



YMCA of High Point, Inc. Employee Handbook

MISSION

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

Vision

The Y is for: Youth Development
Healthy Living
Social Responsibility

Welcome to the YMCA of High Point!

We are glad you are here to be a part of this great organization. Everyone touched by the YMCA is considered a valuable member of our family. This includes the people in our many programs, the volunteers who donate their time and talents, those who support the YMCA throughout the community and, of course, each person on our team. Whatever your responsibilities are within the YMCA, your job is important as we work together to strengthen our community.

You are joining an organization with a long history of caring about people. Our goal is to consistently attract, develop, motivate and retain the most talented and committed team members. We are looking to you to practice, instill and model—in spirit, mind and body—the YMCA's core values of caring, honesty, respect and responsibility.

Please read this material to understand the purpose and uses of this handbook. Questions regarding the interpretation of these policies should be directed to your immediate supervisor or the Human Resources Director. As circumstances and operating conditions change, the YMCA of High Point, Inc. reserves the right to change, amend, or abolish any of the manual's provisions at its sole discretion with or without prior notice.

Again, welcome. We wish you the best in the YMCA.

THE YMCA OF HIGH POINT, INC. APPROACH

The basic concept which underlies the YMCA of High Point personnel system is a commitment to the values embodied in the "YMCA of High Point Approach."

Everything we do will be guided by the values we hold:

- We strive for excellence without being obsessed with perfection.
- All people have worth and value, are basically good, want to do their best, and can learn, change and grow. All people will be treated with dignity and respect.
- The YMCA exists to give people the opportunity to succeed and reach their highest potential. We will provide quality programs to our members and participants.
- We will make programs widely available to people in our communities.
- Staff members and volunteers are our most valuable resource. Our decisions and programs are most effective when accomplished through our staff-volunteer partnership.
- Some staff will be brought into the YMCA as program specialists. We will work towards bringing those who desire and qualify into the YMCA Career Professional Director ranks.
- All staff are available to members and participants - we are open, available, and willing to help on any issue.
- We will constantly check for member, participant, volunteer, and staff satisfaction with our programs, services and operating methods and correct any deficiencies we find.
- Clean, safe, attractive and comfortable facilities will be maintained and are important to the achievement of our goals.
- We will provide programs which are safe for members and participants, volunteers and staff.
- We will operate the YMCA in a fiscally responsible manner with adequate financial reserves to allow for adverse times or unexpected situations.
- We want everyone who is involved with us to enjoy their involvement.

YMCA of High Point Code of Conduct Staff and Volunteers

Staff and volunteers are expected to act in a manner that upholds these principles at all times when they are in our facility or at YMCA sponsored activities. We expect them to behave in a way that shows respect and caring for others, which includes not using any language or engaging in any action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically, action which does not show respect for others and is not permitted includes:

1. Clothing, body markings or other visible items with hateful, vulgar or profane writing or pictures is prohibited.
2. Using angry or vulgar language is prohibited.
3. Making physical contact with another person in any angry or threatening way is prohibited.
4. Engaging in sexual activity is prohibited.
5. Harassing or intimidating by words, gestures, body language or any other menacing behavior is prohibited.
6. Stealing or other behavior which results in the destruction or loss of property is prohibited.
7. Any other conduct of an inappropriate, threatening or offensive nature is prohibited.
8. In order to protect staff, volunteers, and program participants – at no time during a YMCA program may a staff or volunteer person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
9. Staff/volunteers shall never leave a child unsupervised.
10. Restroom supervision: Staff/volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff/volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for children and protection for staff (not being alone with a child). If staff assists younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
11. Staff/volunteers should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so they are visible to others.
12. Staff/volunteers shall not abuse children including:
 - physical abuse – strike, spank, shake, slap
 - verbal abuse – humiliate, degrade, threaten
 - sexual abuse – inappropriate touch or verbal exchange
 - mental abuse – shaming, withholding love, cruelty
 - neglect – withholding food, water, basic care, etc.Any type of abuse will not be tolerated and may be cause for immediate dismissal.
13. Staff/volunteers must use positive techniques of guidance, including:
 - redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
 - staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

- physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
14. Staff/volunteers will conduct a health check of each child, each day, as they enter the program, noting fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
 15. Staff/volunteers responds to children with respect and consideration and treats all children equally regardless of sex, race, religion, disability, color, national origin, genetics and culture.
 16. Staff/volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
 17. Staff/volunteers will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
 18. Staff may not solicit members, participants or other staff for contributions or sale of products except on behalf of other non-profits.
 19. Staff/volunteers must appear clean, neat and appropriately attired.
 20. Using, possessing, or being under the influence of alcohol or drugs during working hours is prohibited. Drugs include the misuse of prescribed or over the counter medications.
 21. Smoking or use of tobacco is prohibited on YMCA property.
 22. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children, parents, members or volunteers is prohibited.
 23. Staff/volunteers must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
 24. Staff/volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
 25. Staff/volunteers may not be alone with children they first meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.
 26. Staff/volunteers may not transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the programs.
 27. Staff/volunteers may not date program participants under the age of 18 years of age.
 28. Under no circumstance should staff release children to anyone other than authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
 29. Staff/volunteers must read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
 30. Staff/volunteers are to report to a supervisor any other staff or volunteer who violates any of the policies listed in the Code of Conduct.
 31. Staff/volunteers will act in a caring, honest, respectful, and responsible manner consistent with the Mission of the YMCA.

Any violation of this Code of Conduct may result in immediate termination.

BASIC ASSUMPTIONS OF THE YMCA'S PERSONNEL SYSTEM

There are basic assumptions underlying the YMCA of High Point personnel system which includes certain rights and responsibilities.

Responsibilities - The YMCA will make every reasonable effort:

- a. to be faithful to the mission statement of the YMCA;
- b. to assure that policies and administration of the personnel system are fair and equitable;
- c. to establish and maintain open communications with employees;
- d. to provide equal opportunity for all employees;
- e. to provide fair and competitive compensation;
- f. to provide benefits and working conditions in keeping with YMCA policy;
- g. to conduct regular performance reviews which relate work objectives to objectives of the YMCA;
- h. to maintain a process which provides for the hearing and resolution of grievances and misunderstandings; and
- i. to meet legal requirements related to personnel practices.

Rights - The YMCA, has among others, the following rights:

- a. to establish basic work goals in keeping with the mission statement of the YMCA;
- b. to establish an overall organizational structure designed to best accomplish the objectives of the YMCA;
- c. to hire, promote, transfer, terminate, lay-off or recall employees at its discretion, and to establish and administer a personnel system which meets the personnel needs of the YMCA;
- d. to establish, eliminate or alter position descriptions and personnel qualifications for particular functions, and determine who is suitable and/or qualified to perform such functions;
- e. to establish and oversee compensation, career development, benefits, working conditions, and all other phases of employment;
- f. to assess employee performance and to expect employees to be productive in their assigned functions; and
- g. to exercise discipline, and to reprimand, suspend or terminate the employee based upon the best interest of the YMCA.

Historical Overview

In 1923 a spritely Englishman came to High Point to be the General Secretary of the newly formed chapter of the Young Men's Christian Association. When the Association building was completed, Edgar Hartley staged a foot race from the corner of Green and Main Streets to the facility at the corner of Main and Russell. The race was won by "Chigger" Miff, whose prize was the privilege of being the first member of the High Point YMCA.

During the first two decades of the YMCA, the programs centered on activities for boys, primarily swimming, soccer and other sports, club programs, Sunday school, and teen programs. As High Point's young men began to enter the service, the YMCA, like American Y's everywhere, provided service to men of the armed forces. Minutes of a Board meeting in the early 1940's reveal that 500 servicemen used the YMCA in a single month, and some 200 were at a Saturday dance.

After the war came a strong emphasis on Hi-Y, a club program for high school boys. The building at Main and Russell was enlarged to include handball courts, a health club, and two floors of residence rooms. Sports leagues were popular as the YMCA conducted leagues for dozens of basketball and softball teams. Basketball, as always, was popular. The High Point YMCA team traveled to Butler, PA in 1952 and won the national YMCA championship. The following year, the national tournament was held at the High Point YMCA, the first time it had ever been held in the South. The High Point team lost in the finals to a team from the Christian Street YMCA in Philadelphia, which featured a 16-year-old, 6'9" boy named Wilt Chamberlain.

In 1942 a group of black ministers petitioned the YMCA for a "YMCA branch for the colored boys of the community". The Carl Chavis Branch began operation in 1944 on the second floor of a building on Washington Street. It was named after an African American soldier from High Point who sacrificed his life in the war. Their early programs were table games, such as pool, Hi-Y and singing groups. In 1958 a new building was opened on Fourth Street for the operation of the Carl Chavis Memorial YMCA. The Carl Chavis Memorial YMCA now operates in partnership with the High Point Housing Authority and operates a full service YMCA and a 5 Star licensed Child Care center in south High Point.

In 1957 moves were made to acquire several acres of property near Roaring Gap for a campsite. As the Association had no funds available, the Y's Men's Club, a group of Y members organized as a service club for the YMCA, borrowed the money to purchase the property, signing personally to guarantee the note. In 1960, the first group of campers went to the camp, which had been named Camp Cheerio, reflecting the parting word of Edgar Hartley to his friends. Camp Cheerio now has a capacity of 200 campers and serves all ages from early March to late November.

By 1975, the YMCA had reorganized to a "metropolitan" structure, with a Board of Directors and a Branch board of management for the Hartley Drive Family, Carl Chavis Memorial and Camp Cheerio Branches. Later in that decade the United Way asked the YMCA to consider operating a Big Brother type program for fatherless boys. The YMCA accepted the challenge, adding the program to an already heavy staff load. A steering committee for the program began working for affiliation through the national Big Brother/Big Sister agency. Largely through the committee chair's effort, an LPGA golf tournament was secured for High Point with Big Brothers/Big Sisters as the tournament beneficiary. In 1981, BB/BS hired a full time worker and became a Branch of the Metropolitan YMCA of High Point.

A capital campaign in 1977 resulted in \$2.5 million being raised for the construction of a new building on the north side of High Point. A subsequent campaign in 1987 provided funds for

additional construction at the Central Family (now Hartley Drive Family), Carl Chavis, and Cheerio Branches.

The Archdale-Trinity YMCA was chartered in 2005 and began with the merging of the local Little League Baseball program and Guil-Rand Youth Soccer Association and summer day camp held at Trindale Community Church. A soccer complex was purchased in 2006 on Turnpike Road in Trinity and now has 350 youth soccer participants. A gift from Carl and Linda Grubb led to the construction of a 30,000 square foot facility on Highway 62, and the Carl & Linda Grubb Family YMCA opened in May, 2010.

The YMCA created the YMCA of Greater High Point Foundation, Inc. in December of 2013. The Foundation is managed by a Board of Directors focused on growing the endowment fund, generally referred to by many as the Heritage Club and all philanthropic strategies that support YMCA youth programs and services.

Today, the YMCA of High Point has annual operating budget revenue of \$8.3 million with assets totaling \$17 million. Over 360 full-time and part-time staff serves in its four branches. In 1989 over 15,500 persons ranging in age from six months to senior adults were served annually by programs provided by the YMCA of High Point, Inc. With wide diversity in age, culture, economic status, race and social standing, the YMCA serves males and females as one of High Point's premier human service organizations. Activities include camping, child care, leadership training, sports, special populations, and others as determined by branch committees and boards.

SECTION TWO:

EMPLOYMENT PROCESS AND POLICIES

CONDITIONS OF EMPLOYMENT

All employees are hired and employed "at will". These guidelines do not constitute an employment contract, expressed or implied, between the YMCA of High Point and its employees but are general guidelines to YMCA Personnel Policies. Supervisors do not have authority to deviate from these guidelines without prior written approval of the Chief Executive Officer. The YMCA reserves the right in its discretion to deviate from these guidelines under appropriate circumstances and to modify these guidelines, without notice, as it deems appropriate.

Employment "At Will"

All employment with the YMCA of High Point is "at will" employment. Under "at will" employment, your employment with this organization can and may be terminated voluntarily by you and/or terminated by the YMCA with or without cause at any time, for any reason, or for no reason at all.

Equal Employment Opportunity

It is the policy of the YMCA of High Point to comply with all existing statutes, regarding Equal Opportunity, as they relate to all employees and applicants for employment.

We would like to assure and positively carry out our policy by: recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, genetic information, and all other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, educational, social and recreational programs will be administered in the same impartial manner.

Americans With Disabilities Act

The YMCA's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons 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 employees and applicants, including work site accessibility as long as the employee is able to perform all the essential functions of their job and any accommodation does not cause undue hardship for the YMCA.

Harassment and Retaliation

As an Equal Employment Opportunity employer, the YMCA has a zero tolerance harassment policy. We believe all employees, volunteers, members, and vendors should have an environment free from intimidation and harassment on the basis of sex, race, color, religion, gender, national origin, age, genetic information or disability. Such behavior is unlawful. It also damages the YMCA's relationship with its employees and undermines morale and productivity. Employees who are found to have engaged in such harassment will be subject to disciplinary action, up to and including termination.

This policy applies to all employees of the YMCA while are on YMCA property. It also applies to employees when they are participating in a work-related activity off-site, such as a conference or company-sponsored social event.

This policy is also intended to address conduct by non-employees with whom you come into contact, either at the workplace or in the course of your work-related activities. Such non-employees include, but are not limited to volunteers, coaches, vendors, members, consultants,

independent contractors, repair and maintenance workers, independent professionals and other service providers. The YMCA does not expect you to submit to such treatment as a condition of your employment. While the YMCA may not have the same degree of control over the conduct of such third parties, the YMCA will take appropriate action in the event of a confirmed report of third-party harassment. Such action may include complaining to the offender's employer, working with the third party's employer to modify the offender's behavior, denying the offender permission to enter the YMCA company premises or restricting access to certain areas, or terminating relations with the third party.

In addition, anyone who in good faith makes the proper Y officials aware of illegal intimidation or harassment will not be subjected to illegal retaliation for coming forward with their information or participating in an investigation. The Y will not tolerate any retaliation. Specifically stated, no employee will be subjected to any form of retaliation or discipline who in good faith: (a) pursues a harassment complaint, or (b) participates as a witness, or (c) assists in an investigation. If you feel that retaliation has occurred against you or anyone else, you should follow the reporting steps outlined above. Retaliation will be taken as seriously by the Y as the original harassment.

Definition of harassment:

Unwelcome verbal, physical, or visual conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive work environment. This includes unwelcome behaviors and intimidating acts directed at a person or persons based on their racial, ethnic 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 within the workplace
- Epithets, slurs, negative stereotyping, refusing to communicate with someone (giving them the "silent treatment"), and intimidating acts

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
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work 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 posters; suggestive or obscene letters, 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 an individual
 - Physical conduct such as patting, pinching or brushing against another person's body

Reporting Harassment

If you experience or witness such conduct, you should immediately inform the person engaging in such conduct that you find the behavior offensive and ask the person to stop. **Report any acts of harassment the Human Resources Director immediately.** Once reasonable grounds to believe that prohibited harassment has or is occurring, the Human Resources Director and YMCA management will initiate an investigation and take appropriate action, even in the absence of a complaining party. Because of the need to conduct a thorough investigation, we cannot guarantee absolute confidentiality for a complaint. It is our policy that knowledge of a harassment complaint, or of information developed in the course of a harassment investigation, will be restricted to only those with a "need to know". We expect all participants in the complaint resolution process, complainants, investigators, witnesses and alleged harassers, to respect the confidentiality of the proceedings. A breach of confidentiality can result in the undeserved damage to the reputations of those involved. Any employee, who is determined to have committed an intentional breach of confidentiality, will be subject to disciplinary action, up to and including termination of employment.

Supervisors, managers, and executives who are aware of any violations of the YMCA's harassment policy, and who fail to directly report those violations will be subject to disciplinary action, up to and including termination of employment.

Workplace Violence

The YMCA seeks to provide a safe, secure and violence-free environment for all. This applies to YMCA facilities and all other places where the YMCA provides programs and activities. The threat or occurrence of violence in the YMCA is in direct conflict with the YMCA's mission and values and will not be tolerated.

Examples of unacceptable behavior include the following:

- Acts of physical violence such as hitting, slapping, kicking, punching or bullying
- Acts that threaten physical violence
- Acts of intimidation, stalking, horseplay, verbal abuse or harassment
- Behavior indicating potential for violence, including throwing objects, brandishing weapons, or using any tool, supply, product or other item in a manner that implies it is a weapon
- Acts that endanger the safety of others
- Acts of destruction of property or any substantial threat to destroy property

If an employee is harmed or in fear of imminent harm, he or she should immediately contact law enforcement.

All employees are responsible for helping to maintain a violence-free environment and, therefore, are required to promptly and accurately report concerns, threats and incidents of violence, whether or not physical injury has occurred. Reports should be made to your Branch Vice President. As a part of its investigation and corrective measures, the YMCA may need to coordinate its efforts with law enforcement agencies.

Reports of incidents of violence, threatened violence or violations of this policy will be promptly investigated and, following that investigation, appropriate corrective measures will be taken. Depending on the circumstances, interim corrective measures may be taken before the investigation is completed. Reasonable measures will be taken to preserve the confidentiality

of persons reporting possible violations of this policy. The YMCA prohibits retaliation against anyone who makes a report.

Working Conditions

The YMCA shall establish and provide the employee with required/necessary equipment to perform tasks, and a safe work environment as defined by the Occupational Safety and Health Act.

Tobacco and Alcohol Free Workplace: Tobacco products and alcohol products are prohibited in YMCA facilities, vehicles, and on its property.

YMCA telephones are to be used for business purposes in serving our members and program participants. Limited personal use should be for emergencies and essential personal business. The frequency or duration of personal telephone calls must not interfere with the performance of an employee's job duties or the functioning of YMCA operations. Employees are expected to reimburse the YMCA for personal long distance charges. Employees should not expect voice mail to be private and an employee's use of YMCA telephones and voice mail systems grant permission for possible management review. Proper use of telephones and voice mail is a job requirement for all employees.

Computer Use

The YMCA of High Point provides designated employees a variety of electronic communication systems for use in carrying out its business. All communications and information transmitted by, received from or stored in these systems are the property of the YMCA of High Point and are intended to be used for job related purposes only.

Network Use

- User accounts are created specifically for each user. Login and password information is confidential and may not be shared.
- Employees may only access data on the network in which they have been assigned permissions.
- YMCA servers may be used to back up only YMCA business related items.
- Employees are prohibited from draining network resources such as; installing and playing games, using instant messenger software, sending chain email letters, streaming music or videos or storing or moving large non-business related files (mp3s, mpegs, jpgs etc) which could compromise system integrity.
- Member records are confidential and may be used only for YMCA related business. Disclosing member information to other members or to staff that do not have computer privileges is prohibited.

Email Use

- The YMCA of High Point provides email availability to all YMCA employees solely for the purpose of conducting YMCA business. The YMCA has the right to access all email and review, copy or store email as deemed appropriate by management.
- Employees are required to check their email on a regular basis. The minimum standard for checking your email is three times per week. However, it is strongly recommended that you check your email on regularly scheduled work days.
- Email will not be used by employees to contact their supervisor regarding tardiness or absences. These situations require a direct phone conversation with the supervisor.
- Any use of technology communication that may be defamatory, obscene, or offensive is strictly forbidden.

- Employees are not authorized to retrieve or read any email messages that are not sent to them.
- To prevent the spreading of viruses, email attachments should only be opened if the employee is sure of the sender's identity.

Internet Use

- Employees accessing the Internet through the Association network are acting as representatives of the YMCA of High Point and are not to engage in any activity that would reflect unfavorably on the YMCA or be deemed inappropriate by the Association Office.
- Downloading files or software without approval from the Association Office is prohibited.
- Internet sites that contain inappropriate pictures, materials, comments, language, links or anything else that might be considered inappropriate is prohibited.
- "Browsing the web" on work time, creating personal "home pages", or otherwise using Y facilities or equipment to access Internet sites for reasons unrelated to YMCA business and your job responsibilities is forbidden.

Please contact the Association Office if you have any questions.

Social Media Guidelines

The YMCA recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers. In order to protect the YMCA, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

Many Y employees maintain individual pages on social media sites and/or use other online communication tools to connect and communicate for personal purposes. While the Y does not mean to interfere with anyone's private life, the Y also realizes that publicly observable communications, actions, or words are not private. Individuals' online activities are accessible to the community at large; therefore, all of a Y employee's online activities must be consistent with the Y's mission and values.

Accordingly, the following guidelines must be followed by all employees when using social media or other online communication tools:

- The use of photos, video, or images of the Y or its programs, members, or participants is prohibited. Use of the Y logo is prohibited. If an employee uses the Y name (including names of camps or other programs) in any such communication, they should be especially careful to support the Y's image and mission while making it clear that they are speaking for themselves and not on behalf of the Y. Employees must also keep in mind that they may not post an endorsement of Y programs without disclosing their employment relationship with the Y.
- Staff should recognize that they are personally responsible for the content they publish on social media sites. Employees may be subject to discipline for online commentary, content, or images that are defamatory, pornographic, harassing, or otherwise inappropriate. Examples of inappropriate content include, but are not limited to, references to or photos of alcohol or illegal substance use; disclosure of confidential information about other people; and posting false, disparaging, or inappropriate information about other people.

- When using social media, employees should keep in mind that other policies apply to its use, including, for example, the Y's policies on confidentiality, preventing child abuse, and use of electronic communications systems. Employees who violate Y policies are subject to disciplinary action, up to and including termination of employment.

Our YMCA believes in fostering a thriving online community and supports blogging as a valuable component of shared media. The Social Media Guidelines have been developed for employees who maintain personal blogs that contain postings about YMCA's business, programs, fellow YMCA employees, members, guests or program participants and the work they do, and content that violates the YMCA code of conduct. The guidelines outline the legal implications of blogging about our YMCA.

LEGAL PARAMETERS: The following three bullets cover your legal responsibilities and non-disclosure obligations. Failure to abide by these guidelines may result in disciplinary action or termination from the YMCA.

Legal Liability

1. When you choose to go public with your opinions via a blog, you are legally responsible for your commentary. Individual bloggers can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether pertaining to the YMCA, individuals, or any other company for that matter). For these reasons, bloggers should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. In essence, you blog (or post on the blogs of others) at your own risk. Outside parties **can** pursue legal action against you for postings.

YMCA Privileged Information

2. Any confidential, proprietary, or trade secret information is off-limits for your blog. The YMCA logo and trademarks are off-limits per our, and Y-USA's, brand guidelines. Anything related to YMCA members, programs, policy, strategy, financials, products, etc. that has not been made public cannot appear in your blog under any circumstances. Disclosing confidential or proprietary information can negatively impact our YMCA and may result in regulatory violations for the YMCA.

Press Inquiries

3. Blog postings may generate media coverage. If a member of the media contacts you refer them directly to the President / CEO. You should also contact the Human Resources Director before you blog.

BEST PRACTICE GUIDELINES: These recommendations provide a roadmap for constructive, respectful, and productive dialogue. We consider these to be "best practice guidelines" that are in the spirit of the YMCA culture and the best interests of our YMCA and its employees, whether they blog or not.

Be Respectful of Your Colleagues

1. Be thoughtful and accurate in your posts, and be respectful of how others may be affected. All YMCA employees can be viewed (correctly or incorrectly) as representatives of the company, which can add significance to your public reflections on the organization (whether you intend to or not). Employees who identify themselves as YMCA employees in their blogs and comment on the YMCA at any time should notify their manager of the existence of their blog just to avoid any

surprises. To be clear, you are not being asked to alert your manager of your posts, just to consider letting them know you have a blog where you may write about the YMCA. Whether your manager chooses to occasionally read your blog or not, the courtesy heads up is always appreciated.

Get Your Facts Straight

2. As a YMCA employee with internet access, you have the opportunity to contact employees who are responsible for the programs, services, or other initiatives that you may want to write about. To ensure you are not misrepresenting your fellow employees or their work, consider reaching out to a member of the relevant team before posting. If there is someone at the YMCA who knows more about the topic than you, check with them to make sure you have your facts straight.

Provide Context to Your Argument

3. Please be sure to provide enough support in your posting to help others understand your reasoning, be it positive or negative. We appreciate the value of multiple perspectives, so help us to understand yours by providing context to your opinion. Whether you are posting in praise or criticism of the YMCA, you are encouraged to develop a thoughtful argument.

Personal Expression on Public Issues

Employees are free to exercise their full liberties as citizens, including their right to express their personal convictions on issues such as social, economic, religious and political subjects. However, they must refrain from giving the impression the views expressed and the positions taken by them are those of the YMCA.

Communication Between Employees and Youth

The YMCA takes very seriously its obligation to protect children. YMCA staff should not have contact or communication with minors (under age 18) who participate in YMCA programs outside of YMCA work time. With today's electronic communication options (e-mail, text messages, blogging, and social networking sites) it is more important than ever that all employees understand the YMCA's policy on such contact or communication in order to protect youth and staff. For purposes of this policy, a "youth" is anyone under eighteen (18) years of age who participates in YMCA programs or whom a YMCA employee has met through YMCA programs.

- Employees should not initiate personal phone calls with or receive personal phone calls from youth. A call is considered "personal" if it does not involve both a YMCA phone and YMCA-specific subject matter. When employees receive calls from youth on non-YMCA phones and/or regarding a non-YMCA subject, this must be immediately reported to a supervisor.
- Text messaging with youth is not permitted. If an employee receives a text message from a youth, a supervisor must immediately be made aware.
- Employees must not share any personal e-mail addresses or instant message names or nicknames with youth. Employees should not initiate or respond to e-mail or instant messages from youth while using any personal (non-YMCA) connection to the Internet.
- Use of social networking sites to communicate with youth is only permitted if done through a YMCA-sponsored or approved site. No personal blog or social networking site should be used. Any website or blog maintained by an employee should not have pictures of or make reference to any youth, and employees should not request or accept to be linked as "friends" or connections with youth via social networking sites.

- Communication between employees and youth should only be through YMCA e-mail accounts and phones, and any such communication with youth should be immediately reported to the employee's supervisor.

Employees violating this policy or using electronic communication systems improperly are subject to disciplinary action, up to and including termination of employment. Employees using Y electronic communication systems for defamatory, illegal, or fraudulent purposes also are subject to potential civil liability and/or criminal prosecution.

Personal Phone Calls and Texting

If your position involves providing direct service to members and/or participants, you are not permitted to use your personal mobile communication device(s) while working. If you have an emergency situation that requires you to use your mobile device, you must notify your supervisor before taking or making the call or text so that you can be relieved from your duties to attend to the situation. Phones are to be silenced or on vibrate while working.

You may not use mobile communication devices (e.g., cell phones) while driving a vehicle for the YMCA. If you need to contact someone, you are expected to safely park before doing so. This applies to making or receiving calls, texting, emailing, etc.

Workplace Searches

The YMCA provides its employees with the use of various properties and facilities for their convenience and which are necessary in the performance of their work. The YMCA owns and at all times retains full title and control, including the right of inspection, over such properties, vehicles, or facilities. A refusal to permit a search requested by YMCA management may result in disciplinary action, up to and including termination of employment.

Gifts and Favors

Employees have an obligation to act solely in the YMCA's best interest; therefore employees should not accept any gifts, favors, or entertainment valued at more than \$50.00 from any member, vendor, potential vendor, or other outside party. An exception may be made for infrequent gifts (or other items), which are less than \$50.00 in value. Tips or other gratuities may not be accepted in any amount.

Employees may accept meals, refreshments, or entertainment of a nominal value less than \$50.00 in connection with business discussions; for instance, occasional luncheons or dinner meetings, held to conserve time and build relationships. All employees have a personal responsibility to ensure that their acceptance of such gifts, meals, refreshments, or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

Dress Code

By dressing appropriately for our work and our positions and by modeling good personal hygiene, our employees help create a welcoming environment and favorable professional image of themselves and the YMCA. Our grooming and dress standards include the following:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- When attending business meetings with community members, business attire is expected.

- All staff members must meet uniform and/or dress codes that may be required for their particular jobs and/or department. See your immediate supervisor for clarification.
- All clothing should be neat, clean, and in good repair at all times. Clothing should not be distracting to others, expose undergarments, or present a safety hazard. Appropriate dress at the YMCA does not expose one's midriff, bare shoulders, or chest.
- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps are not appropriate for indoors.
- Sunglasses should not be worn inside unless the glasses are prescribed corrective lenses.
- Body tattoos that are vulgar or negative in message or theme should be covered up at all times.

An hourly employee reporting to work in violation of these standards will be sent home without pay until dressed in accordance with the standards. Supervisors can answer any questions about what is considered proper attire. Employees whose religious beliefs and practices require a change or modification (an accommodation) to these standards may submit a request to their supervisor.

Inclement Weather

On days when inclement weather may produce undue hazard in getting to or from work, the Branch Vice Presidents (after consulting the CEO) will make a decision on closing or remaining open at that Branch.

On days when the Branch is closed due to inclement weather, the following pay practices will be followed:

- If closed, there will be no loss in pay to full-time employees for regularly scheduled work hours.
- When a Branch officially opens late or closes early, there will be no deduction for regularly scheduled time not worked by the full-time employees.
- If open, exempt employees and full-time non-exempt employees are expected to work or utilize a personal day, vacation day or loss of pay for time not worked.
- Part-time employees must work in order to be paid.

Suggestions, Complaints, and Grievances

It is important that all employees do their best to maintain and preserve a good working atmosphere. Realistically, there will be times when problems arise or an employee has a suggestion. It is important that problems and suggestions are discussed so that a solution can be reached. For most suggestions and problems, a solution can be readily found once the situation is openly discussed.

It is our policy to attempt to ensure that each individual feels free to discuss any situation that causes a problem. The individual taking the information from the employee will document the complaint on the YMCA of High Point, Inc. Complaint Report form. Each individual is encouraged to discuss any such situation frankly with their immediate supervisor, NOT with co-workers, members or other members of the community.

If, after a reasonable period of time, three (3) working days, the employee receives from the immediate supervisor no answer or the answer is not satisfactory, the employee may then take the suggestion or problem to the Branch Vice President. The Branch Vice President will

respond to the employee within five (5) working days. If at this point, the answer is still not satisfactory, the employee may take the suggestion or problem to the Human Resources Director. After consideration and discussion with the members of the Association Office Management, the CEO / staff will respond to the employee within five (5) working days. The decision of the CEO will be final and on behalf of the entire Association.

At any time, an employee may speak directly with the Human Resources Director for guidance through the above process. Every effort will be made to resolve problems or implement suggestions in the shortest possible time. Open and frank communication is encouraged, and it is expected that most problems will have prompt and mutually satisfactory solutions.

Confidentiality

Information about the YMCA, its members, program participants and employees is to be kept confidential and divulged only to individuals with the YMCA with both a need to receive and authorization to receive information. If in doubt as to whether information should be divulged, act in favor of not divulging information and discuss the situation with your supervisor or Human Resources Director.

All records and files maintained by the YMCA are confidential and remain the property of the YMCA. Records and files are not to be disclosed to any outside party without the express permission of the Chief Executive Officer. Confidential information includes, but is in no way limited to: personnel, medical and payroll records regarding current and former employees; the identity of, contact information for, and any other account information about members, program participants or volunteers. Confidential information may not be removed from the YMCA premises without express authorization of the CEO.

Confidential information obtained during or through employment with the YMCA may not be used by an employee for the purpose of furthering current or future outside employment or obtaining personal gain or profit. The YMCA reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

All YMCA staff are required to sign a Confidentiality Statement upon hire and annually thereafter at their annual performance evaluation.

Drug Free Workplace

The YMCA's goal is to promote the health, safety, and productivity of its staff members, to protect the YMCA's integrity and to safeguard the public interest. The YMCA also recognizes the widespread abuse of drugs and alcohol in society and the need to maintain a drug-free workplace.

The YMCA of High Point prohibits the unlawful manufacture, distribution, dispensation, possession, and use of controlled substances and alcohol on the job or on its premises and prohibits its employees from being under the influence of Legal Drugs or Alcohol on or off the job, and using or being under the influence of Illegal Drugs off the job, if such use or influence impairs the employee's ability to safely and effectively perform the essential functions of his or her job, and prohibits its employees from using or being under the influence of Illegal Drugs on the job or on the YMCA's premises regardless of the effect of such drugs on performance. The YMCA of High Point reserves the right to perform drug and alcohol testing of applicants, and to perform testing of current employees for cause, post-accident, to determine an employee's compliance with drug or alcohol rehabilitation, randomly to determine whether the employee can safely and effectively perform the essential functions of his or her position

or when required by state or federal law. The following provisions provide more details regarding this policy.

Definitions

1. "Under the influence" means the employee is affected or impaired by a drug or alcohol or the combination of a drug and alcohol in any detectable manner.
2. "Legal Controlled Substances" and "Legal Drugs" means prescription drugs prescribed for the employee's current use by a health care provider licensed to prescribe controlled substances and that are being used for the purpose for which they were prescribed and over-the-counter drugs which have been legally obtained by the employee and are being used by the employee for their intended purpose and according to manufacturer specifications.
3. "Illegal Controlled Substances" is any narcotic, drug or drug-like substance that is (a) not legally obtainable, or (b) legally obtainable but which has not been legally obtained. The term includes but is not limited to (i) prescription medication that is not prescribed for the employee's current use by a health care provider licensed to prescribe controlled substances, and (ii) other medications and substances that are not used for their prescribed purposes or are otherwise abused and impair job performance.
4. The terms "Controlled Substances" and "Drugs" include all controlled substance listed under federal or state law. Many prescribed medications that alter physical and mental control are categorized under these laws.

Staff members who are taking physician-prescribed or over-the-counter medications that are likely to impair the employee's ability to perform his or her job safely and effectively are encouraged to report such use to their supervisor. The YMCA may temporarily restrict or modify work assignments accordingly. The information reported by the employee will be kept confidential and disclosed only on a need to know basis.

DRUG TESTING

Applicants

All applicants may be tested for illegal drugs prior to employment. All applicants possessing a Commercial Driver's License will be tested and results received before the first day of employment.

Further, the YMCA of High Point reserves the right to test for legal drugs and alcohol in all applicants in the same job category who have received an offer of employment conditioned on the results of the post offer test. Screening tests may be done at the YMCA's designated testing facilities. All results will be returned to the Human Resources Director and will be confidential.

For Cause

Current employees may be asked to submit to testing if reasonable cause exists to indicate that an employee is using drugs or alcohol in violation of this policy.

Factors which could establish cause include but are not limited to:

- Odor of alcohol or controlled substance about the employee;
- Direct observation of employee in drug related activity;
- Disorientation, irrational or erratic behavior;

- Unexplained or excessive negligence or carelessness;
- Discovery or presence of drugs in employee's possession, workplace or belongings;
- Sudden decline in work performance or unexplained increased/excessive absenteeism;
- Post-accident (see below);
- Repeated, unexplained failure to follow instructions;
- Arrest or conviction for drug-related crime;
- When an employee reasonably appears to be under the influence in violation of this policy.

Post-Accident

Employees may be tested after an accident or injury on the job that appears to have been caused or contributed to by the employee.

Compliance Testing

Employees who have agreed to participate in alcohol or drug rehabilitation as a condition of continued employment may be tested to determine the employee's compliance with rehabilitation.

Random

All employees are subject to random testing to determine whether the employee can safely and effectively perform the essential functions of his or her position.

- Random drug testing will occur on a quarterly basis, determined by the Association Office. No more than 10% of the employees from a chosen pay period will be selected.
- Supervisors/Directors will receive an email with a list of their employees that have been randomly chosen. The director will notify the employee on their next scheduled work day that they have been chosen and to immediately proceed to the appropriate clinical testing site. The drug screening process should not disrupt the day to day operations of the YMCA. Classes should not be canceled due to drug screening. Directors should utilize discretion upon determining when to send employees to be screened.
- The director will complete a Drug Screen form and give to the employee to present to the drug screening site upon arrival. Employees should take picture identification with them to the site.
- Non-exempt employees will be paid at their hourly training rate for time and travel incurred during the drug screening.
- Employees will be given a Custody and Control Form, which should immediately be given to their supervisor upon arrival back at work.

Employees possessing a Commercial Driving License will be placed in a separate random drug screening pool. These employees are also subject to quarterly drug screenings; however, the percentage selected for drug screening will be 50% per year.

Testing Required by Law

Employees may be required to submit to drug testing when required by federal or state law, regulation, or by contractual obligation. Therefore, in compliance with the Department of Transportation (DOT) regulations, employees with responsibilities of driving multi-passenger vehicles in excess of 15 passengers will be subject to drug and alcohol testing.

Other Provisions

Testing for drugs may be done by urine or blood sample or any other sample permitted by applicable law. Testing for alcohol will be done by Breathalyzer and may be done by urine. Drug screening tests for applicants may only be done by the YMCA of High Point approved laboratories only.

- All confirmation tests required by law will be done by the YMCA approved laboratory. The YMCA of High Point and/or the approved laboratory shall notify examinees (whether applicant or current employee) of any positive test result(s) in writing within thirty days after the results are delivered to the YMCA of High Point.
- Employees with a confirmed positive test result for legal drugs or illegal drugs may, at their option and expense, have a second confirmation test made on the same specimen. Any employee wishing to obtain a sample for purposes of having a second confirmation done must request the release of the sample in writing designating the certified laboratory where the sample will be sent. An employee will not be allowed to submit another specimen to replace the original specimen submitted for testing. An employee with a confirmed positive test result awaiting pending test results may be placed on probationary status, and may be sent home without pay during the time required for a specimen to be evaluated.
- Any employee selected for or asked to submit a sample for a drug and/or alcohol test must do so as a condition of employment. Refusal to provide a sample lawfully requested will be considered grounds for discipline up to and including immediate termination.
- All applicable and required federal and state laws will be followed while implementing this policy. Should any law change, the law will take precedence over this policy.
- Tests used to determine whether employees are under the influence of legal drugs or alcohol at work and action taken on the results thereof will be job-related and consistent with business necessity.
- The YMCA of High Point will keep confidential the results of the drug/alcohol testing, information provided by examinees about their medical histories and lawful prescription drug use, records of any qualifying disabilities under the Americans with Disabilities Act and accommodation of such disabilities, and will disclose such information only on a need to know basis as permitted under applicable state and federal law. The YMCA of High Point may, for example, disclose information regarding an employee's disability and accommodations of such to the employee's supervisors, human resource personnel, safety personnel if the employee has a condition that might require emergency treatment, insurers or governmental agencies to the extent that they need to know the information. As another example, the YMCA may disclose the results of testing for employment related reasons such as performance evaluations and discipline.
- Upon reasonable suspicion of a violation of this policy, the YMCA may conduct unannounced searches of employees and their personal property while on YMCA premises. An employee's refusal to consent to and cooperate with such searches can result in disciplinary action up to and including termination. YMCA employees have no reasonable expectation of privacy in property brought onto YMCA premises, including the YMCA's parking lots.
- Surveillance equipment may be used at any time and any place the YMCA so chooses, provided it is in the boundaries of the law.
- Any areas on the premises of the YMCA are under the control of the YMCA and employees have no reasonable expectation of privacy with respect to such areas.
- The YMCA reserves the right to seize all drugs, alcohol, paraphernalia, or other contraband found on YMCA premises. The YMCA may also turn such evidence over to the appropriate authorities.
- Acceptance of employment or continued employment after the effective date of this policy constitutes consent to all of the provisions in this policy.

Criminal Background Checks

Criminal background checks will be performed on 100% of all new candidates for employment. In addition, all former or returning staff members are required to have a criminal background check conducted if they have been away from the YMCA for 60 days or longer. In order to maintain up to date information, Annual Disclosure Statements will be obtained from all employees on an annual basis. Current employees will be randomly checked during their employment with the YMCA.

By making application and signing the application for employment to the YMCA, applicants are consenting to a criminal background check. Each applicant consents to a pre-hire criminal background check AND an annual random criminal background check. All applicants must satisfactorily clear the background check as a condition of employment. Failure to satisfactorily clear a criminal background check will result in withdrawal of the job offer, and for existing employees, may result in termination.

In determining whether the results of a criminal background check for a candidate, returning employee or existing employee are acceptable, the YMCA will consider only convictions, and also will take into consideration, in its discretion, the age and time of the offense, the seriousness and nature of the offense, and the nature of the candidate or employee's position with the YMCA.

Automatic bars from employment include any of the following felonies:

- Sexual abuse or assault
- Violence
- Theft/embezzlement
- Drug related convictions

Chemical Hazards in the Workplace

The YMCA is committed to offering a safe and healthy workplace. Employees are trained in hazard awareness to ensure they are fully informed and aware of any chemical hazards in the workplace.

In your work at the YMCA, you may come in contact with hazardous material that you need to know how to handle. The YMCA makes available MSDS (Material Safety Data Sheets) for all products used at the facility. Your supervisor or business office can tell you the location of the MSDS sheets.

The directions of the MSDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc) must be used as directed on the MSDS sheets. Please ask your supervisor where this equipment is stored, and how to use it, if you have not already been trained.

Any accidents pertaining to chemicals or hazardous materials should be reported immediately to your supervisor and an Incident Report completed.

Building Security

Safety and security are always a priority for the YMCA. Employees are expected to follow all policies and procedures for ensuring the security of all of the YMCA facilities, including the grounds. Employees are required to wear name tags while on duty. Members are expected to bring their membership cards and guests are required to provide picture identification. No unauthorized persons are allowed in the building after hours under any circumstance.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interests and the interests of the YMCA. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with the YMCA are to act in the best interest of the YMCA. Employees are not to receive personal gain or incur obligation to others at the expense of the YMCA. Employees should make prompt and full disclosure in writing 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 YMCA
- staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the YMCA
- personal benefit from any YMCA transaction 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 YMCA
- unauthorized use of materials, equipment, facilities, or other YMCA assets for personal purposes

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.

Confidential Medical Information

All medical information is sensitive. Employees are expected to treat medical information as confidential, whether it is related to employees, members, youth, volunteers, or donors, and should not disclose it to others. Furthermore, medical information regarding YMCA participants may be subject to certain federal privacy rules.

The YMCA and its employees will respect and protect the privacy of medical information, medical records, and related information about participants who request or receive direct services from the YMCA. The YMCA safeguards all confidential information about participants consistent with federal and state laws.

Employment Process

All applicants will complete the YMCA of High Point approved application and submit a current resume as appropriate. References will be obtained and verified by the hiring supervisor and interviews will be scheduled and conducted for qualified candidates. A change of status form with a hiring recommendation will be submitted and approved by the Vice President of the branch before orientation begins. Any recommendations for full time exempt positions require the prior approval of the CEO. All offer letters will be drafted by the Human Resources Director.

New Employee Orientation

We at the YMCA of High Point, Inc. strive to provide each new employee with a broad overview of the YMCA and then provide them with the necessary resources to further develop their knowledge. Our goal is to hire, train and develop employees that can be self-directed and possess the ability to seek clarification on matters of uncertainty. We encourage employees to make the YMCA a career and involve themselves in every aspect of our service.

Orientation Process / 90 Probationary Period

Your orientation to the YMCA and your new position will occur over several days to several weeks. The orientation will provide an outline of the YMCA's policies and procedures, your individual job duties and responsibilities, and the Y's standards of performance. In addition, if applicable, an outline of the YMCA's employee benefits will be given and explained.

This orientation could consist of meetings with representatives of various departments, on-the-job training and a 90 day evaluation.

During the 90 day probationary period, employees will have the opportunity to learn more about the job duties. Supervisors will train, mentor and evaluate employees on customer service skills, their knowledge and ability to perform their job duties, their understanding and exemplifying the YMCA's mission, values, code of conduct, and safety programs. Employees will also be evaluated on the timely and accurate completion of the required trainings. Supervisors will meet the employee within 90 days of hire to complete the 90 Day Evaluation. At this time, the employee may be recommended for continued employment and released from the probationary period or terminated.

New Hire Paperwork

On or prior to your first day of employment, you will complete all of the required paperwork; including but not limited to Form I-9 for the Immigration and Naturalization Service, Federal and State withholding forms, Direct Deposit Authorization, Code of Conduct, Confidentiality Statement and Authorization and Disclosure Statement.

Licensure, Registration, Certification

As a condition of employment, certain jobs require licensure, registration or certification. All appropriate qualifications must be verified prior to making hiring decisions.

After hire, it is the responsibility of the employee to renew and maintain on a timely basis any licensure, registration or certification and to present written proof thereof. Failure to renew required qualifications may result in termination of employment.

Required Trainings

All employees are required to complete the following trainings within the 90 day probationary period:

- CPR / First Aid / AED
- Oxygen (Hartley branch only)
- Lifeguard or specialty certifications
- New Staff Orientation with CEO
- Darkness to Light
- Bloodborne Pathogens - Redwoods
- Social Media - Redwoods
- Child Sexual Abuse - Redwoods

- Defensive Driving – Redwoods (those on the YMCA’s insurance and approved to drive for the Y)

Employment of Minors

It is the policy of the YMCA of High Point, Inc. not to hire anyone under the age of eighteen (18) without a valid work permit. Once the work permit is obtained, the hours of work indicated on the permit will be strictly adhered to by the YMCA. The valid work permit must be signed by parent/legal guardian, employee, and employer and brought to the YMCA on the employee’s first day of employment. The work permit will become a permanent part of the employee’s personnel file.

Employment of Relatives

Due to the potential for conflicts of interests, no full time employee should be supervised by a relative or member of the same household. Relative is defined as a spouse, parent, son, daughter, brother, sister, grandparent, grandchildren anyone in a "step-" relationship (e.g. "stepson," etc.), in-laws (e.g. mother-in-law, etc.), and anyone living permanently in the same household. It is the responsibility of the employee to inform their immediate supervisor or Human Resources Director of any relatives working for the YMCA of High Point, Inc.

Exceptions to this policy may be approved only by the Association Office.

Job Descriptions

Each employee shall have a clearly stated job description setting forth the important and essential elements of the job, which are properly identified and described. The job description is reviewed during orientation and is signed by the employee stating they understand and are aware of their job responsibilities.

Annual Performance Evaluations

Employee performance evaluations are conducted annually. Evaluations will be conducted on part time employees on their date of hire anniversary and full time exempt and non-exempt will be conducted during the first quarter of the year but no later than April 1st.

During the evaluation, the supervisor and employee will discuss the supervisor’s results of the evaluation and the formal evaluation will become a part of the personnel record. Educational needs and employee options to enhance self-development will also be identified and discussed at this time. Both the employee and supervisor will establish a list of goals to achieve during the upcoming year.

A merit raise may be given in accordance with the employee’s individual level of performance at the annual evaluation; however there are no guarantees of salary increases.

If an employee receives an overall rating below Meets Standards, the employee will be placed on a 90 day probationary period. If performance does not reach a Meets Standards level during this 90 day period, they may be subject to termination. Employees should not discuss salary matters except with their immediate supervisor and/or Human Resources Director.

Performance Objectives

The primary documents on which performance objectives are based for all employees are the job description and the YMCA's Strategic Plan. Each individual is expected to prepare

performance objectives in conjunction with his/her supervisor each year and is evaluated on the degree of success in attaining the objectives identified.

Disciplinary Policy

It is the policy of the YMCA of High Point administration, directors and supervisors to follow an established consistent system of discipline when correcting job performance, absenteeism and/or tardiness or any inappropriate behavior. All disciplinary action will be in writing and will become a permanent part of the employee's personnel file.

Infractions are classified in two major categories. Each category listing is not intended to be all inclusive but rather to serve as a guide. The YMCA has complete discretion to determine the appropriate action to take for violation of any of the following policies and for any other misconduct by an employee. The YMCA also reserves the right to discharge an employee at any time at its discretion regardless of job performance or for an offense not listed in this policy, and with or without any progressive disciplinary steps taken. All employees are hired as at-will employees.

GROUP 1 OFFENSES – Action resulting in progressive discipline action plan

First Offense.....Verbal or Written Warning

Second Offense.....Written Warning or Suspension without pay (up to 3 days) or Dismissal

Third Offense.....Suspension without pay (up to 3 days) or Dismissal

Fourth Offense.....Termination of Employment

Examples include but are not limited to:

- Failure to notify supervisor directly of expected tardiness or absence within two hours of scheduled shift
- Excessive or patterns of tardiness and/or absences
- Non-compliance with the YMCA's Dress Code and/or Customer Service Policy
- Creating or contributing to unsanitary or unsafe work conditions or poor housekeeping
- Failure to cooperate with other employees as required by job duties
- Failure to use reasonable care in use of the YMCA's property or equipment
- Use or possession of YMCA's equipment without prior authorization
- Neglect or carelessness in observance of official safety rules or disregard of common safety practices
- Obligorating the YMCA for any expense, service or performance without prior authorization
- Unsatisfactory work or failure to maintain required standards of performance
- Disregarding job duties by neglect of work
- Excessive usage of YMCA telephones, computers, or email for personal business
- Smoking or use of tobacco on YMCA premises
- Working overtime without prior approval
- Changing a work schedule without prior approval
- Failure to report a violation of the Code of Conduct where diligence on your part would have led to the discovery of the problem early on and the YMCA would have been given time to correct the situation
- Failure to adequately instruct subordinates regarding compliance with all legal and applicable policy requirements

GROUP II OFFENSES – Action resulting in up to termination of employment

First Offense.....Up to termination of employment

Examples include but are not limited to:

- Falsifying testimony when an accident is being investigated
- Falsifying information when making application for employment
- Falsification of documents, including but not limited to personnel records, time sheets, and expense reports
- No call / no show for scheduled work shift
- Failure to report accidents or injuries
- Stealing or similar misconduct, including destroying, damaging or concealment of any property of the YMCA, other employees, or members of the YMCA
- Threatening, intimidating, coercing, or interfering with employees, supervisors, volunteers, or members
- The making or publishing of false, vicious or malicious statements concerning employees, volunteers, supervisors, or members
- Failure to adhere to the Social Media Policy
- Failure to adhere to the Code of Conduct
- Violation of the Confidentiality Policy
- Harassing an employee, volunteer, supervisor, or member with regard to sex, marital status, age, race, national origin, physical or mental handicaps, religion, personal appearance or veteran's status.
- Insubordination of any kind
- Misusing disability or other insurance or benefit program
- Failure to adhere to the Drug Free Workplace Policy and drug screening requirements
- Dishonesty or any dishonest action
- Malicious mischief, horseplay, wrestling, or other undesirable or abusive conduct, including use of profane or abusive language
- Failure to report any child abuse
- Conviction of the following felonies: sexual abuse or assault, violence, theft/embezzlement, or drug related convictions

PERFORMANCE APPRAISAL

A written disciplinary action that occurs within twelve (12) months of the annual performance appraisal will affect the employee's annual merit raise.

DISCIPLINARY APPEAL

Any employee who has been disciplined may appeal the action according to the Y's grievance procedure; refer to Suggestions, Complaints and Grievances Section.

Using YMCA Vehicles

Vehicles owned, operated or under the control of the YMCA are to be used only for YMCA business purposes. An employee may drive a YMCA vehicle only if properly trained, licensed, approved and added to the YMCA's insurance policy and approved by the Human Resources Director. While driving, employees are required to adhere to all state laws; therefore required to use seat belts and refrain from texting or using cell phones.

Employee Personnel Files

Employee personnel files are legal documents; therefore, blue and black ink entries only and no white out.

The information in the employment file of each employee is considered confidential and treated as such. Each individual has the right to see information contained in his/her file in the privacy of the Human Resources Director's office at a mutually convenient time. No documents may be removed or added by an employee. The file and its contents belong exclusively to the YMCA.

SECTION THREE:

Employee Benefits

Date of Hire

The employee's original date of hire (DOH) is the initial date of employment for the employee with continuous service to the YMCA of High Point, Inc. The DOH shall be used to determine length of service and eligibility for certain employee benefits.

Compensation

Compensation of employees consists of one of three methods: hourly, per class or salaried. In addition, there are full time, part time and seasonal employees.

Hourly

All non-exempt regular employees are paid on an hourly rate of pay for all hours worked. Non-exempt employees are paid by the hour and are entitled to overtime pay for work actually performed over forty (40) hours per week.

Per Class

Certain instructors are compensated using the per class method. The YMCA compensates them an agreed upon rate for each class they conduct. Per class employees are considered non-exempt employees and are entitled to overtime pay.

Salaried

All exempt employees are paid a salary which is compensation for all hours worked. Exempt employees are not entitled to overtime pay and meets all the definition requirements under the provision of the Federal Fair Labor Standards Act.

Full-time

Full time employees are those employees who are hired and routinely work thirty-five (35) or more hours per week.

For purposes of employer sponsored insurance benefits, employees who are hired and routinely work thirty (30) or more hours per week will receive access to health / prescription drug, dental, life/ AD&D, long term disability, flex spending accounts and optional supplemental policies.

Part-time

All employees who are routinely scheduled to work less than thirty (35) hours per week are considered part time.

Seasonal

Seasonal employees are employed for a specified programmatic period, always less than twelve (12) months, i.e. summer day and resident camp, or until the "at will" decision is made to terminate employment whichever comes first.

Overtime

It is the policy of the YMCA of High Point, Inc. to avoid overtime whenever possible. Overtime hours are defined as any hours actually worked over forty (40) hours in a seven day work week (Monday through Sunday). Hours worked in excess of forty (40) cannot be transferred from one week to another. Supervisors are expected to manage their schedules in order to minimize overtime.

Non-exempt Employees

Overtime by a non-exempt employee must be approved by the employee's immediate supervisor before it is worked. Non-exempt employees shall not start work before the

scheduled time to start or continue to work after the scheduled time to stop unless PRIOR permission is obtained from the employee's immediate supervisor. A non-exempt employee who works overtime without prior approval/authorization may be subject to disciplinary action.

All non-exempt employees are entitled to receive additional compensation for overtime hours actually worked in accordance with legal requirements. Under the law, overtime hours actually worked by a non-exempt employee is paid at the rate of time and one half (1 ½) the employee's regular hourly rate of pay.

Mileage / Expenses

The YMCA of High Point, Inc. reimburses actual miles traveled for the business of the YMCA at the current IRS allowed rate. Employees will document these miles on an Employee Expense Report and will submit to their immediate supervisor on a monthly basis for approval. Any expenses incurred for YMCA business may also be submitted for reimbursement. Actual receipts should be taped to a white piece of paper and documentation of time, date and explanation of the expense recorded. The form is forwarded to Accounts Payable for processing.

Cell phone reimbursement is made to those exempt employees who require the use of phone, data, and technology to perform their job responsibilities. Reimbursement is as follows:

- CEO – cell phone billed paid at 100%
- Vice Presidents, CFO, Human Resources Director – up to \$100.00 per month
- Associate Executive Director, Assistant Director and Senior Program Director – up to \$75.00 per month
- Remaining Directors – up to \$60.00 per month

Pay Day / Pay Checks

All employees are paid on a semi-monthly basis; the 15th and the last day of the month. Direct deposit is required of all employees. It is the responsibility of the employee to pick up their direct deposit slip at each pay day. If the employee is unable to pick it up, arrangements with their immediate supervisor should be made to mail the direct deposit slip to their home address.

It is the responsibility of all employees to review their direct deposit slip to ensure accuracy:

- Employee's name, address and social security number
- Hours worked

For the purposes of paid leave for holidays, personal days, vacation sick, bereavement and jury duty, full time employees are those employees who are hired and routinely work a minimum of thirty-five (35) hours per week. Employees who work less than thirty-five (35) hours per week are not eligible for paid leave.

Regular and timely attendance is required of all employees and is an important part of your job performance. You are expected to be at your work site and ready to work at the start of your assigned hours, and to remain at your job until the end of your assigned work hours, except for approved breaks and meals. Attendance will be monitored on an ongoing basis and will be included as part of an employee's performance review.

There are times when an unscheduled absence is unavoidable. If you need to be absent from work, you must contact your immediate supervisor (not a coworker, front desk staff, or voice mail) as soon as possible, and no later than two hours prior to the start of your scheduled shift. Your supervisor may require you to take initial responsibility for locating a substitute to cover your shift.

Failure to observe scheduled working hours disrupts YMCA operations and places an unfair burden on fellow staff members. Unexcused, repeated tardiness or absences and/or failure to personally notify your supervisor of an absence can result in disciplinary action up to and including termination. If you are absent for two consecutive workdays without contacting your supervisor, you will be considered to have voluntarily resigned your position.

Holidays

Exempt and full-time employees are entitled to the following nine (9) holidays each year with pay:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One Floating Holiday (one day)

Floating holiday must be scheduled in advance with their immediate supervisor and documented on the Request for Time Off form.

Personal Days

Exempt and full-time employees are entitled to two (2) personal days with pay during the calendar year. These are to be selected by the employee with prior approval of the supervisor and documented on the Request for Time Off form.

For the remainder of the calendar year in which hired, new employees will be eligible for personal days pro-rated for the time remaining in that year. At the time of termination, whether voluntary or involuntary, any unused personal days are forfeited and no pay will be made. Personal days cannot be carried over or accumulated from year to year.

Vacation

The YMCA provides vacation leave because it is an essential contributor to both personal well-being and productivity on the job. Eligible employees may use accrued vacation for paid time away from work. All eligible employees are required to use their vacation benefits each year. Vacation days cannot be accumulated or carried over to the next year or borrowed from the next year. An employee cannot take pay in lieu of vacation days. Employees shall schedule their vacation time, subject to supervisor approval at such time that best suits the requirements of their job. An employee wanting to utilize vacation or personal days, must complete a Request for Time Off form and submit to their immediate supervisor for approval. This form is submitted to the payroll department for processing.

At the time of termination any unused vacation days may be included in the final payroll check pending approval by the CEO.

Vacations are calculated on the basis of the employees' full-time employment with any YMCA.

Beginning with the next calendar year (January following their date of employment with the YMCA of High Point, Inc.), employees who transfer from other YMCA's will be eligible for vacation, based on their years of full-time employment with any YMCA.

The following applies to paid vacation time:

- Vacation is not available for the first 90 days of employment.
- Vacation is paid based on the employee's current rate of pay, scheduled hours to work, excluding overtime and other compensation. Vacation pay will not be granted in increments of less than four (4) hours or half days for non-exempt employees.
- On the first day of the month following successful of the 90 Day Probationary period, eligible employees will receive a prorated amount of vacation leave for the remainder of that calendar year.
- Each January, all eligible employees will receive their allotted vacation leave for that calendar year.
- Vacation will be based on the following years of full time service:
 - 0-2 years 10 days per year
 - 3-5 years 15 days per year
 - 6-10 years 20 days per year
 - 11+ years 25 days per year

Example: A full time staff without previous YMCA experience begins employment April 1st, after successfully completing their probationary period, July 1st, they are eligible for 5 days (calculated by: 6 months eligible divided by 12 months times 10 days per year based on years of service).

Sick Leave (Personal Illness or Non-Work Related Accident)

When absence from work is necessary due to illness or accident, the supervisor shall be notified no later than two hours prior to the beginning of the employee's scheduled work shift. Sick-leave benefits are designed to be used for absences due to your own illness or injury, or to care for an ill or injured member of your family living in your household. Sick leave may also be used for your own or your dependents' health appointments.

- Sick leave is not available for the first 90 days of employment.
- Unused sick hours that are not used in a calendar year will not be carried forward or paid upon termination of employment.
- A physician's statement may be requested prior to approval for paid leave and may be required upon your return to show your fitness to return to work.
- Beginning with the fourth month of employment through the following December 31, eligible employees will receive one day sick leave for each full month worked up to a maximum of nine (9) days. In the first year you must have accrued the number of sick days you wish to take (no borrowing ahead)
- Beginning with the first full calendar year of employment, eligible employees will receive a maximum of ten days of sick leave each year. The first full calendar year begins with January, following the completion of three months employment.

Sick leave cannot be accumulated or carried over from year to year. At the time of termination of employment, an employee shall have no claim for pay in lieu of unused sick leave. Sick leave runs concurrent with FMLA leave.

Bereavement Leave

Full-time employees may have up to five (5) days paid leave for death of an immediate family member (spouse, parent, son, daughter, brother, sister, grandparent, grandchildren anyone in a "step-" relationship (e.g. "stepson," etc.), in-laws (e.g. mother-in-law, etc.), and anyone living permanently in the same household). Days beyond five (5) will be charged to vacation or personal days.

Jury Duty

Documented time off without loss of pay shall be granted to full-time employees called for jury duty. No refund to the YMCA of per diem fees and other allowances will be required. Employee must return to work upon early dismissal. Employee shall inform supervisor immediately upon receiving notice to serve on a jury. Upon request, the employee may be required to provide sufficient documentation of actual time spent on jury duty.

Military Leave

When a full-time employee is called or recalled for active duty, the YMCA will grant an official leave of absence without pay. Re-employment rights are provided in Federal and State laws.

Full-time employees serving in a Reserve component of the US. Armed Forces of National Guard may use their vacation time for the required annual training and receive full pay for that period. These employees may take such training duty at a time other than vacation, if approved by the CEO or a designee, in which case, the Y will pay the difference between the salary and the amount received from military service, up to a maximum of ten (10) days.

Family and Medical Leave Act

Upon hire the YMCA of High Point provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA).

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact Human Resources in writing.

General Provisions

Under this policy, the YMCA of High Point will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (described below).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resources Director.

- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son* or *daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, sick, and personal time runs concurrently with FMLA Leave and employees are required to utilize this time before taking unpaid time off.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The company will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Human Resources Director with verbal or written notice of the need for the leave. Within five business days after the employee has

provided this notice, the HR manager will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resource Director will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

The company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

For the purposes of employer sponsored insurance benefits, full time employees are those employees who are hired and routinely work a minimum of thirty (30) hours per week. Employees who work less than thirty (30) hours per week are not eligible for employer sponsored insurance benefits with the exception of some employees will qualify for retirement benefits.

Employee Insurance Benefits

Full time employees are eligible for enrollment in the following YMCA of High Point, Inc. group insurance benefits:

- Health insurance / prescription drug
- Dental insurance
- Life insurance
- Accidental Death and Dismemberment
- Long Term Disability
- Flexible Spending Accounts
- Optional Supplemental Policies

Employee cost and the specific benefits payable under the YMCA's policies are outlined in the insurance booklets given to employees at the time of their eligibility. Any employee cost will be paid through semi-monthly payroll deductions.

The YMCA reserves the right to change provisions of all of the above programs and/or insurer at any time, with or without notice. The YMCA also reserves the right to evaluate and adjust employee contribution levels at any time; however, reasonable notice will be given prior to the effective date.

Retirement

As an employee of the YMCA, you may participate in the YMCA Retirement Fund, which provides retirement, permanent disability and death benefits for its participants and their designated beneficiaries. Employees are eligible and will be enrolled in the Fund when:

- Employees are 21 years old
- Have completed two years of employment
- Have completed 1,000 hours of employment in each of the two years of employment

The YMCA of High Point currently contributes 12% of each participating employee's monthly compensation to the plan. Employees are vested immediately upon their enrollment.

The YMCA reserves the right to amend its participation in the YMCA Retirement Fund at any time within the terms and conditions set by the Board of Directors and the Fund.

In addition, immediately upon employment all employees are eligible to participate in the 403(b) Tax Deferred Savings Plan, regardless of their age, status (exempt, full time, part time, or seasonal) or hours of service. Participants may make voluntary contributions by payroll deduction to the YMCA Retirement Fund. For more information please contact the Human Resources Director.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA allows you to continue your group health and dental insurance coverages. Information regarding continuation of these benefits will be given to you at the time you are eligible for benefits and when your eligibility for benefits ends. In addition, you will receive a Certificate of Group Health Plan Coverage when your health benefits end. This certificate provides evidence of your prior health coverage.

Workers' Compensation

The YMCA provides each employee with Workers' Compensation insurance. This policy provides for the medical costs incurred as a result of an injury or illness which is a result of employment, and disability benefits (i.e, lost earnings and rehabilitation) if the job-related injury or illness causes temporary, partial or total disability which prevents the employee from performing their normal job responsibilities. However, disability payments do not begin until after completing a waiting period.

Employees must report any job-related injury / illness to their immediate supervisor within 24 hours of the injury / illness, regardless of how minor the injury or illness may seem and, if necessary, must seek medical treatment promptly. The Redwoods Group Incident Report will need to be completed by the employee. If medical attention is required, the employee and immediate supervisor will work together to complete the Workers' Comp Form 19 and the employee will be instructed on medical care including a post-accident drug screening. Both forms will be submitted to the Human Resources Director.

The employee is responsible for providing all doctor bills, prescription co-pays and medical reports to the Human Resources Director. The YMCA will make every effort to return employees to work on a light duty schedule, if necessary, consistent with the physician's recommendations.

YMCA Employee Membership and Program Fees

Full time Employees (and tax deductible dependents living in their household)

- Complimentary Association-wide YMCA usage during their employment.
- YMCA retired staff with a minimum of 10 years continuous service immediately prior to retirement, are provided with the same.
- Participation in program activities free of charge unless the program is limited to a certain number of participants, i.e., child care and after school program.

- Any special direct costs for program materials (i.e. books, certification fees) are the responsibility of the employee.
- Resident Camp reserves the right to select available sessions to staff as well as partial or full payment on more than one family member participating. Always check with Camp prior to enrollment.

Part-Time and Seasonal Employees

- Receives an individual Association membership to use facilities during the time of their employment. If a part-time or seasonal employee would like family or dependent membership, the amount of an individual membership will be discounted from the membership rate at the location they are employed.
- Programs or other activities will be paid for at the member rate.
- Part-time staff on the YMCA retirement fund, at their retirement date and having worked continuously 20 years will receive complimentary, individual, Association wide YMCA usage for life.

SEPARATIONS

The term "separation" shall refer to any and all terminations of the relationships between an employee, regardless of job classification, and the YMCA, as employer. Any final pay owed to the employee will be processed in the next payroll period following the date of employment termination. All property of the YMCA will be returned to the employee's immediate supervisor. The Human Resources Director will conduct exit interviews on all full time employees who are not involuntarily discharged and will make every effort to conduct on part time employees.

Resignation

Resignation is a voluntary choice, freely made by the employee for whatever reason. An exempt employee is expected to give a minimum of four (4) weeks written notice of resignation. A non-exempt employee is expected to give a minimum of two (2) weeks written notice of resignation. If the appropriate notice is not given, the supervisor will document this on the Change of Status form, the employee will not be eligible for rehire or to receive unused vacation pay.

Reduction in Work Force

Separation of an employee because of the discontinuation of a position or budgetary constrain, or for other circumstances arising through no fault of the employee, is at the discretion of the employer.

Transfers within the YMCA branches

Exempt Employee

Whenever exempt employees transfer within the YMCA, or transfer to another Association of the YMCA, a minimum of a four (4) weeks notice shall be given to the Branch.

Non-Exempt Employees

Whenever non-exempt employees transfer within the YMCA, a minimum of a two (2) week notice should be given to the Branch.

Retirement

Rules and regulations of the YMCA Retirement Fund govern normal and early retirement options. Details are at www.yretirement.org.

Death

In the event of the death of an employee, earned salary, and any other benefits to which the employee was entitled will be paid to the deceased employee's estate or named beneficiary.

Unsatisfactory Performance

Employees may be dismissed by the YMCA for their failure or inability to meet job performance standards or expectations. Generally, prior to such dismissal, an employee's supervisor must have made a reasonable and documented effort to resolve the performance deficiency; including provision of written notification about the deficiency, specific expectations and time-frame for improvement to that employee. However, the YMCA reserves the absolute right to terminate at any time without warning in its sole discretion.

In the event that the involuntary separation involves the CEO, the Chief Volunteer Officer (CVO) should contact the YMCA of the USA local consultant.

Should a satisfactory resolution not be accomplished after the proper notification **and** pre-determined period for improvement, a separation-date will be established.

Exit Interviews

An exit interview will be extended to all full-time employees leaving the YMCA. The Human Resources Director will conduct all full-time interviews. Exit interviews for part-time employees are determined by the supervisor. The exit interview will be formally documented and becomes a permanent part of the personnel file.

**YMCA of HIGH POINT
EMPLOYEE MANUAL ACKNOWLEDGEMENT**

I have received a copy of the YMCA of High Point's Employee Manual ("Manual").

I acknowledge my obligation to read and understand its contents.

I understand that it is my responsibility to acquaint myself with the contents in the Manual and that neither the Manual nor any other communication except for a written contract from the YMCA of High Point shall constitute a contract of employment for any specified duration. I hereby agree to abide by the rules, regulations and policies of the YMCA of High Point.

This Manual supersedes any previous employee manual that may have been issued by the YMCA of High Point.

- I agree to comply with YMCA of High Point policies contained within this Handbook.
- I understand and acknowledge that I have read and agree to comply with the Code of Conduct policies.
- I understand and acknowledge that if I have any questions concerning this Manual, or do not understand its contents, I should contact the YMCA of High Point's Human Resources Director.

Employee Name (Print)

Employee Signature

Date