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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **MANKATO FAMILY YMCA Employee Handbook**

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Mankato Family YMCA  
Employee Handbook  
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Welcome from the Executive Director

Welcome to the YMCA!

We are glad you are here to be a part of this great Movement. Everyone touched by the Y 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 Y throughout the community and, of course, each person on our team. Whatever your responsibilities are within the Y, your job is important as we work together to strengthen our community.

You are joining a Movement 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 Y's core values of caring, honesty, respect, responsibility and faith.

Please read "About This Handbook" to understand the purpose and uses of this guide. If you have questions about the information in this handbook, please ask for clarification. Your supervisor can answer most questions, or you can contact the Human Resources office at 507-387-8255.

Again, welcome. We wish you the best from our YMCA.

John Kind

## About This Handbook

This Employee Handbook is designed to answer some of the questions employees may have concerning this Y and its policies. It is for informational purposes only. The contents of the Mankato Family YMCA Employee Handbook are not an employment contract or agreement; rather, they represent a general outline or guideline of the human resources policies, benefits and expectations and are subject to modification, revocation, suspension, termination or change, in whole or in part, with or without notice, at the sole discretion of the Y.

Nothing contained in this handbook, or any other handbooks, employment applications, memoranda and other materials given to employees in connection with their employment, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment, shall create a guarantee of assurance of employment or shall create any right to an employment-related benefit or procedure.

Employment at the YMCA is "at will," which means that either the employee or the Y may terminate the employment relationship at any time, for any or no reason. No one except the Executive Director of the Y is authorized to make binding employment contracts, and such contracts will be recognized only if they are in writing and signed by both the employee and the Executive Director.

This handbook supersedes and replaces all previously existing personnel policies, handbooks, manuals, guidelines, correspondence, rules and oral or written representations previously given or advised by the YMCA. Employees are required, as a condition of their employment, to read this Employee Handbook and sign the Acknowledgement Form provided to them. Y management will interpret and amend these guidelines as necessary and communicate changes accordingly.

If you have any questions regarding your employment, please discuss them with your supervisor.

Welcome to the Y. We're glad you're here!

## History of the Mankato Family YMCA

1874- A group of young men from three local churches form the Mankato Young Men's Christian Association.

1892- A full time schedule of activities is offered out of rented space at 313 South Front Street.

1903- Plans are made to construct a "modern" YMCA facility. After raising the required funds, the building is constructed at the corner of Cherry and Second Street.

1930-1950- Through the Great Depression and war years, the YMCA Building becomes a center of activity for young men and boys. Its athletic equipment, swimming pool, and gymnasium are used at full capacity, but limited budgets preclude any major remodeling or renovation.

1957- The building and site is sold to the Greyhound Company for a new bus terminal. This enables the YMCA to purchase the Oscar V. Schmidt residence at our current location.

1962- A building fund raises \$110,000 to construct a swimming pool, gymnasium, one handball court and locker rooms.

The name "Mankato Family YMCA" is officially adopted to reflect the changes in our programming.

1971- Continued growth warrants further expansion. A fund drive raises \$660,000 to construct four handball/ racquetball courts, a learn to swim pool, a men's fitness center, multi-purpose space and administrative offices.

1976- An endowment fund is established and the mortgage is paid off when the Bicentennial Campaign raises \$330,000.

1986- After a decade of rapid growth, the YMCA conducts a campaign totaling \$1,200,000 for the Blue Gym, exercise area, women's fitness center, administrative space and additional parking. The YMCA currently has 5,600 members and 3,000 program participants. The Schmidt house is raised to make room for expansion.

1992- Growth warrants further expansion. A fund drive raises \$385,000 for new Life Center and making the facility handicapped accessible.

1996- Locker rooms are renovated and Family Locker Room added.

1998- YMCA assumes ownership of the Chesley Roller Sport Park. K+ program begins.

1999- YMCA celebrates its 125th year anniversary. The YMCA Board of Directors approves a \$4.8 million Capital Campaign which included a newly renovated swimming pool and gym, the Taylor Family Aquatic Center, a new entrance, lobby and expanded parking. The size of the Life Center doubled, added the Aerobic, Cycling and Mind/Body Studios and

Pepsi Cube Recreation Center plus expanded the drop in childcare space.

2012- YMCA Board of Directors approves a \$3 million Capital Campaign that included upgrading the heating, cooling and plumbing system, adding new locker facilities and aerobics studio in the lower level.

2013- The YMCA reaches 11,384 members. As part of the 2012 renovation plan, the small apartment building next to the facility was also purchased to be leveled to make room for additional parking stalls.



## Policy Number 101: Mankato Family YMCA Culture Pledge

The Mankato Family YMCA Way comes alive through the culture of our organization – in the way we think, the things we do, the services we provide, the programs we design, and the practices we follow. As employees and volunteers of this organization, our commitment is to act in accordance with principles which are aligned with the YMCA Mission, Vision and Core Values, and my personal values.

I value all employees, and volunteers who are a part of this organization. They can expect from me, and I from them, the following behaviors, attitudes and practices:

### **As co-workers, we are:**

- **Honest**
  - Truthful with each other and our members
  - Open and direct with our communications
- **Caring**
  - Team players, supporting and helping each other
  - Making other's day better because we were in it
- **Respectful**
  - Good listeners and consider the opinions of others
  - Respectful of our differences; honoring and valuing each person's contributions
- **Responsible**
  - On time and ready for work and take full responsibility for our duties
  - See it – own it
- **Filled with Faith**
  - Possessing a positive attitude – bringing energy and fun to the workplace

To our members I am the YMCA. As a member of the Mankato Family YMCA staff team, I am a relationship builder. My role is to build relationships with and between members, volunteers, staff and the communities we serve. The goal of every YMCA staff person is to make members feel welcome and connected with the YMCA and each other. In order to do this, we have developed five simple steps we all practice in work everyday. Here they are:

### **Every day I will:**

- **DRESS FOR SUCCESS:** I will create a friendly environment for our members. I will always wear my photo id badge and uniform so that members can clearly identify who is available to help. I will lend members a hand – offer to get towels or magazines, hold the door, etc. A member should never feel like they are wasting my time.
- **SMILE AND SAY HELLO:** I will provide a warm welcome for our members. I will make eye contact, smile and say hello to everyone I see, including children and teens.
- **GIVE THANKS:** I will be grateful. Every member has chosen to spend part of their day with us. I will thank all our volunteers every time they lend a hand. I will take time to thank or offer a sincere compliment to a staff person or volunteer each time I work.
- **MEET AND GREET:** I will strive to make a personal connection with our members. I will become the person they can feel comfortable talking to when they have a question or concern.
- **SEE IT, OWN IT:** If I see it, I own it. I will take responsibility for correcting the problems I see, be they small as a discarded towel or as large as a membership complaint.

We are taking our Five Simple Steps seriously. Today, as a staff member I commit to them. I will remind myself of my commitment to the service of our YMCA members every time I put on my staff id.

## Policy Number 102: At-Will Language

The employment of all YMCA employees is always on an at-will basis. This means either the employee or the YMCA may end the employment relationship at any time, for any reason, with or without cause, and without any previous warning or notice. This policy of at-will employment can be changed only by an express written agreement signed by the Executive Director of the YMCA and the employee.

## Policy Number 103: Diversity and Inclusion

### Strengthening Our Work Through the Diversity of Our People

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together, we work to ensure that every individual—of any gender, income, faith, race, sexual orientation or cultural background—has the opportunity to live life to the fullest. We share the values of caring, honesty, respect, responsibility and faith—everything we do stems from these.

We know that the key to effectively nurturing the potential of children, improving the nation's health and well-being and supporting our neighbors is a passionate, experienced and diverse array of staff, volunteers and members who value what everyone brings to the table. Working in 10,000 U.S. communities and more than 120 countries worldwide makes strong diversity and inclusion practices paramount for the Y.

Believing we all benefit from the unique talents of our diverse staff, we encourage all Y employees to form and participate in active groups with other employees who share similar interests or backgrounds. Y Affinity Groups give our employees opportunities to contribute, learn, network and share experiences as they progress in their careers. Y Affinity Groups provide invaluable input and insight to address challenges in our communities. See Exchange for more information.

The Y offers professional development and training programs that steward staff through a range of opportunities that build 21st-Century leadership competence and help them obtain the experience they need to lead YMCAs in all our communities.

Diversity and inclusion practices at the Y foster a high-performing learning environment where staff and volunteers are engaged and valued and where they are encouraged to collaborate, generate ideas and contribute at the highest level. We are passionate about our cause and know that our ability to achieve it begins with reflecting and partnering with all people and communities.

## Policy Number 104: Mission, Values and Cause

### What Drives Us

#### Our Cause Defines Us

We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side by side with our neighbors to make sure that people of every age, income level and background have the opportunity to learn, grow and thrive. At the Y, we strive to put the following values into practice in everything we do:

**Caring:** Think of others and be sensitive to their well being. Help others in need.

**Honesty:** "True Blue" - Tell the truth - be worthy of trust and have integrity.

**Respect:** "The Golden Rule" - Treat others the way you want to be treated. Value the worth of every person, including yourself.

**Responsibility:** Do what is right. Be accountable for your behavior, conduct and actions.

**Faith:** Live your belief in a higher power in all you think, say and do.

#### Our Impact Is Felt Every Day

Driven by our mission-to put Christian principles into practice through programs and services that build healthy spirit, mind and body for all-our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

#### Our Commitment Is to Social Good

Mankato Family YMCA is an independent 501(c)(3) tax-exempt organization under the IRS code, which means that donations to the Y are tax deductible. It is the goal of the Y to provide programs and services regardless of an individual's or family's financial ability to pay for participation. Every day, the Y brings together people of all ages and from all walks of life with a shared commitment to ensuring that everyone has the opportunity to live life to its fullest.

## Policy Number 201: Discipline

The Y strives to use constructive discipline processes that build and reinforce positive working relationships. This discipline process serves only as a guideline and the Y reserves the right to skip any or all steps in the process at the sole discretion of management. Disciplinary action may include the following:

- Verbal counseling
- Written Employee Performance Report – (Initial, Written, or Final Notice)
- Suspension with or without pay
- Termination

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

## Policy Number 202: Employment of Relatives

Employing relatives has the potential to create real or perceived conflicts of interest. It may also result in favoritism or partiality toward an employee, whether real or perceived.

Relatives of employees are not to be employed in a position that entails direct supervision where one relative reports to the other. Relatives may also not be employed to occupy a position in the same line of authority (i.e., chain of command) where a relative can initiate or directly participate in an employment action. Relatives are defined as follows: parents, children, spouse, siblings, family members living in the same house, domestic partners, and others who may not be related but who occupy equivalent roles.

Any exception to this policy must be approved by the Executive Director or other designated member of management, who will determine whether the working relationship would create a conflict of interest or the appearance of favoritism.

If two employees become involved in a relationship after employment occurs, they must report it to the supervisor. Management reserves the right to transfer or ask for a resignation from either party.

### Policy Number 203: Ending Employment

All employees of Mankato Family YMCA are employed "at will." In part, this means you may end your employment whenever you wish, although the Y requests that you provide a two-week notice to assist with scheduling and planning (a four-week notice is requested of exempt staff). Similarly, the Y may terminate the employment of any employee at will; that is, at any time, with or without cause or notice, at its discretion.

Should you choose to resign, give your resignation notice in writing to your supervisor, including your reason for leaving and a current address so that your year-end tax information (Form W-2) and other correspondence can be sent to you. Return all Y-owned property, including keys, no later than your last day of work. If you wish, you may request an exit interview with Human Resources.

If you have questions about benefits or other matters, contact Human Resources. Premiums for health and dental insurance will be paid through the end of the month in which you work your final day.

### Policy Number 204: Equal Employment Opportunity

The Mankato Family YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, national origin, age, marital status, disability, genetic information, sexual orientation, human rights commission activity, or public assistance in accordance with applicable federal, state and local laws. The Mankato Family YMCA complies with applicable federal, state, and local laws governing nondiscrimination in employment, including all terms and conditions of employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs.

If you need workplace accommodations for your religious beliefs or for your disability, please speak with your supervisor. The Y strives to create a respectful workplace and engaging in any act which illegally discriminates against another employee will not be tolerated. If you have related questions, complaints, or comments, you should contact Human Resources.

### Policy Number 205: Expense Reimbursement

The Y will reimburse reasonable expenses incurred by employees who travel on business or to Y sponsored and approved events provided such expenses are accounted for in a timely fashion within business office deadlines. Forms for reimbursement for these expenses are available in the business office. A form is also available that can be filled out to receive reimbursement for business miles driven for the Y. Employees must provide a written receipt for expenses. Employees may keep for personal use any "frequent traveler" or similar "perk" rewards.

## Policy Number 206: Individuals With Disabilities

The Y prohibits discrimination against employees and applicants with disabilities in all aspects of employment including, but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. The Y's commitment to this policy includes making reasonable accommodation to persons with disabilities, to enable them to perform the essential functions of their jobs, unless to do so poses an undue hardship on the Y or a direct threat to health or safety.

The employee should make his/her supervisor aware of the need for an accommodation. The Y will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

A "reasonable accommodation" is any change or adjustment to a job, the work environment, or the way things usually are done, that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the Y or create a direct threat to health or safety. Qualified individuals with disabilities are individuals with disabilities who have the required education, skills, and experience for the job and who can perform the essential functions of the job with or without reasonable accommodation. The term disability is defined by applicable law.

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. Although the Y will consult with the employee to understand his or her precise limitations and to learn the types of accommodations the employee feels would be most effective, the ultimate decision as to whether a particular accommodation will be made rests with the Y. When the appropriate accommodation is not obvious, the Y will assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the Y reserves the right to choose which accommodation it will make.

## Policy Number 207: Recruitment and Placement

The Y selects employees who

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

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

The Y supports and participates in an open application process and usually advertises vacancies. The Y strives to select the most qualified person for the job. Employees are encouraged to apply for open positions.

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

## Policy Number 208: Salary Administration and Total Rewards

To attract, retain, motivate and reward a diverse and talented staff team committed to the Y's mission, cause, values and strategic goals, the Y offers each employee a well-rounded combination of pay, benefits, career development and learning opportunities in a meaningful, healthy work environment.

More specifically, the Y strives to

- focus on the value of total rewards, including cash compensation, traditional benefits and intrinsic Y benefits such as culture, career growth, learning and recognition;
- offer a competitive compensation and benefits package that is designed to support long-term career commitment and the needs of a diverse workforce; and
- consider budgetary requirements and constraints on the Y and its employees, to the extent possible.

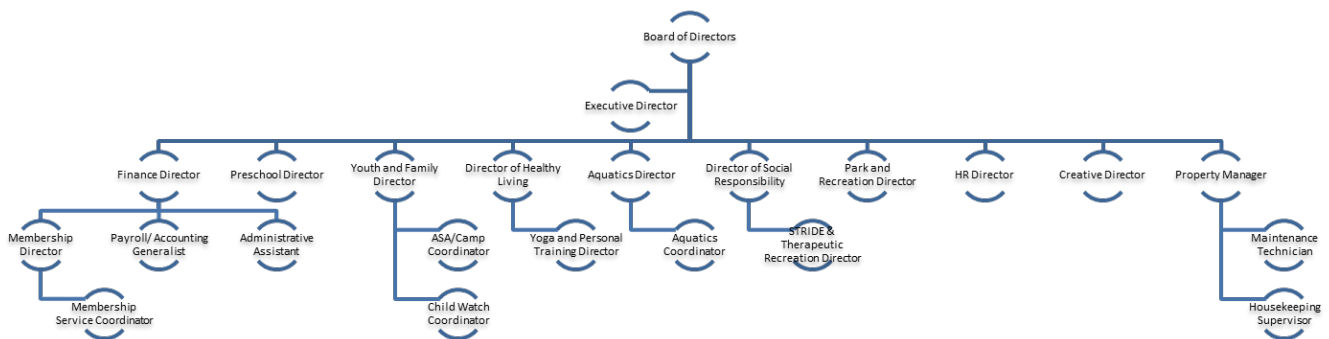
The Y seeks to establish compensation levels on the basis of external competitiveness and internal equity. Employees may be considered for a merit salary increase periodically, usually annually. Salary adjustments are not automatic; they are based on factors such as work performance, including achievement of strategic and operating plan goals, development of leadership competencies and other merit considerations. Typically, employees whose performance appraisal ratings are less than satisfactory do not receive a salary increase.

## Policy Number 209: Open Door Program

Employees are encouraged to directly communicate work-related questions or concerns to Managers or Supervisors, with no fear of retaliation. Managers and Supervisors will listen carefully, evaluate the options, and provide the best possible responses. Employee concerns will be handled as confidentially as possible and information will be disclosed only on a need-to-know basis for the purpose of resolving issues. YMCA employees are encouraged to follow these steps:

1. Contact their immediate supervisor
2. If not resolved, contact next level supervisor
3. If not resolved, contact Human Resources Director
4. If not resolved, contact Executive Director
5. If not resolved, contact Chair of Personnel Committee

If a contact in the steps above is the subject of the employee's concern or involved in any way that makes the employee feel uncomfortable in approaching him or her with confidence, the employee is encouraged to skip that step and refer to the contact in the next step.





## Policy Number 210: Pregnancy Accommodations

The Y will provide a pregnant employee the following accommodations without having to provide a note from a doctor or any other "proof" that the accommodation is necessary:

- More frequent restroom breaks or food and water breaks;
- Seating arrangements; and
- A limit of lifting more than 20 pounds.

In addition to providing the accommodations listed above, the Y will actively engage with an employee to find other ways to accommodate her during her pregnancy, provided the accommodation does not pose any undue hardship on the employer. The Y will not require a pregnant employee to accept any of these accommodations if she does not want them.

### Policy Number 301: Breaks for Nursing Mothers

The Y complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Y will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing mother will be provided a place, other than a bathroom, that may be used to express breast milk which: includes an electrical outlet, is shielded from view, is in close proximity to the employee's work area, and free from intrusion by coworkers and the public.

### Policy Number 302: Changes in Personal Information

You are responsible for notifying the business office within 30 days of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation.

### Policy Number 303: Direct Deposit of Paychecks

Direct deposit of your pay is encouraged for all employees. With direct deposit, many banks offer waivers/reductions on account fees and other bank services.

## Policy Number 304: Hours of Work and Work Week

Supervisors generally prepare and communicate work schedules to their staff in advance of the workweek. Requests for schedule modifications must be made to the supervisor as early as possible. All schedules are governed by applicable laws and business needs of the Mankato Family YMCA.

- **Exempt Employees:** Exempt employees are paid a salary for meeting agreed-upon management objectives and are not eligible for overtime pay. Work schedules of exempt employees are based on a minimum 40-hour work week. The hours worked per day or week may not follow a prescribed schedule. The immediate supervisor and the employee will determine schedules as they relate to the accomplishment of their job responsibility.
- **Non-Exempt Employees:** Full-time, non-exempt employees consistently work at least 40 hours per week in a position that is not seasonal in nature. Part-time, non-exempt employees work less than 40 hours per week in a position that is not seasonal in nature. Nonexempt employees are paid on an hourly basis and are eligible for overtime pay at the rate of one and one half times the normal hourly rate for hours worked in excess of 40 hours per week. Sick leave, holiday, and vacation time do not constitute hours worked.
  - **Work Time Versus Time at Work**  
Personal time such as hanging out or working out at the YMCA is not considered work time. While employees are welcome to use the facility for personal reasons, it is expected that all personal conversations must be kept to a minimum to prevent distraction for employees who are working. Non-exempt employees who engaged in work activities while visiting the YMCA for personal reasons must record this time as work time.
  - **Work from Home and After-Hours**  
Non-exempt employees are not allowed to work from home or outside of the employee's scheduled shift. Any exceptions must be authorized in advanced by a supervisor. Time for a business call or text messages that occurs outside of scheduled working hours and takes a few seconds or minutes usually will not have to be recorded or paid (Department of Labor refers to this as *de minimis time*). However, when brief work calls or messages add up to more than 10 minutes in one day the accumulated time should be recorded and paid. Employees who regularly work un-authorized time may be subject to disciplinary action.
  - **Sleep Time**  
Nonexempt employees who are on duty for 24 hours or more are generally paid for at 16 hour of every 24, provided that they can get some uninterrupted sleep (at least five hours). If they can't get at least five hours of uninterrupted sleep per night then the full 24 hours is paid time. *This policy does not affect resident camp employees who are paid a weekly rate rather than by the hour.*
  - **Preparatory Time**  
Preparatory, or prep time is paid time. This time includes shopping for snacks and supplies, planning transportation, planning activities, etc. Supervisors may provide employees with expectations regarding the amount

of time they spend completing preparatory time (e.g. should take no longer than (x) hours per week) and may take disciplinary action for employees working additional time without advanced permission. However, supervisors may not deny payment for any hours worked.

- **Seasonal Employees:** Seasonal employees usually work for a period not to exceed six months out of a twelve-month period. Seasonal staff members are not considered full time, although they often work a full schedule during the season. Employees must be in good standing at the end of a season in order to return the following year.

The YMCA workweek begins at 12:00 AM on Sunday morning and ends at 11:59 on Saturday night.

Part time employees are not allowed in the YMCA during non-open hours unless such access is approved by their supervisor.

#### Policy Number 305: Meal Periods and Breaks

Unpaid meal periods and paid rest breaks are provided in accordance with state laws.

- **Meal Periods**  
All non-exempt employees who are scheduled to work eight consecutive hours or more must take an unpaid 30-minute meal period. (e.g. an employee's shift is 12-8 pm; they will take an unpaid 30-minute meal period; therefore, they are paid 7.5 hours.) Employees should punch out/record time prior to beginning this meal period, be completely relieved of duties and punch in/record time when finished. The exception to this mandatory meal period would be for employees who are expected to eat meals with children under their care, as part of their job. They will be considered "on duty" during this time and will not need to punch out/record time out. They will not be required to take an additional unpaid meal period.
- **Breaks**  
Breaks of short duration, running from 5-20 minutes are counted toward hours worked. Supervisors determine when breaks should be taken in accordance with staffing and program requirements. Breaks cannot be added to extend a meal period or used to end work early. An employee may take a reasonable amount of time to express breast milk for infants. Break time taken for this purpose should, if possible, run concurrently with a scheduled break time. The YMCA must provide a facility, other than restroom, that is shielded from view, free from intrusion, and includes access to an electrical outlet for such purposes.

### Policy Number 306: Overtime

If you are in a nonexempt position, you will be paid at a rate of one and one half times your regular hourly wage for any hours worked in excess of 40 per week. Hours paid out of benefit time (sick, vacation, bereavement, holiday, etc.) do not count as hours worked in determining overtime pay. You will be paid for all hours worked. You must obtain approval from your supervisor prior to working overtime hours.

Working overtime hours without first getting supervisor approval may lead to disciplinary action.

Compensatory, or comp time is not allowed in the private sector. Overtime must be paid as required by law, and employees may not elect to take comp time instead of being paid overtime.

### Policy Number 307: Pay Practices

You will be paid bi-weekly on Friday. Non-exempt employees are paid on that Friday for the two weeks ending the previous Saturday at 11:59 pm. Exempt employees are paid on that Friday for the two weeks ended the next day (Saturday) at 11:59 PM. It is your responsibility to accurately record your hours worked. Non-Exempt staff will record hours using the electronic time clock. It is your responsibility to ensure your supervisor has a complete record of your time by the payroll deadline.

You may view your paystub online on paydays if you are using direct deposit. If you are not using direct deposit, it is your responsibility to either pick up your check from your supervisor or make other arrangements.

### Policy Number 308: Payment during Severe Weather or Disasters

The Y will make every effort to maintain normal operations during periods of severe weather or natural or human-made disasters.

When the Y delays opening, or closes its operations, the following pay practices will be followed:

- Exempt employees will be paid for the day;
- Non-exempt employees will be paid only for time actually worked on that day.

In the event a Y location remains closed for more than one day, employees may use available vacation pay. Exempt employees may not be docked pay when their work location is closed; however, they may be required to work at another location or work from home.

Employees who miss work when their work location is open will not be paid for missed work time unless they utilize their accrued vacation pay. Exempt employees must use whole

days of paid time off. If none are available, their salary will be docked for the whole day if no work was performed.

#### Policy Number 309: Personnel Records

Employees may periodically review their personnel file by making an appointment with Human Resources. The employee's supervisor and other members of management with a business-related "need to know" also have access to personnel records.

A copy of the personnel file will be provided as requested in accordance with state law.

#### Policy Number 310: Reporting Time

Payroll and time records for all employees will be maintained to meet federal and state regulations and Y policies.

Nonexempt employees are required to record time completely and correctly on a daily basis. You are responsible for preparing accurate, timely records of your working hours so that accurate payment can be made to you.

Employees are responsible for ensuring accurate payment is made by reviewing each paycheck and notifying their supervisors of any concerns in a timely manner.

Failure to properly record time worked and absences may be considered misconduct, which could lead to disciplinary action up to and including termination of employment.

#### Policy Number 311: Wage Disclosure

##### NOTICE OF RIGHTS AND REMEDIES REGARDING WAGE INFORMATION

Nothing requires an employee to disclose information about their wages to anyone. However, employees may voluntarily discuss their own wages or another employee's wages which have been disclosed to that employee voluntarily. The Y will not take any adverse employment action or retaliate against the employee as a result of such disclosure.

If an employee believes there has been a violation of this policy, he or she should immediately report the violation by following the Reporting Procedure contained in the Open Door Program in this handbook. If an employee is retaliated against or had adverse action taken against them under this section, the employee may have legal rights under Minnesota state law.

Notwithstanding the above, an employee is not authorized, without the written consent of the Mankato Family YMCA, to disclose proprietary information or information that is otherwise subject to a legal privilege or protected by law or to disclose wage information of other employees to a competitor of the Company.

## Policy Number 312: Travel Time

Non-exempt employees may be paid for travel time, depending on the situation. Generally, time spent traveling from home to the first assigned worksite for the day and the last assigned worksite for the day back to home is not compensable hours worked. Actual time spent in travel, as part of an employee's principal activity (such as travel between job sites) is counted as hours worked.

- Home-to-work travel: Ordinary home-to-work travel is not work time and is unpaid.
- Home-to-work travel on a special one-day assignment/training in another city: When an employee is required to travel some distance to perform a work assignment at a location other than where they principally report for duty, the travel time is not considered ordinary "home to work travel" and will constitute hours worked. However, only the travel in excess of ordinary home-to-work travel is counted as compensable.
- Travel that is "all in a day's work": Actual time spent in travel, as part of an employee's principal activity (such as travel between job sites or locations – Skate Park, Outdoor Pools, etc.) is counted as hours worked.
- Travel away from home: Travel that keeps an employee away from home overnight is work time when it cuts across the employee's workday. Time is counted as hours worked not only on regular working days during normal working hours but also during corresponding hours on nonworking days. For example, an employee who usually works from 8 a.m. to 5 p.m. Monday through Friday travels for work on Sunday from 1 p.m. to 7 p.m. the employee is paid for four hours – from 1 p.m. to 5 p.m.

## Policy Number 313: Attending Meetings, Conferences and Trainings

Attendance at meetings, conferences and training programs and similar activities need not be counted as compensable time only if all four criteria are met, namely:

1. It is outside normal hours
2. It is voluntary
3. It is not job related, and
4. No other work is concurrently performed.

The hours spent in attendance at required meetings, conferences and training on behalf of the YMCA are considered hours worked for all employees (full-time and part-time) and time will be paid for the duration of the meeting, conference or training unless otherwise noted in policy.

\*Employees may choose to attend voluntary activities and/or social/community events outside of regular business hours; this time is not compensable.

#### Policy Number 314: Philanthropic Contributions

The Mankato Family YMCA is a non-profit organization dedicated to youth development, healthy living, and social responsibility. Every year the Y raises money and needs volunteers to ensure those who need us most have access to quality programs, activities, and facilities. Employees are encouraged to voluntarily support the YMCA's philanthropic interests, such as the Strong Community Campaign, United Way, Kiwanis Holiday Lights, YMCA sponsored 5k's/runs, and other YMCA planned giving programs. Non-exempt employees may not volunteer for their own job or for closely related duties. Employees should not experience consequences to their jobs (positive or negative) for volunteering or not volunteering.



- Policy Number 401: Attendance and Tardiness

At the Y, regular 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 lunch. 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 supervisor (not a coworker or front desk staff) 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 Y 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 three consecutive work days without contacting your supervisor, you will be considered to have voluntarily resigned your position.

#### Policy Number 402: Confidentiality

In the course of their job duties with the Y, many employees have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Y staff members have a duty to keep information confidential. The misuse, unauthorized access to, or mishandling of confidential information will result in disciplinary action, up to and including termination of employment.

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. If you are unsure whether someone needs to know, you should check with your supervisor before disclosing. Furthermore, medical information regarding Y participants may be subject to certain federal privacy rules.

The Y 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 Y. The Y safeguards all confidential information about participants consistent with federal and state laws and regulations and Y policies. Questions about compliance should be directed to your supervisor.

## Policy Number 403: Conflict of Interest

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

Examples of such conflicts include, but are not limited to, the following:

- ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y
- staff employed with an outside enterprise that does or is seeking to do business with or is a competitor of the Y
- personal benefit from any Y 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 Y
- 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 Executive Director or Human Resources. If the conflict involves the Executive Director, the Executive Director must disclose such to the board chair. The Executive Director will determine the existence and nature of the conflict of interest and determine the appropriate course of action.

## Policy Number 404: Dress Code and Uniforms

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 Y. Our grooming and dress standards include the following:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- All staff members must meet uniform and/or dress codes that may be required for their particular jobs. A dress code for your department will be provided under separate cover.
- 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 Y does not expose one's midriff, or chest.
- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps are not appropriate for indoors.

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.

## Policy Number 405: Gifts or Gratuities

Employees have an obligation to act solely in the Y'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. Tips or other gratuities may not be accepted in any amount.

Employees may accept meals, refreshments, or entertainment less than \$50 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.

## Policy Number 406: Harassment Prevention

The Y takes all reasonable steps to prevent harassment from occurring. In addition to prohibiting other forms of discrimination, the Y prohibits harassment because of gender, genetic characteristic or information, race, color, creed, national origin, religion, disability, age, marital status, sexual orientation, human rights commission activity, public assistance and any other basis protected by applicable federal, state, or local law. All such harassment is prohibited.

The Y protects employees from harassment by other employees, including supervisors, as well as volunteers, members/parents, vendors, or others doing business with the Y. Harassment refers to actions that create an intimidating, offensive, or hostile working environment, and other acts that have the purpose or effect of unreasonably interfering with an individual's work performance, when harassing acts are based on a protected characteristic such as, but not limited to, race, color, sex, age, disability, religion, national origin, or genetic characteristics.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or any such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment include, but are not limited to, vulgar remarks, pinching, jokes, teasing, and uninvited touching.

If you believe you have been harassed in violation of this policy, you should promptly report your concerns to the Executive Director, Human Resources or other Senior Management. Your complaint will be investigated promptly and confidentiality will be maintained to the greatest degree possible. It is the intention of the Y that any reporting employee or employee participating in the investigation of a harassment complaint will not be retaliated against in any way. If you feel that you have been retaliated against for reporting a claim, you should contact the Executive Director, Human Resources or other Senior Management.

If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. An employee who has violated this policy will be subject to disciplinary action, up to and including termination. Any conduct prohibited by this policy is unacceptable in the workplace, and at any work-related setting outside the workplace, including business travel, business meetings, and Y-related social events. Off-duty conduct that violates this policy and affects the work environment is also prohibited.

## Policy Number 407: Misconduct

In order to provide a productive, caring work environment consistent with Y values, the Y does not tolerate misconduct. Some examples of misconduct include the following:

- Discrimination in violation of our equal opportunity policy
- Harassment
- Insubordination
- Child abuse, molestation, or indecent exposure; having unapproved off-hours contact with children in Y programs or other violations of its child abuse prevention policies
- Mistreatment or neglect of members, guests, or participants
- Failure or refusal to carry out job assignments or to follow instructions as management requests
- Falsification of records, for example, employment, accounting, or financial records
- Failure to properly record time worked or to make a timely report of hours worked
- Working overtime without pre-authorization
- Conviction of a crime, if job related; failure to notify the Y of a conviction or an arrest if required to do so
- Theft or willful damage to Y property or to the property of others; the removal of property without permission from Y management
- Dishonesty in any form
- Abusive or profane language
- Unsafe behavior, for example, fighting or threatening another person
- Carrying or concealing weapons, devices, or objects that may be used as weapons
- Reporting to work or being under the influence of drugs or alcohol during work time or on Y premises or at Y program locations; possessing, distributing or manufacturing controlled substances
- Inefficient or substandard performance of an assigned duty or responsibility
- Absenteeism or tardiness in reporting to work or returning from breaks; absence without proper notification to supervisor; or unexcused absence
- Horseplay, unsafe or dangerous behavior, or unauthorized sleeping on the job
- Use of Y equipment or facilities for personal gain
- Violation of policies or of commonly accepted rules of responsible personal conduct
- Conduct that does not support the purpose and values of the Y

The above list is illustrative of the type of conduct that is not tolerated. This list is not all inclusive. Misconduct results in disciplinary action, up to and including termination of employment.

## Policy Number 408: Political Activity

Encouraging participation in the political process in general, such as voting, is congruent with strengthening communities and promoting social responsibility. While the Y recognizes the importance and responsibility of staff to participate in the political process, in accordance with Section 501(c)(3) of the Internal Revenue Code, Ys are prohibited from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office or political cause.

No employee shall be compensated or reimbursed for personal political contribution; and efforts devoted to political activities must be outside of working hours. No employee may solicit for any campaign or cause during working hours or while on YMCA time, nor use Y resources to do so. Employees may not wear or post campaign/political paraphernalia on Y premises or during working hours. It must also be made clear that any statements regarding public issues, candidates, or office holders are the opinion of the individual, not the Y.

## Policy Number 409: Solicitation and Distribution

Solicitation and distribution of literature by non-employees (including by members or volunteers) on Y property is prohibited.

Solicitation by employees on Y property is prohibited when the person soliciting or the person being solicited is on working time.

Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks.

Distribution of literature by employees on Y property is allowed only in nonworking areas and then only during nonworking time.

The above restrictions apply to solicitations on behalf of organizations, including charitable organizations, with the limited exception of campaigns in support of the Y or the United Way.

## Policy Number 501: Access to Y Property

Off duty employees should not be present on Y property unless as a member or as a visitor authorized by an appropriate Y manager.

Employees should be present in work areas of the facility only when reporting to work, while working, or during the process of leaving upon the completion of the shift. This means that employees should not be in work areas of the facility before or after work or on their scheduled days off, except as an authorized member or guest of the Y.

## Policy Number 502: Alcohol and Drugs Prohibited

To protect youth, families, members, and staff, the use, sale, manufacture, or possession of alcohol or non-prescribed drugs is prohibited in any Y workplace including, but not limited to:

- any Y facility,
- property owned by the Y or used to run Y programs,
- YMCA rented, leased, or owned vehicles, or
- while conducting Y business.

An employee may not report to work under the influence of alcohol or non-prescribed drugs. Additionally, alcoholic beverages and non-prescribed drugs are not permitted in Y facilities or on Y property and Y funds may not be used to purchase alcohol unless pre-approved by the Executive Director.

Treatment programs may be available through the medical insurance plans offered by the Y. Treatment programs may help individuals deal with an alcohol and/or drug problem before the problem affects performance and becomes a disciplinary issue. Employees with concerns regarding their own or another person's use of drugs or alcohol are encouraged to seek and obtain assistance from their supervisor.

All bus drivers and others with commercial drivers' licenses ("CDLs") are enrolled in a federally mandated drug and alcohol testing program, which includes random testing. Employees who test positive for the presence of alcohol or drugs are subject to disciplinary action, up to and including termination of employment.

### Policy Number 503: Background Checks

All individuals seeking employment must consent to a criminal background check. Employment is contingent on the results. Since the Y places a high priority on offering a safe environment, an individual who has been convicted of, or pled guilty to, a crime involving or against a minor, no matter when the offense occurred, is unfit to work for the Y. Serious convictions involving the safety and well-being of others will also prevent someone from working for the Y. Other convictions will be evaluated on a case-by-case basis. Applicants who fail to fully disclose their criminal convictions as required will not be hired or will be terminated if hired.

### Policy Number 504: Bloodborne Pathogens

The Y seeks to minimize the risk of exposure to blood-borne pathogens by periodically training employees who may encounter blood-borne pathogens in the course of their work. The Y subscribes to the concept of "universal precautions," which means that all employees are required to treat all human blood or other body fluids as if the substance were contagious (i.e., were contaminated by blood-borne pathogens). Universal precautions mean that you are expected to exercise work-practice controls and to use personal protective equipment, such as gloves for example, when necessary.

The Y has procedures for confidential medical evaluation and follow-up in the event an employee reports exposure to blood-borne pathogens. Should an exposure incident occur, immediately inform your supervisor. Each exposure must be documented on an incident report and submitted to your supervisor.

### Policy Number 505: Building Security

Because security and safety are always a priority for the Y, employees are expected to follow all procedures for ensuring the security of our facility, including the grounds. Effective security requires proper identification of everyone present at the Y.

Staff members are required to wear, identification badges while on duty. The exception would be lifeguards, who are required to wear approved uniforms while on duty. In addition, members are expected to bring their membership cards, and guests are required to provide picture identification.

After hours, no visitors or unauthorized persons are allowed in the building under any circumstances without authorization from a member of the management team.



## Policy Number 506: Chemical Hazard Communication

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

The directions of the SDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc) must be used as directed on the SDS 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.

## Policy Number 507: Child Abuse Prevention

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Thus, child abuse, and the resulting severe effects, are of primary concern to the Y. Child abuse is the mistreatment or neglect of a child, by parent(s) or others, resulting in injury or harm. Because of our concern for the welfare of children, the Y has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, background checks are conducted upon hiring, and staff members who have contact with children receive training in recognizing, reporting, and preventing child abuse. Some of the guidelines for employees are as follows:

1. At no time during a Y program may a staff person be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them.
2. A child may not be left unsupervised.
3. Staff shall not abuse or mistreat children in any way, including
  - a. physical abuse—striking, spanking, shaking, slapping, and so on;
  - b. verbal abuse—humiliating, degrading, threatening, and so on;
  - c. sexual abuse—touching or speaking inappropriately;
  - d. mental abuse—shaming, withholding kindness, being cruel, and so on; and
  - e. neglect—withholding food, water, or basic care.
4. Staff members must use constructive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison, and criticism. This guidance should always be an answer to a need of a child rather than a response to a need of a staff. For example, if a child is running in the hall, which can be unsafe for themselves and others in their path – by asking the child “please walk as it is safer” you are telling them the correct behavior. Simply stating “stop running” or “don’t run” does not model the correct behavior.
5. Staff members may not transport children in their own vehicles.
6. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
7. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.
8. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own “touching” limits for personal safety.
9. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.

10. Staff members may not date program participants who are under the age of 18.

11. Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (authorization on file with the Y).

12. Staff members are to report anyone who violates any of these child abuse rules to their supervisor or next level of supervision.

13. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.

14. Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.

15. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.

16. Babysitting and outside contact – If a staff member has a pre-existing relationship, e.g., for babysitting, or if the staff member establishes a relationship while an employee of the Y, the Supervisor must be notified of the relationship so the relationship may continue. The family will be required to sign a waiver form acknowledging the family's relationship with the staff member and relieving the YMCA of any responsibility for the actions of the staff member with regard to that relationship. YMCA staff may not have contact, beyond incidental, with children they meet in YMCA programs outside of the YMCA. This includes but is not limited to:

- extra practices, coaching, or tutoring
- transportation in a non-YMCA vehicle
- private special events such as movies, sporting events, or any other similar excursions
- visits to any residences

No type of child abuse will be tolerated. Any abuse by a staff member will result in disciplinary action, up to and including termination of employment.

## Policy Number 508: Employee Safety

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

- Immediately report any potentially unsafe condition to your supervisor.
- Maintain a clean and orderly work area at all times.
- Immediately report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem.
- Avoid engaging in any horseplay or distracting others.
- Adhere to all safety rules and work instructions.
- Only operate vehicles, machines, or equipment that you are authorized and trained to use.
- Wear required personal protective equipment when working in hazardous areas or conditions and when working with chemicals or potentially harmful substances.
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures.
- Follow proper lifting procedures at all times.
- Report any damaged or defective equipment or other unsafe condition to your supervisor promptly.

## Policy Number 509: Operation of Vehicles

Vehicles owned, operated, or under the control of the Y are to be used for Y business purposes. Other usage of vehicles must be first approved by the Executive Director.

You may drive a Y vehicle only if you have completed a MVR background check through the Human Resources Department, are licensed, and authorized to do so. While driving, you are required to adhere to state laws. When driving or riding in any Y vehicle or when driving your own vehicle on Y business, you are required to use seat belts.

You may not use mobile communication devices (e.g., mobile phones) while driving a vehicle for the Y. 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.

## Policy Number 510: Workplace Searches

The Y 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 Y owns and at all times retains full title and control, including the right of inspection, over such properties, vehicles, or facilities.

Employees should have no expectation of privacy or confidentiality with respect to the use of YMCA property. To the extent allowed by law, the Y reserves the right to inspect all Y furniture and furnishings such as desks, filing cabinets, lockers, and drawers. Whenever necessary, the Y will conduct the inspection in the presence of the employee working at that particular location. However, in emergencies or other circumstances determined by management, the Y reserves the right to conduct an inspection without the presence of the employee involved. A refusal to permit a search requested by Y management may result in disciplinary action, up to and including termination of employment.

## Policy Number 511: Tobacco-Free Workplace

The Y is committed to creating a clean, safe and healthy environment for members and employees. The success of this policy will depend upon the cooperation of all staff and members to comply with this policy, and to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment.

Smoking, and tobacco use (including smokeless tobacco products and e-cigarettes) are prohibited on owned, operated, or leased property and at all Y events. Tobacco use is prohibited in all vehicles on Y property.

### Definitions:

**Smoking:** The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

**Smokeless Tobacco Products:** Smokeless tobacco including, but not limited to: snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

**Electronic Cigarette:** The term "electronic cigarette" means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes or under any product name.

### Cessation Programs and Services

To support Y employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resource information are available through the Wellness Department.

### Violations

Violations of this policy by employees will be handled through the progressive disciplinary process as outlined in the employee's handbook.

Visitors who are observed violating this policy shall be asked to comply with the Y's tobacco-free policy. If the visitor fails to comply with the request, his or her violation of the policy may be referred to the building manager or other management personnel available. The manager shall make a decision on further action that may include a directive to leave Y property. If he or she refuses to leave, the police may be called.

### Policy Exceptions

1. This policy does not apply to the practice of specific cultural or ceremonial activities including those of American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Executive Director.

## Policy Number 512: Workplace Violence

The Y seeks to provide a safe, secure and violence-free environment for all. This applies to Y facilities and all other places where the Y provides programs and activities. The threat or occurrence of violence in the Y is in direct conflict with the Y'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 or punching
- 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 the Executive Director, Human Resources or other Senior Management. As a part of its investigation and corrective measures, the Y 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 Y prohibits retaliation against anyone who makes a report.

## Policy Number 601: Electronic Communication Systems

The Y provides a variety of electronic communication systems for use in carrying out its business, including telephones, cellular phones, voicemail, e-mail, computer stations, networks, and other devices. The purpose of these systems is to facilitate operations and business communication. All information and communications transmitted by, received from, or stored in these systems are the property of the Y and the Y reserves the right to access all of these systems at any time without advance notice. An employee's improper use of Y electronic communication systems can waste time and resources, cause embarrassment for both the Y and its employees, and create potential legal liability.

Employees should have no expectation of privacy or confidentiality with respect to use of the Y's electronic communication systems.

The Y maintains the right to monitor and access its electronic communications systems including, but not limited to, all messages and communications sent or received on the systems, and all files or documents on the systems, at any time without notice to employees.

Employees who use Y computers to perform their job functions may not install software or additional hardware onto such computers or the Y network without first receiving the express written authorization to do so from Finance Director.

The electronic communication systems may not be used to create any offensive, profane, threatening, discriminatory, communications, or materials. This includes, for example, messages, communications, or materials that are sexually oriented, racially derogatory, those that depict pornography or nudity, or any other content that could reasonably be construed as offensive to other employees.

The electronic communication systems may not be used to send or receive copyrighted materials, trade secrets, proprietary information or similar materials without prior authorization from a member of management.

Employees may not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages, files, or other electronic information without the employee's permission or permission from a supervisor.



## Policy Number 602: Electronic Communication with Youth Participants

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

As a general rule, 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 a Y-specific subject matter. When employees receive calls from youth regarding a non-Y 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-Y) connection to the Internet.
- Use of social networking sites to communicate with youth is only permitted if done through a Y-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 Y 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.

#### Policy Number 604: Media Relations

Communication with members of the media is managed through the Executive Director or Membership/Marketing Director, who oversees all contacts with all media, including television, radio, newspapers, and other publications. In an emergency communications situation, or any time when a media representative requests information directly from you, you are expected to consult with one of these directors for counsel and support.

#### Policy Number 605: Personal Phone Calls and Texting

If your position involves providing direct service to members and/or participants, calls of a personal nature are not permitted during work time. 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 Y – either a company vehicle or a personal vehicle conducting Y business. 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.

## Policy Number 606: Social Media

The Y 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 Y, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, responsibility and faith, 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 YMCA's mission and values.

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

If an employee uses the Y name (including names of camps or other programs), photos, images or logo in any social media 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 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.

Accessing any social media site or online communication tool for personal purposes while at work is strictly prohibited. This includes accessing pages via office computer, laptop, mobile phone, or in any other way.

## Policy Number 607: Whistleblower

The Y is committed to the highest ethical standards and to providing the best possible working conditions. Y employees are encouraged to report orally or in writing to their immediate supervisor (or an alternate line of authority as described below) any evidence of activity by a Y department, employee, member, or board member that may constitute

- instances of fraud,
- unethical business conduct,
- violations of state or federal law, or
- substantial and specific danger to an employee's or the public's health and safety.

Any Y employee who in "good faith" reports such incidents as described above, will be protected from threats of retaliation, discharge, or other types of discrimination including, but not limited to, loss of compensation or terms and conditions of employment that are directly related to the disclosure of such reports. In addition, no employee may be adversely affected because s/he refused to carry out a directive that, in fact, constitutes fraud or is a violation of state or federal law.

Any employee who wants to report evidence of alleged improper activity, as described above, should contact his/her supervisor or the supervisor's manager. If the employee is not satisfied with the supervisor's or manager's response, or is uncomfortable for any reason addressing such concerns to their supervisor or their supervisor's manager, the employee is encouraged contact Human Resources. If the employee is still not satisfied they may mail their report to the Executive Director or Board President. Reports should be mailed to the Executive Director at the YMCA or to the Board Chair as noted in the current program brochure.

Employees are encouraged to provide as much specific information as possible, including names, dates, places, events that took place, and the employee's perception of why the incident(s) may be a violation. Violations or suspected violations may be submitted on a confidential basis by the employee or may be submitted anonymously.

The employee submitting the report is encouraged to include an address and telephone number where s/he may be contacted. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The employee will receive a reply in compliance with the law.

Employees with concerns that are unrelated to fraud, unethical business conduct, or possible legal violations or that do not pose substantial and specific danger to anyone should use regular channels for making a complaint, as described under "Employee Complaints" in this manual.

## Policy Number 701: Individual Training, Development and Certifications

The Y strongly encourages all employees to seek out and engage in activities that help them grow in their YMCA careers. As an expression of our mission, the Y supports the professional development of staff in a variety of ways.

Individual career development is provided through:

- On-the-job training and experiences such as committee work, stretch assignments and networking activities
- Supervisory coaching, mentoring and other guidance
- Opportunities to participate in Y and non-Y conferences and training events

The Y will reimburse for tuition and travel expenses for training that is required as part of the job. Employees will be compensated for the training time required for the job. Prior approval from supervisor is required for any training.

Each employee is encouraged to work with his or her supervisor to create an individual training and development plan. This should be a written plan that serves as a general guide for participation in training and development activities, subject to budgetary and other considerations.

### The Y's Leadership Competency Model

To help develop cause-driven leadership at all staff levels across the Y, YMCA of the USA has created a Leadership Competency Model that we use to guide our efforts. The model comprises the knowledge, skills and behaviors required for success in the Y. It is organized by the four disciplines of cause-driven leadership:

- Mission Advancement
- Collaboration
- Operational Effectiveness
- Personal Growth

The Leadership Competency Model is also organized into four leadership levels:

- **Leader:** Any staff member without supervisory responsibility performing a direct service to members; an individual contributor.
- **Team Leader:** Any staff member performing supervisory duties with direct reports; or who regularly leads teams of staff or volunteers; or who regularly leads a process, project or function with significant scope and potential impact.
- **Multi-Team or Branch Leader:** Any staff member managing multiple team leaders and/or supervisors representing multiple departments; or who regularly leads multiple teams of staff or volunteers; or who provides tactical and operational leadership to multiple teams within a Y branch or association office; or who regularly leads multiple processes, projects or functions with significant scope and potential impact.
- **Organizational Leader:** Any staff member who provides strategic and visionary leadership to the organization.

For more information about the Y's Leadership Competency Model, please speak with your supervisor or visit the Staff & Volunteer Development section of [www.ymcaexchange.org](http://www.ymcaexchange.org).

### Required Training and Certifications

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, first aid, driver training, and other topics. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If your required certifications expire, you may not be allowed to work until you recertify. You may also be subject to disciplinary action, including termination of your employment.

### Policy Number 702: Performance Appraisals

Performance appraisals are a key part of the YMCA's performance management process and are usually conducted once a year. This process typically includes informal and formal feedback sessions during the year to foster dialogue, shared understanding, and increased effectiveness.

## Policy Number 801: Benefits Eligibility

On the first of the month following 30 days of employment, full-time employees are eligible to participate in the medical/vision, dental, life and disability insurance plans offered to employees of the Y. Information detailing these benefits is available in the plan documents available in the business office. Eligibility and enrollment are subject to the terms, conditions, restrictions, and other requirements set out in the plan documents. If you have questions about current eligibility requirements or other provisions of the plan, please contact Human Resources.

In certain circumstances, such as changing to part-time employment or leaving employment, health benefits may be continued on a self-pay basis, through the COBRA provisions.

## Policy Number 802: Continuation of Health Care Benefits (COBRA)

Federal law provides for continuation of benefits for employees or dependents who lose their health coverage. This temporary extension provides eligible employees/dependents continuation of benefits on a private-pay basis (group rate plus a 2% administrative fee) for up to 18 months. In some circumstances, this benefit can be continued for 26 weeks.

Qualifying events include, but are not limited to, employees who leave the Y or are terminated (except for gross misconduct), employees who lose coverage due to reduction of hours, or circumstances in which covered dependents lose coverage.

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

### Policy Number 803: Employee Child Watch Plan

All employees receive free child watch while working if their shift occurs during child watch hours. Please refer to information in the child watch room to determine child watch hours in effect. The hours of child watch are subject to change as YMCA needs change.

### Policy Number 804: Health Insurance

The Y provides medical, dental, and vision insurance plans for eligible full time employees and their eligible dependents. The Y and its employees share the cost of the insurance.

Insurance coverage is effective the first of the month following 30 days of continuous employment. Written material related to benefits is provided to benefits-eligible employees during their first week of work. Terms of coverage under each benefit plan are defined by the governing plan document.

### Policy Number 805: Life Insurance

Full-time employees will be covered on the Y's group life insurance policy on the first of the month following 30 days of employment. The Y pays 100% of the premium for life insurance for one times the employee's annual salary.

### Policy Number 806: Long-Term Disability (LTD) Insurance

Because of its commitment to providing financial security to employees, the Y will enroll full-time employees in the Y's long-term disability policy on the first day of the month following 30 days of employment. The Y pays 100% of the premium for this benefit. Long-term disability insurance pays a percentage of your salary in the event that you become disabled.



## Policy Number 807: Membership and Program Benefits

Employees are encouraged to fully participate in Y programs, classes, and activities; however, all employees are expected to defer to members during peak hours for classes and equipment use.

Full-time employees along with their immediate family receive a Y membership, for as long as they remain a full-time employee. For the purposes of this benefit, "immediate family" is considered to be a second adult and dependent children living in the same household with employee.

Full-time employees may enroll in a program, if the class is not full, and will be granted complimentary participation in certain programs or a 20% discount on other programs. If your participation adds directly to the cost of the program, you will be required to pay for the direct cost incurred.

Full-time employees that wish to be part of a class that is full, may drop in as openings occur.

Family members of a full-time employee receive a 20% discount on YMCA programs. This includes dependent children.

Part-time employees (or seasonal/temporary), are eligible to receive an individual adult membership. Part-time or seasonal employees who wish to enroll in a an adult program activity, may receive a 20% discount on adult programs, this is subject to program availability.

There are certain exceptions to staff discounts, so please contact Human Resources for more information.

Part-time or seasonal employees may upgrade to a family membership and will be charged the difference between the individual and family membership rates.

Full-time employees with at least ten (10) years of continuous full-time service and who retire from the Y will be granted a lifetime membership and will retain their membership on the same basis as during their employment. Part-time employees with twenty or more years (20+) of continuous service and who retire from the Y will be granted a lifetime membership and will retain their membership on the same basis as during their employment. In all other circumstances, when employees leave the employment of the Y, they begin paying regular rates for membership and programs.

## Policy Number 808: Retirement Benefits

The YMCA Retirement Fund was incorporated in New York in 1921 and is a 501(c)(3) not-for-profit corporation, organized and operated for the purpose of providing retirement and other benefits for employees of participating Ys throughout the United States.

The Fund sponsors the Retirement Plan, which is a defined contribution, money purchase, church pension plan intended to satisfy the qualification requirements of Section 401(a) of the Internal Revenue Code. The Fund also sponsors the Tax-Deferred Savings Plan, which is a church retirement income account plan as defined in Code Section 403(b)(9).

For the most up-to-date information about the plans sponsored by the Fund, visit their website at [www.yretirement.org](http://www.yretirement.org). You will find the latest Fund news, frequently asked questions, quarterly investment and performance results, forms, and publications.

Contact the Fund's Customer Service Department at (800) RET YMCA (800 738 9622), or via email at [info@ymcaret.org](mailto:info@ymcaret.org).

### Retirement Plan

As a condition of employment, all Young Men's Christian Association of Mankato employees who meet eligibility requirements are enrolled in the Retirement Plan.

Interpretations, definitions, and requirements related to this Plan are determined by the YMCA Retirement Fund's board of trustees, and each participating Y administers the Plan locally.

In order to be eligible, employees must be 21 years of age or older and complete two 12-month periods of Y service, working at least 1,000 hours in each, beginning with the date of hire. The two years do not have to be consecutive. All hours of Y service count toward eligibility, even in cases where the employee is under age 21 or works at multiple participating Ys. Employees meeting these qualifications are automatically enrolled and immediately vested. If an employee was previously enrolled by the Young Men's Christian Association of Mankato or another Y that participates in the YMCA Retirement Fund, he/she is immediately eligible for enrollment in the Plan.

The Young Men's Christian Association of Mankato contributes on behalf of each eligible employee an amount equal to 7% of his/her compensation. In addition, each eligible employee is required to contribute an amount equal to 5% of his/her compensation. The Y reserves the right to amend its participation in the Plan at any time within the terms and conditions set by the Y, the Plan, and the YMCA Retirement Fund. The Fund may amend the Plan at any time, and it may also be amended at any time to conform to applicable federal law.

### Tax-Deferred Savings Plan

Since the Mankato Young Men's Christian Association of Mankato and its eligible employees together contribute 12% to the Retirement Plan, each employee is encouraged to make additional voluntary contributions to the Tax-Deferred Savings Plan in order to achieve at least 15% total retirement savings, a goal recommended by many financial

planners. Employees not yet eligible for the Retirement Plan are encouraged to save 15% on their own each year while they await eligibility.

Opening a 403(b) Smart Account in the Tax-Deferred Savings Plan allows employees to save these additional pre-tax amounts through payroll deduction. This account is available to all employees of the Young Men's Christian Association of Mankato, regardless of age, service, or number of hours worked. Contributions are subject to certain limitations under federal law.

Employees can also roll over money from eligible employer plans or IRAs into a Rollover Account in the Tax-Deferred Savings Plan.

Any employee interested in opening a 403(b) Smart Account, or rolling in eligible amounts to the Tax-Deferred Savings Plan, should contact Human Resources.

If any inconsistencies arise between this material and the Retirement Fund Plan Documents, the language in the official Plan Documents will govern.

#### Policy Number 810: Sick Leave

In an effort to minimize the economic hardship that may result from an illness or injury or from time away for medical appointments, full-time employees can accrue sick leave.

Full-time employees accrue sick leave at the rate of four hours for each month of employment to a maximum of 30 days. Once the maximum sick-leave accrual is reached, additional time is not accrued. Sick hours that have been accrued and not used will not be paid upon termination of employment.

Sick-leave benefits are designed to be used for absences due to your own illness or injury. You may also use sick leave to care for an ill or injured member of your family including an employee's child, adult child, spouse/domestic partner, sibling, parent/guardian, mother-in-law, father-in-law, grandchild, grandparent, and stepparent. Sick Leave is also allowed for "Safety Leave" to assist the employee or persons listed above for providing or receiving assistance because of sexual assault, domestic abuse or stalking.

Sick-leave is not allowed to be made up during the week. If an employee misses work due to illness or injury, they must use sick time. Any deviation from this must be approved by their supervisor. Their supervisor will make the decision on a case-by-case basis, as some positions require flexibility and the ability to adjust hours as needed.

Sick leave and unpaid Family Medical Leave run concurrently. Therefore, the Y requires employees to exhaust accrued sick leave first, so that the paid and unpaid leave run concurrently.

Example: If an eligible worker with one week of accrued sick leave requests FMLA leave, the employer would pay for one week of leave.

## Policy Number 811: Vacation

The Y 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 expected to use their vacation benefits each year. The following applies to paid vacation time:

- You must be a regular full-time employee to receive vacation benefits.
- Employees with previous employment at another Y will be entitled to earn vacation benefits based on their total years of continuous, full-time Y service.
- Vacation is paid based on the employee's current hourly rate of pay, excluding overtime and other compensation. Vacation pay will not be granted in increments of less than four (4) hours.
- Vacation time given to employees during their first year of employment may be used following the completion of the Benefit Eligibility Period.
- Vacation time for the current year is earned during the current year. At any time during the year, the vacation earned for that year is equal to the amount per the "earned vacation" schedule times the days worked so far in the current year divided by 365 days.
- The Mankato Family YMCA encourages employees to use available vacation time. If the available vacation time is not used by the end of a calendar year, a maximum of 10 days of accrued, unused, vacation time may be carried over from one calendar year to the next.
- Payments are not made in lieu of unused vacation except to persons whose YMCA employment is terminated.
- If an employee resigns and provides adequate notice or upon termination of YMCA employment, all accrued vacation to the last day worked is paid, except that accrued vacation and received vacation of employees not having completed at least one full year of continuous full time employment is forfeited.
- In determining vacation earned, employment commencing on the 1st through the 15th of the month is deemed to have commenced on the first day of that month; employment commencing on the 16th through the end of the month is deemed to have commenced on the first day of the following month.
- The amount of vacation earned in a year is listed on the earned vacation schedule. This amount may be different if an agreement was reached with the employee at time of hire.
- If you take an unpaid leave of absence, you will cease accruing vacation time until you return.

The following is the schedule of earned vacation days based on calendar year:

<b><i>Mankato Family YMCA</i></b>		
Earned Vacation Schedule		
	<b>FT Director / Supervisor</b>	<b>FT Non-Exempt (Non-Supervisor)</b>
<i>First Partial Year - if employment commences the 1st day of:</i>		
January	10	5
February	9	5
March	8	4
April	7	4
May	7	3
June	6	3
July	5	2
August	4	2
September	3	2
October	2	1
November	2	1
December	1	0
First Full Year	10	10
After Third Full Year	15	10
After Fourth Full Year	15	15
After Fifth Full Year	20	20
After Twenty Full Years	25	25

## Policy Number 812: Holidays

The Y provides full-time employees the following paid holidays each year, subject to the guidelines described below. Unless otherwise designated, when the holiday falls on a Saturday, it will generally be observed on the preceding Friday. When the holiday falls on a Sunday, it will generally be observed on the following Monday.

The following holidays are observed by the Y:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve 1/2 Day
- Christmas Day
- New Year's Eve 1/2 Day

In addition, two floating personal days are given and can be taken any time during the year.

In order to be eligible for holiday pay, employees must work their scheduled shift prior to and following the holiday, unless they are on scheduled vacation or other approved absence. Employees on an unpaid leave of absence are not eligible for holiday pay.

The Y will reasonably accommodate employees to observe religious holidays through the use of accrued vacation time, floating personal days, or unpaid time off from work.

## Policy Number 813: Social Security and Medicare

All employees of the Y participate in the Federal Income Contributions Act (FICA) for social security income benefits. The Y and the employee finance the cost of this benefit equally through payroll tax deductions.

## Policy Number 814: Unemployment

The Y complies with state laws governing unemployment benefits. Unemployment is designed to provide security for those persons unemployed through no fault of their own. Information regarding claims procedures is available through the state's website at [www.uimn.org](http://www.uimn.org).

## Policy Number 815: Workers Compensation

Option: As a self-insured employer, the Y covers you for the hazards of occupational accidents and on-the-job illnesses through workers' compensation.

If you sustain an injury/illness while performing your job duties, workers' compensation may cover the cost of treatment and provide compensation for lost time. You should notify your supervisor about any on-the-job illness or injury immediately and complete necessary documentation.

## Policy Number 901: Family and Medical Leave Act

The Y strives to support the family and medical needs of employees and will grant family and medical leave in accordance with the requirements of applicable state and federal law, including the Family and Medical Leave Act (FMLA). Please contact Human Resources as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions:

To be eligible for family and medical leave benefits, an employee must

- have worked for the Y for a total of at least 12 months (may be non-consecutive)
- have worked a total of at least 1,250 hours during the previous 12 months; and
- have worked at a location where at least 50 employees are employed by the Y within 75 miles.

Eligible employees may receive up to a total of 12 work 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. A 12-month period begins on the date of an employee's first use of federal family and medical leave. Successive 12-month periods commence on the date of an employee's first use of such leave, after the preceding 12-month period has ended.

Leave may be used for one or more of the following reasons:

- The birth of a child or placement of a child for adoption or foster care
- The care of an immediate family member (spouse, child, or parent) with a serious health condition
- Inability to work because of his/her own serious health condition
- Qualifying exigency leave for families of members of the National Guard or Reserves or a regular component of the Armed Services, when the covered military member is on covered active duty or called to covered active duty
- Military caregiver leave to care for an injured or ill service member or veteran

Under some circumstances, employees may take family and medical leave intermittently, which may mean taking leave in blocks of time or reducing their normal weekly or daily work schedule.

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



Thirty day's advance notice when the need for the leave is foreseeable.

- Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).
- Periodic recertification.
- Periodic reports during the leave when the leave is needed to care for an immediate family member or the employee.
- To return to work, a fitness-for-duty report may be required, if the leave is due to the employee's medical situation.

When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Y's operation.

Family and medical leave is unpaid; however, sick leave and unpaid Family Medical leave run concurrently. Therefore, the Y requires an employee to exhaust accrued sick and/or vacation time, prior to taking time without pay. The use of sick leave or vacation will not extend the length of the leave to which the employee is otherwise entitled.

Employees returning from family and medical leave are reinstated to the same or a comparable position at the same rate of pay they received when the leave commenced.

The Y will continue to pay its share of an employee's health insurance premiums for up to a maximum of 12 work weeks, on the same terms as if the employee had continued to work. The employee will be responsible for making arrangements to pay his or her portion of the insurance. Premiums not paid will result in a termination of benefits. In some instances, the Y may recover the employee's share of premiums paid to maintain health coverage, whether or not the employee returns to work following family and medical leave.

Under state law, the Minnesota Parental Leave law allows an employee who has been employed by the Y for at least twelve (12) months preceding a request for parental leave, who has worked for an average number of hours per week equal to one-half the full-time equivalent position in the employee's job classification, and who is:

- a biological or adoptive parent in connection with the birth or adoption of a child; or
- a female employee for prenatal care, or incapacity due to pregnancy, childbirth or related health conditions

is eligible for an unpaid leave of absence of up to twelve (12) weeks. The leave must begin within twelve (12) months of the birth or adoption; however, in cases where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital.

The leave must be requested at least two (2) weeks in advance, if possible. Where Family and Medical Leave also apply, parenting leave will run concurrently with FMLA.

#### Policy Number 902: Bereavement Leave

Paid time off is available for full-time employees in the event of the death of a family member or household member. The Y provides full-time employees up to three days off with pay, with the supervisor's approval, upon the death of an employee's spouse/domestic partner; member of the employee's or spouse/domestic partner's immediate family (for example, child, grandchild, parent or guardian, grandparent, brother or sister); or household member. Bereavement leave may be taken only at or immediately following the time of death.

#### Policy Number 903: Jury Duty

It is a moral and civic obligation for all persons to serve jury duty when called. You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. Any exempt and full-time hourly employee serving jury duty during regularly scheduled workdays will receive full compensation for such days.

Employees should return to the Y what they earned as a stipend for their jury duty service.

The Y does not compensate part-time hourly employees for jury duty service. Part-time employees who are summoned for jury duty may take the time unpaid.

#### Policy Number 904: Medical Leave

Employees who do not qualify for a leave of absence under the FMLA (Family and Medical Leave Act), may request a medical leave for absences due to their own illness or injury; however, the Y cannot guarantee that it will have a position available to which they can return. Employees are required to use their available accrued time (ie: sick, vacation, floating personal holidays) during the absence prior to taking time without pay. Medical certification of the necessity for leave is required, and upon return, a fitness for duty report may be required.

#### Policy 905: Military Leave

Employees who are called or recalled for active duty, an official leave of absence without pay and with continuation of benefits will be granted. Re-employment rights shall correspond with those provided by federal and state regulations. Employees completing compulsory military training by service in the active reserves of the United States Armed Forces, may use earned vacation time for such training.

Mankato Family YMCA  
Employee Handbook Acknowledgement Form

I hereby acknowledge the following:

- I have received a copy of the Mankato Family YMCA Employee Handbook. I understand that it is my responsibility to read and understand the policies, rules, and benefits described in this handbook.
- I understand that if I have any questions regarding this information I should consult my supervisor.
- I understand that the Y has the right to change these policies, rules, and benefits any time without notice.
- I understand that future changes in policies and procedures may modify, suspend, supersede, or cancel those found in this handbook, in whole or part, and that I and other employees typically will be notified of such changes through normal communication channels.
- I understand that the benefits information in this handbook is only a brief summary and that I can find more information on these plans in informational material and plan documents. If any discrepancies occur between information in this handbook and the actual plan documents, I understand that the plan documents will prevail.
- I understand that any written or oral statements by a supervisor contrary to this handbook are invalid and should not be relied upon.
- I expressly understand that this handbook is provided as a guide and that it does not constitute a contract of employment. Rather, I acknowledge that my employment with the YMCA is on an at-will basis, which means that the employment relationship may be terminated at any time, by either the Y or by me, with or without cause and with or without prior notice. I understand and agree that I will read and comply with the policies and information contained in this handbook and that my continued employment is contingent on my following these policies.

Employee Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Note: Complete this form and return it to Human Resources to be filed in your personnel file.