



SAN GABRIEL VALLEY YMCA

Version 6.09

EMPLOYEE HANDBOOK



412 East Rowland Street ▼ Covina, CA 91723 ▼ (626) 339-6221





TABLE OF CONTENTS

1.0	PRESIDENT'S WELCOME.....	1
2.0	INTRODUCTORY LANGUAGE AND POLICIES.....	2
2.1	YMCA'S HISTORY.....	6
2.2	ETHICS CODE.....	6
2.3	MISSION STATEMENT.....	8
2.4	CORE VALUES.....	8
2.5	REVISIONS TO HANDBOOK.....	9
2.6	AT-WILL EMPLOYMENT.....	9
3.0	HIRING AND ORIENTATION POLICIES.....	6
3.1	EEO STATEMENT AND NON-HARASSMENT POLICY.....	10
3.2	CHECKING REFERENCES.....	11
3.3	EMPLOYMENT OF RELATIVES AND FRIENDS.....	12
3.4	HIRING A FORMER EMPLOYEE.....	12
3.5	CONFLICTS OF INTEREST.....	12
3.6	JOB DESCRIPTIONS.....	12
3.7	NEW EMPLOYEES AND INTRODUCTORY PERIODS.....	13
3.8	DRUG SCREENING.....	13
3.9	ORIENTATION.....	14
3.10	TRAINING PROGRAM.....	14
3.11	PROOF OF CITIZENSHIP AND RIGHT TO WORK.....	14
4.0	WAGE AND HOUR POLICIES.....	10
4.1	INTRODUCTION.....	15
4.2	PAY PERIOD.....	15
4.3	EMPLOYEE SELF SERVICE WEBSITE.....	15
4.4	PAYCHECK DEDUCTIONS.....	16
4.5	DIRECT DEPOSIT.....	16
4.6	RECORDING TIME.....	16
4.7	OVERTIME AUTHORIZATION FOR NONEXEMPT EMPLOYEES.....	17
4.8	MAKE UP TIME POLICY.....	17
4.9	ATTENDANCE POLICY.....	18
4.10	JOB ABANDONMENT.....	18
4.11	GARNISHMENT POLICY.....	18
4.12	USE OF PERSONAL VEHICLES.....	18

4.13	BUSINESS EXPENSES	19
4.14	REST AND MEAL PERIODS.....	19
5.0	PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION	15
5.1	PERFORMANCE IMPROVEMENT.....	20
5.2	PROMOTIONS	20
5.3	PAY RAISES	20
5.4	TRANSFER	20
5.5	STANDARDS OF CONDUCT	21
5.6	EMPLOYEE ARREST OR CRIMINAL ACTIVITY	21
5.7	DRUG AND ALCOHOL POLICY.....	21
5.8	DISCIPLINARY PROCESS.....	22
5.9	PROBLEM SOLVING PROCEDURE.....	23
5.10	POSTEMPLOYMENT REFERENCE POLICY	23
6.0	GENERAL POLICIES.....	19
6.1	COMPANY MEETINGS	24
6.2	DRIVING RECORD	24
6.3	USE OF COMPANY VEHICLES.....	24
6.4	REPORTING UNETHICAL, FRAUDULENT OR ILLEGAL ACTIVITY.....	25
6.5	PERSONNEL AND MEDICAL RECORDS	26
6.6	EMPLOYEE PRIVACY AND RIGHT TO INSPECT.....	26
6.7	VOICEMAIL, EMAIL AND INTERNET POLICY.....	26
6.8	PERSONAL APPEARANCE	28
6.9	SOLICITATION AND DISTRIBUTION OF LITERATURE	32
6.10	VOLUNTEER ACTIVITIES.....	32
6.11	TELEPHONE USE.....	33
6.12	CELL PHONE POLICY.....	33
6.13	MAIL USE	33
6.14	OFF-DUTY USE OF COMPANY PROPERTY OR PREMISES	33
6.15	SECURITY.....	34
6.16	COMPUTER SECURITY AND COPYING OF SOFTWARE.....	34
6.17	THIRD PARTY DISCLOSURES	35
6.18	PERSONAL DATA CHANGES	35
6.19	BABYSITTING POLICY	35
6.20	NON-SMOKING POLICY	36
6.21	PAYMENT OF ASSOCIATION OF YMCA PROFESSIONALS AND/OR MEMBERSHIP DUES	36
7.0	BENEFITS.....	32
7.1	REGULAR FULLTIME EMPLOYEES.....	37
7.2	REGULAR PARTTIME EMPLOYEES	37
7.3	SEASONAL EMPLOYEES	37

7.4	EXEMPT EMPLOYEES	37
7.5	YMCA RETIREMENT PLAN	37
7.6	REQUESTING LEAVES OF ABSENCE	38
7.7	UNPAID LEAVE OF ABSENCE	39
7.8	ADA POLICY	40
7.9	FMLA & CFRA.....	41
7.10	PREGNANCY DISABILITY LEAVE	44
7.11	PAID FAMILY LEAVE POLICY	46
7.12	MEMBERSHIP AND EMPLOYEE DISCOUNTS.....	47
7.13	MILITARY LEAVE [USERRA]	47
7.14	UNPAID MILITARY SPOUSAL LEAVE	47
7.15	LEAVE FOR DRUG AND ALCOHOL TREATMENT	48
7.16	LEAVE FOR LITERACY ASSISTANCE.....	49
7.17	LEAVE FOR DOMESTIC VIOLENCE AND SEXUAL ASSAULT	49
7.18	CRIME VICTIMS LEAVE OF ABSENCE.....	49
7.19	CHILD'S SUSPENSION LEAVE	49
7.20	SCHOOL OR DAY CARE ACTIVITIES LEAVE	50
7.21	LEAVE FOR EMERGENCY DUTY PERSONNEL.....	50
7.22	JURY DUTY AND WITNESS LEAVE.....	50
7.23	VOTING LEAVE.....	50
7.24	WORKERS' COMPENSATION INSURANCE AND DISABILITY LEAVE	51
7.25	UNEMPLOYMENT COMPENSATION INSURANCE.....	51
7.26	SOCIAL SECURITY	51
8.0	SAFETY AND LOSS PREVENTION	46
8.1	GENERAL SAFETY POLICY.....	52
8.2	REPORTING INJURIES	52
8.3	POLICY AGAINST VIOLENCE.....	52
8.4	LOSS PREVENTION POLICY AND PROGRAM.....	52
8.5	EMPLOYEE CODE OF CONDUCT.....	53
9.0	CUSTOMER RELATIONS	49
9.1	MEMBER, CUSTOMER, AND VISITOR RELATIONS	55
9.2	GRATUITIES AND GIFTS.....	55
10.0	ACKNOWLEDGMENT OF RECEIPT AND REVIEW	50
10.1	ACKNOWLEDGMENT OF RECEIPT AND REVIEW – Employee's Copy, Keep in Handbook	56
10.2	ACKNOWLEDGMENT OF RECEIPT AND REVIEW – For Employee's Personnel File	57

1.0

PRESIDENT'S WELCOME

Stockphoto



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



2.1 YMCA'S HISTORY

This YMCA began in 1912 and was incorporated in 1924. The current location was a move in 1955 to an old house that was purchased with a down payment from the Y's Men's Club and programming expanded to include Aquatics. Only 23 years later the Gymnasium building was completed and expansion continued in programming.

In the summer of 1920, the first campers were sent to Jenks Lake and Mountain Camping began. Currently, with the purchase of two camps in the San Gabriel Mountains, we send hundreds of kids to camp during the summer and have a year round program for resident camping and a retreat location for Churches and company groups.

In 1967, a branch of this YMCA was created and called the Puente Hills Branch. Programming grew for them along with the annual "Turkey Trot" 5K/10K race, going for over 30 years, to help raise money for the center. In 1992, the YMCA acquired the Family Resource Center to assist struggling families in the Bassett community.

It was in 1983 that this YMCA began its Child Care programming at the Covina facility.

Today, we continue to operate on school

properties in Covina, West Covina, Azusa and Hacienda Heights. We also have partnered with the West Covina School District to operate the Y-ACES educational enrichment programming. In 2000 we began the State Funded Preschool Program in addition to the LAUP Preschool and are now operating preschool sites in Azusa, Covina, and Baldwin Park.

The Youth Basketball league, Karate and Kajukenbo classes, a Senior Dance Group and a Wellness Center in Covina are all now providing additions to the family programming that was just swimming for many years.

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.

The officers, managers, and employees of the YMCA will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take all appropriate steps to assure that the confidentiality of such information is maintained. This information - whether it belongs to our company or any of its clients, customers or affiliates - may include strategic business plans, operating results, marketing strategies, customer lists, personnel records, financial data, upcoming acquisitions and divestitures, new investments, or manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about our company, other companies, individuals and entities must be treated with sensitivity and discretion, and only be disseminated on a need-to-know basis.

Officers, managers, and employees are required to report all information accurately

and honestly, and as otherwise required by applicable reporting requirements.

Officers, managers, and employees must obey all applicable Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.



Officers, managers, and employees are required to promptly disclose unethical, dishonest, fraudulent and illegal behavior, or any violation of company policies and procedures, directly to management.

Violation of the Code of Ethics will result in discipline, including possible termination. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

If you ever have any doubt about whether your conduct or that of anyone else meets the company's ethical standards or compromises the company's reputation, please discuss it with Carol Crow, Audit Committee Chairperson, San Gabriel Valley YMCA Board of Directors. She can be reached at 626-967-7325 or cacrow@ix.netcom.com.

Remember that good ethics is good business!



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.

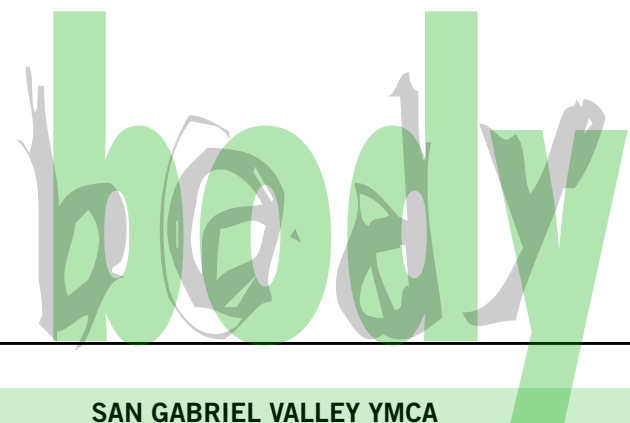
2.4 CORE VALUES

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.

2.6 AT-WILL EMPLOYMENT

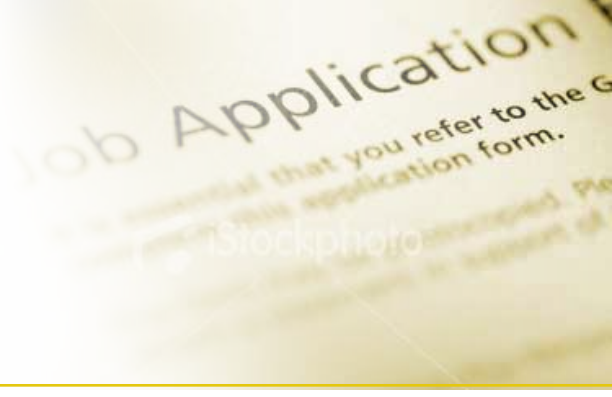
Your employment with the company is “at-will.” This means that your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to terminate your employment at any time, with or without notice and with or without cause. As you can see, “at-will” employment is a two-way street.

Nothing in the employee handbook or any other company document should be understood as creating guaranteed or continued employment, a right to termination only “for cause”, or of any other guarantee of continued benefits.



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!



or her concerns to the Equal Employment Opportunity Commission or State Fair Employment Office. The address and telephone number for this office is:

Equal Employment
Opportunity
Commission
1801 L Street,
N.W.
Washington, DC
20507
(202) 663-4263
(800) USA-EEOC
toll free

Division of
Labor Standards
Enforcement
455 Golden Gate

Avenue

San Francisco, CA 94101
(415) 703-4810

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.

Any employee who believes he or she has been subject to unlawful discrimination, harassment or retaliation may also raise his

3.2 CHECKING REFERENCES

We believe it is good business policy to thoroughly check pre-employment references. This may include personal and professional references, as well as credit, criminal, medical, academic, and driving records to the extent permitted by law. Misrepresentations with regard to references or employment history are taken seriously by the company and constitute grounds for immediate discipline or discharge, no matter when discovered. Please be sure that all your past employment references and credentials provided to the company are accurate.

encourage

3.3 EMPLOYMENT OF RELATIVES AND FRIENDS

We encourage you to refer your qualified friends and relatives for job openings. While we can make no promises they will be hired, they are encouraged to apply for open positions in the company.

We will not hire friends or relatives where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, morale, and the like.

If two employees marry, cohabitate, or otherwise become involved such that they are in a conflict or potential conflict position, the company may, at its option, take action to eliminate the conflict or potential conflict, including terminating one of the employees.

3.4 HIRING A FORMER EMPLOYEE

Former employees who apply for a job at the company will be treated like any other new applicant. Reassessment will be made of their employment references as well as their skills for the job. Former employees will be considered for positions only if they provided reasonable advance notice of any resignation. Please

understand that by rejoining the company you will not be entitled to reinstatement of benefits on any terms other than as a new employee or as otherwise required by law.

3.5 CONFLICTS OF INTEREST

The YMCA is concerned with conflicts of interest that create actual or potential job related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of the company and that of a competitor, supplier, distributor, or contractor to the company, must be disclosed by the employee to the Business Manager. If an actual or potential conflict of interest is determined, the company will take any steps necessary to reduce or eliminate this conflict. If the conflict cannot be reduced or eliminated to the degree required by the company, the employee will be subject to transfer or possible termination.

3.6 JOB DESCRIPTIONS

The YMCA attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your supervisor. If there is no job description for your position, you can help create it! Job descriptions prepared by the company serve as an outline only. Due to variable factors, you may be



required to perform job duties not within your written job description. Furthermore, the company may have to revise, add to, or delete from, your job duties according to company needs. While we will try to avoid it, there may be times the company has to revise job descriptions with or without advance notice to the employee. Lastly, please remember that attendance, punctuality, proper conduct and productivity are part of everybody's job description.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or the Business Manager.

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.



3.8 DRUG SCREENING

The facts are scary. The vast majority of Americans who do drugs have a job. Drug and alcohol abuse contributes to over 100 billion dollars of lost productivity and thousands of work place injuries every year! The YMCA considers drug and alcohol abuse to be a serious matter and will not tolerate it at the work place. We absolutely prohibit the use of alcohol or nonprescribed drug use at the work place. To help prevent this from becoming an issue, we conduct drug screening exams upon suspicion.

The use, sale or possession of alcohol or nonprescription drugs while on the job or on company property may result in immediate suspension or discharge. The company also cautions against use of prescribed or overthecounter medication, which can affect your workplace performance. You may also be suspended or discharged if you cannot perform your job safely as the result of using overthecounter medication.

3.9 ORIENTATION

During the initial weeks and months of employment you will go through an orientation process designed to introduce you to co-workers, products, services and facilities, and to educate you regarding the personnel policies and procedures of our company. You will be given an opportunity to raise any issues you feel need clarification regarding your employment status during this time. At the conclusion of the orientation process you should be intimately familiar with your job duties, company policies, and procedures, as well as our employees, products, services, customers, and clients.

3.10 TRAINING PROGRAM

In most cases, and for most departments, employee training is done on an individual basis by the department manager. Even if an

employee has had previous experience in their specified functions, it is necessary for them to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, please consult your supervisor or department manager.

3.11 PROOF OF CITIZENSHIP AND RIGHT TO WORK

All new hires and current employees are required by Federal law to verify their identity and eligibility to work in the United States. You will be required to complete Federal form I-9, Employment Eligibility Verification Form, upon application for employment. If you are currently employed and have not complied with this requirement, please inform your supervisor.



4.0

WAGE AND HOUR POLICIES

Hours and Earnings		Year
Hours	This Period	
	384.00	
	276.90	
	384.00	

4.1 INTRODUCTION

All of us expect a fair day's pay for a fair day's work. What an employee is paid depends on a wide range of factors, including pay scale surveys, individual effort, department affordability, and market forces. If you have any questions about your compensation, please ask us for a copy of the Wage and Salary Policy.

top right hand side of the screen, then click on the Log In button in the Employee Self Service box. Once you go through this you can add the website to your favorites by clicking on Add to Favorites under the sign in screen.

4.2 PAY PERIOD

The standard pay period is semi-monthly for all employees. The pay dates are the 15th and 30th of every month. Should any pay period fall on a holiday you will be paid on the preceding workday. If a pay date falls on a Saturday, paychecks will be issued on Friday. If a paycheck date falls on a Sunday, paychecks may be issued on Monday. Pay periods usually end on the 9th and 24th. Special provisions may be required from time to time if holidays fall on paycheck dates. Please inquire of your supervisor if this type of date arises.


Each employee has a user name and password. Your user name is your first initial of your first name and your full last name. Your password is your Employee Code, you can find this number on your paystubs called "number." The "number" is located on the left hand side under your name and the company.

If you have any questions please contact the Business Office.

4.3 EMPLOYEE SELF SERVICE WEBSITE

The Employee Self Service Website is a website employees can log in and view and print pay history. To log into the website, open a web browser, and go to www.payrollink.com. From there, click on Client Resource Center at the





4.4 PAYCHECK DEDUCTIONS

The YMCA is required by Federal and State law to make certain deductions from your paycheck. This includes Federal income tax, State income and unemployment tax, FICA contributions (social security and Medicare), and State Disability Insurance (SDI). Deductions are also taken for the YMCA Retirement Plan contributions. The amount of your deductions will depend on your earnings and the number of exemptions you list on your W4 Form. If at any time you do not believe that your paycheck is accurate, please immediately contact the business office.

4.5 DIRECT DEPOSIT

Direct Deposit of payroll checks may be available to you. If you would like to take advantage of Direct Deposit, ask the Business Manager for a Direct Deposit Authorization Form. You will need to provide a voided

check for your bank account and complete the Authorization Form to set up the deposit. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the Direct Deposit payroll service, a written explanation of your deductions will be emailed to you on paydays described in the preceding sections in lieu of a check.

4.6 RECORDING TIME

Federal and State laws require us to keep accurate records of hours worked by nonexempt employees. Every nonexempt employee of the company is required to enter his or her hours worked, including lunch and rest periods of more than 10 minutes.

The employee is responsible for clocking in and out and for making sure they take their rest and meal periods.

If the employee is not capable of swiping a time card; they may call in on Voice Clock (877) 546-5559.

Department Managers are responsible to monitor their employee's time cards. If employees are missing punches two things should happen:

- A) If a punch is missed the employee must fill out a Missed Punch Sheet, which is signed by the employee and supervisor.

***** 3 Missed Punches mean a Write Up. *****



- B) A one-on-one meeting with the employee shall be held to figure out what the problem is and come up with a solution.

4.7 OVERTIME AUTHORIZATION FOR NONEXEMPT EMPLOYEES

If you are a non-exempt employee, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor.

At certain times the company may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime is defined as any hours worked over eight hours in one day, more than forty hours in one week, or any hours worked on the seventh day worked in one week. Overtime is paid at one and one-half times the regular hourly rate. If you work more than twelve hours in one day or more than eight hours on the seventh working day then you will be paid two times your regular hourly rate for those additional hours.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

4.8 MAKE UP TIME POLICY

Employees who miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed on another day in the same workweek. Employees who receive prior approval to make up missed time may do so in the same workweek in which the time was missed.

Time that is made up under this policy will be compensated at a straight-time rate. In order to qualify, the make-up time must not cause the employee to exceed 11 hours in any workday or 40 hours in the workweek. The employee must also submit a signed request to make up the missed time at straight time for each occasion that make-up work is requested.

Time may be made up only if the employee provides a Make Up Time Request and the written request is approved in advance by the Business Manager. Employees should understand that the employer does not encourage employees to miss work as a result of personal obligations and later make up time missed under this policy. This policy allows make-up time only when it is sought by the employee and found to be consistent with the employee's desires and the employer's business and staffing needs. The Business Manager has sole and absolute discretion to approve a request, in writing,





4.10 JOB ABANDONMENT

If an employee fails to show up for work or call in with a reason for their absence for a period of three consecutive days, they will be considered to have abandoned their job and voluntarily terminated their employment. If you can't give us a call find somebody who can.

4.11 GARNISHMENT POLICY

Complying with wage garnishment orders costs unnecessary time and money. Any garnishment order will reduce your takehome pay. An employee subject to multiple garnishment orders may be disciplined, including possible termination.

as a courtesy to an employee when circumstances make such approval appropriate.

4.9 ATTENDANCE POLICY

It is part of everyone's job description to be punctual and meet attendance requirements. All tardiness and absenteeism must be reported and account for. If you know ahead of time that you will be absent or late, reasonable notice must be given to your supervisor.

After a lateness or absence, employees may be required to provide documentation of any medical or other excuse for being absent or late.

- The company reserves the right to apply unused vacation, sick time or other paid time off to unauthorized absences. Employees will not be able to apply these benefits to unexcused absences without written permission.
- Absences resulting from approved leave, vacation or legal requirements are exceptions to the policy.

4.12 USE OF PERSONAL VEHICLES

All employees using their own vehicle for business purposes must maintain insurance coverage as required by law and may not have more than 2 points on their driving record. Travel between the employee's home and primary office is not considered to be business travel. Employees are not authorized to use personal vehicles for business travel without prior written consent by the Transportation Coordinator. Employees will be reimbursed for vehicle use at the going IRS rate. The President / Chief Executive Officer must authorize any deviation from this policy.

expenses

4.13 BUSINESS EXPENSES

Policy:

The purpose of this policy is to define approved employee business expenses and the authority for incurring and approving such expenses.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal company procurement processes.

Approved employee business expenses:

Business Meetings (company-sponsored Events and Meetings)

The company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors or other company employees. The most senior company employee present is to pay and report all expenses.

Technical and Training Seminars

The company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by the employee's manager/supervisors and appropriate management.

Other Expenses

The company will pay for postage, supplies, and material that are for business purposes.

Cell Phones

See Cell Phone Policy for information related to expenses of cell phones.

Travel

For senior employees and travel assignments, the company pays amounts incurred for approved expenses.

Employee Reporting:

Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants.

4.14 REST AND MEAL PERIODS

All regular fulltime employees are provided with a ten minute paid rest period for every four hours worked and a 30-minute unpaid lunch break for every six hours worked. The YMCA requires that employees accurately observe and record meal and rest periods. If you have any difficulty taking a rest or meal period please contact your supervisor ASAP.



5.0

PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION



5.1 PERFORMANCE IMPROVEMENT

The YMCA will make efforts to periodically review your work performance. The performance improvement process will take place on an annual basis, or as business needs dictate. You may specifically request that your supervisor assist you in developing a performance improvement plan at *any time*.

The performance improvement process should be seen as a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Company pay raises and promotions are based on numerous factors, only one of which is job performance.

5.2 PROMOTIONS

It is the policy to promote from within the YMCA only when the most qualified candidate is available. Promotions are made on an equal

opportunity basis
according
to the
results
of

performance assessment, as well as an analysis of the education, experience, knowledge, personality and skills required for the available position. All employees promoted into new job positions will undergo a 90-day introductory period as described above. Unlike new hires, however, they will continue to receive company benefits, as dictated by policy.

5.3 PAY RAISES

Depending on the company's financial health, as well as numerous other factors, efforts will be made to give pay raises consistent with company profitability, job performance, and the consumer price index. The YMCA may also make individual pay raises based on merit or due to a change of job position.

5.4 TRANSFER

The YMCA may transfer your employment from one position to another with or without notice, as required by production, service needs, or upon special request by an employee. Transfers in excess of 90 days may be considered permanent and your paycheck may be increased or decreased consistent with the pay scale for your new position.

