

# **YMCA of the Rockies EMPLOYEE HANDBOOK**

June 29, 2017



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## ABOUT THE HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE YMCA OF THE ROCKIES AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE ASSOCIATION'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH YMCA OF THE ROCKIES IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

NO REPRESENTATIVE OF YMCA OF THE ROCKIES, OTHER THAN THE PRESIDENT OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ASSOCIATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

THE TERM "ASSOCIATION" IN THIS HANDBOOK REFERS TO THE YMA OF THE ROCKIES AT LARGE AND ENCOMPASSES THE EXECUTIVE OFFICE, ESTES PARK CENTER, SNOW MOUNTAIN RANCH, AND CAMP CHIEF OURAY.

## YMCA OF THE ROCKIES HISTORY

The Rocky Mountain Region has been the site of YMCA summer encampments since the 1890s, but the resort locations were deemed unsuitable by many participants. At the 20<sup>th</sup> State Convention held at Canon City, CO in 1906 it was decided to establish a permanent summer training center for YMCA professionals somewhere in the Rockies.

In July of 1907, 23 YMCA leaders met in Grand Lake, CO to discuss establishing a permanent YMCA summer facility somewhere in the Rocky Mountains. After a week the motion was made to, "*form a property corporation to be known as the Western Conference of Young Men's Christian Associations, to provide facilities and cooperate in the conduct of conferences, institutes and other assemblies of YMCA workers.*" Thus the Western Conference of the YMCA was established and it was left to the corporate officers to select a location for the Conference of 1908.

Finding nothing appropriate in the Grand Lake area a small portion of the group headed out from Grand Lake on foot, crossing over the Continental Divide and spending a night at the Wind River Lodge. The beautiful setting of the Wind River Lodge property turned out to be just what they were looking for. Ninety-three men attended the 1908 summer school, the rousing success of which prompted the purchase of the Wind River Lodge property to ensure a permanent home for YMCA summer schools.

The Western Conference began improving on the property almost immediately. In 1910 the Wind River Lodge was moved and the Administration Building constructed. The original dream for the Western Conference of the YMCA was the training of YMCA directors for the growing national movement. In 1912 the organization changed its name to Estes Park Conference YMCA and the original facility grew in popularity as a training center. Within the next few years the Walnut Room, Assembly Hall, and state meeting rooms would be constructed to keep up with increasing demand.

By 1914 the Estes Park Conference YMCA was becoming known as an ideal place for a family vacation coupled with the summer conferences or training events. Other groups outside the YMCA movement began to utilize the facility for conferences. Early in the 1920s programs for families began to develop around hiking, horseback riding and fishing. In 1925 a Women's Auxiliary was formed and the youth day camp started.

During the 1930s a greater emphasis on college education decreased the importance of summer school programs. Combined with the economic hardships of the decade buildings were closed and operations minimized. The post-war years saw finances rebound as the Estes Park Conference shifted organizational focus from a summer school facility to a family vacation and conference center.

The 1960s saw unparalleled growth with expanded accommodations and increased programming. In 1966 The Summit property was added. Overflowing capacity during the summer months convinced the Board of Directors to approve a plan for a second site. In 1967 they voted to

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purchase land in Grand County. As the soon-to-be operator of two facilities the Estes Park Conference YMCA changed its corporate name to the YMCA of the Rockies in 1968, with the existing facility being named Estes Park Center. The new facility, named Snow Mountain Ranch, was opened in 1969 with quiet solitude and excellent winter sports opportunities.

The 1980s saw a growing interest and involvement between the YMCA of the Rockies and the greater YMCA movement, both domestically and internationally.

In 1980, the YMCA of the Rockies acquired Camp Chief Ouray from the Denver Metropolitan YMCA and relocated it to Snow Mountain Ranch. The addition of Camp Chief Ouray, a traditional overnight camp, to the YMCA of the Rockies organization helped strengthen the bond between our unique YMCA and more traditional YMCAs throughout the country.

Also in 1980, the YMCA of the Rockies earned its designation as an International YMCA and began working towards becoming an International Program Center. Then in 1981 the YMCA of the Rockies hosted the 8<sup>th</sup> Meeting of the World Alliance of YMCAs. For nine days the Estes Park Center was the literal reflection of YMCAs all around the world.

The past decade has seen much expansion and renovation in an effort to maintain our experience for future generations. More than a century ago, the YMCA of the Rockies began as a place where a few YMCA men could spend a summer and receive professional training in a tranquil and inspirational setting. While the setting remains, the Y has evolved. Evolved into a year-round center where anyone of any age is welcome. Families come for reunion and recreation. Youth come for excitement and adventure. Professionals come for conference and rejuvenation.

No matter the reason for their visit or the changes that we've made, our guests can still enjoy the foundation of the YMCA of the Rockies, the beauty and recreation of our Rocky Mountain sanctuary.

## MISSION STATEMENT

The YMCA of the Rockies puts Christian principles into practice through programs, staff and facilities in an environment that builds healthy spirit, mind and body for all. We will accomplish this by:

- Serving conferences of a religious, educational or recreational nature.
- Providing unifying experiences for families.
- Offering traditional summer camping experiences for boys and girls.
- Serving our staff with leadership opportunities and productive work experiences.

## VISION STATEMENT

That the spirit of the YMCA of the Rockies be enhanced and handed from generation to generation for the good of all people and for God's glory.

## CODE OF CONDUCT and CORE VALUES

At the YMCA of the Rockies our employees shall practice:

- **CARING:** By loving others; by being tolerant and sensitive to the well-being of others; by helping others.
- **HONESTY:** By telling the truth; by acting in such a way that you are worthy of trust; by having integrity; by making sure your choices match your values.
- **RESPECT:** By treating others as you would have them treat you; by valuing the worth of every person, including yourself.
- **RESPONSIBILITY:** By doing what is right; what you ought to do; by being accountable for your behavior and your obligations.
- **FAITH:** By developing your relationship with God; by being a seeker of truth; by trusting God with your life; by seeking to honor God in all that you do; by treating all in a Christ-like manner.

Therefore, the personal habits and actions of our employees should reflect the Mission and policies of the Association and should be in keeping with the Christian objectives of the YMCA.

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## **I. EMPLOYMENT**

### **Ia. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The YMCA of the Rockies is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of disability, race, color, sex, sexual orientation, religion, age, national origin, genetic information or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including directors, managers, supervisors, co-workers, and non-employees such as applicants, guests and members, clients, vendors, consultants, concessionaires, etc.

The YMCA of the Rockies prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO policy or retaliation standard, please follow the complaint procedure contained in 1e.

### **Ib. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION**

The YMCA of the Rockies will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Association. Reasonable accommodation will also be extended for health conditions related to pregnancy, physical recovery from childbirth, or a related condition. This procedure governs all aspects of employment, including selection, job assignment, promotion, compensation, discipline, termination and access to benefits and training.

### **Ic. SEXUAL HARASSMENT**

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Association believes it warrants separate emphasis.

The Association strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

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All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Any form of sexual harassment will not be tolerated and will subject an individual to disciplinary action, up to and including termination of employment. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, E-mails, electronic postings, text messages;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

#### **Id. OTHER UNLAWFUL HARASSMENT**

Our Association provides a workplace free of unlawful and improper harassment. Other harassment is considered misconduct and will not be tolerated. It will subject an individual to disciplinary action, not excluding termination.

Other harassment is defined as unwelcome or unsolicited written, verbal, or physical conduct which a) is made a condition of employment; b) is used as a basis for employment decisions; or c) creates an intimidating, hostile or offensive workplace. Information collected in a harassment investigation will be kept as confidential as practicable. Examples of what may be harassment, depending on the circumstances, are:

- Written form, such as cartoons, posters, calendars, notes, letters, E-mails, electronic postings, text messages;
- Verbal form, such as comments, jokes, foul or obscene language, gossiping or questions about another's race, sex, sex life, religion, or ethnic heritage;
- Physical gestures and other nonverbal behavior, such as hitting, pushing or other aggressive physical conduct, or threats to take such action;
- Any form of bullying whether written, verbal or physical.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate conduct that could lead to a claim of harassment is expressly prohibited by this policy.

#### **Ie. COMPLAINT PROCEDURE**

If you believe there has been a violation of the EEO policy, sexual harassment policy, or other harassment policy based on the protected classes outlined above, please use the following complaint procedure. The YMCA of the Rockies expects employees to make a timely complaint (3-5 days) to enable the Association to promptly investigate and correct any behavior that may be in violation of this policy. Report the incident to the Human Resources Director, Resident Camp Director (CCO), Center Director, or Vice Presidents who will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable. If you feel you cannot go to any of these individuals with your complaint, you should report the incident

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to the President/CEO. If your complaint concerns the conduct of the President/CEO, you should report the issue to the Chair of the Board of Directors.

If the YMCA of the Rockies determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. Results of investigations will be kept as confidential as practicable.

The YMCA of the Rockies prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in an investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

While complaints with regard to violations of the EEO policy, sexual harassment policy or other harassment policy warrant employees to report the incident to the Human Resources Director, Resident Camp Director, Center Director, or Vice Presidents, other problems, concerns, and issues (classified as other than harassment) should be addressed by following the YMCA of the Rockies' "problem resolution" procedure as outlined below.

#### **PROBLEM RESOLUTION**

No matter how good our basic communication system may be, problems and complaints (other than those relating to violations of the YMCA of the Rockies EEO, Sexual Harassment, or Other Harassment Policies) sometimes arise. To assure consideration is given to your individual problem, we encourage you to use the following procedure:

1. Discuss the situation with your Supervisor within 3-5 days, or at least in a timely basis.
2. If a resolution is not reached with your Supervisor or if it is inappropriate to go to your Supervisor, discuss the situation with your Manager. If a resolution is not reached with your Manager or if it is inappropriate to go to your Manager, discuss the situation with your Department Director.
3. If the situation is not resolved, communicate the problem directly to The Human Resources Office and/or the Center Director. (The Human Resources Office and the Center Director will ask for your problem to also be communicated in writing.)
4. Should further resolution be required, employees may submit a written complaint to the President/CEO, who will review and make the final determination.

In order to come to a resolution, it may be necessary for Supervisors, Directors, and The Human Resources Office to mediate resolution between you and other involved parties. Confidentiality is not guaranteed.

## If. EMPLOYEE CLASSIFICATION AND STATUS

This handbook has been developed for our year-round/benefited employees. For administrative purposes, the Association classifies employees as follows:

*Year-round/Benefited Employee* - an employee who is normally scheduled to work at least 40 hours per week and is eligible for YMCA of the Rockies benefits as outlined in this handbook.

*Part-time Employee* - an employee who is normally scheduled to work less than a 40-hour work week. Part time employees are eligible for participation in some YMCA of the Rockies benefits as described in the Seasonal Staff and Volunteer Handbook.

*Seasonal Employee* - an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Seasonal employees are eligible for participation in some YMCA of the Rockies benefits as described in the Seasonal Staff and Volunteer Handbook.

*Volunteer* - a person who performs services without the expectation of monetary compensation. Guidelines for this classification are the same as those for seasonal employees as described above.

*Resident Camp Employee* - an employee who is hired only for the summer season by the Resident Camp Director and is considered an exempt employee.

*Exempt Employee* - an employee who may work more than 40 hours in a workweek, but is not eligible for overtime pay.

*Non-exempt Employee* - an employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek or 12 hours per workday.

The above does not constitute a guarantee of work or status for any period of time. Direct any questions regarding your employment classification to the Human Resources Department.

### **Ig. EMPLOYMENT OF RELATIVES**

The YMCA of the Rockies wishes to give any qualified applicant the opportunity for employment with us whether related to present employees or not.

However, certain situations are avoided, such as:

- Relatives who would be in a position to supervise another relative as a year-round/benefited employee;
- Relatives who audit, verify, receive or are entrusted with money handled by the other relative.

Under special circumstances, and when it is to the obvious benefit of the YMCA of the Rockies, management may place part time, seasonal employees and volunteers under the supervision of another employee who is a relative.

### **Ih. RE-EMPLOYMENT**

If you work as a year-round/benefited employee, leave and then come back, your prior service with our Association as well as other YMCA service could count toward participation in certain benefits. Prior service is calculated according to your "anniversary year." The anniversary of your first employment date and only full years of prior service apply. If you leave and return within the same anniversary year, you could get credit for all prior service.

Please see Human Resources for complete details on how the policies and procedures apply.

### **li. HONESTY**

Employees are expected to safeguard and avoid misuse of the funds, records, tangible assets, intellectual property, and other property of YMCA of the Rockies. Employees are also expected to conduct the business affairs of YMCA of the Rockies in a manner that complies with applicable state, federal and local laws.

Employees are prohibited from engaging in any activity that may involve theft, misappropriation, or other misuse of Association property, or violation of law, including but not limited to the following:

- Theft or unauthorized use of Association funds, equipment, supplies, and other tangible property, and data, software, and other intellectual property;
- Misuse of Association cash, credit cards, checks, and other financial instruments to purchase personal items or divert Association funds to personal use or to unauthorized third parties;
- Falsification of Association time or payroll records, expense reimbursement reports, and other Association forms, reports, and records;
- Misappropriation of Association data, trade secrets, copyrighted material and other intellectual property for personal use or unauthorized use by third parties;
- Conducting Association business affairs in violation of local, state and federal laws;

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- Intentional misstatements in Association financial statements, tax or information returns, or other financial reports and records, including the intentional misstatement of the results of operations.

Employees are encouraged to report immediately any known or suspected violation of this policy. Such reporting provides Association with the opportunity to evaluate the known or suspected policy violation and to take action as necessary to protect Association property, funds, and other interests. In some circumstances, the Association may report the matter to law enforcement authorities.

The following Association employees are designated to take employee reports concerning violations of this policy (employees may report to any of these persons):

President/CEO  
Vice Presidents/CFO  
Center Directors  
Department Directors

Reports may be made orally or in writing, and may be made anonymously.

Retaliation against an innocent employee who reports a known or suspected violation of this policy, or who cooperates in an investigation by YMCA of the Rockies or law enforcement authorities of a violation of this policy, is prohibited. Any employee who feels that he or she, or another Association employee, has been subjected to such retaliation should report the matter immediately according to one of the procedures noted above. An employee who mistakenly reports a violation of this policy, but who does so in good faith, will not be subject to disciplinary action or other adverse personnel action.

Employees who violate this policy may be subject to disciplinary action, dismissal or other corrective action at the discretion of the Association.

## **Ik. DISCOURTEOUS BEHAVIOR**

Any discourteous behavior toward guests or staff is unacceptable and may be grounds for immediate dismissal.

## **II. HOURS OF WORK AND PAY**

### **IIa. HOURS OF WORK**

Normally, each position has its own workday beginning and ending time. It may be necessary for employees to work at times other than their regularly scheduled hours, depending on the needs of the Association. When this occurs, you are to be notified by your supervisor.

### **IIb. TIME REPORTING**

Non-exempt employees are required to track their time through the Association's automated time and attendance system. Employees must submit requests for paid time off to their supervisor through the time and attendance system. It is the employee's responsibility to clock in and clock out for their scheduled hours and report any errors or missed punches to their supervisor immediately. Clocking in and out will be rounded to the start and end time of the shift as long as it is within eight minutes before or seven minutes after the scheduled time. Falsification of hours or any attempt to misuse, alter, or deceive the Association's time and attendance system, or management, will not be tolerated.

Exempt employees are required to report by pay period, to your supervisor, only benefited time off (vacation, holiday/personal, sick, etc.) from your regular work schedule.

### **IIc. REST PERIOD/BREAKS**

Paid rest periods of ten (10 minutes), which insofar as practicable, are granted to non-exempt employees in the middle of each four (4) hour work period. It is not necessary that the employee leave their place of work for said rest period.

### **IId. MEAL PERIOD/ALLOWANCE**

Normally, non-exempt employees are granted an unpaid, uninterrupted and "duty free" meal period of at least a thirty-minute duration when the scheduled work shift exceeds five consecutive hours of work. However, when the nature of the business activity or other circumstances exist that make an uninterrupted meal period impractical, the employee is permitted to eat a meal "on the job" and is paid for the "on duty" meal period.

An employee may eat the meal that occur(s) while they are on duty at no cost. An employee who chooses to eat at a time when meals are not provided free of charge must pay for their meal. Meals must be purchased for family members and friends who choose to eat in the Association's dining room.

**Ile. OVERTIME**

From time to time, your supervisor may require you to work overtime. In these instances, non-exempt employees are given as much advance notice as practical.

For non-exempt employees, hours worked in excess of twelve (12) hours in a day or forty (40) hours per workweek are paid at one and one-half (1 1/2) times the employee's regular hourly rate.

When a non-exempt employee has both, daily overtime and weekly overtime hours, the payment of daily overtime hours count toward the payment of the weekly overtime.

The established workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday. For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, sick-time, holiday/personal and jury duty time are not counted towards overtime. In addition, holiday/personal and sick time cannot be used to exceed 40 hours of pay in a workweek.

**IIf. PAYDAYS**

As an employee you are paid once every two weeks, normally on Friday. Paychecks are distributed through your department.

Automatic deductions such as additional tax withholding and/or contributions to voluntary benefit plans may be arranged through the Human Resources Department.

For your convenience, we recommend having your paycheck electronically deposited to your bank account (within the continental United States.) Please see HR to set up direct deposit.

**Ilg. PAY ADVANCES**

As an employee if you are experiencing unexpected financial emergencies, you may request a pay advance from Human Resources. Pay advances will only be granted for hours already worked. These requests are limited to three pay advances per year.

**Ilh. GARNISHMENTS**

By court action, a creditor can require YMCA of the Rockies to withhold a certain percentage of your pay. If garnishments or similar proceedings are instituted against an employee, the YMCA of the Rockies will deduct the required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate Federal and State laws.

**Ili. TRAVEL AND BUSINESS EXPENSES**

Generally, expenses reimbursed by YMCA of the Rockies include those pre-approved as reasonable and necessary.

As an employee you may request reimbursement by filing an expense report. Receipts supporting expenses for lodging, commercial transportation, auto rental, business entertainment and other single expenditures must accompany expense reports. Employees are asked to document the purpose of the expense and the nature of the business conducted.

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile. Tolls and parking fees are also reimbursable.

Travel advances may be authorized when it is expected an employee may be incurring significant cash expenses. Requests need to be made through the proper requisition form.

### **IIj. INCLEMENT WEATHER**

In the event of inclement weather, our practice is to keep YMCA of the Rockies open for business as usual. Each employee should decide whether it is safe to travel to work.

We expect all our employees to make a determined effort to reach the facility, even if they are late. In fairness to those who overcome transportation or other difficulties and report to work, the Association will not pay for this time off. However, the employee may choose to deduct a day of holiday or vacation time per day missed.

## **III. EMPLOYEE BENEFITS**

As noted below, select employee benefits cover same sex or opposite sex domestic partners. A signed affidavit will be required to confirm an employee's domestic partner status.

### **IIIa. MEDICAL AND DENTAL INSURANCE**

As a year-round/benefited employee, you and your dependents, including domestic partners, currently are eligible for coverage by the Association's medical and dental group insurance plans once you complete the eligibility period. The eligibility period is completed on the first day of the month following two months from an employee's first day on the job. In the event the above information conflicts with the insurance carrier's contract, the latter governs.

### **IIIb. RETIREMENT PLAN**

Participation in the YMCA Retirement Fund is available for all qualifying employees. This plan includes retirement, disability and death benefits.

1. Employees become eligible when they have completed 1,000 hours of service during each of any two twelve month periods, beginning with their date of hire or anniversary date. These 2 years do not have to be consecutive. Employees are enrolled on the first day of the month following their anniversary date, after they complete the service requirement if they

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are age 21. If their anniversary date falls on the first of the month, they are enrolled on their anniversary date. If the employee is not yet 21 but has met the service requirement, they are enrolled on the first day of the month after they turn 21. If they were born on the first of the month, they are enrolled on their 21<sup>st</sup> birthday.

The YMCA of the Rockies takes into account all prior service at a participating YMCA when establishing the employee's eligibility to be enrolled in the Retirement Plan.

2. Participants may arrange to make contributions to either a tax deferred annuity or their personal retirement savings account on a payroll deduction basis up to the maximum percent that is established by Federal Law, immediately upon employment.

Additional benefit and eligibility details are available in the Human Resources Office. In the event the above information conflicts with the YMCA Retirement Fund's regulations, the latter governs.

### **IIIc. LIFE INSURANCE**

As a year-round/benefited employee you are eligible to participate in the Association's life insurance plan. The eligibility period is completed on the first day of the month following two months from an employee's first day on the job.

Life insurance coverage ceases at retirement or termination of employment with the Association. In the event the above information conflicts with the insurance carrier's contract, the latter governs.

### **III d. YMCA MEMBERSHIP OPPORTUNITIES**

All of our employees and their immediate families are granted a complimentary regular membership. They also may participate in program activities where such participation does not exclude other regular members or add directly to the cost of the activity. Equipment and supplies, as well as the cost of any special leadership when warranted, will be paid by the participant.

### **IIIe. VACATION**

VACATION is a paid time-off plan for year-round/benefited employees to use for vacation and personal business. As a year-round/benefited employee you may use vacation as it is earned.

<b>Vacation Earning Schedule</b>		
<b>Non-Exempt</b>		
<b>Period of Continuous Service</b>	<b>Vacation Earned Annually</b>	<b>Maximum Accumulated Vacation Allowed</b>
Date of Hire through 4 years	80 hours (10 days)	80 hours (10 days)
5 through 9 years	120 hours (15 days)	120 hours (15 days)
10 years or more	160 hours (20 days)	160 hours (20 days)

<b>Vacation Earning Schedule</b>		
<b>Exempt</b>		
<b>Period of Continuous Service</b>	<b>Vacation Earned Annually</b>	<b>Maximum Accumulated Vacation Allowed</b>
Date of Hire through all Years	160 hours (20 days)	160 hours (20 days)

Vacation days should be planned and scheduled in advance whenever possible. To schedule planned vacation time-off you should request, in writing, advance approval from your supervisor. Requests are reviewed based on a number of factors, including business needs and staffing requirements. Vacation time may be taken in no less than half-day (four hour) increments.

Vacation time-off may be accumulated up to the maximum number of days as per vacation chart. Once you reach the maximum, you will cease to accrue further vacation time until your accumulated vacation hours drop below the maximum. Upon termination of employment, employees will be paid for unused vacation that has been accrued through the last day of work.

The following year-round/benefited positions are required to annually take at least one vacation that lasts for a minimum of one week (five consecutive work days) using their accrued, approved vacation time-off:

- All Executive Office Personnel
- All Department Heads
- All Business Office Personnel
- All Conference Office Personnel
- All Human Resources Personnel
- Other Designated Administrative Positions

### **III.f. PAID HOLIDAY/PERSONAL TIME**

Throughout the year, there are short periods of time when you as an employee must take care of personal matters, which cannot be handled outside the regularly scheduled working hours. Such occasions may be holidays, appointments, parent-teacher conference, mortgage closing or bank loan transactions, or other similar personal matters. Each year-round/benefited employee is currently eligible for a maximum of 9 days of paid holiday/personal time each calendar year.

Paid holiday/personal time is to be used in the current calendar year and cannot be carried over to the next year.

Non-exempt employees may use holiday/personal time in no less than one quarter (1/4) hour increments. Exempt employees may use holiday/personal time in no less than half (1/2) day increments. To preclude hardship on fellow employees, the time must be scheduled and approved by the Department Director in advance.

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Paid holiday/personal time is credited from the date of hire and it may be used after the first 30 days of employment. Upon termination of employment, employees are paid for unused holiday/personal time that has been accrued through the last day of work. The nine days of holiday/personal time will be prorated if the employee leaves before the end of the calendar year.

### **IIIg. SICK LEAVE**

After each full calendar month of employment, as a year-round/benefited employee (exempt and non-exempt) you are credited with one day of sick leave per month. Sick leave can be used for an employee's own illness, injury or healthcare appointments, or that of their spouse, domestic partner, child, or a parent's serious health condition that qualifies under FMLA. Sick leave pay is granted at an employee's normal rate of pay. Unused sick pay may be carried over up to a maximum accumulation of 960 hours (120 days).

Accumulated sick leave is not paid for upon termination of employment.

Non-exempt employees may use sick time in no less than one quarter (1/4) hour increments. Exempt employees may use sick time in no less than half (1/2) day increments.

Employees must give their supervisor as much advance notice as possible when they are unable to report for work due to illness. In the event an employee is absent, medical certification from a health-care provider may be requested, at any time, by your supervisor.

### **IIIh. VOTING**

Voting is an important responsibility we all assume as U.S. citizens. We encourage you to exercise your voting rights in all municipal, state and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. Employees will be permitted to take time off from work to vote on election day, with pay, **ONLY** if the employee does not have a total of three (3) hours available between 7 a.m. and 7 p.m. when they are not scheduled to work. If it is necessary for you to arrive late or leave work early to vote in any election, you should make arrangements with your supervisor no later than the day prior to Election Day.

### **IIIi. LEAVES OF ABSENCE**

#### **PERSONAL LEAVE OF ABSENCE**

There may be a time which requires your absence from work. Such unpaid leave may be requested from your department director. Approval is based on management's discretion and maximum length of personal leave should not exceed 12 weeks. Factors which may be considered include, but are not limited to, the reason for the requested leave, length of leave desired, your department's workload, your work record, your length of service, and President/CEO approval.

All of an employee's accrued vacation and holiday/personal time off must be taken at the beginning of their leave. Please note that as an employee you will not accrue any additional paid time off during your leave. During paid time off, the Association will pay the employee's benefits. However, once the employee's leave becomes unpaid time off they will have to make arrangements with Human Resources to pay for their benefits.

The Association does what it can to place the employee back in their old job, or a similar one, when they return from a personal leave, but there are no guarantees. Failure to return to work on the day after the expiration of leave may result in termination of employment.

## **DOMESTIC ABUSE LEAVE**

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resources Department for more information.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

YMCA of the Rockies provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Serious health condition that makes the employee unable to perform the employee's job.
- Incapacity due to pregnancy, prenatal medical care, or child birth.
- Father's attendance at birth of child.
- To care for the employee's, spouse's, domestic partner's or civil union partner's child after birth, if completed within twelve (12) months following the birth of the child, or placement of a child for adoption or foster care, if completed within twelve (12) months after date of placement.
- To care for the employee's spouse, domestic partner, civil union partner, child (under 18 years of age or disabled) or parent of the employee who has a serious health condition.

## **MILITARY FAMILY LEAVE ENTITLEMENTS**

Eligible employees with a spouse, domestic partner, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, National Guard, or Reserves, who has a serious injury or illness incurred or aggravated

in the line of duty on active duty. Covered service member also includes veterans who were members of the Armed Forces, National Guard, or Reserves at any time during the period of five years preceding the start of treatment, recuperation, or therapy.

The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In the case of a veteran, the qualifying illness or injury must be incurred or aggravated in the line of duty and manifest itself before or after the service member became a veteran.

### **Benefits and Protections**

During FMLA leave, YMCA of the Rockies maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. If the employee is on paid leave, appropriate deductions for health insurance will be made from the employee's paycheck. If on unpaid leave, employees must make arrangements with Human Resources to continue to pay their portion of any insurance premium. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse YMCA of the Rockies for payment of insurance premiums during leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, the employee will not accrue any employee benefits during the unpaid leave. Paid time off, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

### **Eligibility Requirements**

Employees are eligible for family or medical leave if they have been employed by YMCA of the Rockies for at least 12 months, and have worked at least 1,250 hours over the previous 12 months preceding the start of a leave of absence.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due

to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

The maximum time allowed for FMLA leave by an eligible employee is either 12 weeks in the 12-month period as defined by YMCA of the Rockies, or 26 weeks as explained above, except where both spouses work for YMCA of the Rockies. In this case, the spouses are limited to 12 weeks of shared total leave during this 12-month period unless the leave is necessitated by the serious health condition of the employee or that of the employee's spouse, domestic partner, child or parent. YMCA of the Rockies uses the 12-month period measured forward from the date an employee's first FMLA leave begins.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt YMCA of the Rockies' operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with YMCA of the Rockies' agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

### **Substitution of Paid Leave for Unpaid Leave**

YMCA of the Rockies requires employees to use accrued paid time off at the start of taking FMLA leave. Paid time off used at the same time as FMLA leave must be taken in compliance with YMCA of the Rockies' normal paid leave policies. If collecting workers' compensation or disability payments, an employee may not use vacation, holiday/personal time or sick leave. If an employee's leave of absence does not constitute paid leave as defined in YMCA of the Rockies' paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

In the case of leave for a serious health condition, any accrued sick leave will normally be used first before vacation or holiday/personal time. In circumstances where accrued benefit time will be lost, exceptions may be made to this with the HR Director's preapproval.

Accrued holiday/personal or vacation time must be used first for the Father's presence at a birth or for the Father or Mother's leave after the birth, adoption or foster care placement of a child. Sick time may be used for this purpose once all other accrued benefit time is exhausted.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. The employee must also make a reasonable effort to schedule treatment so as not to unduly disrupt YMCA of the Rockies' operations. When 30 days' notice is not possible, the employee must provide notice as soon as practicable under the circumstances, (i.e., within

one or two working days) and generally must comply with YMCA of the Rockies' normal attendance procedures.

Employees must provide sufficient information for YMCA of the Rockies to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform YMCA of the Rockies if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Any request for leave based on a serious health condition, whether it involves the employee or a family member, must be made in a timely manner and be supported by appropriate medical certification. The medical certificate must specify that the employee is unable to perform an essential function of his or her job, including the duration of such a work restriction or for leaves stemming from the medical condition of a family member, the medical statement must specify that the employee is needed to care for the family member. Documentation confirming family relationship, adoption or foster care may be required.

Employees will also be required to provide periodic recertification supporting the need for leave. For employees using intermittent FMLA Leave, medical recertification is required every 60 days. In all cases of leave for a serious health condition, YMCA of the Rockies reserves the right to request a second medical opinion at YMCA of the Rockies' expense. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action.

Employees on leave must contact the Human Resources Director at least two days before their first day of return to work. Medical certification is required verifying an employee's ability to return to work from medical leave.

### **The Company's Responsibilities**

YMCA of the Rockies will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, YMCA of the Rockies will provide a reason for the ineligibility.

YMCA of the Rockies will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If YMCA of the Rockies determines that the leave is not FMLA-protected, the employee will be notified.

### **Unlawful Acts**

FMLA makes it unlawful for YMCA of the Rockies to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against YMCA of the Rockies.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **LEAVE SHARING PROGRAM**

YMCA of the Rockies is committed to assisting any year-round/benefited employee who is eligible for FMLA leave and who is simultaneously on an unpaid medical or family-related leave of absence for a personal, non-occupational, catastrophic illness or injury, after exhausting all other available paid leave. In such cases, other employees throughout the YMCA of the Rockies Association may voluntarily donate a specified number of vacation and/or holiday hours to a pool of donated time from their own accrual bank, upon the application recommendation of the Human Resources Director and approval of the Center Director and President/CEO. Please see the Human Resources Department for more information.

### **JURY DUTY**

We encourage you to meet your civic responsibility when you are called for jury duty. If you receive a summons for jury duty, present it to Human Resources.

Employees receive regular pay per day for the first three days of jury duty if they are scheduled to work. However, beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state district or county courts. As a year-round/benefited employee you will receive the difference between jury duty pay and your regular pay up to a maximum of 20 work days (160 hours). Jury duty leave beyond this time will be without pay from the Association. You are expected to report to work if you are excused from jury duty during normal work hours.

### **FUNERAL/BEREAVEMENT PAY**

If there is a death in your immediate family, you currently are granted up to five paid work days to arrange for or attend funeral services.

Immediate family includes your spouse or domestic partner, and your parents, children, sisters, brothers, grandparents, grandchildren and your mother and father-in-law or your domestic partner's mother and father. Also, this leave is granted for an employee's miscarriage or death of any relation presently residing in an employee's home.

In the event of a death of a near relative, employees are currently granted up to three paid days to attend a funeral. Near relatives include your aunts, uncles, nieces and nephews and your spouse's or domestic partner's grandparents, brothers, sisters and other close relatives.

If you need more time off than provided through this policy please ask your department director.

## **MILITARY LEAVE**

If you are a member of the U.S. Armed Forces Reserve or National Guard, you are granted an unpaid leave of absence when called for active or inactive duty.

If you desire to use your vacation time for this purpose, you may voluntarily do so. Employees are expected to make this request in writing whenever possible.

If you are called up for active duty by the U.S. Armed Forces for an extended period, upon returning to YMCA of the Rockies after deactivation from military service, you will be re-employed in accordance with the provisions of the Law.

## **IIIj. EDUCATIONAL ASSISTANCE PLAN**

As a year-round/benefited employee, you may be eligible to receive the cost of tuition for academic, vocational classes or professional certifications which YMCA of the Rockies believes to be job related or which enhance your job skills. All employees must receive prior approval from their supervisor and the Center Director, or another member of the Executive Team, in order to attend a class.

If, in the opinion of the Center Director / Executive Team Member, the classes to be taken are:

a) Required for the employee to satisfactorily fulfill their current job or b) will directly and immediately benefit the YMCA of the Rockies through improved employee skills and qualifications, management may elect to pay up to 100% of the tuition, books, supplies and other expenses which are approved in advance.

If the Association pays for any portion of an employee's classes, the employee must complete and sign a Reimbursement for Educational Assistance in advance of the expenditure. This document outlines the amounts to be paid by the Association, defines the expectations for satisfactory completion of the classes and provides for repayment of Association expenses in the event that the employee fails to satisfy the established expectations or if the employee resigns from employment with the Association in less than an established number of months or years following the completion of the classes.

## **IV.COMMUNICATION AND SAFETY**

### **IVa. PERSONNEL RECORDS**

YMCA of the Rockies keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail and properly maintain your insurance and other benefits.

Notify Human Resources immediately if you have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions or person to notify in case of an emergency and other relevant information.

Additionally, you should notify Human Resources if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise at YMCA of the Rockies.

If you want to look at your file or discuss it with someone, please contact Human Resources.

### **IVb. OUTSIDE EMPLOYMENT**

Employment outside YMCA of the Rockies must not interfere with your primary job with the Association and/or involve a conflict of interest and/or give that appearance. If you work for YMCA of the Rockies, you cannot work through a temporary agency in a second job for the YMCA of the Rockies.

### **IVc. CONFLICTS OF INTEREST**

A conflict of interest may be defined as an interest that might affect, or might reasonably appear likely to affect, the judgment or conduct of an employee of the YMCA. As an employee you must conduct business without creating any conflict of interest, or the appearance of a conflict of interest. A conflict of interest can arise when an employee is involved in activity for personal gain, which for any reason is in conflict with YMCA of the Rockies' business interests.

Employees cannot solicit or compete with YMCA of the Rockies' service offerings. Outside work cannot be performed on YMCA of the Rockies' time. Employees cannot use YMCA of the Rockies' equipment, materials, resources, or "inside" information for outside work. Employees should not solicit business or clients or perform outside work on YMCA of the Rockies' premises. Employees and their immediate family may not be involved in and/or operate any private and/or other business that might interfere or appear to interfere with YMCA of the Rockies interests.

## **GIFTS, LOANS and ENTERTAINMENT**

In regards to relations with donors or vendors (actual or potential), an employee, or member of his/her immediate family, may not:

- Accept loans, other than from a bank at market interest rate and market terms,
- Accept personal gifts, other than gifts of nominal value, provided such gifts are not given with intent to obtain or retain business or to obtain a business advantage, and
- Make or accept “kickbacks” of any kind.

At no time should gifts of money or travel be accepted. Any personal purchases with a YMCA vendor must be charged to the employee, independent of the YMCA vendor account.

Participating in business-related functions, such as lunches or dinners is a normal and permissible business practice. However, an employee should exercise care to insure that such functions are necessary and that their value and frequency are not excessive.

Employees should notify the Center Director or President/CEO regarding any possible conflicts of interest.

### **IVd. DISCIPLINE**

Good working relationships make demands on everyone, and employees have responsibilities to YMCA of the Rockies, themselves and the people they work with.

As an employee you must comply with Association expectations for work, performance and conduct. Failure to do so may result in disciplinary action ranging anywhere from verbal counseling to termination.

Management will decide in its judgment which of these actions would most effectively address work performance or conduct. The fact that the Association has or has not utilized any of these actions does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

### **IVe. SAFETY**

YMCA of the Rockies’ goal is to provide a safe and healthy work environment. The biggest single factor in insuring your safety on the job is you. It is your responsibility, to yourself and those working in your area, to practice safe work habits.

Report any unsafe practices and/or conditions to your supervisor, safety officer or Human Resources so corrective action can be taken.

In some areas, safety glasses, safety shoes, and ear protection are required. Be sure to read the safety regulations, as you are responsible for knowing their content. Failure to follow safety rules

or use appropriate safety devices may result in a reduction of workers' compensation benefits in the event of injury as well as disciplinary action.

Report all accidents no matter how minor, to your supervisor immediately. We want employees to receive prompt medical treatment from one of our two designated medical providers. Treatment for on-the-job injuries must be obtained from one of these two providers or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

Remember safety rules are only as effective as employees make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job, so we all can enjoy an excellent safety record.

The Association has a safety program which all employees are required to be familiar with. If you have specific questions regarding workplace safety, contact your supervisor, a safety officer or Human Resources.

#### **IVf. WORKERS' COMPENSATION**

YMCA of the Rockies carries insurance to cover the cost of a work-related injury or illness. Benefits help pay for an employee's medical treatment and may include part of your income that you may lose while recovering.

#### **IVg. PERSONAL VEHICLES**

Employees should always give our members and guests the privilege of parking closest to the facilities.

YMCA of the Rockies is not liable for any damage, theft or personal injury involving employee's vehicles. Protect your property by locking your vehicle. Employees are personally responsible for any damages or injury resulting from the operation of their vehicle.

You are expected to drive safely. Driving on YMCA of the Rockies property is a privilege. Speed limits are enforced on YMCA of the Rockies property. Using your personal vehicle on Association grounds requires valid registration, a valid driver's license and current auto insurance. You must register your vehicle with the HR Office upon arrival and check-in.

#### **IVh. SMOKING/TOBACCO**

It is our objective to provide a smoke and tobacco-free environment. Smoking and tobacco use within all Association buildings and vehicles is prohibited. Employees may smoke in the designated smoking areas. However, smoking is prohibited in all other areas.

## **V.ADDITIONAL INFORMATION OF IMPORTANCE**

### **Va. ATTENDANCE AND PUNCTUALITY**

Regardless of your position with YMCA of the Rockies, your punctuality and regular attendance are essential for efficient operation of the business.

If you know in advance you are going to be unavoidably late or absent, notify your supervisor so other arrangements can be made to get the job done. If you are absent without prior notice, advise your supervisor or the Human Resources Department by telephone as soon as possible.

Failure to call in when absent for two consecutive days may result in discharge.

### **Vb. DEPARTMENT BULLETIN BOARDS**

YMCA of the Rockies bulletin boards are reserved for business purposes only. As an employee you are prohibited from using these bulletin boards for personal use.

### **Vc. DRUGS AND ALCOHOL**

YMCA of the Rockies is committed to a safe, healthy and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages.

Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore, the possession, distribution, manufacture, cultivation, use, or sale of drugs or controlled substances or alcohol on Association premises or during Association time is strictly prohibited. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

The acquisition or physical presence of a medical marijuana authorization card does not alter or affect this policy in any way.

Testing is an important element in the Association's efforts to ensure a safe and productive work environment. The Association has issued a separate statement of this drug/alcohol policy, which all employees are required to sign and comply with. Please refer to this separate statement, Human Resources or your supervisor if you have specific questions.

### **Vd. APPEARANCE, ATTIRE AND HYGIENE**

YMCA of the Rockies believes an employee's dress and grooming should be appropriate to the work situation and member expectations therefore creating a favorable image for the Association. Departures from what the Association considers conventional dress or personal grooming are not permitted, regardless of the nature of the job performed. The personal appearance of employees is typically governed by the following standards:

1. As an employee you are expected to dress in a manner normally acceptable in business establishments. Seasonal staff and volunteers are required to wear YMCA staff shirts while on duty. At all other times shirts and/or t-shirts and other articles of clothing need to be clean, neat and should not contain offensive writing, graphics and/or other inappropriate logos. YMCA staff shirts are preferred for year-round staff.
2. Hair should be clean, neatly trimmed and presentable. A male employee's hair may not be longer than collar length or must be pulled back into a ponytail to be above collar length. Hair must be a "natural" color. Eccentric hairstyles such as dreadlocks and mohawks are not permitted. Hair must never be at a length that would create a safety hazard for an employee or volunteer.
3. Sideburns, moustaches and beards should be neatly trimmed to one inch or less. Eccentric styles of facial hair are not permitted. Please note that this is not an excuse to not shave.
4. Jewelry requiring body piercing is prohibited, or may not be visible, except for simple earrings, small nose studs and clear tongue rings (as long as they do not interfere with effective communication). Lip and eyebrow piercings are prohibited.
5. Inappropriate and/or excessive tattoos must not be visible.
6. Appropriate shoes will depend on each department separately.
7. Shorts may be allowed in some departments, but need to be mid-thigh or longer.
8. Name badges are considered a member service. All employees are required to wear their name badge while on duty or while eating in the employee dining room.

If employees report for work improperly dressed or groomed in the Association's opinion, their supervisor may instruct them to clock out and to return home or to their on-grounds housing to change clothes and may take appropriate disciplinary action.

## **Ve. COMMUNICATIONS SYSTEMS POLICY**

### **Systems**

The YMCA of the Rockies' communication systems are powerful business tools intended for employees to use in performing their jobs.

Therefore, all documents and files are the property of the Association. All information regarding access to the Association's computer resources, such as user identifications, access codes, and passwords are confidential Association information and may not be disclosed to non-authorized or non-Association personnel.

All computer files, documents, and software created or stored on the Association's computer systems are subject to review and inspection at any time. In this regard, employees should not

assume that any such information is confidential, including e-mail, text and voice mail messages either sent or received.

No one may solicit, promote, or advertise any outside organization, political interest, product or service through the use of Association communication tools at any time.

Upon termination of employment, access to Association files and email accounts will not be allowed and all communication tools will be returned to the Association.

### **Minors**

As an employee you may not give out your personal email addresses, phone numbers or links to personal social media sites to program participants, members or guests under the age of 18, whether parental permission is given or not. You may not initiate contact with program participants, members or guests under the age of 18 through any means unless authorized as a part of your job. If a program participant, member or guest under the age of 18 finds your personal social media site and requests to be linked as a friend, you must respectfully deny the request and block them from further contact and inform your department director. You may not have contact with program participants, members or guests under the age of 18 during the "off-season" until the individual is at least 18 years of age, e.g. non-summer months for camp participants. An employee may communicate with minor employees as well as minors in which they had a relationship with prior to the minor being a program participant, member or guest of the Association, e.g. family, friend, or neighbor.

### **Personal Use of the Internet**

Some employees need to access information through the Internet in order to do their job. Use of the Internet, including wireless access, is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or a meal period. Regardless, the Association prohibits the display, transmittal, or downloading of material that is in violation of Association guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

### **Software and Copyright**

The Association fully supports copyright laws. Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization.

### **Unauthorized Use**

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission.

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Employees are strictly prohibited from using the Association's communication systems in ways that management deems to be inappropriate.

Under no circumstances, may the Association network and computing resources be used for any of the following purposes:

- Damaging the integrity or disrupting the use of the Association information resources or communication systems
- Using the Association resources to conduct outside business ventures
- Disclosing confidential or restricted information to unauthorized personnel
- Performing illegal activities, including gambling
- Downloading and/or using software that has no business purpose, such as games
- Using the Association resources as a conduit for unauthorized access to other computer systems, including access to credit card data
- Seeking employment outside the Association

The activities mentioned above are illustrative and not intended to be all inclusive. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

### **Email**

Electronic mail is to be used for business purposes. While personal email is permitted, it is to be kept to a minimum. Personal electronic mail should be brief and sent or received as seldom as possible.

The Association prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to anyone else's email messages.

Management may monitor email from time to time.

### **Telephones/Cell Phones/Portable Electronic Devices**

Employee work hours are valuable and should be used for business. Excessive personal phone calls and texts can significantly disrupt business operations. Employees should use their breaks for personal phone calls and texts unless it is an emergency.

Portable electronic devices with cameras should not be used in a way that violates Association guidelines, i.e. confidential information, swimming pool pictures and EEO/sexual harassment.

Texting on a cell phone while on-the-job is not permitted when operating a vehicle. Cell phones issued by YMCA of the Rockies cannot be used to text while driving at any time. Drivers must be parked when dialing out on a cell phone.

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The Association telephone lines should not be used for personal long distance calls.

### **Voice Mail**

The Association voice mail system is intended for transmitting business-related information. Although the Association does not monitor voice messages as a routine matter, the Association reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

### **Social Media**

Social media refers to web-based media technology through which people communicate, share and network in an online environment. Social media can take many different forms. It includes social networking sites (i.e., Facebook, MySpace and LinkedIn); blogs; micro-blogs (i.e., Twitter); online discussion groups; instant messaging; text messaging; multimedia sharing for videos (i.e., YouTube), pictures (i.e., Flickr), audio and presentations; collaborative media such as wikis and bookmarks; sites for sharing social news, opinions and reviews; social bookmarking sites; event monitoring; game sharing; and many others.

The Association permits employees' use of social media on Association equipment. Use of social media is for business purposes during the time employees are working. Personal use of social media should not be on business time, but rather before or after work or during breaks or a meal period.

When you use social media, use good judgment. We request that you be respectful of the Association, our employees, our customers, our partners and affiliates, and others. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages our employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment. Regardless, you are responsible for your postings.

All postings on social media on behalf of the Association must be sent by authorized employees only. Departments who wish to use social media must be authorized by the Marketing and Communications Department prior to commencement. When posting for official YMCA business, you may not post a picture of or information about any YMCA participant who is a minor (under the age of 18) without their parent's written permission and you may not post a picture of or information about any adult YMCA participant without their permission.

While non-business use of social media by an employee is considered personal communication, photographs of program participant minors shall not be posted electronically. Employees are personally responsible for the content they publish. Postings by an employee concerning the Association are not prohibited provided they comply with guidelines set forth in this handbook. If you personally publish or post regarding Association matters, you must include a disclaimer such

as: "The postings on this site are my own and don't necessarily represent YMCA of the Rockies' positions, strategies, or opinions."

The Association routinely monitors social media sites that reference the Association. Employees should not assume confidentiality.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the Association. This does not include information regarding your wages or the terms and conditions of your employment. The use of the Association or YMCA of the USA logo, trademarks, or branding is prohibited on personal posts. Further detail is provided in the "Confidential Information" section of this handbook.

Social media is not the appropriate place to make complaints or negative comments about the Association regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the Association must be made consistent with the complaint process in this handbook so that the Association can address them.

Nothing in this guideline is meant to impede or restrict any rights protected by state or federal laws, including your right to discuss the terms and conditions of your employment.

### **Media Contact**

Information placed on social media sites such as YouTube, may generate media coverage. If a member of the media contacts you about a YMCA-related posting or requests Association information of any kind, refer them to a representative of the Marketing and Communications Department or your center director.

### **Vf. APPROVED DRIVER STATUS**

As an employee who operates an Association vehicle you must be an approved driver and have proper authorization by the Human Resources Office. To be eligible to become an approved driver, an employee must have a current U.S. driver's license of the appropriate class for the type of vehicle to be operated, and must have an acceptable driving record in accordance with the guidelines set by our insurance carrier and as determined by the Association.

Employees must complete the required forms and testing before they will be considered for approval to operate Association vehicles.

Department of Motor Vehicles verification of your driving record may be conducted at any time during employment.

**Vg. CRIMINAL BACKGROUND CHECK**

Due to the nature of our services, all Association employees and volunteers will be subject to a thorough criminal background investigation. Any employee with a criminal background, which is unacceptable in the opinion of management, may be terminated. Criminal background investigations may be conducted at any time during employment.

**Vh. ON GROUNDS HOUSING**

Only a few year-round/benefited employees are provided on grounds housing because of the nature of their job or needs of the Association. If you are a year-round/benefited employee who lives on grounds, you may have short-term guests and/or family who stay with you, but you may not charge them rent. Please refer to the Year-Round Employee Housing Agreement for additional information.

**Vi. STAFF LODGING DISCOUNT PROGRAM**

All year-round benefitted staff may make lodging reservations at either center for a significantly reduced rate. As long as the reservation will not be displacing other guests and servicing the reservation will not incur overtime wage expense for the Association, year-round benefitted may stay in any accommodations for \$25 per bedroom room per night. Reunion cabins may also be used at a rate of \$35 per bedroom per night. Each night stayed will count as one night stayed, regardless of the size of the unit, and year-round benefitted employees may use up to 25 nights each calendar year.

The employee does not need to stay in accommodations for immediate family members defined as spouse, domestic partner, children, parents (in-laws), brothers and sisters (in-laws), grandparents (in-laws), grandchildren, aunts, uncles, nieces and nephews. Any guest age 17 and under must be accompanied by an adult (18 or older). The employee must stay in any room reserved in their name but occupied by non-family members as defined above.

Year-round benefited employees will make cabin and lodge reservations directly with the Central Reservation office by calling ext. 1010. Reservations for reunion cabins will be made by contacting the Inventory & Rates Manager at Ext. 6028.

Each night stayed will count as one night stayed, regardless of the size of the unit, and year-round benefitted employees may use up to 25 nights each calendar year. An employee who travels to the "other" center for YMCA work purposes must make reservations directly with the Family Reservations Manager or the Inventory Coordinator, both working in CRO. Reservations for work will not apply towards the number of discount nights.

**Vj. EMPLOYEE REFERRALS**

We hire many of our employees through referrals. If you would like to recommend qualified friends or relatives for employment, please refer them to Human Resources.

June 29, 2017

## **Vk. PROPRIETARY AND/OR CONFIDENTIAL INFORMATION**

As an employee of the Association you may have access to proprietary and/or confidential information about YMCA of the Rockies' guests and groups, campers, lodging or housing, and staff members. This information has contributed to advantages not shared by our competition. Disclosure of any such information such as records, mailing lists, trade secrets etc. to anyone outside the Association might seriously damage our competitive position. Therefore, such disclosure is strictly prohibited. To do so without management approval will not be tolerated.

## **VI. NON-VIOLENCE**

We believe employees should work in an environment without intimidation, threats or violence. Any action which, in management's opinion, is inappropriate to the workplace will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening or violent conduct, vandalism, sabotage and arson (including fireworks.)

Use or possession of weapons and/or carrying weapons onto Association property is prohibited, regardless of whether the employee possesses a concealed weapon permit. Exception to this is only allowed through the Year-Round Employee Housing Agreement.

Employees should immediately report any such occurrences to their supervisor or to Human Resources. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action which it believes is appropriate.

Employees should directly dial 222 at EPC or 600 at SMR or CCO if they believe there is an imminent threat to the safety and health of themselves, co-workers, or members at the YMCA of the Rockies.

## **Vm. SEPARATION OF EMPLOYMENT**

We request that employees who wish to resign their positions notify the Association of their anticipated departure date and go over the "check out/exit interview" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with Human Resources.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Association maintained satisfactory performance and attendance.

Employees who plan to retire are asked to provide sufficient time to process pension forms to ensure that retirement benefits, to which an employee may be entitled, commence in a timely manner.

We require that all YMCA of the Rockies property including keys, staff ID's and equipment, etc. be immediately returned.

## ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE YMCA OF THE ROCKIES EMPLOYEE HANDBOOK DATED JANUARY 2, 2013. I UNDERSTAND I AM TO BECOME FAMILIAR WITH THE CONTENTS OF THE HANDBOOK AS IT OUTLINES ASSOCIATION GUIDELINES. IF I HAVE QUESTIONS, I UNDERSTAND THAT I SHOULD TALK TO MY SUPERVISOR AND/OR HUMAN RESOURCES.

FURTHER, I UNDERSTAND:

EMPLOYMENT WITH YMCA OF THE ROCKIES IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF YMCA OF THE ROCKIES, OTHER THAN THE PRESIDENT OF THE ASSOCIATION, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

June 29, 2017