



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

MANKATO FAMILY YMCA Employee Handbook

Effective: 4/14/2025 9/1/2013(Old)

Revised: 1/1/2015, 3/1/2017, 1/31/2018, 1/7/2019, 1/20/2025, 2/14/2025

CHAPTER

PAGE

| | |
|---|----|
| 100 Introduction | |
| Welcome from the Executive Director..... | 5 |
| About this Handbook..... | 6 |
| History | 7 |
| 101 Mankato Family YMCA Culture Pledge | 9 |
| 102 At-Will Language | 11 |
| 103 Equal Employment Opportunity | 11 |
| 104 Diversity and Inclusion..... | 11 |
| 105 Mission, Values and Cause | 13 |
| 200 Employment Practices | |
| 201 Recruitment and Placement | 14 |
| 202 Orientation Period..... | 14 |
| 203 Employment Classifications..... | 14 |
| 204 Employment of Relatives | 15 |
| 205 Background Checks | 15 |
| 206 Fitness for Work | 16 |
| 207 Medical Examinations..... | 16 |
| 208 Personnel Records | 16 |
| 209 Changes in Personal Information | 17 |
| 210 Dress Code and Uniforms | 17 |
| 211 Open door Program..... | 18 |
| 212 Reasonable Accommodation..... | 20 |
| 213 Hours of Work and Work Week..... | 20 |
| 214 Attendance and Tardiness..... | 23 |
| 215 Access to YMCA Property | 23 |
| 216 Meal Periods and Breaks | 23 |
| 217 Breaks for Nursing Mothers..... | 24 |
| 300 Working Hours, Pay, Classification | |
| 301 Salary Administration and Total Rewards | 25 |
| 302 Pay Practices..... | 25 |
| 303 Direct Deposit of Paychecks..... | 26 |
| 304 Wage Disclosure..... | 26 |
| 305 Reporting Time | 26 |
| 306 Travel time | 26 |
| 307 Attending Meetings, Conferences and Trainings | 27 |
| 308 Overtime | 27 |
| 309 Payment during Severe Weather or Disasters | 28 |
| 310 Expense Reimbursement | 28 |
| 400 Code of Conduct | |
| 401 Confidentiality | 29 |
| 402 Conflict of Interest..... | 29 |
| 403 Gift or Gratuities..... | 30 |
| 404 Discipline | 30 |

| | |
|---|----|
| 405 Harassment Prevention | 31 |
| 406 Misconduct..... | 35 |
| 407 Workplace Violence | 36 |
| 408 Performance Appraisals | 36 |
| 409 Child Abuse Prevention | 37 |
| 410 Whistleblower | 39 |
| 411 Political Activity | 40 |
| 412 Solicitations and Distribution..... | 40 |
| 413 Alcohol, Drug and Cannabis Policy | 41 |
| 414 Tobacco-Free Workplace | 45 |
| 415 Workplace Searches..... | 46 |
| 500 Safety | |
| 501 Employee Safety | 47 |
| 502 Operation of Vehicles | 48 |
| 503 Bloodborne Pathogens | 50 |
| 504 Building Security | 50 |
| 505 Chemical Hazard Communication | 50 |
| 506 Altercation Policy | 51 |
| 507 Incident Investigation | 52 |
| 600 Technology and Communication | |
| 601 Electronic Communication Systems..... | 53 |
| 602 Electronic Communication with Youth Participants..... | 55 |
| 603 Media Relations | 56 |
| 604 Personal Phone Calls and Texting..... | 56 |
| 605 Electronic Device Usage | 56 |
| 606 Social Media | 57 |
| 700 Benefits – General | |
| 701 Benefits Eligibility | 58 |
| 702 Health Insurance..... | 58 |
| 703 Life Insurance | 58 |
| 704 Long-Term Disability (LTD) Insurance | 58 |
| 705 Continuation of Health Care Benefits (COBRA) | 58 |
| 706 Employee Child Watch Plan | 59 |
| 707 Membership and Program Benefits | 59 |
| 708 Retirement Benefits | 60 |
| 709 Social Security and Medicare | 61 |
| 710 Unemployment | 61 |
| 711 Workers' Compensation..... | 62 |
| 800 Other Benefits – Time Away from Work | |
| 801 Holidays | 63 |
| 802 Earned Sick and Safe Time – Part-Time Employees..... | 64 |
| 803 Earned Sick and Safe Time – Full-Time Employees | 66 |
| 804 Vacation | 68 |
| 805 Family and Medical Leave Act (FMLA) | 70 |
| 806 Parenting Leave | 72 |

| | |
|---|----|
| 807 Bereavement Leave | 73 |
| 808 Jury Duty | 73 |
| 809 Medical Leave | 73 |
| 810 Military Leave | 73 |
| 811 Military Service-Related Leave | 74 |
| 812 Bone Marrow Donation | 75 |
| 813 School-Related Activities Leave | 75 |
| 814 Voting Leave | 75 |
| 815 Benefits Continuation | 75 |
| 900 Training and Volunteer Work | |
| 901 Individual Training, Development and Certifications | 76 |
| 902 Philanthropic Contributions | 77 |
| 903 Ending Employment | 77 |
| 1000 Miscellaneous – All Additional Policies | |
| 1001 Definitions of Third-Party Organizations | 78 |
| 1002 Third-Party Vendor Requirements | 79 |
| Employee Handbook Acknowledgement..... | 82 |

100 Introduction

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.

Andrew Burk

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. Where benefits and other specific matters are addressed in any written employment contract signed by the Executive Director, they are governed by the contract to the extent it applies. 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.

The policies and practices described in this handbook are designed to be in compliance with applicable law. If any such policy or practice is not in compliance, then it is the policy of the Pro Fabrication, Inc. to comply with applicable law.

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.

2023 – The YMCA took on a repair of 2 pillars due to wear and tear. ISG and WEB Construction replaced them.

2024 – Celebrated 150 years serving the Greater Mankato Community

2024 – The YMCA replaced our old boiler water heaters with new high efficiency tankless water heaters.

2025 – In March the YMCA received \$500,000 of new equipment replacing our old cardio and updating our free weight room equipment. This also included new equipment for the Y-Fit gym.

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: Equal Employment Opportunity

The Mankato Family YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race (including traits associated with race such as hair texture and style), color, creed, religion, sex, gender identity or expression, national origin, age, marital status, familial status, disability, genetic information, sexual orientation, human rights commission activity, status with regard to public assistance or any other protected class status defined by local, state or federal 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 104: 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, gender identity or expression 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 105: 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©(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.

200 Employment Practices

Policy Number 201: 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.

All individuals involved in the hiring process will conduct interviews following an interview guide. The questions should come from the Competency Based interview question bank located on the Mankato Family YMCA shared file system along with the Competency Based interview guide. After interview all records are due to HR on completion of the job requisition.

Policy Number 202: Orientation Period

New employees and employees who are transferred to a new position may be required to complete an Orientation Period that will generally last up to 90 days. During this time, the Y and the employee will assess whether the new job is a good fit for the employee. This 90-day period may be shortened or lengthened in the discretion of management.

Employees are usually not eligible for Y benefits during the Orientation Period except for those required by law. All employees are expected to be in regular attendance for the full orientation period for training purposes.

SATISFACTORY COMPLETION OF THE ORIENTATION PERIOD DOES NOT ALTER THE EMPLOYMENT-AT-WILL RELATIONSHIP. EMPLOYEES MUST CONTINUE TO PERFORM SATISFACTORILY EVEN AFTER THE ORIENTATION PERIOD IS COMPLETED.

Policy Number 203: Employment Classifications

For purposes of determining the applicability of various policies, practices and benefits, employees are classified by the nature of the position to which they are primarily assigned

and by their regular work schedule. Accordingly, the Y classifies employees as follows:

Full-Time Employees: Full-Time Employees are those who have completed their orientation period and who are regularly scheduled to work 40 or more hours per week on an ongoing basis and are not Temporary or Seasonal Employees.

Part-Time Employees: Part-time employees are those who have completed their orientation period and who are regularly scheduled to work fewer than 40 hours per week on an ongoing basis.

Temporary or Seasonal Employees: Temporary employees are those who are hired to work on special projects, for a specified period of time, or on a fill-in or on-call basis, including summer employees and interns.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as non-exempt employees; those not subject to such regulation are referred to as exempt employees. Although part-time and full-time employees typically work on an ongoing basis, there is no guarantee that any job will continue. Any position may be eliminated at any time at the discretion of the Y. Further, as previously described in this Handbook, all employees are at-will employees who may be terminated for any or no reason.

Policy Number 204: 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, depending on the circumstance.

Policy Number 205: 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.

Policy Number 206: Fitness for Work

We expect every employee to be fit for duty when reporting to work. Fitness is defined as being physically and mentally alert and in a state of health sufficient to allow safe and satisfactory performance on the job. If the Y determines that an employee may be unfit for work, the employee may be asked to leave the premises and/or receive appropriate medical assistance or appropriate medical documentation of fitness-for-duty.

Policy Number 207: Medical Examinations

The Y wishes to maintain a safe and healthy working environment for the benefit of all employees. Following a contingent offer of employment and as a continuing condition of employment, the Y reserves the right to require applicants and employees to submit to medical examinations performed by a physician or medical professional selected and paid for by the Y. You may be required to have medical examinations during your employment if the Y has concerns about your ability to perform your job effectively and/or safely. Medical examinations will be for job related purposes based on business necessity. You are expected to cooperate with the Y's processes intended to maintain a safe and healthy working environment.

Medical information is confidential and such confidentiality will be maintained in accordance with applicable legal requirements.

Policy Number 208: 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.

NOTICE OF EMPLOYEE RIGHTS WITH REGARD TO PERSONNEL RECORD

Any current employee has a right to request to review his or her personnel record once every six months. Requests to review an employee's personnel record must be made by the employee, in writing. Upon receipt of a written request to review a personnel record, the Y will make the record available to the employee with seven working days of receipt of the written request. For current employees, the personnel record or an accurate copy will be made available at the Y between 8:00 a.m. and 5:00 p.m. The Y may require that you review the personnel record in the presence and under the supervision of a Y employee. After review of the personnel record, if you wish to receive a copy, you must submit a

written request and a copy will be provided at no cost to you.

Any former employee of the Y has the right to review a copy of his or her personnel record once per year for so long as the personnel record is maintained by the Y. Requests for a copy of a former employee's personnel record must be made by the former employee, in writing. Upon receipt of a written request for a copy of a personnel record by a former employee, the Y will provide the former employee with a copy of his or her personnel record within seven working days of receipt of the written request at no cost to the former employee.

The Y reserves the right to deny any current or former employee's request to review or copy their personnel record if the Y determines that the request is not made in good faith.

If an employee disputes specific information contained in the employee's personnel record, the Y and the employee may agree to remove or revise the disputed information; and if an agreement is not reached, the employee may submit a written statement specifically identifying the disputed information and explaining the employee's position. The employee's position statement may not exceed five written pages. The position statement will be included along with the disputed information for as long as that information is maintained in the employee's personnel record. A copy of the position statement will also be provided to any other person who receives a copy of the disputed information from the Y after the position statement is submitted.

Policy Number 209: 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 210: 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.

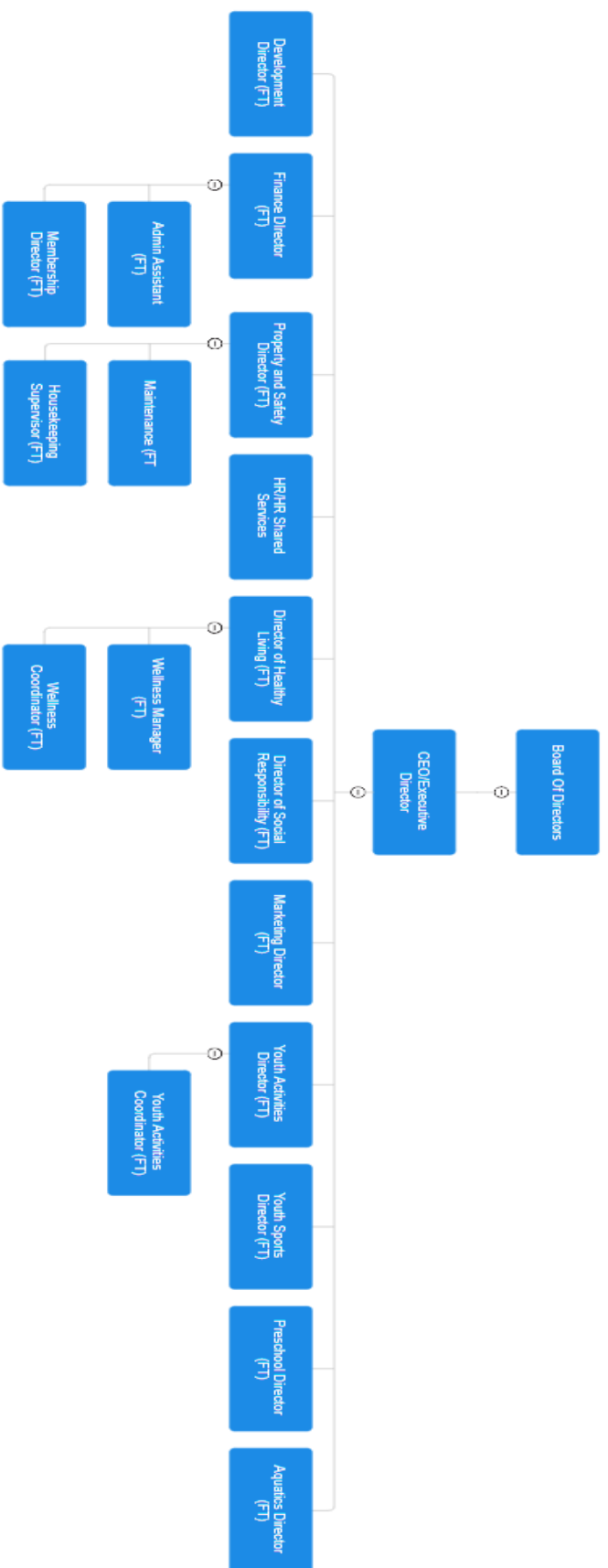
An hourly employee reporting to work in violation of these standards will be sent home without pay until dressed in accordance with the standards. Supervisors can answer any questions about what is considered proper attire. Employees whose religious beliefs and practices require a change or modification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

Policy Number 211: 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:

2. Contact their immediate supervisor
3. If not resolved, contact next level supervisor
4. If not resolved, contact Human Resources Director
5. If not resolved, contact Executive Director
6. 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 212: Reasonable Accommodation

The Y may provide reasonable accommodations to known physical and mental limitations of an otherwise qualified disabled employee or applicant. Reasonable accommodation may be, depending on all the circumstances, modifications or adjustments to a job, the work environment, or the way things are usually done that enables an employee with a disability to perform the essential functions of a job, and to enjoy equal benefits and privileges of employment.

The Y may also provide reasonable accommodation for employees' religious observances and requirements when employees bring such matters to the Y's attention and a reasonable accommodation can be identified. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs or practices and the employee's job requirements, without causing undue hardship to the Y or coworkers.

Please recognize, however, that we cannot promise to make any and all disability or religious accommodations. We must consider each accommodation on a case-by-case basis to determine whether it would cause an undue hardship to our business.

Certain accommodations also can or may be made for pregnant employees. 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 or longer restroom, food, or 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 reasonably accommodate her during her pregnancy, provided the accommodation does not pose any undue hardship on the Y. Employees will not be required to accept pregnancy accommodations.

Request for reasonable accommodation must be made in writing and forwarded to your Supervisor or Human Resources. The Y will review requests for accommodation on a case by case basis. The Y may require information to support the need for the accommodation. Such information may include a request or requirement for authorization to obtain information from or speak with the employee's treating physician. The Y also reserves the right to request a second opinion from a Y-chosen physician on any request for accommodation.

Policy Number 213: 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 (exercise) 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 with working employees must be kept to a minimum to prevent distraction for those 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 16 hours 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 employees, 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 214: 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 direct supervisor by email, call or text (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. If the supervisor does not answer you need to leave a voicemail. Depending on the circumstances, 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 215: 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. Unless authorized by the Executive Director employees should not enter the property during any closure of the entire facility (Holiday days).

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 216: 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.

Policy Number 217: 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 or lactating employees reasonable break time each day to express breast milk. The break time, if possible, should run concurrently with any break/meal period time already provided to the employee. If you cannot use your break times for this purpose, please discuss your needs with your supervisor. The Y will assist employees in finding a private space where the employee can express milk.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations Employee Notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

300 Timekeeping and Pay Administration

Policy Number 301: 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 generally 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 302: 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 ending 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.

Throughout the year Exempt employees will periodically track their time for accurately reporting spread for taxation purposes. These will be at minimum 2 weeks and once a quarter (every 3 months).

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 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: 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 Y.

Policy Number 305: 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 306: 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 307: 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 308: Overtime

If you are in a nonexempt position, you will be paid at a rate of one and one half times your regular rate of pay 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 309: 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 or ESST. 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 due to weather 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 310: 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.

400 Code of Conduct

Policy Number 401: 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 402: 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 403: 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 valued at 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 404: 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 405: Harassment Prevention

The Y expects that employees will treat one another with courtesy and respect. In addition, the Y recognizes that harassment in the work place, because of an individual's race, color, creed, religion, national origin, sex (including pregnancy, childbirth or related medical conditions, and sexual orientation), gender (including gender identity and expression) marital status, familial status, disability, status with regard to public assistance, and age is prohibited by the Minnesota Human Rights Act and Title VII of the Civil Rights Act.

It is the policy of the Y to maintain a work environment free of any form of harassment as defined by local, state and federal laws.

The Y will not tolerate any employee or representative of the Y:

- (1) Who engages in harassment on the basis of race (including traits associated with race such as hair texture and style), color, creed, religion, national origin, sex (including pregnancy, childbirth or related medical conditions, and sexual orientation), gender identity or expression, marital status, familial status, disability, status with regard to public assistance, veteran status, age or any other protected class status as defined by local, state or federal laws.
- (2) Who permits employees under his/her supervision to engage in such harassment.
- (3) Who retaliates or permits retaliation against an employee, Y representative or member of the public seeking services or public accommodations who reports such harassment.

An employee found to be in violation of this policy shall be subject to disciplinary action up to and including discharge. This policy also applies to all business travel and work-related social functions. It shall be the responsibility of all supervisors and managers to ensure the proper implementation of this policy.

Sexual Harassment

Sexual harassment occurs whenever unwelcome conduct on the basis of gender exists. It includes harassment based on gender but also includes harassment based on pregnancy, childbirth or related medical conditions and sexual orientation. Unwelcome conduct occurs when the recipient did not initiate it and regards it as offensive. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- (2) Submission to, or rejection of such conduct by an individual is used as a factor in any employment decision affecting an individual; or

- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can be *physical, verbal, visual, or written*.

There are two types of sexual harassment: those involving tangible employment actions and those relating to a hostile work environment. Tangible employment action involves some type of significant changes in workload or work assignment or monetary loss for the employee. This type of harassment requires that the threat of job detriment or promise of job benefit actually results in some sort of employment related action such as termination, promotion, demotion, or reassignment to a considerable different job or duties. A hostile work environment occurs when actions or words of another person create an adverse or hostile working condition for an employee, or interferes with the employee's work performance through severe or pervasive words or deeds because of the employee's gender.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- The harasser's conduct must be unwelcome; therefore it is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop.

Below are examples of behavior contributing to sexual harassment. This is not an exclusive list.

- (1) Discussing or pressuring for sexual activities.
- (2) Threatening a person's job or offering or giving preferential treatment in exchange for sexual favors.
- (3) Verbal remarks, jokes, or innuendoes of a sexual nature or based upon gender.
- (4) Groping, touching or otherwise physically assaulting a person.
- (5) Commenting on physical attributes.
- (6) Distribution or display of written materials, pictures, or other graphics of a sexual or gender-biased nature.
- (7) Using demeaning or inappropriate terms, such as "babe."
- (8) Making sexualized gestures or comments, even when this behavior is not motivated by a desire to have sex with the other person.
- (9) Using profane and offensive language.
- (10) Insulting, criticizing, and demeaning behavior towards a person based on their pregnancy or pregnancy-related medical condition, such as lactation or morning sickness.

- (11) Asking intrusive questions about a person's sexual orientation, gender identity, gender transition or intimate body parts.
- (12) Other behavior or words directed at an individual because of gender.

Other Forms and Examples of Harassment

Other forms of harassment can be, but are not limited to, those behaviors listed above, but when they are based upon the following: Race (including traits associated with race such as hair texture and style), color, creed, national origin, gender identity or expression, religion, marital or familial status, disability, status with regard to public assistance, veteran status, age, or other protected class as defined by local, state or federal law.

Below are examples of behavior contributing to other forms of protected class harassment. This is not an exclusive list.

- (1) Saying or writing an ethnic, racial, or sex-based slur.
- (2) Sending or forwarding an offensive or derogatory "joke" email.
- (3) Displaying offensive material such as hate symbols or offensive cartoons.
- (4) Threatening or intimidating someone because of their religious beliefs.
- (5) Making comments based upon stereotypes of older workers.
- (6) Mimicking a person's disability.
- (7) Mocking a person's accent.
- (8) Making fun of a person's religious garments, jewelry or displays.
- (9) Intentional use of a name or pronoun inconsistent with the individual's known gender identity (misgendering).

Addressing Harassment

While not required, whenever possible, an employee feeling subject to harassing behavior is strongly encouraged to discuss the situation with the individual engaged in the perceived harassing behavior. The perceived harasser should be told the conduct is unwelcome and must stop. If the situation is not resolved, a complaint should be initiated by using the reporting procedures.

Reporting a Complaint

To maintain a harassment free work environment, it is essential that all instances of harassment be reported. Any person who believes they have been the victim of harassment by an employee or representative or any person with knowledge or belief of conduct which may constitute such harassment or bias toward an employee or representative **MUST** report the alleged conduct immediately.

Harassment should be reported immediately to Human Resources, the Executive Director or to any other supervisor or manager that the employee is comfortable with. If an employee observes suspected sexual harassment of another individual, the observer may, if he or she chooses, report the suspected harassment immediately to any of the individuals identified above, either because the observer is offended or because the observer is concerned for the alleged victim. In all cases, a supervisor or manager who receives a

report shall report it immediately to Human Resources. Failure to forward such a complaint will result in disciplinary action up to and including discharge.

A complaint to the "harasser" is not sufficient to trigger the protection this policy intends to provide. An employee who does not follow this reporting procedure runs the risk that concerns about sexual harassment will not be investigated, and therefore will not be addressed effectively.

The reporting party or complainant shall clearly describe the conduct when making a report or complaint and identify the complaint as one of harassment under this policy. Employees making a report should document behavior they have witnessed. Documentation should include specifics about the behavior, direct quotes, if possible, patterns of abuse, names of witnesses, time, and place of incidents. The Y encourages the reporting party or complainant to put their report in writing, but verbal reports will also be considered complaints.

Investigating a Complaint

An investigation of a reported protected class harassment complaint will be conducted by Y officials or by a third party designated by the Y.

The Y may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.

The Y cannot guarantee that reports of protected class harassment will be kept completely confidential. However, such reports will be kept as confidential as reasonably possible in the Y's sole judgment, under the circumstances of the investigation and considering the results of the investigation.

Y Action

The Y will take such action as it deems appropriate based on the results of the investigation.

Retaliation

The Y does not tolerate any retaliation against anyone who makes a good faith complaint of protected class harassment, discrimination or any other good faith complaint of a violation of law or policy, or towards anyone who is requested by the Y to participate in an investigation of a protected class harassment or discrimination complaint or an investigation regarding any other violation of law or policy. Any person who believes they have been retaliated against in violation of this policy should report their concern following the Reporting Procedure in this Harassment Prevention policy.

The policy applies to each and every person associated with the Y, including but not limited to contractors, managers, executives, and full-time, part-time and seasonal employees.

Policy Number 406: 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, alcohol or cannabis 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 407: 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 408: 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 409: 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. Children 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/or
 - 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. For more detail regarding Child Abuse Prevention Policies please see/refer to – Keeping Youth Safe Policies Manual.

Policy Number 410: 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 Open Door Program or Harassment Prevention Policy in this manual.

Policy Number 411: 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, Y's 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 412: 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 413: Alcohol, Drug and Cannabis Policy

The Y is committed to providing a workplace that is free of alcohol, drugs, cannabis and other intoxicants so that their use does not pose a safety or health hazard or jeopardize the success of the Y's operations or otherwise adversely affect the Y, its employees, youth, families and members or its. Accordingly, all employees must report to and be at work in a fit condition to perform.

This policy applies to all applicants for employment, all employees, and independent contractors. The policy is applicable at Y facilities and at any other location when an employee or independent contractor is acting within the scope of his or her employment or contract with the Y.

Employment at the Y is at-will. This policy is not an employment contract and should not be interpreted as creating an employment contract.

Definitions

The following definitions apply for the purposes of this policy:

"Alcohol and drug testing" or "drug testing" means the analysis of a body component sample for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Alcohol and drug testing" or "drug testing" does not include cannabis or cannabis testing, unless stated otherwise.

"Break" or "lunch break" means a period of time, whether paid or unpaid, authorized by the Y as a break from work duties.

"Cannabis" means marijuana, tetrahydrocannabinols (THC), cannabis flower, cannabis products, lower-potency hemp edibles and hemp-derived consumer products.

"Cannabis testing" means the analysis of a body component sample for the purpose of measuring the presence or absence of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or cannabis metabolites in the sample tested.

"Drug" means a controlled substance but does not include cannabis, unless stated otherwise.

"Employee" means any employee of the Y as well as an independent contractor, or person working for an independent contractor who applies to become an employee of the Y and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.

"Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of (or to contract with) the Y and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.

"Medically authorized drugs" means any prescription medication for which the employee has a valid prescription or non-prescription medication taken at the direction of a physician, including medical marijuana.

"Positive test result" means a finding of the presence of alcohol, drugs, cannabis, or their metabolites in the sample tested in levels at or above the threshold detection levels.

"Refuse to cooperate" or "Refusal to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Registered Person" means a person enrolled in, and who possesses acceptable verification of enrollment in the medical cannabis patient registry program under Minnesota statute.

Non-Discrimination

Consistent with its policy prohibiting discrimination, the Y recognizes that individuals with disabilities are protected from discriminatory treatment. Under Minnesota law, a person with a disability is someone who has a medical or psychological condition which materially impairs major life activities. However, in accordance with Minnesota law, disability does not include any condition resulting from alcohol drug, cannabis or other intoxicant abuse which prevents a person from performing essential functions of the job or which creates a direct threat to property or the safety of individuals.

Prohibitions

No employee shall report to work or act within the scope of his or her employment while under the influence of alcohol, drugs, cannabis, other intoxicants or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety.

No employee shall consume alcohol, drugs, cannabis, other intoxicants or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety on Y premises or while acting within the scope of his or her employment. No employee shall consume alcohol, drugs, cannabis, other intoxicants, or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety while on a break, including a lunch break.

No employee shall operate, use, or drive any equipment, machinery, or vehicle while acting in the scope of his or her employment while under the influence of alcohol, drugs, cannabis, other intoxicants or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety. Every employee is under an affirmative duty to immediately notify his or her supervisor if he or she is not in compliance with this provision. The operation or use of any equipment, machinery, or vehicle while acting within the scope of employment shall be deemed a verification that the employee is in compliance with this provision.

No employee shall manufacture, distribute, dispense, sell, possess, transfer, or use alcohol, drugs, cannabis, other intoxicants or any other controlled substance in the workplace or at any location where the employee is acting within the scope of his or her employment.

Engaging in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform work for the Y. The engagement in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances is grounds for discipline.

Making arrangements during working time, while on breaks, or on Y property for the sale, purchase, or transfer of drugs or cannabis is strictly prohibited, even if the actual sale, purchase, or transfer of drugs or cannabis occurs during non-working time, on breaks or off Y property.

Every employee is under an affirmative duty to notify his or her supervisor or other member of management if he or she is taking medically authorized drugs or other substances that may alter the employee's alertness, coordination, reaction, response, judgment, decision-making, safety, or job performance.

The Y may notify the appropriate law enforcement agency when it has reasonable suspicion to believe that an employee may have illegal drugs in his or her possession at work or on Y premises.

Notwithstanding this policy, there may be special occasions at which it is permissible to consume alcohol in moderation. The use of alcohol on Y premises may be permitted by the executive director for business related social functions or Y celebrations, or when employees are conducting Y related work off-site, during a business engagement. Excessive drinking or unprofessional behavior while representing the Y may result in disciplinary action up to and including termination. Illegal drug and/or cannabis use is never allowed on these occasions.

Medical Cannabis

The Y will not discriminate against a Registered Person in hiring, termination, or any term or condition of employment, or otherwise penalize a Registered Person on the basis of:

- (1) The Registered Person's status as a patient enrolled in the Minnesota patient registry program; or
- (2) The Registered Person's positive drug test for cannabis components or metabolites, unless the Registered Person used, possessed, or was impaired by medical cannabis on the premises of the place of employment or during the hours of employment, _

except to the extent a failure to do so would violate federal law or regulations or cause the Y to lose a monetary or licensing-related benefit under federal law or regulations.

An employee or applicant who is required to undergo testing pursuant to this policy must present acceptable verification of enrollment in the Minnesota patient registry as part of their explanation for any positive test for cannabis components or metabolites to be subject to the protections of this paragraph.

Registered Persons are required to comply with the remainder of this Alcohol, Drug and Cannabis policy, including but not limited to the "Prohibitions/Requirements" section of this

policy. Failure to abide by the Y's Alcohol, Drug and Cannabis policy is grounds for discipline up to and including termination.

Other Provisions

As a condition of employment, all employees are required to abide by the terms of this policy and notify the Y of any criminal alcohol, drug, or cannabis statute conviction occurring in the Y's workplace, while acting in the scope of employment, or which impacts the employee's ability to perform the duties of their position, no later than five (5) days after the conviction. An employee who is convicted of a violation of any criminal alcohol, drug, or cannabis statute may be subject to discipline, up to and including discharge.

Questions regarding this Policy or its implementation and applicability to particular situations should be referred to your supervisor or Human Resources.

The Y reserves the right to investigate its premises and property including employee vehicles and other employee-owned property on Y property (including leased property) to determine any violation of this policy. Any refusal by any employee to cooperate in such an investigation may be grounds for disciplinary action, up to and including termination. Employees have no right of privacy as to property brought to work at the Y.

Commercial Vehicle Drivers

Notwithstanding the remainder of this policy, employees and applicants required to hold a commercial driver's license (CDL) are required to submit to alcohol and/or drug testing at any time during the employment process. For CDL drivers, drug and alcohol testing is conducted in compliance with the U.S. Department of Transportation (DOT) regulations and Minnesota Drug and Alcohol Testing in the Workplace Act. For CDL drivers, cannabis is a controlled substance and illegal drug and CDL drivers are held to the standards mandated by the DOT related to cannabis usage and positive test results. The Y has adopted the Federally Mandated Controlled Substances and Alcohol Guidelines to assist in meeting the regulations. The Y retains the right to discipline or terminate an employee without requiring an employee to submit to alcohol or drug testing, for any or no reason, including the Y's concern or belief (whether right or wrong) that an employee has violated this Policy.

Policy Number 414: 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

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 415: 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.

500 Safety

Policy Number 501: 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 502: 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.

Vehicles owned by the Y are to be used for conducting Y business only. These vehicles are intended to transport employees to and from work related sites and are not for personal use.

Each employee assigned to use a Y vehicle is solely responsible for ensuring the proper care and maintenance of the vehicles that they drive, including but not limited to, oil changes at the proper intervals, ensuring appropriate fluid levels, and inspecting tire wear and tire pressure.

The Y will be responsible for paying gas, repairs, and maintenance related to the business vehicles.

Each field employee who drives a vehicle for Y business use is required to have a current, valid driver's license and may be periodically asked to show proof of that license. Such employees must also be capable of being insured under the Y's insurance policies. Loss of or suspension of a driver's license will be cause for immediate reclassification or dismissal of any employee who has regularly assigned driving duties. Employees are under an affirmative obligation to report any loss or suspension of their driver's license to the Y within 24 hours of such event.

All tickets for parking and traffic violations involving a Y vehicle are the responsibility of the employee. The employee must pay all fines promptly. Violation of parking or traffic laws or other violations of this policy may result in disciplinary action up to and including termination.

Employees must immediately report all "moving" traffic violations to the Y, when the violation involves a Y vehicle.

Y employees who drive company owned or leased vehicles or personal vehicles on Y business are expected to exercise safe and defensive driving skills at all times and obey all applicable motor vehicle laws and regulations.

Each driver must:

1. Possess and provide proof of a valid driver's license (any other applicable licensing requirements) for the state of residency and the type of motor vehicle driven and have an acceptable driving record as determined by the Y. The Y reserves the right to investigate the driving records of any employees who will be operating

motor vehicles for Y business purposes, including but not limited to determining insurability;

2. Be in a fit condition while driving, including compliance with any applicable medical testing requirements;
3. Use, and require all occupants to use, seat belts and harnesses, air bags and other safety equipment provided with the vehicle.
4. Comply with any applicable Y drug, alcohol and cannabis policy and never drive while under the influence of drugs, cannabis or alcohol. Any driver convicted of driving while under the influence may be subject to disciplinary action, up to and including termination;
5. Never transport unauthorized passengers while on Y business;
6. Limit and use safe precautions if eating or drinking in Y vehicles while driving;
7. Observe and obey all parking ordinances, speed limits, traffic signals and other laws governing the operation of motor vehicles; and
8. Maintain Y-owned or leased vehicles in clean and safe working order and in compliance with applicable laws and regulations.
9. Inspect Y owned or leased vehicles for apparent defects and according to Y requirements. Y drivers who drive a company owned or leased vehicle must perform a motor vehicle inspection at the start of the work shift and must complete a motor vehicle inspection report.)
10. Meet insurability standards set by the Y's insurance carrier. Drivers who use their personal vehicles for Y business must maintain adequate insurance coverage as established by the Y and are required to carry proof of insurance. The Y does not insure employees against claims for damages resulting from the use of their personal vehicles in the course of employment. Any claims for damages resulting from the operation of the employee's personal vehicle in the course of employment should be submitted to his or her own automobile insurance carrier.
11. Never leave their keys in a Y owned or leased vehicle while it is unattended. Drivers must insure that when leaving a vehicle unattended, the vehicle is properly secured and locked. Neglecting the security of the vehicle could result in theft, and therefore, drivers may be disciplined for a violation of this policy;

Policy Number 503: 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 504: 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 505: 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 506 – Altercation Policy

This policy is to define what an altercation is and how the Mankato Family YMCA will handle each situation to better serve our members, guests, community and staff. The following is a basic guideline and is not all encompassing, the below lists what an altercation is defined as and a minimum consequence to be given for violating the policy. This policy covers the majority of incidents, but it is also not limited to the below incidents or consequence guidelines and are subject to change based on the severity of the incident.

Physical Altercation definition: An act done with intent to cause fear in another of immediate bodily harm or the intentional infliction of or attempt to inflict mental or physical harm upon another according to the MN Statute 609.02 Subd. 9.6 subd. 10 to comply with MN guidelines.

The above covers the following but is not limited to the list: Hitting, Punching, Slapping, Pinching, Kicking, Spitting on, Biting, Pushing, Grabbing, Throwing objects at or around someone, Tripping, etc.

Incident Investigation – See Policy 507

Reinstatement

For reinstatement a letter of apology must be given to the affected areas director and a meeting must be held between the director and a member of the investigation committee assigned to the incident. In this meeting there will be a code of conduct signed and given to the members along with a copy retained by the YMCA. Any further incidents (if not already permanently suspended) can lead to permanent suspension from the Mankato Family YMCA and all properties/programs.

If asking for reinstatement to the Mankato Family YMCA see below for different incident types:

One day to one Year Suspension

Follow regular reinstatement protocol listed above. A meeting must be held with the director of the area and a member of investigation committee. A code of conduct must be signed and understood any further incidents can lead to but are not limited to permanent suspension from the Mankato Family YMCA.

One Year Suspension

A letter of apology and a meeting with the affected area director, member of the investigation committee and executive director must take place. A signed code of conduct must also be received at the end of the meeting. The 3-person committee will then render a decision within 2 business days of the meeting, a letter will be sent to the member seeking reinstatement along with a phone call with the

determination.

Permanent Suspension

If under the age of 18 when suspension is levied depending on the suspension reason a letter can be sent for consideration after the age of 19 is reached. This matter will be reviewed by the safety committee within 5 business days, and a letter will be sent with the determination. There is no guarantee of reinstatement.

If it at any point the member cancels the membership, the already mentioned will still apply for reinstatement of the membership. A meeting will need to be held along with a letter of apology to reinstate the membership.

Policy Number 507 – Incident Investigation

In the event of a violation that requires an investigation the YMCA will use the following as our guidelines. While the investigation is ongoing the individual/s who are involved will be suspended from the Mankato Family YMCA facilities and all programming until the conclusion of the investigation. There will be a minimum suspension of 48 hours or 2 standard business days to conduct the investigation, following that 48 hours or 2 standard business days those who were involved will get an update via phone call and email with either the results of the investigation or informed more time is needed to conduct the investigation.

Definition of 2 Standard business days is Monday – Friday 8am-5pm excluding all holidays and weekends.

If the incident happens on a Friday anytime the offender/s will not be allowed in/on the Mankato Family YMCA properties or in any program at minimum until Wednesday, the following week. Monday and Tuesday would be the 2 standard business days after the altercation.

Each altercation will be reviewed on a case-by-case basis, and the consequences are determined by a panel of 3 individual directors (full time staff) 1 of the area where the incident occurred, that person's direct supervisor and 1 individual from the safety committee (rotating). Those who are on the committee shall remain anonymous to the public to protect their involvement. All results are internal and only the final result will be delivered to those involved with the incident.

The 3 will determine the severity of the altercation, history of past events and other extenuating circumstances that lead to the altercation.

All violation results in a minimum 48 hour (2 Standard business days) for the investigation.

After the investigation process the consequences can vary, based on the severity of the include but are not limited to 2 days, 1 week, 1 month, 1 year, until the age of 18 (for

minors), permanent suspension (adult and minors) from the Mankato Family YMCA properties and programs.

Should the offender/s not be in a program the following week but in subsequent weeks following the offence, this consequence will be imposed on the next registered program. This will be communicated to the member/members guardians via phone and email.

Incident or allegation involving any sexual misconduct, molestation or abuse

As this poses a different risk to the Mankato Family YMCA a panel will be on standby lead by the CEO/Executive Director. This panel will follow most of the above policy but have an extended time line of a minimum of 2 week before contacting those involved.

All incidents of this nature will be reported to law enforcement for investigation and or assistance in investigation of the allegation or incident. As mandatory reporters any incident or allegation will also follow the proper reporting to the City, County, State and Federal bodies required by the mandatory reporting.

600 Technology and Communication

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.

The Y also understand our Brother/Sister Mentoring program has safe guards in place for communication for the mentors and mentees.

Policy Number 603: 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 604: 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 605: Electronic Device Usage Policy

The Mankato Family YMCA is committed to creating a safe, respectful, and productive environment for staff, members, and program participants. This policy outlines guidelines for the appropriate use of electronic devices, including but not limited to cell phones, tablets, computers, and laptops, during working hours. This policy applies to all employees, volunteers, and contractors working at the Mankato Family YMCA.

The use of personal electronic devices, including cell phones, tablets, and laptops, is not permitted during work hours or in YMCA workspaces unless expressly approved by a supervisor. Any use of personal electronic devices for work-related or personal purposes during work hours must be approved in advance by a direct supervisor or take place during your designated break time. This includes exceptions for emergency situations. Employees are allowed to use the YMCA general phone number to receive important communications that require their attention during work hours.

YMCA-issued electronic devices should be used solely for work-related purposes. Employees are expected to follow all security and usage guidelines established by the YMCA when using these devices.

The following activities are strictly prohibited without supervisor approval:

- Personal phone calls or text messaging during work hours
- Social media usage unrelated to YMCA duties
- Personal video streaming, gaming, or internet browsing during work hours on all devices (YMCA and Personal) while on duty.

Violations of this policy may result in disciplinary action, up to and including termination, in accordance with YMCA disciplinary procedures.

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 unless on your own device during a scheduled break. This includes accessing pages via office computer, laptop, mobile phone, or in any other way.

700 BENEFITS - GENERAL

Policy Number 701: 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 702: 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 703: 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 704: 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 705: 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 706: 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 707: 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.

Dependent family members of a full-time employee receive a 20% discount on YMCA programs. This includes dependent children. Only those living with you and marked as dependents of full-time employee qualify.

Part-time employees (or seasonal/temporary), are eligible to receive an individual adult membership. Part-time or seasonal employees who wish to enroll in 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 708: 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 Y's 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. 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.

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 709: 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 710: 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.

Policy Number 711: Workers' Compensation

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 must notify your supervisor about any on-the-job illness or injury immediately and complete all necessary documentation.

800 OTHER BENEFITS – TIME AWAY FROM WORK

Policy Number 801: 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 or Sunday a floating holiday will be issued. This day must be used by the end of the calendar year and will not carry over.

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

Following the completion of the Orientation Period, Full-Time employees will receive full pay (8 hours) for holidays. 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 802: Earned Sick and Safe Time – Part-Time Employees

The following policy applies to all part-time employees, meaning all employees regularly scheduled to work less than 40 hours per week as well as all seasonal or temporary employees.

Part-time team members accrue one (1) hour of ESST for every 30 hours worked, up to 48 hours a year. Employees may accrue a maximum of 80 hours. Once 80 hours is reached, ESST will stop accruing until the ESST balance is reduced below 80 hours. Accrued, but unused hours may be carried over at the end of the benefit year.

New hires will start accruing ESST immediately upon hire and may use the time as it accrues. Hours cannot be taken until they have been credited. Accrued ESST may be used in 15 minute increments.

ESST is paid at the employee's base pay rate at the time of ESST usage. It does not include overtime or any special forms of compensations such as incentives, bonuses, per diem or shift differentials. ESST cannot be used to exceed your normally scheduled weekly hours. ESST hours used are not "hours worked" and so do not contribute to overtime.

Employees should submit a time off request to their supervisor and/or Human Resources indicating requested dates for time off and the purpose for which ESST is being used. This request should also be used related to all other time off of work requests. ESST should be requested as far in advance as possible. For the use of ESST in all non-emergency situations, you are required to request and receive approval for your ESST usage no later than 7 days in advance. For ESST usage in more emergent situations, you are required to notify your supervisor as soon as possible, but are expected to follow the Attendance and Tardiness policy, at a minimum, where possible. Where an absence is covered by both this policy and any of our other leave policies (e.g., FMLA, etc.), the time off will run concurrently under both policies.

The Mankato Family YMCA reserves the right to require a physician's note or other documentation supporting the reason for the absence once an employee has missed 4 consecutive shifts.

ESST may not be used to extend an employee's termination date. The last day an employee actually works will be the termination date. An employee may not take pay instead of ESST. **ESST will not be paid out upon termination of employment, whether voluntary or involuntary.** Team members rehired within 180-days of termination will have their previously accrued and unused ESST balance reinstated.

The Mankato Family YMCA will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST absence, or pursuing remedies. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right

under ESST.

ESST may be used for the following reasons:

- An employee's own:
 1. Mental or physical illness, injury, or other health condition.
 2. Need for medical diagnosis, care, or treatment, of a mental or physical illness, injury, or health condition.
 3. Need for preventative care.
 4. Closure of the Mankato Family YMCA due to weather or other public emergency.
 5. Inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 6. Absence to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member.
 7. Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- Care of a family member:
 1. With a mental or physical illness, injury or other health condition who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition;
 2. Who needs preventative medical or health care;
 3. Whose school or place of care has been closed due to weather or other public emergency;
 4. When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease.
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:

1. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
2. Obtain services from a victim services organization.
3. Obtain psychological or other counseling.
4. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
5. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

“Family Member” under this policy includes an employee’s: Spouse or registered domestic partner; child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis; Sibling, step sibling or foster sibling; Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child ; grandchild, foster grandchild or step grandchild; Grandparent or step grandparent; Aunt, uncle, niece or nephew; child-in-law or sibling-in-law; any of the above family members of a spouse or registered domestic partner; any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and up to one individual annually designated by the employee.

Policy Number 803: Earned Sick and Safe Time – Full Time Employees

The following policy applies to all full-time employees, meaning all employees regularly scheduled to work 40 or more hours a week.

Full-time team members (Exempt and Nonexempt) accrue one (1) hour of ESST for every 30 hours worked, up to 69 hours a year. Employees may accrue a maximum of 240 hours. Once 240 hours are reached, ESST will stop accruing until the ESST balance is reduced below 240 hours.

New hires full or part time will start accruing ESST immediately upon hire and will be able to use the leave as it accrues. Hours cannot be taken until they have been credited. Accrued ESST may be used in fifteen minute increments.

ESST is paid at the employee’s base pay rate at the time of ESST usage. It does not include overtime or any special forms of compensations such as incentives, bonuses, per diem or shift differentials. ESST cannot be used to exceed your normally scheduled weekly hours. ESST hours used are not “hours worked” and so do not contribute to overtime.

Employees should submit a time off request to their supervisor or Human Resources indicating requested dates for time off and the purpose for which ESST is being used. This request should also be used related to all other time off of work requests. ESST should be requested as far in advance as possible. For the use of ESST in all non-emergency situations, you are required to request and receive approval for your ESST usage no later than 7 days

in advance. For ESST usage in more emergent situations, you are required to notify your supervisor as soon as possible, but are expected to follow the call-in policy, at a minimum, where possible. Where an absence is covered by both this policy and any of our other leave policies (e.g., FMLA, etc.), the time off will run concurrently under both policies.

The Mankato Family YMCA reserves the right to require a physician's note or other documentation supporting the reason for the absence once an employee has missed 4 consecutive shifts.

During an employee's use of ESST, an employee will continue to receive the Mankato Family YMCA's insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums. An employee returning from time off using accrued benefits for ESST purposes under this policy is entitled to return to their employment at the Mankato Family YMCA at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during ESST absences will continue to accrue as if the employee has been continually employed.

ESST may not be used to extend an employee's termination date. The last day an employee actually works will be the termination date. An employee may not take pay instead of ESST. **ESST will not be paid out upon termination of employment, whether voluntary or involuntary.** Team members rehired within 180-days of termination will have their previously accrued and unused MN ESSL balance reinstated.

The Mankato Family YMCA will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST absence, or pursuing remedies. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under ESST.

Please see the part time ESST benefits section as to what ESST may be used for.

Policy Number 804: 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 for reasons other than personal illness or injury. 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 (2 weeks) 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.
- Time off using Vacation must be requested with as much advance notice as possible, usually 14 days or more. A Request for Time Off must be completed by the employee and submitted online through our HR and Payroll software and authorized by the employee's Supervisor to receive approval for the time off. Employees are not allowed to borrow against Vacation that has not been accrued unless prior supervisor approval is obtained. Once an employee has exhausted these benefits, he or she may be allowed to take unpaid leave at the Y's discretion.
- If you take an unpaid leave of absence, you will cease accruing vacation time until you return.
- Supervisors have the discretion to approve or deny PTO requests based on business needs. Choice of vacation dates, if there is a conflict, is determined by

timing of request and, if the request is made at the same time, length of service with the Y.

- An authorized Y holiday which falls on a normal business day during an employee's vacation is not counted as a day of vacation.
- If an employee is hospitalized during a vacation, those days and any days medically required for recovery will be charged to available Personal/Sick Time rather than to Vacation, up to the amount of Personal/Sick pay time available.
- Employees are not allowed to use vacation time after providing their voluntary resignation notice, unless approved by the Executive Director. Vacation time may not be used to extend an employee's termination date. The last day an employee actually works will be the termination date.

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

| <i>Mankato Family YMCA</i> | | |
|---|-----------------------------|-----------------------------------|
| Earned Vacation Schedule | | |
| | FT Director / Supervisor | FT Non-Exempt (Non-Supervisor) |
| <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 805: Family and Medical Leave Act

Regular full-time employees and part-time employees with at least 12 months of employment and at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and who work at a worksite with 50 or more employees within a 75 mile radius, are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period measured backward from the date an employee uses leave under the Family and Medical Leave Act (FMLA).

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

- Because of the birth of the employee's son or daughter and in order to care for the child.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the employee's spouse, son, daughter, or parent who is incapacitated due to a "serious health condition."
- Because of a "serious health condition" that makes the employee unable to perform the functions of his or her position.
- Because of any qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

The terms "serious health condition" and "qualifying exigency" shall have the meaning assigned by law.

Additionally, an eligible employee is entitled to up to a combined total of 26 weeks of unpaid leave during any single 12-month period to care for a recovering service member who is the employee's spouse, son, daughter, parent or nearest blood relative. This leave includes, and is not in addition to, the 12 weeks of leave referenced above, so that the total leave available under this paragraph does not exceed 26 weeks.

Under this policy, the employee must complete a leave of absence request form and give at least 30 days written notice, where possible. The completed form must indicate why a leave of absence is needed and the anticipated duration of the leave of absence (including starting date and return date).

Leave taken by an employee due to the birth or adoption of a child must be taken within 12 months of the child's date of birth or the adoption placement and cannot be taken on an intermittent or a reduced schedule basis.

Other FMLA leave may be taken on an intermittent or reduced leave schedule, when it is medically necessary, as allowed by the Family Medical Leave Act.

If an employee takes a leave for the serious health condition of the employee, or the employee's spouse, child or parent, the employee will be required to submit a medical certification form (generally within 15 calendar days of the Y's request). The Y may require a second and third opinion in certain cases. The employee may also be required to provide

reasonable medical documentation or a statement of family relationship to support a request for family leave.

The employee may be required to make periodic reports regarding his or her status and intent to return to work. The Y may also require the employee to submit to subsequent recertifications, and if recertifications are requested, the employee must usually provide the recertification within 15 calendar days after the request.

During an FMLA leave, the employee is required to pay the employee's share of premiums to maintain any health benefits under the Y's group health plan during the leave. The employee must contact Human Resources to make arrangements to pay the premiums. Failure to pay the premiums as required may result in termination of the employee's, and any dependents', health benefits. If an employee fails to return to work after the expiration of the employee's FMLA leave, the employee may be required to reimburse the Y for the portion of the health insurance premiums paid by the Y during the employee's FMLA leave.

Although FMLA leave is generally unpaid, the Y will require employees to substitute accumulated paid leave (such as vacation leave) for FMLA leave, pursuant to applicable law.

In the case of planned medical treatment, the employee must consult with Human Resources and make reasonable efforts to schedule the treatment so as not to disrupt unduly the Y's operations. In the case of intermittent or reduced schedule leave for a serious health condition, the employee must advise the Y upon request why such leave is medically necessary and of the schedule for treatment. The employee must attempt to work out a schedule which meets the Y's needs without unduly disrupting Y operations consistent with the advice of the employee's health care provider.

Employees who may qualify for FMLA leave must provide the Y with reasonable notice of any changed circumstances which may affect the leave within two (2) business days of the changed circumstances.

Prior to returning from an FMLA leave for the employee's own serious health condition, the employee may be required to submit a release to return to work from an appropriate health care provider. Failure to provide the release may delay the employee's return to work. Employees returning from an FMLA leave will generally be eligible for reinstatement to an "equivalent position" as defined by law. However, reinstatement may not be granted for "key employees."

An employee requesting a family or medical leave should notify and contact the Human Resources Department for the appropriate forms which need to be completed.

Policy Number 806: Parenting Leave

Parenting leave is available to an employee who is (1) a biological or adoptive parent in conjunction with the birth or adoption of a child; or (2) a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

Under this parenting leave, you will be entitled to an unpaid leave of absence for up to twelve weeks. Time off for prenatal care appointments does not count toward an employee's twelve weeks of leave under this policy.

For employees with ESST benefits, you may substitute accrued ESST benefits for unpaid leave for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. For employees with vacation benefits, the employee will be required to substitute vacation for unpaid leave. Substitution of paid for unpaid leave does not extend the length of the leave beyond 12 weeks. During any unpaid portion of your parenting leave, you will not accrue any benefits such as ESST benefits or vacation time, but you will retain all benefits accrued before your leave that are not used during your leave. Your leave must begin within 12 months of the birth or adoption; except that, in the case where your child must remain in the hospital longer than the mother, the leave must begin within 12 months after your child leaves the hospital. Please submit written notification to Human Resources stating the anticipated start date and duration of your leave at least 30 days in advance, if circumstances permit.

While on parenting leave an employee's group insurance benefits, if any, will continue as if the employee were not on leave. The employee is required to pay the employee's share of premiums to maintain any health benefits under the Y's group health plan during the leave. The employee must contact Human Resources to make arrangements to pay the premiums. Failure to pay the premiums as required may result in termination of the employee's, and any dependents', health benefits. Please see Human Resources for information on employee costs and company contributions during paid and unpaid leave.

At the end of your parenting leave, you will be reinstated to your same position or, if that position is not available, to a comparable position. If you are returning from a leave of longer than one month, you must notify the Y at least two weeks prior to returning from the leave. If the Y experiences a layoff during your leave and you would have lost a position had you not been on leave, you will not be entitled to reinstatement, but will retain all of your rights under the layoff and recall system, if any, as if you had not taken the leave.

Failure to return to work will be considered a voluntary resignation. Upon return from parenting leave, you will retain all seniority and pension rights that had accrued up to the time of your leave, but not including any rights that might have accrued during the approved parenting leave without pay.

Policy Number 807: 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 five 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.

The Mankato Family YMCA also understand that losing others close to you (best friend, aunts, uncles, etc.) can be just as large of a loss. Therefore the Executive Director/CEO, has the discretion to grant bereavement leave on a case-by-case basis to support the full-time staff in their time of need.

Policy Number 808: 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 809: 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, ESST, 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 810: Military Leave

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) are granted unpaid leaves of absence in accordance with state and federal law to perform duty on a voluntary or involuntary basis under competent authority, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty. Any employee performing such duties should request a leave of absence from their supervisor within a reasonable

time before the leave is to begin, if possible. The Y may require proof of military service.

Employees may choose to use any accumulated vacation time for all or part of the period of military service.

Employees who render service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions may be eligible for a leave. The Y may require verification of the civil air patrol call. Civil Air Patrol Leave may be denied if it would unduly disrupt the Y's operations.

Policy 811: Military Service-Related Leave

An employee whose parent, child, grandparent, sibling, or spouse has been injured or killed while engaged in active service as a member of the United States armed forces will be granted a leave of absence of up to ten working days, without pay. Any employee requesting such leave must give the Y as much advance notice of the need for leave as possible. Failure to provide advance notice of the need for leave may result in the delay or denial of leave. If an employee has accrued but unused vacation leave, the employee must use their vacation leave, during this military service-related leave, prior to taking unpaid leave. If an employee has unused ESST benefits and the leave is for an ESST usage reason, ESST benefits must be substituted for unpaid leave. The use of paid leave does not extend the total leave of ten working days.

The Y will grant an employee unpaid leave, not to exceed two consecutive days or six total days in a calendar year for the purpose of attending events related to the military service of the employee's spouse, parent or child and to which the employee is invited or otherwise called upon to attend by proper military authorities. The employee must provide reasonable notice to the Y when requesting time off. The events for which leave are available are:

- departure or return ceremonies for deploying or returning military personnel or units;
- family training or readiness events sponsored or conducted by the military; and
- events held as part of official military reintegration programs.

The Y will grant an employee an unpaid leave of up to one day per calendar year for the purpose of attending military send-off or homecoming ceremonies for the employee's grandparent or sibling who is a member of the United States armed forces and has been ordered into active service in support of a war or other national emergency. If an employee has accrued but unused vacation leave, the employee must use their vacation leave before taking this unpaid leave. The Y reserves the right to request information concerning the length of leave necessary and to limit the amount of leave to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member.

Policy 812: Bone Marrow Donation

An employee who seeks to undergo a medical procedure to donate bone marrow to another person will be granted paid leave of up to 40 work hours. The Y reserves the right to request verification by a physician of the purpose and length of each leave requested by the employee. If an employee has accrued but unused vacation leave, the employee must use their vacation leave in conjunction with this leave.

Policy 813: School-Related Activities Leave

Employees are eligible for an unpaid leave of absence of up to a total of sixteen (16) hours during any twelve month period to attend school-related activities relating to the employee's child, if the activities cannot be scheduled during non-work hours. In accordance with applicable law, if the employee's child receives certain child care services or attends a pre-kindergarten regular or special education program, the employee may use the leave time to attend a conference or activity related to the employee's child, or to observe and monitor the services or program, if these activities cannot be scheduled during non-work hours. When the need for the leave is foreseeable, the employee must provide reasonable notice prior to the leave and must make a reasonable effort to schedule the leave so as not to disrupt the operations of the Y.

Policy 814: Voting Leave

If necessary, paid time off from work will be provided to all employees to vote in a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States Senator or United States Representative, or a Presidential primary election on the day of the election or during the time period allowed by law for voting in person before election day. Employees are encourage to vote outside of work hours when possible.

Policy 815: Benefits Continuation

During approved paid and unpaid leaves of absence, where applicable pursuant to state or federal law, the Y continues to pay its portion of the cost associated with medical, dental, life, and disability insurance premiums. For paid leaves only, where applicable, the Y continues its contribution to retirement under the terms of the applicable retirement plan, if any. If the Y is maintaining insurance during an unpaid leave, an employee on unpaid leave will be responsible for his or her portion of the insurance costs which would normally have been deducted from the paycheck in order to keep any such insurance in effect. For some unpaid leaves, the Y may not continue its portion of the cost associated with medical, dental, life and disability insurance premiums. COBRA coverage may apply in some instances. If you have questions about benefits continuation, please direct those questions to Human Resources.

900 Training and Volunteer Work

Policy Number 901: 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.

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 902: 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 903: Ending Employment

Employment At Will

The Y maintains an employment at will relationship with all of its employees. Employment at will means employees may quit for any or no reason or the Y may terminate employees for any or no reason.

Voluntary Termination

The Y requests a two-week written notice from an employee who has decided to voluntarily terminate employment.

Upon termination of employment, whether voluntary or not, you may continue your medical coverage pursuant to applicable state or federal law.

ESST Benefits are not paid out to employees who voluntarily terminate their employment. Upon voluntary termination of employment, with at least two weeks written notice and when all Y property has been returned, an employee will be paid for any earned but unused Vacation with their last paycheck. In other situations, employees will generally not be paid for unused Vacation.

Involuntary Termination

Employees of the Y are employees at will. Accordingly, employees may be terminated at any time for any reason. Employees may be terminated, with or without cause or with or

without warning.

Involuntarily terminated employees will not be paid any portion of accrued but not used ESST or vacation benefits.

Separation From Employment

Any employee who is absent for three consecutive days without properly notifying the Y, or who fails to comply with any condition of a leave of absence, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, as consistent with applicable law.

References

All requests for references should be directed to the Human Resources Department. Unless you provide a release, authorizing the Y to provide additional information regarding your employment, references will include only your dates of employment and positions held.

1000 Miscellaneous – All additional Policies related to the Mankato Family YMCA

Policy Number 1001: Definitions of Third-Party Organizations

Defining Third-Party Organizations

Third-party organizations are individuals or entities, not a part of, affiliated with, or legally connected to the YMCA. Entities who rent facilities, contract with the YMCA to provide services, or share a physical space with the YMCA are examples of third-party organizations. Ensuring the appropriate safeguards are in place when working with outside organizations can set clear expectations and keep consumers safe. Third-party and external organizations or individuals providing services to the YMCA's youth or using the YMCA's facilities fall within the scope of the YMCA's abuse prevention policies. Third parties are expected to adhere to all applicable abuse risk management policies.

Categories of Third-Party Organizations

The level of screening, training, and supervision a third-party organization requires is dependent on whether the third-party organization has access to the YMCA's youth or program areas. The YMCA determines access by considering the organization's intended duration, frequency, type of relationship, and degree of privacy with youth.

There are two categories of third-party organizations: **High-Access** and **Low-Access**. The category of third-party organizations determines the level of screening, training, and supervision the third-party organization requires.

If uncertain whether a particular third-party organization is High-Access or Low-Access, the YMCA will follow the requirements for High-Access Third-Party Organizations because

this category provides the greatest protection for youth.

Policy Number 1002: Third Party Vendor Requirements

Third-party and external organizations or individuals providing services to the organization's consumers or using the organization's facilities fall within the scope of the organization's abuse prevention policies. Third parties are expected to adhere to all applicable abuse risk management policies.

This organization requires third parties and external organizations or individuals to register programming prior to operation as set forth in this policy. Third-party agreements will include, at minimum, language to address compliance with mandatory reporting, insurance requirements, screening procedures and individual background clearances, and consumer protection training. Additionally, such entities or individuals that fall under this policy will be required to sign and adhere to the organization's Code of Conduct related to consumer safety.

Further, the organization will designate a person, a committee, or a department to oversee third-party compliance with the organization's abuse prevention policies.

Third parties may have high access to consumers. Therefore, at a minimum, third parties must be required to include or adhere to the following items as part of their contractual agreement with the organization:

Code of Conduct

- Require third parties to review and sign organization's Code of Conduct for working with consumers.

Defense and Indemnity for sexual misconduct and molestation

- Require third parties to defend and indemnify the organization for claims stemming from sexual misconduct and molestation.

Insurance

- Name third parties as additional insureds on any applicable insurance policy (including sexual abuse and molestation policy).

Screening

- Require third parties to adhere to our organization's criminal background screening practices including multi-state criminal background checks and sex offender registry checks.

Training

- Require all individuals responsible for consumers have received some minimal abuse prevention training (which can include the identification, prevention, and reporting of sexual abuse).

Supervision Procedures for Monitoring

- Third parties must have defined supervision procedures in place for monitoring their program participants (i.e., adult-to-consumer ratios and management of high-risk activities and locations). For joint events, clearly delineate supervision responsibilities between the organization and the third parties.
- Conduct scheduled and random observations of activities and programs to ensure third parties and facility renters are following procedures during their use of organizational facilities.

Reporting

- Ensure third parties and facility renters understand and provide written acknowledgement of both the internal and external reporting requirements of the organization.
- Require third parties and facility renters to report policy violations and incidents or allegations of sexual misconduct back to the organization, and to follow mandated reporting requirements.

High-Access Third-Party Organization Requirements

High-Access Third-Party Organizations have access to program areas which serve youth and may have direct or indirect access to youth. Examples of high-access third-party organizations include a third-party program instructor, tutor, mentor, aid, social worker, or speech language pathologist, or contracted janitorial or maintenance providers who access program areas when youth may be present.

High-Access Third-Party Organizations must complete the following before having access to program areas:

- Read and sign a Code of Conduct, which includes behavioral expectations of all individuals accessing program areas.
- Completed screening by the organization including:
 - Multi-state criminal records search
 - National sex offender registry check background check
- Completed training in abuse prevention and responding.

High-Access Third-Party Organizations must provide documentation of the completed screening. The YMCA will maintain documentation of training completion.

Low Access Third-Party Organization Requirements

Low Access Third-Party Organizations do not have access to program areas when youth may be present. Such third-party organizations might be renting or servicing a YMCA facility space when no youth are present, work strictly outside of YMCA property or program areas, or provide one-time services where they are directly supervised and constantly accompanied by a YMCA staff member.

Individuals from Low Access Third-Party Organizations who do not meet the high-access screening and training requirements must be always supervised by a YMCA staff member to prevent direct or indirect access to youth.

YMCA supervisors and administrators will use scheduled and random observations of all third-party organizations to ensure that safety best practices are always in place.

**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 this handbook is only intended to provide a general overview of the Y's personnel policies and practices and does not necessarily represent all such policies or practices at any particular time.
- ☐ 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 benefits plans in informational material and ancillary documents. If any discrepancies occur between information in this handbook and the actual benefits plan documents, I understand that the benefits 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. No employee or representative of the Y other than its Executive Director has authority to enter into any written or oral employment agreement for any specified period of time, or to make any other binding agreement.
- ☐ I understand that this handbook contains policies regarding Equal Opportunity, Protected Class Harassment and Retaliation which includes a specific procedure for reporting complaints to management. I agree to follow the reporting procedure if I have a complaint or receive a report of a complaint or if I observe conduct that I believe is prohibited.
- ☐ 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.

- ☐ I understand that this handbook contains a confidentiality policy that applies during my employment and also continues after my employment terminates. I agree to maintain the confidentiality of the Y's confidential information during and after my employment.
- ☐ I have received the Keeping Youth Safe Policies Manual. I agree to review the manual and follow it.
- ☐ I understand that this handbook contains an alcohol, drug, and cannabis policy. I agree to review the policy and follow it.

Employee Print Name: _____

Date: _____

Employee Signature: _____

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