal substances on Association premises or during work hours

Separation for cause of any employee requires **NO** notice.

If an employee is suspected or accused of gross misconduct/behavior, the employee will be removed from the job and suspended without pay pending investigation. Petty cash, expense accounts, etc. will be reconciled, and keys, credit cards, etc. collected.

The Chief Executive Officer will be informed in advance whenever possible of a decision to suspend an employee. Documentation will be sent to the Chief Executive Officer for review and approval. If the employment is terminated all due wages will be paid. Reinstated employees will receive back pay.

HOURS OF WORK/CONDITIONS

Work Schedule

Each immediate supervisor is responsible for the preparation and supervision of the work schedule for all employees under his or her supervision. Federal and State laws regulating hours of labor shall govern work schedules. The Branch Executive or Department Head must approve all employees' work schedules.

Exempt Employees

The work schedule of employees related to program and administration of the Association can rarely be limited to a regular number of days and hours per week. In consultation with their immediate supervisors, exempt staff member shall have maximum freedom to determine their schedules as they relate to the accomplishment of their job responsibilities.

Non-Exempt Employees

The length of the working day and week shall conform to existing State and Federal Law. A normal working day shall not exceed eight hours and a normal working week, forty hours. Overtime work shall be avoided insofar as possible, but shall be approved if scheduled by the Supervisor. Employees shall be paid on the basis of one and one-half times their regular pay rate for overtime worked in accordance with State and Federal overtime regulations. Whenever possible, the employee may be given compensating time off at one and one-half times in lieu of overtime pay upon the employee's written request in advance of overtime worked.

Compensation

The YMCA believes that all employees should be paid according to fair and uniform principles and the contribution they make to the Association's mission. A salary range shall be established for each position based upon job evaluation of program and wages in comparable positions inside and outside the YMCA. This will provide the basis for compensation of all employees and is recommended by the Personnel Committee and approved by the Board of Directors. The Personnel Committee is responsible for setting the merit increase guidelines for annual salary reviews and the Chief Executive Officer is responsible for the administration of the compensation program. The program will be based on a work performance review conducted at least annually. The review is to include a discussion with the employee of his or her performance in relation to previously agreed upon performance standards. Employees new to this Association shall be given a complete performance review at the end of three months on the job and at least annually thereafter.

Expense Accounts

All Employees eligible for reimbursement for expense shall keep a record of expenses incurred on behalf of the Association. Expenses shall be reported at such time and in such manner as required by the Association's accounting procedures. The guiding principle for determining the eligibility of an expense for reimbursement is whether or not the expense enables the employee to further the YMCA's mission and accomplish its goals. Items that the employee is unsure of should be approved by the employee's supervisor in writing prior to the expenditure of funds.

The following items are recognized as proper charges against expense accounts, if provided for in the budget:

1. Transportation fare (except to and from work) and telephone calls on YMCA business.
2. The reasonable cost of meals at which the employee's attendance is required.
3. Traveling expenses, including fares and hotel bills, on approved business trips.
4. Expenses incurred for the use of personally owned automobiles used for official YMCA business at a rate set by the Association upon recommendation of the Personnel Committee.
5. Attendance at conferences, seminars and conventions, including travel expenses, room and board and registration fees.
6. Membership dues and meals in a service club, professional society or community organization where the membership in such a group is deemed advantageous to YMCA interests, and approved by the Supervisor.

Military Reserve Training

Employees, who are members of an organized military reserve unit, or a State National Guard, will be granted unpaid leaves of absence for required periods of active duty for training and other mandatory requirements up to ten (10) working days per year.

EMPLOYEE BENEFITS

Full-time YMCA employment will be counted in determining credits for benefit provisions. Part-time and/or temporary employees are not eligible for benefits.

Holidays

Eight (8) approved holidays are observed annually with pay. The following days shall be observed as full holidays with facilities closed, where feasible, and with as many employees released from duty as possible:

- | | |
|----------------------------------|------------------------------|
| 1. New Year's Day | 5. Labor Day |
| 2. Martin Luther King's Birthday | 6. Thanksgiving Day |
| 3. Memorial Day | 7. Friday after Thanksgiving |
| 4. Independence Day | 8. Christmas Day |

Floating Holiday

In addition, after one year full-time employees are allowed three (3) floating days, which may be taken at the employee's request, when approved by the Executive/Department Head to whom the employee is accountable. Floating holidays are not cumulative and must be used within the calendar year.

If a holiday occurs on a Saturday, it shall be observed on the immediately preceding Friday. A holiday occurring on a Sunday shall be observed on the following Monday.

Full-time employees required to work on observed holidays shall be paid for time worked on the holiday and be given an additional day off during the same pay period.

Vacation

Each full-time employee shall be entitled to the following applicable schedule of vacations each year with full salary, at such times as shall be approved by the Executive to whom the employee is accountable. Vacation time is earned on a pro-rata basis according to the following schedule:

| Years of Service By Anniversary Date Of Employment | Vacation Time By Anniversary Date Of Employment |
|--|---|
| Up to 1 year | .833 days per month |
| Completed 1 year | 10 working days @ .833 days per month |
| Completed 5 years | 15 working days @ 1.25 days per month |
| Completed 10 years | 20 working days @ 1.67 days per month |

Employees are encouraged to take vacation earned each year. However, on some occasions employees will not be able to take all vacation earned, and, therefore, will be permitted to accrue up to the maximum benefit for the year. Once an employee has accumulated the maximum vacation benefit for the year, further vacation accrual will cease until the unused balance drops below the maximum. Accrued vacation will be paid at the time of separation. The full-time anniversary year will be used for the purpose of computing vacation days. If an authorized holiday occurs within an employee's vacation period, equivalent vacation time will be allowed.

Any employee hired prior to the effective date of this Policy, who has earned vacation days exceeding those allowed in this policy, shall be allowed to accrue days over the maximum days allowed, for the first year of this Policy. Any additional exceptions to this Policy must be made by the CEO.

Employees transferring to the Association from another YMCA will be entitled to vacation based upon their total years of full-time YMCA service. In the event of a transfer from within the Association, the new employing branch shall provide for unused vacation time of any employee transferring from another branch.

Bereavement/Serious Illness Leave

Provided notice is given to employee's supervisor, leaves with pay, not to exceed three days, may be granted in the case of serious illness or death in the immediate family (immediate family defined as spouse, parent, sibling, child, mother-in-law, father-in-law).

Sick Leave

Employees who are absent due to personal illness or accident are entitled to a salary allowance based upon their length of service at the time the incapacity begins. Sick leave payments will be integrated with State disability benefits.

1. No payment for sick leave will be granted during the first three (3) months of employment.
2. After the first three (3) months of employment, sick leave is accrued at the rate of no more than one-half (0.5) working day per month until the end of the calendar year.
3. Sick leave may be accumulated to a maximum of 60 days.
4. Employees do not have a vested interest in unused sick leave and, therefore, no cash payments will be made for unused sick leave.
5. Sick leave payment may be conditional upon receipt of a doctor's certificate or other proof of sickness. It shall be the responsibility of the Supervisory Executive to whom the employee is accountable to

maintain the necessary records and validate the employee's sick leave history. A Supervisor may require a doctor's return to work release.

Jury Duty

When an employee receives a summons for jury duty, the employee's supervisor should be notified. Leaves of absence up to 10 working days in every 2-year period shall be granted to employees who are called upon to serve as jurors. The employee must report to work each day that the employee does not actually report to the court while on jury duty leave. No refund to the Association of per diem fees will be required.

Accident, Health and Dental Insurance

The Association has a contract to provide, accident and health insurance for all eligible full-time employees and their dependents. The specific regulations regarding benefits, limits, classification, definitions and general provisions are covered in the insurance contract. The employees and the Association share the cost of providing this coverage as outlined below:

- The YMCA will provide a health insurance option to all full time employees. The coverage and cost to the employee will be reviewed annually. Spouse/family coverage is available with the employee paying 100% of the premium.
- Eligible employees include all full-time and part-time employees who work 1,000 hours per year or more. Specific requirements and conditions are available upon request.
- Eligible employees are covered the 1st of the month following 30 days of full employment.
- Continuation of the Association health plan is available at their expense as provided under COBRA guidelines to separated/terminated employees, spouses and dependents. The YMCA will notify the employee and dependents at the time of their employment and again upon termination.

YMCA Membership Opportunities

Full-time employees and their immediate families, as well as retired staff living in the YMCA service area, will upon request be granted complimentary activity membership. All other employees will be granted this benefit as an individual. They may also be granted discounts of up to 20% on the member rate for programs offered by the YMCA of Pomona Valley. (Some programs with 3rd party vendor costs i.e. Youth and Government, Camps etc., may be excluded). Program discounts in excess of 20% may be taxable income and must be reported to the Personnel Administrator. Employees who qualify may apply for financial assistance.

Worker's Compensation

All employees are covered by Worker's Compensation Insurance at the expense of the Association. Except in settlement for permanent injury, total compensation shall not exceed the employee's regular wage. An amount equal to Worker's Compensation benefit payments will be deducted from the employee's salary, if the employee qualifies for sick leave benefits. If sick leave is not available, salary will be terminated until the employee returns to work. The amount of supplement granted by the Association will take into consideration that compensation insurance payments are not subject to Federal Income Tax.

State Disability

State Disability Insurance may provide for weekly benefit payments when an employee cannot work because of sickness or injury not caused by the job. Employees are required to apply for California Disability benefits when eligible, and to notify the YMCA payroll office of eligibility and payments received. An amount equal to the disability payments will be deducted from the employee's salary who qualifies for sick leave benefits. If sick leave

or vacation is not available, salary will be terminated until the employee returns to work. The amount paid by the Association will take into consideration that disability insurance payments are not subject to Federal Income Tax.

Federal Old Age and Survivor's Insurance (Social Security)

All employees participate in the Federal Old Age and Survivor's Insurance Program. The employee and the Association share in the cost.

Retirement

Eligibility for participation in the National YMCA Retirement fund is for all staff members and requires that a staff member complete two (2) years of employment and a minimum of one thousand (1,000) hours per year and be twenty-one (21) years of age. Once participating in the YMCA Retirement Fund, there is no further minimum service required for continuation in the fund.

The YMCA Retirement Fund is a defined contribution plan. The YMCA of Pomona Valley contributes nine percent (9%) of participating member's earning to their individual retirement accounts. Staff members are required to contribute three (3%) of their earnings.

Staff members are vested in the plan immediately.

Staff members participating in the YMCA Retirement Fund may opt to make lump sum contributions or payroll-deducted contributions on a regular or tax deferred basis within the limitations stated under Employee Retirement Investment Act (ERISA).

The YMCA reserves the right to amend its participation in the fund at anytime within terms and conditions of the plan.

A YMCA Retirement Fund Manual, providing information on the extent of benefit coverage, will be provided to eligible staff members.

At age 55 or later, you may elect to take an early retirement and receive benefits based upon your retirement plan.

The Retirement Fund is a benefit for all eligible staff members.

Credit Union

Participation is available through the United Financial Credit Union. Information and applications are available from the Payroll Administrator.

Family Medical Leave Act

Family Leave of Absence is available in compliance with Federal and State Regulations.

1. Eligibility – Twelve months of employment and at least 1,250 hours of service in the previous twelve months.
2. Reason for Leave –
 - a. Birth, adoption, or placement of a foster child
 - b. Care of employee's spouse, child or parent if individual has a "serious health condition".
 - c. Employee's own serious health condition that makes him/here unable to perform his/her job.

3. Duration of Leave – Eligible employees are allowed to take up to 12 work weeks (60 days for full-time employees) leave in a 12-month period. Length of leave for birth, adoption or placement of a foster child is restricted if both parties work for the YMCA.
4. Intermittent Leave – Intermittent leave or reduced leave schedule is permitted to care for a spouse, child or parent with a serious health condition or because of the employee’s own serious health condition. YMCA may require alternative work schedule arrangements per regulations.
5. Coordination with Pregnancy Disability – the right to family care leave is separate from the right to pregnancy disability under California law. Female employees are also entitled to up to a maximum of four (4) months of unpaid pregnancy disability leave.
6. Use of Vacation and Sick Leave – The YMCA requires the use of available paid vacation, personal holidays or unpaid family leave to care for family member. The YMCA requires the use of available paid vacation, personal holiday or unpaid family leave in connection with his/her own medical needs.
7. A written request for leave of absence must state that leave is voluntary, the nature of the leave, date leave commences, definite return to work date and intermittent schedule if applicable. A copy of the written request must be sent to the Corporate Office.
8. All benefits including vacation and sick leave accrual continue as long as employee is receiving YMCA pay. Health insurance for covered employees will continue under the same conditions as if the employee were still working.
9. Vacation, sick leave, accrual and holiday pay cease when employee is on leave without pay.
10. All benefits resume upon return to full-time work. There will be no loss of tenure due to leave of absence.
11. Prior to returning to work from a temporary disability leave of absence, the attending licensed physician’s release must be submitted to the Corporate Office.

Maternity Leave

A maximum of up to four months disability will be granted for maternity leave. Guaranteed return to work in the same or similar job will be granted.

COMPENSATION

Pay Days

Pay days are semi-monthly, on the 15th and last day of the month. Pay checks will be available in each YMCA center for distribution on payday.

Time Reporting & Overtime

It is necessary to maintain accurate and complete records of hours worked. All staff members are required to report Paid Time Off.

Hourly non-exempt staff member are required to do the following:

- Complete time sheets daily. (Time card may be substituted for time sheet, if center has time clock);
- Record starting time, time in and out for meals, quitting time and total hours worked or each workday; and

- Obtain approval prior to working overtime and note approval on time sheet.

You must sign your time sheet and/or time card, as it is an official pay document. Falsification of time sheet or/time card will result in immediate termination.

If you are eligible for premium or overtime pay according to specifications as stated in the Fair Labor Standard Act, you will receive one and one-half times your hourly rate for time worked over forty (40) hours in a work week.

Holiday pay, vacation pay, sick pay and paid time off do not count as hours worked in computing overtime.

The official workweek for the YMCA is from midnight Sunday through a consecutive seven-day period to midnight Sunday.

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 health insurance contributions, will be withheld automatically from each paycheck.

HEALTH AND SAFETY

General Policy

The policy of the YMCA of Pomona Valley is to protect the safety and health of our staff members.

1. Management

YMCA management considers its first responsibility to be the safety of its staff members: therefore, providing support of all safety procedures, along with training and hazard elimination practices.

2. Supervision

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions and/or practices, and for the prevention of accidents, whether personal injury or property damage. The supervisor must at all times enforce the established safety program.

3. Employees

YMCA of Pomona Valley expects each staff member, regardless of their position within the organization, to cooperate in every respect with the YMCA's safety program. Some of the major points of our safety program include:

- All injuries and accidents must be reported immediately to your supervisor and you must obtain medical aid without delay.
- Personal protection equipment, where required, must be worn by all staff members.
- Hazardous conditions and other safety concerns must be reported immediately to your supervisor.

Each staff member has the responsibility for his or her own safety, as well as the safety of fellow employees. It is only by each employee becoming familiar with the hazards of their job and doing what is necessary to insure their safety that our YMCA can achieve the safe working conditions deserved by all its staff members.

Blood Borne Pathogens

The YMCA will comply with OSHA requirements for the training of staff on Blood Borne Pathogens Standards.

SALARY ADMINISTRATION

Philosophy

The YMCA seeks to attract, motivate, develop and retain competent and talented staff by paying its staff members at a level that compares favorably with salaries of similar organizations in the YMCA movement and in the local marketplace. The YMCA has a wage and salary administration plan that seeks to provide that all staff members are paid according to fair and uniform principles.

Staff Member Salary Review

Salary reviews and increases are determined by the position in the salary range, performance, promotion and budget guidelines. Salary reviews may occur annually. The center executive and group vice president responsible for operations for that center and President/CEO must approve each administrative adjustment.

Salary Increases

Types of salary increases include:

- Merit: A salary increase that recognizes a staff member's performance level.
- Promotion: A salary increase that compensates a staff member for promotion into a new position that has great responsibility.
- Administrative Adjustment: An increase that is the result of a range or market adjustment. It is used to correct an inequity in a staff member's salary.

Performance Review

Your work performance will be reviewed by you and your supervisor meeting periodically to discuss your accountabilities and how you meet those responsibilities as compared with job standards and agreed upon objectives. Generally, formal performance appraisals take place annually. You are encouraged during this time and other times to discuss your job with our supervisor in detail, offering any suggestions for improvement and relating any difficulties, real or potential.

Your performance appraisals will be documented and become part of your personnel record.

Training and Development

The appropriate Supervisory Executive shall have primary responsibility for the induction process, initial in-service on-the-job orientation and implementation of individual development plans for all employees under his or her supervision.

Individual Growth and Development

It is the Association's premise that the most significant professional growth takes place on the job and greatly depends upon an open and constructive supervisor-supervisee relationship. A challenging work assignment shall be considered a necessary ingredient for personal growth.

Periodic conferences between supervisor and supervisee shall be undertaken to set goals, establish accountability, review performance, identify training needs and design individual personal development programs.

Each staff member shall assume responsibility for his or her personal and professional growth. The Association shall provide the incentive of encouragement, the climate to motivate and a variety of developmental opportunities.

National YMCA Leadership Training Program (LTP)

Those in Staff Associate, Director, Professional Director, and Senior Director Classifications who have completed one year of employment and whose participation has been approved by the Supervisory Executive may enroll in the LTP program.

Association of Professional Directors of YMCA's

All full-time exempt employees are encouraged to belong to and participate in the YMCA professional society known as The Association of YMCA Directors of YMCAs in the United States (AYD). The employee will pay 100% of the dues.

ELECTRONIC COMMUNICATION POLICIES

Policies and Guidelines

The purpose of this document is to state the expectations regarding the use of computer hardware and software for all users of the computer network managed by the YMCA of Pomona Valley. These policies are not meant to be restrictive, but are in place to maintain the integrity of the management of the computer systems as well as adhere to good business practices. This policy statement covers the security, confidentiality and integrity of information obtained, created or maintained by YMCA staff members.

Usage Philosophy

The YMCA provides access to various information technology resources for its staff members and, in some cases, to volunteers, members and participants. These resources are provided to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. Resources such as computer, the Internet, e-mail, telephone and fax are intended for YMCA business only.

All data entered, created, received, stored or transmitted via YMCA equipment is considered YMCA property and therefore subject to inspection, search and disclosure at all times by the Human Resources Department and YMCA management. This is to safeguard the interest to the YMCA and protect it from potential liability.

All computer hardware is provided to serve YMCA business purposes and is an asset of the YMCA. You are responsible for keeping hardware entrusted to you in good working order. You are responsible for notifying your supervisor immediately if repair is required. All hardware repairs are to be performed by a vendor duly authorized by the YMCA.

All documents, spreadsheets and files generated by using the YMCA computer system are the sole property of the YMCA of Pomona Valley.

The YMCA reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of the electronic mail system may be disclosed by the YMCA without permission of the employees.

Staff members may not use YMCA computer system to obtain, view, download or otherwise gain access to, distribute or transmit material that may be unlawful, obscene, pornographic, abusive, offensive or otherwise objectionable. Employees are prohibited from sending or receiving any data that may be construed to violate the values or policies of the YMCA. This includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that may be construed as harassment or disparagement.

Software Policy

All software loaded on computer systems owned and managed by the YMCA will be loaded by and at the discretion of the network administrators. No personal software will be loaded. All software will be properly licensed and adhere to the terms and restrictions of the vendor providing the software. The Human Resource Department will maintain all records of software licensing. Any software running on YMCA computer systems will be accounted for in the systems inventory. No software may be copied from YMCA systems for personal or other use. The Human Resource Department periodically conducts an audit of installed computer software. Unauthorized software will be removed.

Password Policy

Passwords are confidential. All access to YMCA computer systems and programs will be controlled by the use of security logons and passwords. You must protect the confidentiality of your password and not share it with others. Do not provide passwords to anyone. Examples of people who may need to know a password are a supervisor needing access to a file in the absence of staff or the CEO.

Core Guidelines

- Communications sent from the YMCA network are identified as originating from the YMCA server and carry the YMCA name, E-mail and Internet usage and communications must reflect well on the organization. Each staff member is responsible for using YMCA e-mail and Internet resources in an acceptable manner.
- The expectation of confidentiality when using e-mail either within the organization or through the Internet should not be assumed. Treat all e-mail messages as public information. Senders have no control over messages once they are sent, and recipients may forward the message to people not originally intended to see or read them.
- All language used in communications should be professional and courteous. Abusive or obscene content in communications is strictly prohibited.
- Use appropriate business English. In a culturally diverse environment such as the YMCA, the use of slang, humor, sarcasm or local terminology may not be correctly interpreted.
- E-mail is no different than a written document. A file may be stored in the system indefinitely and can be reviewed, if necessary, during legal proceedings involving the YMCA. Take as much care in sending e-mail messages as with any confidential written document.
- Confidential information such as disciplinary communications should never be sent electronically.

- The YMCA expects that you will apply the same business etiquette to the use of electronic mail as you would to a written memo or voice mail. Do not say anything in an electronic mail message that you would not say in a formal written memo and/or post on a bulletin board.
- Notwithstanding the YMCA's right to retrieve and read electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Staff members are not authorized to retrieve or read e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Human Resources Department.

Internet Policy

Access to the Internet has been provided to YMCA staff members for the benefit of the organization. Every staff member has the responsibility to maintain and enhance the organization's public image and to use the Internet in productive and responsible manner.

Staff members accessing the Internet are representing the organization. All communications should be for professional reasons. Staff members are responsible for seeing that the Internet is used in an effective, ethical and lawful manner.

The Internet should not be used for personal gain or advancement or individual views. Solicitation or any use of the Internet for personal gain is strictly prohibited. Use of Internet must not disrupt the operation of the organization network or the networks of other users and must not interfere with your productivity or the productivity of others.

All Internet communications should be treated as public information since those messages are not generally encrypted. No confidential or copyrighted information should be sent through the Internet.

Any computer located at the front desk is set to access the CCC software program only. By passing any security settings will be grounds for immediate termination.

Cell Phone & Electronic Communication Device Usage

A cellular phone may be provided to staff members to use in performance of job duties. Staff members should make every effort to avoid using the YMCA cellular phones for personal calls. However, the YMCA recognizes that the need may arise from time to time for staff member to use his or her YMCA issued cellular telephone for personal business. Users should reimburse the YMCA for any personal calls. Cell phones should not be used for personal business during working hours. It is acceptable to place or receive personal calls during breaks and lunch periods. Lifeguards and staff working with children may not have personal cell phones with them during work hours.

Staff members transporting members or children in YMCA programs are not permitted to use phones or pager, digital assistants, laptops, or any other electronic communication device while operating a vehicle. The driver's first responsibility is the safe operation of the vehicle.

Staff members are not allowed to use electronic devices in an illegal, illicit or offensive manner.

Violation of these policies will result in disciplinary action, up to and including termination.

Prohibited Use of Electronic Communications

The YMCA Strictly Prohibits:

- Sending or receiving any data that may be construed to violate the values or policies of the YMCA. This prohibition includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or

religious slurs, racial epithets or any other statement or image that may be construed as harassment or disparagement.

- Chain letters that are mailed with a request to recipients to continue distribution to others.
- Messages to other staff members that serve as advertising or solicitation for personal gain.
- Accessing another staff member's personal files without their consent.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network.
- Intentional misuse of data or equipment.
- Collection and/or transmission of materials in violation of any federal, state or local law.

Compliance

Any staff member who violates this policy or uses the YMCA computer systems for improper purposes shall be subject to discipline, up to and including termination.

Camera-equipped mobile device policy

This policy serves to define the use of camera-equipped phones and related mobile devices that individuals may bring into the work site. While the organization does not wish to unreasonably constrain the use of such devices, the organization has a more fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information.

This policy applies to all staff while on the organizations premises. Camera-equipped devices belonging to staff are not permitted on the premises except in staff break areas or at organization sponsored social events. While at work, staff should plan to keep devices locked in their personal vehicles or stored in their office.

No camera-equipped devices are to be taken into any company restroom, exercise area, or shower facility at any time.

If state law requires any modification to this policy the organization will re-issue the policy to conform to state law. Violation of this policy will result in disciplinary action, up to and including termination.

Employee Acknowledgement form

Plead read and sign this receipt. This statement will be retained in YMCA office as a part of your personnel file.

I acknowledge having received a copy of the updates to the YMCA of Pomona Valley Employee Handbook and I understand that it is my responsibility to read and comply with the policies contained therein. I understand that neither this Handbook, nor any other YMCA policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position and should in no way be construed as creating any sort of employment contract. I further understand that my employment relationship may be terminated by the YMCA or by me at any time, with or without notice, and for any or no reason. I also understand that all policies and procedures in this Handbook or other YMCA documents may be changed at any time at the sole discretion of the YMCA, with or without prior notice.

I have read and will abide by the rules of YMCA in accordance with this statement of policy.

Staff Member Name: (Please print): _____

Branch: _____ Date: _____

Staff Member Signature: _____