



SAN GABRIEL VALLEY YMCA

Version 6.09

EMPLOYEE HANDBOOK



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1.0 PRESIDENT'S WELCOME



Welcome! You have just joined a dedicated team of employees. We hope that your employment with San Gabriel Valley YMCA will be rewarding, challenging, and of mutual benefit to you and the YMCA. We take pride in our employees as well as the families we serve. We consider ourselves leaders in the field of childcare, camping, and fitness.

Please take the time to read this employee handbook carefully. It is an important communication, management, and legal document. Please sign the Acknowledgment at the end to show that you have read, understood and agree to the contents of this handbook. This handbook provides most of the terms and conditions of your employment. Specific provisions contained in an individual employment agreement control over the general provisions of the handbook. This handbook supersedes any previously issued handbooks or inconsistent policy statements.

Throughout the handbook, we will refer to San Gabriel Valley YMCA as “YMCA” or the company.

Please understand that no employee handbook can address every situation in the work place. If you ever have questions about the terms or conditions of your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this manual, please contact the Business Manager or myself. Likewise, if you have any suggestions related to company policies or procedures, please let us know.

We wish you success in your employment here at San Gabriel Valley YMCA!

All the best,

Craig Cerro
President/CEO
San Gabriel Valley YMCA

2.0

INTRODUCTORY LANGUAGE AND POLICIES



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

2.3 MISSION STATEMENT

The mission of the San Gabriel Valley YMCA is;

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

All program designs and lesson plans include ways to actively meet our mission. In camp and childcare programs, we teach new skills and provide experiences that give youth and staff confidence that allows them to make good decisions at home. In healthy lifestyles, we provide members with tools and opportunities to feel good about themselves. We create a community network that fills members with purpose and impacts their daily lives.

The YMCA is a leader in the community. We are a team of highly motivated managers and staff dedicated to providing the best products and services available. Our strength is generated from our commitment to our employees and the community.

The YMCA is committed to providing its members high quality products and services. We are sensitive and responsive to our member's needs and devoted to their satisfaction. We strive to teach and emulate the core values of honesty, respect, responsibility, and caring in all our programs and services.

The YMCA acknowledges its responsibility to the communities where it is located. By our leadership and active participation in community affairs, as well as our economic vitality and quality of our products and services, we can greatly contribute to enhancing the communities in which we live and work.

The YMCA is committed to open communication with its members and families. We are committed to quality service, which means a willingness to listen to persons with concerns or complaints, a willingness to immediately act upon same, as well as to effectuate any modifications to company procedures to help better develop member relations.

2.2 ETHICS CODE

YMCA will conduct its business honestly and ethically wherever we operate. We will constantly improve the quality of our services and operation and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct on the part of officers, managers, employees, or affiliates is in the Y's best interest. We will not compromise our principles

for short-term gain. The ethical performance of this YMCA is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to high standards of personal integrity.

Officers, managers, and employees of the company must never permit their personal interests to conflict, or even appear to conflict, with the interests of the YMCA, its clients or affiliates. All of us must be particularly careful to avoid representing the YMCA in any transaction with others with whom there is any outside business affiliation or relationship. Officers, directors, and employees shall avoid using YMCA contacts to advance their private business or personal interests at the expense of the Y, its clients or affiliates.



No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence business activity. Officers, managers, and employees shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence business activity.

2.4 CORE VALUES

The YMCA core values of *caring, honesty, respect, and responsibility* are the focus of everything we do.

These are the core values that build strong kids, strong families, as well as strong communities. Strong kids turn into healthy productive adults who build a strong community.

Whatever your job duties are at the YMCA, you can teach these values through your words, your example, and your work.

These values need to be consistently demonstrated in our behavior toward our members, fellow staff, and volunteers – *towards everyone*.

2.5 REVISIONS TO HANDBOOK

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including company policies and procedures. The handbook is not a contract. However, your compliance with it is a condition of your employment. The company reserves the right to revise, add, or delete from this handbook, as well as the terms or conditions of your employment to the extent allowable by law. Written changes to the handbook will be distributed to all employees. No oral statements or representations can change the provisions of this handbook. If you believe any provisions of the handbook conflict with your understanding of the terms or conditions of your employment, then you should immediately speak to your supervisor or the Business Manager for clarification.

3.0

HIRING AND ORIENTATION POLICIES



3.1 EEO STATEMENT AND NON-HARASSMENT POLICY

EQUAL OPPORTUNITY STATEMENT

Our company is committed to the principals of Equal Employment Opportunity and to making employment decisions based on merit and value. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all other laws related to the terms and conditions of employment. We desire to keep a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by Federal, State or local laws. We will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for the company.

We are all responsible for upholding this Equal Employment Opportunity policy and commitment. Equal Employment Opportunity laws afford each one of us the chance to succeed or fail based on individual merit.

Non-Harassment

Just as the company bears a responsibility towards this policy, each employee must clearly communicate their disinterest in, or offense taken to, any perceived verbal or physical discrimination or harassment. Sexual, racial, ethnic and other forms of harassment of, or by, employees, vendors, visitors, customers and clients are forbidden by law and will not be tolerated.

Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

It is not possible to identify each and every act that constitutes or may constitute sexual harassment. However, examples of sexual harassment are included below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters,

notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) continuing to express sexual interest after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the YMCA or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; (i) any unwanted physical touching or assaults, or blocking or impeding movements.



WE WILL NOT TOLERATE ANY FORM OF DISCRIMINATION OR HARASSMENT!

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment **must immediately** notify their supervisor, Business Manager or other manager at the company. We will promptly and thoroughly investigate any claim and take appropriate action. We will impose appropriate sanctions against any person found to be in violation of this policy. These sanctions may include, but are not limited to reprimand, suspension, demotion, transfer and discharge.

YMCA prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint.

YMCA prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint.

Any employee who believes he or she has been subject to unlawful discrimination, harassment or retaliation may also raise his or her concerns to the Equal Employment Opportunity Commission or State Fair Employment Office. The address and telephone number for this office is:

1801 L Street, N.W.
Washington, DC 20507

3.7 NEW EMPLOYEES AND INTRODUCTORY PERIODS

The first ninety 90 days of your employment is considered an introductory period. During this period you will become familiar with YMCA, the terms and conditions of your employment, your job responsibilities, and the like. At the same time we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the “at-will” employment relationship.

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