



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Ozarks Regional YMCA

Personnel Policy Manual

PERSONNEL POLICY MANUAL

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*Violations of any of the policies in this manual may lead to disciplinary action up to and including termination.

*This manual is also subject to change without notice due to legal and/or operational changes that affect the day-to-day business of our association.

I. OVERVIEW and EMPLOYMENT RELATIONSHIP

A. Purpose Statement

This manual is a summary of the basic policies and benefit programs set forth by the Ozarks Regional YMCA. The Ozarks Regional YMCA reserves the rights to interpret, change, modify, amend, suspend, or cancel in whole or in part any of the contents of this handbook without prior notification. The online version of this manual can be found on the ORYMCA Staff Resources Portal and contains the most recent updates and in all cases supersedes the written version and replaces all previous policies and/or revisions of the applicable sections. This manual is a guide; it should not be mistaken for an employment contract and does not provide any employee with any enforceable rights.

B. Mission Statement

To put Christian principles into practice through programs that build healthy spirit, mind and body for all. For decades, the YMCA Mission has been central and foundational to our work.

At the Ozarks Regional YMCA, we measure the success of our cause by how well we engage communities in our three areas of focus:

Youth Development: Nurturing the potential of every child and teen.

Healthy Living: Improving the nation's health and well-being.

Social Responsibility: Giving back and providing support to our neighbors.

C. Core Values

Character Development gives us the ability to meet our mission. By holding ourselves accountable and building character around our core values—Caring, Honesty, Respect, and Responsibility—we build healthy spirit, mind, and body for all.

Caring: to demonstrate a sincere concern for others, for their needs, and well-being. Related values: compassion, forgiveness, generosity, and kindness.

Honesty: to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

Respect: to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect, and tolerance.

Responsibility: to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service, and citizenship.

D. Confidentiality

At the Ozarks Regional YMCA, many employees have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Employees have a duty to keep information confidential whether it relates to employees, members, youth, volunteers, or donors and should not disclose it to others. This confidentiality extends past employment. The misuse, unauthorized access to, or mishandling of confidential information will result in corrective action, up to and including termination of employment.

E. Non-Compete Policy

It is the policy of the Ozarks Regional YMCA that while serving as an employee, employees cannot knowingly have a direct or indirect material financial interest in any supplier, customer or competitor of the YMCA without fully disclosing such interest to their immediate supervisor in writing. If employee's financial interest is determined by Ozarks Regional YMCA to be a conflict and employee does not remove the conflict, employee may be terminated for cause.

Employment as full-time staff person is considered a full-time job. Ozarks Regional YMCA recognizes that an employee may be justified, under some circumstances, in accepting additional employment to be performed outside his/her working hours if no conflict with the interest of the Ozarks Regional YMCA is involved.

F. Prohibited Use of Proprietary Information and Opportunities

Ozarks Regional YMCA employees cannot:

- Take personal opportunities that are discovered through the use of the Y's property, information, data, or position; and/or
- Use the Y's property, information or position for personal financial or material gain.

This includes, but is not limited to: personal trainers, swimming instructors, wellness coaches, and private sports lessons, for personal gain exclusive of the Ozarks Regional YMCA's permission.

II. HIRING POLICIES

A. At Will Employment

The Ozarks Regional YMCA recognizes the right of the employee to end the employment relationship at any time, and also reserves the right to terminate the employment relationship at any time, for any reason not prohibited by law at the sole discretion of Ozarks Regional YMCA Management.

B. Equal Employment Opportunity Statement

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Ozarks Regional YMCA, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identification/expression, veteran's status, or any other protected characteristic as established by law. This policy also applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other conditions of employment.

C. Recruitment and Placement

The Ozarks Regional YMCA selects employees who:

- Meet the position qualifications and requirements;
- Demonstrates the values and character needed;
- Will effectively advance the cause, mission, and objectives of the Ozarks Regional YMCA; and
- Demonstrate the capacity for personal and professional growth.

The Ozarks Regional YMCA supports and participates in an open application process and usually advertises vacancies internally and externally at the same time. The Ozarks Regional YMCA

strives to select the most qualified person for the job. Employees who meet the qualifications of an open position are encouraged to apply and must complete the staff application.

D. Background Checks

A background records check will be completed by the Ozarks Regional YMCA on all new employees. Since the Ozarks Regional YMCA places a high priority on offering a safe environment, an individual who has been convicted of, or pled guilty to any crime involving violent behavior, sexual assault, or anything against a minor, no matter when the offense occurred, is disqualified from working for the Ozarks Regional YMCA. Serious convictions involving the safety and well-being of others will also disqualify someone from working for the Ozarks Regional YMCA. Other convictions will be evaluated on a case-by-case basis.

E. Hiring Orientation Period

All new employees are on temporary status for 90 days beginning with the first day of employment. The purpose of such an orientation period is to provide an opportunity for both the Ozarks Regional YMCA and the new employee to assess their respective satisfaction with and suitability to the job. When an employee has completed their initial orientation period, they are granted regular employment status. Orientation Periods also apply to transfers and promotions.

F. Employment of Relatives

While employing relatives is permissible, we recognize it has the potential to create real or perceived conflicts of interest. Relatives of employees may not be employed in a position that entails direct supervision where one relative reports to the other or in the same line of authority. Relatives are defined as follows: parents, children, spouse, siblings, family members, and domestic partners living in the same house.

G. Hiring of Minors

No person under the age of 16 will be employed, unless approved by center leadership and the Director of Human Resources.

H. Fraternization

The Ozarks Regional YMCA strongly cautions supervisors, or any other employee who has the authority to directly or indirectly affect the conditions of another's employment, to refrain from engaging in fraternizing with that employee as it may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, security, or morale. ORYMCA reserves the right to move one of the parties involved to a different department to prevent any liability. Accordingly, supervisors are prohibited from fraternizing with employees who are under the age of 18 years. While other fraternization is discouraged, it is not prohibited. If entering into a relationship, a written disclosure to the Director of Human Resources is required for the protection of all involved.

III. GENERAL JOB CONDITIONS

A. Classification of Employees

FULL TIME EMPLOYEES: For the purpose of this manual, full-time employees shall be those people who are scheduled to work 30 or more hours per week, and who are employed continuously for 12 months per year. Full-time status must be approved by Human Resources and the Chief Operations Officer. If an employee continues to work 30 or more hours per week, disciplinary action will be taken.

PART TIME EMPLOYEES: For the purpose of this manual, part-time employees shall be those people who are scheduled to work less than 30 hours per week, and may or may not be regularly scheduled; or seasonal or temporary employees who are employed for a short-term period (as defined by the U.S. Department of Labor) regardless of the number of hours worked per week (e.g. summer camp staff).

TEMPORARY or SEASONAL STAFF: Part time employees that do not work more than 90 work days consecutively and have at least 90 days between dates of employment.

EMPLOYEE is defined as anyone that performs a service for the YMCA in exchange for compensation. (See the Independent Contractor, Volunteer and Internship Policy for more information on other classification)

Fair Labor Standards Act (FLSA) Classification:

- a. **Exempt Employees** are those persons whose positions meet specific tests established by the FLSA and state law and who are exempt from overtime pay.
- b. **Non-Exempt Employees** are those persons whose positions do not meet FLSA exemption tests and who are paid one and a half of their regular rate of pay for overtime, as required by federal and state law.

B. Non-Harassment and Non-Discrimination Policy

The Ozarks Regional YMCA is committed to providing a work environment free of any unlawful harassment. The Ozarks Regional YMCA strictly prohibits discriminatory harassment of all employees and non-employees working at or visiting our facilities. The Ozarks Regional YMCA strictly prohibits sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, disability, sex, age, sexual orientation, gender identity/expression, or any other basis protected by federal, state, or local laws. All such harassment is unacceptable.

1. Sexual Harassment:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions and/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.

Examples of sexual harassment include but are not limited to sexual jokes or innuendoes, sexual stories, sexual objects, sexual gestures, inappropriate sexual contact, leers, stares, whistles, blocking a path of exit after being asked to stop.

2. Other Discrimination-Based Harassment:

Includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any classification protected by law that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Adversely affects an individual's employment opportunities.

- Such harassment may be verbal, physical, or written. Common examples of discriminatory harassment include but are not limited to inappropriate jokes, slurs, hostile acts or pranks, negative stereotyping, and threats.

The Ozarks Regional YMCA will determine whether conduct is discriminatory harassment on a case-by-case basis, taking into account the nature of the conduct, how the conduct would be perceived by a reasonable person under the circumstances, and the totality of the circumstances and employee will be disciplined up to and including discharge.

3. Getting Relief from Discriminatory Harassment:

If an employee feels he/she is a victim of harassment, he/she is encouraged to personally confront his/her alleged harasser. If the matter does not resolve itself, the employee is to bring his/her concerns immediately to his/her supervisor and escalate to the Director of Human Resources to conduct an investigation into any and all allegations.

4. Retaliation:

When an employee voices a good faith complaint of perceived discriminatory harassment or aids in a harassment investigation, the employee is protected from retaliation or negative treatment by others. Examples of retaliation include, but are not limited to: threats, physical harm, or attacks on property, false or malicious counter complaints, defamation, discipline, termination, or interference with the investigation. An employee should immediately report retaliation to his/her supervisor and immediately escalate to the Director of Human Resources.

C. Hours of Work and Work Week

Supervisors generally prepare and communicate work schedules to their staff in advance of the work week. The Ozarks Regional YMCA work week begins at 12:00 midnight on Sunday, and ends the following Saturday at 11:59 p.m. Unpaid meal breaks and rest breaks are provided in accordance with state law. Refer to supervisor for information on if and how breaks are administered in specific departments.

D. Breaks

Employees that work more than six (6) consecutive hours in a day must be *offered* a minimum of a 30-minute unpaid Lunch Break and it's recommended to offer a paid 15-minute Break every four (4) hours.

- Nursing mothers will be provided a reasonable break time to express breast milk for a nursing child. Typically, a 30-minute break every four-hour work period is sufficient time. This reasonable break time will be evaluated on a case by case basis depending on the mother's needs and the operational objective.
 - If a regularly compensated break is scheduled for an employee, that amount of time will be compensated. If additional time is needed or no break is scheduled, it is considered non-compensable. The employee should notify their supervisor and use the time clock system (CCC) to clock in and out.
 - The nursing mother will be provided a place, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public.

E. Attendance and Tardiness

Regular attendance is required and is an important part of job performance. Employees are expected to be at their work site at the start of the assigned work hours and to remain at their job until the end of the shift; exceptions include approved breaks and lunch. Employees must

be paid for all hours worked; they are not allowed to “volunteer” for the same job duties that they are compensate for.

There are times when an unscheduled absence is unavoidable. If an employee needs to be absent from work, they must contact their supervisor (not a co-worker or front desk staff) as soon as possible and no later than two (2) hours prior to the start of their scheduled shift.

Failure to observe scheduled working hours disrupts Ozarks Regional YMCA operations and places an unfair burden on fellow staff members. Unexcused, repeated tardiness or absences and/or failure to personally notify their supervisor can result in corrective action up to and including termination of employment. If an employee is absent for two (2) consecutive workdays or shifts without contacting their supervisor, they will be considered to have abandoned and voluntarily resigned from their position.

F. Excessive Absenteeism

Excessive absenteeism is defined as a pattern or series of foreseen or unforeseen absences; *despite available PTO*.

- Employees are responsible for attending work regularly and as scheduled. When employees are absent, the immediate supervisor has direct responsibility for proper application of Human Resource policies, obtaining documentation when necessary, and ensuring that attendance records are timely and accurate.
- When frequent absences occur, the immediate supervisor is responsible for consulting with the employee to gain understanding of the nature of the absences. In situations where the employee misses three (3) consecutive workdays due to personal or family member illness, the employee should notify Human Resources to begin Family Medical Leave paperwork.
- Supervisors are expected to maintain regular contact with the employee during extended absences.

G. Changes in Personal Information

Employees are responsible for keeping the Ozarks Regional YMCA updated on changes to personal information by updating the Payroll System's Self-Service Portal online immediately of changes to name, address, phone number/s, email address, marital status, dependent and/or beneficiary designation.

H. Personnel Records

Employee personnel records are considered Ozarks Regional YMCA property. Personnel files are maintained by the Human Resourced Department as required by law after termination of employment and then destroyed.

IV. EMPLOYEE COMPENSATION AND BENEFITS

Employees' benefits represent a large part of total compensation. Benefits may be modified or terminated at the discretion of the Ozarks Regional YMCA. The following provides a brief summary of benefits. If a conflict occurs between this summary and the individual benefit plan documents, the plan documents shall prevail.

A. Pay Practices

Paydays are twice a month: the 15th and the last day of every month, unless the payday falls on a bank holiday or weekend, then the payday will be the Friday before. The specific dates of each

pay period will be made available by an employee's immediate supervisor. Employees are paid by direct deposit.

- Exempt employees are paid an annual salary divided into 24 equal payments.
- Salary Pay Periods occur in real time.
- Hourly employees are paid based on worked hours recorded on their timesheet.
- Hourly Pay Periods are the 21st of the month through the 5th of the next month and the 6th through the 20th of the month.
- Hourly employees *must* clock themselves in and out on the time clock at the beginning and *end* of each shift. An employee will only be paid for the hours recorded. The employee's supervisor must approve all hours worked.
- Both employees and supervisors are held accountable for the accuracy of recorded time, reflecting the exact hours and days actually worked.

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

B. Overtime

Employees in a nonexempt position will be paid at a rate of 1½ times their regular hourly wage for any worked hours in excess of 40 hours per week. Employees will be paid for all hours worked, and cannot "volunteer" any work-related hours by not clocking in. Employees must obtain approval from supervisor prior to working overtime hours. Working hours without clocking in or without first getting supervisor approval may lead to corrective action.

C. Pay Advances

Requests for pay advances are strongly discouraged. If employee needs a pay advance for a unique emergency reason, it must be approved by the employee's supervisor, Executive Director, the Director of Human Resources and the Chief Financial Officer, in that order. At no time will the pay advance be more than the amount earned from the first date of the current pay cycle to the date of the advance request or more than half a salaried employees' payment, whichever is the lesser of the two. No more than two pay advances are allowed per calendar year.

D. Expense Reimbursement

The Ozarks Regional YMCA will reimburse reasonable expenses incurred by employees who travel on business or to YMCA sponsored and approved events, provided such expenses are accounted for in a timely fashion within finance office deadlines, on a designated expense report, and approved by the employee's supervisor. Employees must provide a written receipt for all expenses. Please refer to the Ozarks Regional YMCA Business Expense and Reimbursement Policy for specific policies and procedures. (See the Expense and Reimbursement Policy)

E. Full-Time Employee Benefits

1. Group Health, Dental and Life Insurance

Written material related to benefits is provided to full-time team members during their new employee benefits orientation with Human Resources. The Ozarks Regional YMCA and employees equally share the cost of the insurance, with the exception of ACA compliant health plans for individual employees only. Terms of coverage under each benefit plan are defined by the provisions of the governing plan document, provided at the Staff Resources website site under the Benefits section.

2. Enrollment

New full-time employees have 30 days from their first day of full-time employment to enroll, or must wait until the next open enrollment period, or following a "qualifying event".

3. Coverage

Health, life, and dental insurance coverage is effective the first of the month following 30 days of continuous employment. Employees, who, for any approved reason, terminate their health, life, and/or dental coverage will be covered through the last day of the month their benefits terminate.

4. Flexible Spending Plan

Full-time employees may elect pre-tax payroll deductions for certain medical and dependent expenses. Health and dental premiums paid by the employee will automatically be deducted from payroll on a pre-tax basis. Requirements for eligibility, enrollment, and reimbursement are determined by the Plan and Section 125 of the IRS Code.

5. Continuation of Health Coverage

Federal law (COBRA) requires that employees and/or their families be offered the opportunity for a temporary extension of their existing health coverage (at the group rate) in certain cases where it would otherwise terminate. Eligible individuals are:

- Employees who lose coverage because of reduction in the hours of their employment;
- Terminated employees (except for those terminated for gross misconduct); and
- Covered dependents in certain circumstances as prescribed in federal law.

Anyone, eligible for this extension of coverage, must request it in writing within 60 days from the date on which their existing coverage would end. They must also agree to pay the full premium and administrative cost of such coverage. If terminated employee does not choose continuation coverage, health insurance will end on the last day of the month of such termination.

6. Short-Term Disability

Employees become eligible for our self-funded Short Term Disability Insurance benefits on the first of the month after 90 days of continuous employment. This benefit is a continuation of salary equal to 60% of eligible wage. The intent is to reduce the economic burden if employee is unable to work. This benefit may run concurrently with other medical leave benefits and PTO. The benefit may be reduced by other benefits to which employees may be entitled, such as Social Security, Worker's Compensation, or other disability pay.

Elimination Period

Employees must wait ten calendar days from the date of the medical event before short-term disability begins. Employees may use PTO or Major Medical Bank and/or unpaid time off during this elimination period.

Benefit Schedule

Short-term disability continues until the 89th day from the date of the medical event. If employee returns to work prior to the completion of the 89 days and have either the same or a different serious health condition occur within 90 days, the short-term disability benefit will be reinstated at the point that the employee returns to work.

F. Holiday Pay

The Ozarks Regional YMCA grants to all regular full-time employees six paid holidays per calendar year. An employee must have worked the working days before and after the holiday or utilized PTO to be eligible for holiday pay. If a full-time employee is required to work on a holiday, an alternative day off in the same work week can be arranged through employee and immediate supervisor.

Observed Holidays:

New Year's Day	Thanksgiving
Memorial Day	Christmas
Independence Day	
Labor Day	

G. FULL-TIME Paid Time off (PTO)

We believe that employees should have adequate time away from work so that they remain productive, enthusiastic, and creative while they are at work. Our PTO policy provides flexibility to employees, while recognizing that our centers are open and in operation throughout the year.

PTO hours will accrue bi-weekly and can be used for:

Vacation	Funeral/bereavement
Personal or Family Illness	School Activities
Personal Business	Personal Time Off

Eligibility

All full-time employees will accrue PTO on a pro-rated bi-weekly basis beginning on the first day of hire and will be eligible for use beginning after their first 30 days of employment. Please note that PTO will not accrue during a personal unpaid leave of absence.

PTO Accrual Schedule

An increase in PTO accrualment will be awarded in the month of an employee's anniversary date:

Hire Dates Between:	Full-time Employees
1st– 3rd years	4 work weeks = 20 days (6.67 hours per pay period or pro-rated if work week is between 30-39 hour per week)
After 3 full years	5 work weeks = 25 days (8.34 hours per pay period or pro-rated if work week is between 30-39 hour per week)
After 5 full years	6 work weeks = 30 days (10 hours per pay period or pro-rated if work week is between 30-39 hour per week)
After 20 full years	7 work weeks = 35 days (11.67 hours per pay period or pro-rated if work week is between 30-39 hour per week)

Use of PTO

- Non-Exempt Employees: PTO can be taken in ½ hour increments.
- Exempt Employees: PTO can only be taken in 4-hour increments.
- The employee is responsible for submitting proper PTO requests through the Payroll System's Self-Service Portal online and the supervisor is responsible for reviewing and notifying the employee of approval or denials of requests.
- In the event of an unscheduled absence due to illness or emergency, the employee is responsible for directly notifying his or her supervisor at least one hour prior to the work schedule and doing so each day as needed.

- PTO cannot be exchanged for cash, with the exception of voluntary termination.
- PTO will roll over one week only at the end of the calendar year.

H. Major Medical Bank

Up to 240 hours of PTO can be converted to an employee's "Major Medical Bank", to be used prior to eligibility of Short Term Disability coverage and to make up pay that STD does not cover. Once banked, "Major Medical Bank" hours can only be used for FMLA qualified absences or significant medical situations. Other absences, for example, short-term illness, are covered by PTO time. "Major Medical Bank" time is not paid out due to change of status or separation.

I. Jury Duty

It is a moral and civic obligation for all persons to serve jury duty when called. Employees will be paid for the days at their regular rate of pay. Employees are required to submit the jury summons to their supervisor promptly upon receipt of notice to appear. Employees must sign over what they earn as pay for their jury duty service to the Ozarks Regional YMCA.

J. Bereavement Leave

Leave with pay will be granted to full-time employees in the event of a death in the immediate family of an employee. Immediate family in this occasion is defined as spouse, parents, children, brother or sister, grandparents, and in-laws, including parents, children, brother or sister, and grandparents of spouse. Paid funeral leave will be taken in full day or half-day segments not to exceed three days per incident. Paid leave in excess of three days per year will be determined on the basis of individual circumstances and must be approved by Human Resources.

K. Payment during Severe Weather or Disasters

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

When the Ozarks Regional YMCA delays or closes its operations before the workday begins, the following pay practices will be followed:

- Exempt employees will be paid for the day;
- Full-time hourly and non-exempt employees will be paid for all regularly scheduled work hours on that day.

When a decision is made to close a department or center after the workday has begun, the following practices will be followed:

- Exempt employees will be paid for the day;
- Full-time hourly and non-exempt employees who are on site at the time the decision to close is made and are prepared to fulfill their duties will be paid for all regularly scheduled work hours for that day.

Employees who miss work when their work location is open will not be paid for missed work time unless they utilize their accrued PTO.

L. Military Service

When an employee is called or recalled to active duty, the Ozarks Regional YMCA will grant an official leave of absence without pay. Re-employment rights correspond to existing applicable laws. Employees who are completing their military training in the Armed Forces Reserves or National Guard may use their vacation time for such training; and receive full salary for that period. Training may be taken at a time other than vacation, if approved by the Chief Executive

Officer or Human Resources Department. In such a case, the Ozarks Regional YMCA will pay the difference between the employee's salary and his/her military pay.

M. Outside Consulting

Employees are permitted to provide consultant services to other YMCA's and/or kindred organizations with goals and objectives similar to the YMCA's, subject to approval of their supervisor. If an employee is released from his/her job responsibilities to provide such services and remuneration is received, the Ozarks Regional YMCA must be reimbursed a minimum of that employee's salary for the time spent in consulting. If the employee consults during his/her time-off, the employee may retain any remuneration.

N. Short-term Leave:

The Chief Executive Officer or designee may grant full-time regular employees a leave of absence for up to 20 working days, without pay, with advance approval. PTO will not be earned during the short-term leave.

O. Extended Leave:

Extended leaves of absence, without pay, may be granted to full-time employees with a minimum of one-year full-time service for unusual circumstances including personal reasons or continuing formal education. The Chief Executive Officer upon receipt of a letter, stating the requested period of leave and the reason for the leave, may approve an extended leave of absence, up to six months. No guarantee of the availability of the same or a comparable position after the leave can be made at the time the leave is approved. The employee's prior service is protected for all benefits including seniority until return after approved leave or voluntary resignation.

Four weeks prior to the end of the approved extended leave of absence the employee shall notify the Chief Executive Officer of his/her intent of return to work. If the employee does not return, the Ozarks Regional YMCA shall consider that the employee has voluntarily resigned as of the date of such notification.

P. Family and Medical Leave (FMLA):

Upon meeting eligibility requirements, employees are provided with unpaid, job-protected leave for certain family, medical, and military reasons. FMLA runs concurrently with other paid leave benefits (if applicable) and the length of time allowed is determined by the reason for the leave. Once an employee notifies his/her supervisor of the request for extended leave, the supervisor needs to contact the Human Resources Department immediately.

Eligibility: Employees are eligible if they have worked for the Ozarks Regional YMCA for at least 12 months, whether they are consecutive or not, and have worked a minimum of 1,250 hours over the 12 months prior to the leave.

Typical Reasons for Leave:

- A serious illness, injury, impairment, or physical or mental condition that involves hospital care;
- An incapacity that lasts more than three (3) days;
- Care of a spouse, child, or parent that is a legal dependent and who has had a serious health condition;
- Pregnancy or prenatal care;
- Adoption or placement of a child in foster care;

- Chronic conditions requiring treatment; and/or
- Permanent and/or long-term conditions requiring supervision.

Duration of Leave: With the exception of Military FMLA, team members are allowed to take up to 12 work weeks of unpaid leave in a 12-month rolling period for one or more qualifying events.

Intermittent Leave: Intermittent leave or a reduced leave schedule is permitted and the Ozarks Regional YMCA may require an alternative work arrangement and schedule to accommodate intermittent leave request.

Use of Paid Time Off Benefits: The Ozarks Regional YMCA requires that the first 80 hours of FMLA leave are covered by Major Medical Bank or PTO to care for a family member or for medical needs. FMLA runs concurrently with other time-off benefits.

Notice of Leave: To request FMLA, employee must provide a written request for leave of absence 30 days in advance when the leave is foreseeable.

Q. Return to Work Policy:

The health and welfare of all employees is a top priority of the Ozarks Regional YMCA. When one of our employees is injured on the job, we are committed to returning that employee to productive work and full wages as soon as possible. A written and dated Return to Work Authorization is required from the employee's physician explaining any applicable restrictions.

Our Return to Work program incorporates temporary, transitional duty jobs, which consist of some type of modification to employee's original job, a different job or several part-time tasks combined into one job as soon as possible. Ozarks Regional YMCA cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

R. Full-time Membership Discounts

Membership

Full-time employees and members of their household, defined as any person, minor or adult, living at the same physical address, will be granted complimentary annual memberships at any of the Ozarks Regional YMCA facilities. Membership expires after 90 days of employment inactivity.

Program Privileges

Full-time employees and their immediate families may participate in Ozarks Regional YMCA programs that are Group Activities at no charge unless their participation excludes others from participation. In such a case, then ½ of the member rate will be charged. The following program discounts are available to all employees and members of their immediate household:

- **Group Activities:** 100% discount (unless there is a supply fee, then it will be charged at cost)
- **Group Program Classes:** 100% program discount
- **Private Activities or Classes:** 50% program discount member rate
- **Overnight Resident Camp Wakonda:** 50% discount of top tier rate

Employee is still responsible for any direct costs to the YMCA, i.e. supplies, jerseys, equipment, staff for facility rental, etc. Ozarks Regional YMCA Merchandise, YMCA wear and athletic equipment, may also be purchased at a discounted price.

S. Professional Dues

Professional staff is encouraged to join and participate in organizations that will help develop their abilities and stimulate professional growth. The Ozarks Regional YMCA will pay the annual dues to those organizations, subject to the approval of an Executive or Chief Executive Officer.

T. Retirement Fund

The Ozarks Regional YMCA participates in the National YMCA Retirement Fund for the benefit of all eligible employees and pays the entire cost of each eligible employee's participation in the fund.

a. Eligibility

Eligibility in the Retirement Plan depends on meeting two criteria:

- **YMCA Service:** Employees must complete 1,000 hours of service during each of any two 12-month periods, beginning with date of hire or anniversary date. The two years do not have to be consecutive.
- **Age:** Once employees have completed the service requirement, they are enrolled on the first day of the month following their anniversary date provided employee is 21 years of age.

b. Smart Accounts

Employees are eligible to participate in the YMCA Retirement Program opening a 403(b) Smart Account as early as the first day of employment. The 403(b) Smart Account is available to all employees, regardless of their age and number of hours worked per week.

Once employees have met the eligibility requirements, the YMCA will enroll the employee in the Retirement Plan. Upon enrollment, they are immediately vested, which mean they can never lose the rights to the money in their account regardless of whether or not they stay with the YMCA. Employees must be at least 19 years old for employment to be credited towards vesting.

U. Worker's Compensation

The Ozarks Regional YMCA provides workers' compensation benefits for injuries or illnesses that arise out of and in the course of employment. All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must immediately report any accident or injury to their supervisor. The proper procedure from the Staff Resources webpage must be followed. An injury report must be completed in detail, signed by the employee and full-time supervisor, and returned to the Director of Human Resources within 24 hours of injury. Membership incident forms are to be returned to the Director of Human Resources within 24 hours of the incident. Forms are to be filled out fully and completely with preliminary witness statements, photos, videos, and details.

The Ozarks Regional YMCA reserves the right to deny claims including, but not limited to, incidents where employees failed to use required safety equipment, injuries that arose out of horseplay or not job-related, and/or injuries that occurred while under the influence of alcohol or drugs.

V. Part-Time Employee Benefits

Membership

Part-time employees that average a minimum of two hours per week will be granted complimentary individual memberships at any Ozarks Regional YMCA facility. If a part-time employee does not consistently average two hours per week for 90-days, the part-time

membership benefit will be revoked. Qualified employees may receive credit equal to the cost of an individual membership when upgrading to a household membership.

Program Privileges

Part-time employees that average a minimum of ten hours of work per week may participate in Ozarks Regional YMCA programs that are Group Activities at 50% of the member rate only when the employee has upgraded to a family membership. Employee is still responsible for any direct costs to the YMCA, i.e. supplies, jerseys, equipment, staff for facility rental, etc. This discount does not apply for residential programs.

*For example, for a part-time employee that averages ten hours per week is eligible to receive 50% off an art class for their dependent only if he or she has upgraded to a household membership and pays for the cost of art supplies.

Part-Time Paid Time Off (PTO) Eligibility:

- Regular part-time employees earn PTO only by working 1,000 or more hours in the previous calendar year. Hours worked do not include PTO hours.
- PTO hours awarded to the employee will be based on the average weekly hours worked in the previous payroll year, rounded to the nearest hour.
- Part-time Employees who qualify will receive one week equal to the average weekly hours worked the previous payroll year.
- PTO is paid at the full current wage of the employee's primary position and is based on continuous and regular employment.

General Guidelines:

- PTO requests and changes are approved by the employee's supervisor through the Payroll System's Self-Service Portal online. The employee is responsible for submitting a PTO Request and the supervisor is responsible for approving or denying all requests within a timely manner.
- PTO is only to be paid during an employee's regularly scheduled workday or holiday they would have normally been scheduled to work.
- PTO time does not roll over and must be taken within the calendar year.

Retirement Fund Eligibility

Eligibility in the Retirement Plan depends on meeting two criteria:

- **YMCA Service:** Employees must complete 1,000 hours of service during each of any two 12-month periods, beginning with date of hire or anniversary date. The two years do not have to be consecutive.
- **Age:** Once employees have completed the service requirement, they are enrolled on the first day of the month following their anniversary date provided employee is 21 years of age. Employees must be at least 19 years old for employment to be credited towards vesting.

Smart Accounts

Employees are eligible to participate in the YMCA Retirement Program opening a 403(b) Smart Account as early as the first day of employment. The 403(b) Smart Account is available to all employees, regardless of their age and number of hours worked per week.

V. CODE OF CONDUCT

A. Dress Code and Uniforms

In order to create a more welcoming environment, dressing appropriately for our work and our positions while modeling good personal hygiene allows our employees to convey a favorable professional image of our employees and the Ozarks Regional YMCA. Our grooming and dress standards include, but not limited to:

- All staff members must meet uniform and/or dress codes that may be required for their particular jobs. Please check with supervisor for specifics on the dress code in each department.
- 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 Ozarks Regional YMCA does not expose one's midriff or bare chest.
- Clothing cannot display profane language, alcohol, cigarettes, drugs, or any other inappropriate wordings including, but not limited to: sexual, racial, or ethnic innuendoes or any clothing that inhibits the ability of a staff member from actively performing their duties.
- Sunglasses are not permitted unless an employee is working outdoors and approved by the supervisor.
- Facial hair must be neatly trimmed and clean at all times.
- Tattoos and/or body piercing are not to be offensive.
- When attending business meetings with community members, business attire or YMCA attire is advised.
- Office positions are allowed Casual Fridays. Staff are allowed to wear nice, clean jeans and either a YMCA top or a business casual top. No shorts are allowed in the office.

Any employee reporting to work in violation of these standards will be sent home until dressed in accordance with the standards. Employees whose religious beliefs and practices require a change or modification to these standards should submit a request to their supervisor.

B. Staff Special Event Attendance Expectations:

The Ozarks Regional YMCA hosts and participates in a variety of special events throughout each year. These events directly support or establish goodwill and promotion within the community. All exempt-level Leadership staff will be required to work events as assigned by branch. Non-exempt staff that are required to attend or work the event will receive compensation during the same pay period of the special event.

C. Staff and Career Development: Full-Time Employees

Salary Increments: In most cases, individual salaries are reviewed annually, and increments are granted solely on the basis of merit. Merit is determined by the performance appraisal.

Though professional development is the primary responsibility of the individual, the Chief Executive Officer of the Ozarks Regional YMCA shall be responsible for providing developmental opportunities for the staff as part of his/her total leadership responsibilities.

All employees shall be encouraged and assisted by the Ozarks Regional YMCA to further their growth through academic and/or other training experiences, which are designed to improve competency and performance of position responsibilities.

In addition, periodic consultations between each employee and his/her supervisor may be conducted at least annually. Career counseling and planning should be an important component of such consultation.

The Ozarks Regional YMCA recognizes that the quality of its work is directly related to continuing career growth and training opportunities for employees. Expenses related to career development and other training opportunities may be paid by the Ozarks Regional YMCA when: requests are submitted in advance to and are approved by the employee's supervisor and the Chief Executive Officer, or designee; the training is deemed to be of mutual benefit to both the Ozarks Regional YMCA and the employee; and does not interfere with the satisfactory discharge of the employee's responsibilities. Such experiences include: the YMCA Career Development Program (CDP), workshops/seminars, conferences, and formal education (undergraduate and/or graduate level).

D. Performance Appraisal

In general, it is the practice of the Ozarks Regional YMCA to conduct performance appraisals with full-time staff on an annual basis. Performance appraisals are conducted for several reasons: Job performance results are measured against measurable goals and standards. Employee strengths and development opportunities are assessed, and plans can be established for professional and personal growth. Supervisors are expected to use this time as an opportunity to critically review the past year with the employee and fully complete each appraisal with care.

E. Misconduct

In order to provide a productive, supportive work environment consistent with our values, the Ozarks Regional YMCA does not tolerate misconduct. Some examples of misconduct include, but are not limited to, the following:

- Conduct that does not support the purpose and values of the Ozarks Regional YMCA
- Discrimination in violation of the Ozarks Regional YMCA's Equal Employment Opportunity Policy
- Harassment in violation of the Ozarks Regional YMCA's Harassment Prevention Policy
- Child abuse, molestation, or indecent exposure; having unapproved off-hours contact with children in Ozarks Regional YMCA programs or other violations of its Child Abuse Prevention Policies including failure to report as a Mandated Reporter
- Mistreatment or neglect of members, guests, participants, or co-workers; including but not limited to: yelling, speaking unprofessionally or inappropriately, using abusive, profane, or demeaning language
- Failure or refusal to carry out job assignments or to follow instructions in a respectful manner as leadership requests and other acts of insubordination; including failure to supervise and correct or discipline direct reports for not following policy or procedure
- Inefficient or substandard performance of an assigned duty or responsibility Violation of policies or commonly accepted rules of responsible personal conduct
- 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 (both for employees and their supervisors)
- Dishonesty in any form
- Absenteeism or tardiness in reporting to work or returning from breaks; absence without proper notification to leadership; or unexcused absence
- Use of Ozarks Regional YMCA equipment, contacts, or facilities for personal gain
- Conviction of a crime, if job-related; failure to notify the Ozarks Regional YMCA of a conviction or an arrest

- Theft or willful damage to Ozarks Regional YMCA property or to the property of others; the removal of property without permission from Ozarks Regional YMCA leadership
- 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 under the influence of drugs or alcohol or during work time or on Ozarks Regional YMCA premises or Ozarks Regional YMCA program locations; possessing, distributing or manufacturing controlled substances
- Horseplay, unsafe or dangerous behavior, or unauthorized sleeping on the job
- Violation of safety rules and practices
- Gambling or use of Ozarks Regional YMCA phone or computer for gambling purposes
- This list is not all inclusive.

Misconduct will result in corrective action, up to and including termination of employment.

F. Corrective Action

The Ozarks Regional YMCA strives to use a corrective action process that builds and promotes positive working relationships. These corrective action steps serve as a *guideline* and may include the following:

- Verbal counseling (document date, time, and discussion that occurred)
- Written counseling (seek advice from Human Resources if unsure of policy)
- Probation and/or Suspension with or without pay (Consult Human Resources)
- Termination (Consult Human Resources)
- All Corrective Actions must include two staff, a supervisor and a witness. The Director of Human Resources is to be included when it is in regard to Full-time staff.

Nothing in the corrective action process is intended to alter the right of the Ozarks Regional YMCA to terminate an employee at will for any or no reason and at any time. Accordingly, the Ozarks Regional YMCA may terminate an employee without following all or any corrective action steps indicated above.

G. Conflict Resolution

If a staff member has a conflict with a co-worker, supervisor, policy or procedure, the following protocol should be followed:

- The employee is expected to go directly to the individual that is involved in the conflict and address the situation. Many conflicts can be resolved through appropriate communication and clarification.
- If the problem still exists, the employee should then go to his/her direct supervisor and explain what the problem is and allow an appropriate amount of time for resolution to the problem.
- In instances where the employee is not satisfied with the supervisor or manager's response or is uncomfortable for any reason addressing such concerns to their supervisor or the manager of such supervisor, the employee may contact the Director of Human Resources.

If a supervisory staff is presented with a conflict from an employee, the following protocol should be followed:

- The supervisor should listen to and acknowledge the presented problem.
- If the problem is a discrimination or harassment claim, contact the Director of Human Resources immediately.
- If possible, the supervisor should offer and implement an immediate solution or explanation of reasoning to the problem.

- If an immediate solution is not possible, it is the supervisor's responsibility to address the problem in a timely fashion by bringing in additional members of leadership, staff or mediator to help resolve the problem. This should happen in a timely manner and the appropriate priority should be given.
- Once an appropriate solution is reached, the supervisor should follow up with a staff member.

Branch Executive Director: Matters not settled after exhausting the above-prescribed procedures may be brought before the Branch Executive Director and the Director of Human Resources. When this step is necessary, a conference shall be requested with the Branch Executive Director to mediate the dispute. If further action is necessary or if the Branch Executive Director is an involved party, a conference with the Chief Operating Officer can be called. The Chief Executive Officer is the final authority on any dispute.

H. Whistleblower

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

- Instances of fraud;
- Unethical business conduct;
- Violations of state or federal law;
- Substantial and specific danger to an employee's or the public's health and safety; and/or
- Violations of Ozarks Regional YMCA policies, including policies prohibiting harassment and discrimination.

Any Ozarks Regional YMCA employee who in "good faith" reports such incidents as described above, will be protected from 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 he/she 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 leader. If the employee is not satisfied with the supervisor's or leader's response, or is uncomfortable for any reason addressing such concerns with their team leader or their supervisor's leader, the employee is encouraged to mail their report to a member of the Ozarks Regional YMCA's Executive Team (i.e., CEO, COO, CFO), Director Of Human Resources and Risk Management, its Finance Committee Chair or the Vice Chair of the Board.

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 who submitted the report is encouraged to include an address and telephone number where he/she may be contacted. Reports of violations or suspected violations will be

kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The employee will receive a reply in compliance with the law.

Employees with concerns that are unrelated to fraud, unethical business conduct, or possible legal violations or that do not pose substantial and specific danger to anyone should use regular channels for making a complaint, as described under Employee Complaints above. Retaliation against any individual who makes such a bona fide report is prohibited.

I. Mandatory Report of Physical and Sexual Abuse

As an employee of the Ozarks Regional YMCA, under Missouri state law you have a responsibility for the care of children, and part of that responsibility is to report any reasonable suspicion that a child has been or may be subjected to abuse. You do not need to know who did the abuse, only that abuse to a child is suspected. You do not need to know for sure abuse has happened; only that it is suspected. Any suspected or potential child abuse or neglect situation should be treated as an emergency, and to take immediate action. Failure to do so may result in termination, and failure to report is a Class A misdemeanor for a person who is required under the law to report. No supervisor or administrator may impede or inhibit anyone reporting a staff's suspicions. As employer, we must ensure that any employee has immediate and unrestricted access to make an immediate report while on duty.

What should you do when you suspect abuse or neglect...

If you make a mandated report, you must inform your supervisor. If you have a concern about a child in your program area, always feel free to consult with your supervisor and give them the details about your concern. Do not investigate the issue, call or question parents, or ask any other children. We do not want to impede a potential investigation by questioning a child or making them feel uncomfortable.

CALL THE HOTLINE AT 1-800-392-3738, The Children's Division staff this hotline 24 hours a day, seven days a week, 365 days a year. They will take information from you and respond to suspicions of child abuse and neglect.

HAVE COMPLETE INFORMATION, Children's Division needs specific information to be able to respond to a complaint of abuse or neglect.

Be sure you have (if known):

- the name of the child;
- the name of the parent(s);
- the name of the alleged abuser (if known); and
- where the child can be located.

You will also be asked:

- Is the child in a life-threatening situation now?
- How do you know about the abuse/neglect?
- Did you witness the abuse/neglect?
- Were there other witnesses and how can they be contacted?

What if you're not sure it's abuse or neglect?

You can call the local Children's Division office to discuss your concerns. They can advise you whether or not to call the hotline. They can also give you advice that might help you help the family in crisis.

J. Working with Children Code of Conduct

(If any of the below is not followed it can result in immediate dismissal.)

1. To protect Ozarks Regional YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
 2. Staff shall never leave a child unsupervised.
 3. Restroom supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should enter a bathroom alone on a field trip or at another offsite location. Always send children and/or staff in threes (known as the rule of three), and whenever possible, with staff when on a field trip or at another offsite location.
 4. Staff should not abuse children in any way, including:
 - Physical abuse- striking, spanking, shaking slapping, and so on;
 - Verbal abuse- humiliating, degrading, threatening, and so on;
 - Sexual abuse- touching or speaking inappropriately;
 - Mental abuse- shaming, withholding kindness, being cruel, and so on; and/or
 - Neglect- withholding food, water, or basic care.
- *No type of abuse will be tolerated and is cause for immediate dismissal.
5. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
 7. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, sexual orientation, gender identity/expression, or disability.
 8. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit. Do not carry or hold a child on your lap that is not an infant.
 9. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
 10. Staff is not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
 11. Profanity, inappropriate jokes, 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.

K. Staff Relationships with Children outside the Y (Babysitting Policy)

Staff members are not allowed to be alone with children they meet in Y programs outside the Y program setting. This includes babysitting, sleepovers, and inviting staff members to children's homes unless one of the following conditions exists:

- Staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the Y program; or
- Staff and the child's family are related.

If one of the preceding conditions exists, please complete the Pre-existing Staff Relationship form and return to Human Resources. Violating this policy may lead to immediate termination.

L. Arrest or Criminal Conviction Reporting

All employees are required to report any arrest or criminal conviction that occurs while employed at the Ozarks Regional YMCA, regardless of their position within 72 hours (3 days). The report should be made in writing to direct supervisor and Human Resources, and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Failure to report arrests or convictions as required is considered misconduct and is subject to corrective action up to and including, suspension or termination of employment.

, and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Failure to report arrests or convictions as required is considered misconduct and is subject to corrective action up to and including, suspension or termination of employment.

VI. SEE SAFETY POLICY MANUAL for FULL DETAILS

A. General Safety Rules

- A. ORYMCA properties are all smoke-free, alcohol-free, and drug-free. Violence and weapons of any kind are strictly prohibited.
- B. Report any door locks or security system components that don't function.
- C. Do not use any vehicle, machinery or operate equipment for which you have not been properly trained and authorization from your supervisor (i.e., forklifts, ladders, welders, torches, etc.).
- D. Guards and safety devices must always remain in operative positions.
- E. Personal Protective Equipment should be worn as designated in the safety procedures for each job.
- F. Horseplay is always strictly prohibited.
- G. All designated areas, aisles, and doors must always be kept clear and unblocked.
- H. Prevent slips and falls by cleaning up spills immediately.
- I. Keep your work place area clean and orderly. Dispose of waste properly.
- J. Do not use damaged or unsafe equipment.
- K. To avoid back injuries when lifting, follow proper lifting procedures.
- L. If climbing or reaching is necessary, use a ladder. Never stand on chairs, tables or desk or other unsafe objects.
- M. Do not keep glassware or other breakable objects in gyms, classrooms, studio rooms, pool area, or foyer/lobby areas.
- N. Chemical containers must be labeled and closed when not in use.
- O. Be a careful and aware worker and co-worker. Safety is your responsibility.

- P. Immediately report any unsafe conditions to your supervisor.
- Q. All injuries and property or equipment damages must be reported within 24 hours to the Department of Human Resources in writing. If you are involved in an incident and you do not report it, disciplinary action may be taken.
- R. In case of fire, follow posted evacuation routes.

B. Smoke-Free Workplace

Because the Ozarks Regional YMCA is committed to promoting health living, all facilities, programs, vehicles, property, and activities are smoke-free. Employees working with children should not have cigarettes or smoking paraphernalia, including, but not limited to e-cigarettes, vapes, tobacco on them, (including purses or backpacks) at any time they are working with children or on duty.

C. Alcohol and Drug-Free Workplace

An employee may not report to work under the influence or in possession of alcohol or non-prescribed drugs. To protect youth, families, members, and staff, the use, sale, manufacture, or possession of alcohol or non-prescribed drugs is prohibited in any Ozarks Regional YMCA workplace including, but not limited to:

- Any Ozarks Regional YMCA facility;
- Property owned by the Ozarks Regional YMCA or used to run YMCA programs;
- Ozarks Regional YMCA rented, leased, or owned vehicles; or
- While conducting Ozarks Regional YMCA business.

The only exception to this policy is that the CEO may approve serving of alcoholic beverages for Ozarks Regional YMCA sponsored events, such as the Night for the Y.

D. Drug Testing

Employees may be asked to submit to a urinalysis based upon the following:

1. All employees will be subject to a test immediately following any accident occurring on employer's premises or with respect to use of employer's property if there is reasonable cause to believe drugs or alcohol were involved, or
2. If there is significant indication that the employee is under the influence on the employer's premises or while in the course and conduct of employment away from employer's premises.
 - a. A significant indication that an employee is under the influence of drugs or alcohol will be determined based upon behavior indications observed by the employee's supervisor.
 - b. Such behavior could include, but not be limited to, alcohol on the breath, slurred or incoherent speech, and unusually aggressive behavior, lack of manual dexterity, lack of coordination, unsafe action, unexplained change of mood, or other unusual behavior.
3. At any time pursuant to a random drug test which will be administered monthly.
4. If a drug/alcohol test is required of an employee, the employee will be notified of the results of the drug test once received if the results are positive. If the results are positive, subject to disciplinary action up to and including immediate termination. Whether an employee is immediately terminated or placed on immediate suspension is in the sole and independent discretion of the Ozarks Regional YMCA. If an employee is placed on suspension, the employee will be retested within fourteen days of the end of the suspension and prior to reinstatement, and the results of said test, as a precondition to reinstatement, must be negative. If the second test is positive, the employee will be placed on indefinite suspension and the Ozarks Regional YMCA will initiate the steps

necessary to discharge the employee in accordance with Ozarks Regional YMCA policies and state and federal laws.

If the second drug test is negative, the employee will be returned to work and the employee will be put on probation for twelve months. During their probationary period the employee will be subject to follow-up drug tests which may be administered without prior notice and/or pursuant to the random drug testing which may be administered to any and all other employees. Employees placed on probation for violation of this substance abuse policy that test positive in any follow-up test will be terminated immediately.

No employee shall refuse to submit to any of the tests. An employee refuses to submit when he or she fails to provide adequate breath or urine testing when notified of the need to do so, or who engages in conduct that clearly obstructs the testing process. Such refusal is treated as if the Ozarks Regional YMCA received a positive test.

E. Disclosure and Confidentiality

Any and all drug tests as stated herein will be performed under the direction of the Chief Executive Officer, Branch Executive Director, or Human Resource Department. Additionally, the Chief Executive Officer, Branch Executive Director or Human Resource Department will contact and consult with the employee regarding any drug test to be performed and will also be responsible for contacting the appropriated laboratory for the testing procedure.

Further, the Chief Executive Officer, Branch Executive Director, or Human Resource Department will discuss the results with the individual employee if the results are positive. Any and all results will be maintained in a separate employee file to which only the Chief Executive Officer or Human Resource Director will have access. The Ozarks Regional YMCA respects an individual employee's confidentiality and privacy rights. Any and all comments by an individual employee should be directed to the Chief Executive Officer, Branch Executive Director, or Human Resource Department.

Excluded from this policy are prescribed drugs when used in the manner, combination, and quantity intended. Should any employee feel that prescribed medication taken in this manner could interfere with his or her job performance, it is the employee's responsibility to discuss with their respective supervisor prior to fulfilling job duties. Any employee involved in direct substance abuse counseling services must report the use of, or possession of, mind-altering substances to their direct supervisor.

F. Vehicle Operations

Vehicles owned, operated, or under the control of the Ozarks Regional YMCA are to be used for Ozarks Regional YMCA business purposes. No personal use is allowed.

Employees may drive an Ozarks Regional YMCA vehicle only if properly trained, licensed, and authorized to do so. All drivers are required to carry current vehicle insurance and pass a motor vehicle records background check. When driving or riding in any Ozarks Regional YMCA vehicle or when driving your own vehicle on Ozarks Regional YMCA business, employees are required to adhere to state laws, use seat belts, and be responsible for their own vehicle. Mobile communication devices including, but not limited to cell phones, may not be used while driving a vehicle on Ozarks Regional YMCA business.

G. Building Security

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

H. Children and Pets in Workplace

The Ozarks Regional YMCA does not permit children and/or pets at the workspace during normal business hours because of the legal liability of permitting such a practice. Children and/or well-behaved pets may be permitted at the workplace for authorized events or brief visits with supervisor's approval. In granting leave, Supervisors should extend consideration to employees who need to make emergency day care arrangements when unforeseen problems arise. Bona fide service animals are permitted in the workplace.

I. Blood-borne Pathogens

The Ozarks Regional YMCA 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 Ozarks Regional YMCA 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 or contaminated by blood-borne pathogens. "Universal precautions" mean that you are expected to exercise work-practice controls and to use personal protective equipment (PPE), such as gloves for example, when necessary.

The Ozarks Regional YMCA has procedures for confidential medical evaluation and follow-up in the event an employee reports exposure to blood-borne pathogens. If an exposure incident occur, immediately inform the supervisor. Each exposure must be documented on an employee incident report and submitted to the Director of Human Resources.

J. Chemical Hazard Communication

The Ozarks Regional YMCA is committed to offering a safe and healthy workplace. Employees who are regularly exposed to chemicals 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 Ozarks Regional YMCA, you may come in contact with hazardous material that you need to know how to handle. The Ozarks Regional YMCA makes available MSDS (Material Safety Data Sheets) for all products used at the facility. Supervisors or the Maintenance/Environmental Services department can tell you the location of the MSDS sheets.

The directions of the MSDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc.) must be used as directed on the MSDS sheets. Please ask a supervisor where this protective equipment is stored, and how to use it.

Any accidents pertaining to chemicals or hazardous materials must be reported immediately to a supervisor and an incident report must be completed and returned to the Director of Human Resources.

K. Required Trainings 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.

You will be paid for all on-the-job trainings and re-certifications when required to maintain your current position or required by your supervisor. If your required certifications expire, you may not be allowed to work until you recertify. You may also be subject to corrective action up to and including termination of your employment.

L. Violence-Free Workplace

The threat or occurrence of violence in the Ozarks Regional YMCA is in direct conflict with its mission and values and will not be tolerated.

Examples of unacceptable behavior include, but not limited to, the following:

- Acts of physical violence such as hitting, slapping, kicking, or punching;
- Acts of intimidation, stalking, horseplay, verbal abuse or harassment;
- Bullying, threatening in a menacing manner;
- Behavior indicating potential for violence, including throwing objects;
- 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; and/or
- 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, notify a team leader and complete an incident report.

M. Weapons Policy

The purpose of this policy is to ensure a safe environment for employees, members, guests, and visitors. The Ozarks Regional YMCA prohibits all persons who enter Ozarks Regional YMCA property from carrying a handgun, firearm, or weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not. Possession of a concealed carry endorsement as authorized by the state of Missouri is not an exemption under this policy.

Employees violating this policy will be subject to corrective action, up to and including termination. Other persons violating this policy may be denied entrance to the premises and ordered to leave the premises.

VII. COMMUNICATIONS POLICY

A. Electronic Communication

All electronic communication systems provided by the Ozarks Regional YMCA, including but not limited to telephones, e-mail, voicemail, cell phones, Internet, and computer hardware and software, are the sole property of the Ozarks Regional YMCA. This includes all information transmitted by, received in or from, and/or stored on these systems. The use of the Ozarks Regional YMCA's electronic communication systems is a privilege and provided only to authorized individuals.

The Ozarks Regional YMCA provides Internet and email access to employees as part of their employment. All employees that are issued an Ozarks Regional YMCA Email are expected to check it daily as it is the main form of communication used by the association to communicate association updates; including, but not limited to: news releases, announcements, benefit enrollment, policy information. The Ozarks Regional YMCA reserves the right to monitor any network user's computer/terminal Internet and email usage; as well as, reserve the right to inspect any and all files stored on Ozarks Regional YMCA owned hardware or located on its premises. Employees waive electronic privacy rights while utilizing Ozarks YMCA property.

Guidelines:

- No internal computer communications shall contain material that could be perceived as abusive, hateful, profane, or obscene. This particularly includes any material pertaining to race, color, religion, national origin, gender, sexual orientation, gender identity/expression, political beliefs, disabilities or any other factor protected by law.
- The YMCA's internet and email system is intended for work-related usage. Limited personal use may occur with prior supervisor approval.

The following are STRICTLY PROHIBITED:

- Accessing, downloading, displaying and/or distribution of any illegal materials including, but not limited to: sexually explicit images and materials or any materials or programs in violation of copyright protections.
- Representing or claiming representation of the Ozarks Regional YMCA or their affiliates (YMCA Centers, Camps, Schools, etc.) without express authorization of the Executive. The YMCA or their affiliates logo and trademarks or photographs are not to be used on personal websites or blogs.
- Posting anything confidential, including photos, related to Ozarks Regional YMCA members, programs, strategy, financials, products, etc. that has not previously been made public without prior express authorization of the Center Executive and the Marketing Department.
- Emailing, instant messaging, social media posting, text messaging or engaging in any other communication with youth ages 17 and under met through employment at the YMCA outside of normal program parameters without written permission by the parent, legal guardian or prior existing relationship.

B. Media Relations

Communicating the message of the YMCA and the Ozarks Regional YMCA is a critical part of maintaining our reputation. All communication with the media goes through the Director of Marketing. If approached by a member of the media, whether from TV, radio, newspaper, magazine, online media, or anyone with a camera or recording device, it is employees responsibility to be polite, but do not grant access to the facility and simply state "I am not an authorized spokesperson, but please let me put you in contact with who is." Then contact the Director of Marketing.

C. Political Activity and Solicitation Policy

While the Ozarks Regional YMCA recognizes the importance and the responsibility of individual staff members to participate in the political process, YMCAs 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 during working hours and on Ozarks Regional YMCA property.

Solicitation and distribution of literature by employees and non-employees (including by members and volunteers) is prohibited during working hours and on Ozarks Regional YMCA property. This includes solicitations on behalf of organizations, including charitable organizations, with the limited exception of campaigns in support of the Ozarks Regional YMCA or the United Way.

D. Cell Phone Policy

The Ozarks Regional YMCA will provide a monthly cell phone reimbursement when the job requires employees to be accessible outside of scheduled or normal working hours. All reimbursements must be approved by supervisor.

While assigned to work with minors, staff is not permitted to use electronic communications devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with minors is strictly prohibited regardless of the type of device used.

E. Crisis Communication Protocol:

YMCA Crisis Communication Team: See executive staff and/or ORYMCA Board of Directors list for phone numbers.

- Designated Team Coordinator
- Corporate Board President
- Corporate Board Officers
- Chief Executive Officer
- Executive Directors

Spokesperson(s): In crisis situation, only the Director of Marketing, Board President, and/or Chief Executive Officer may speak on behalf of the ORYMCA.

VIII. SEPARATION OF EMPLOYMENT

All employees of the Ozarks Regional YMCA are employed "at will". The Ozarks Regional YMCA requests that employees provide a two-week notice in writing to assist with scheduling and planning and a four-week notice for exempt staff. The Ozarks Regional YMCA may terminate the employment of any employee at will; that is, at any time, at its discretion.

For Full-time Staff:

- Accrued PTO will be prorated at time of separation and paid out with final paycheck.
- Exceptions to PTO payout include employees that are terminated for cause, or employees that have outstanding obligations to the Ozarks Regional YMCA, or do not give proper notice.
- The Director Human Resources will conduct an Exit Interview on the last date of work.

A. Voluntary Resignation

A decision made freely by any employee to terminate his/her relationship with the YMCA. If an employee does not report for work on 2 or more consecutively scheduled work periods and does not notify his/her supervisor prior to the event, the YMCA will consider this a voluntary resignation.

Employees will be paid for their earned but unused PTO as outlined below:

If employed less than 1 year: Not eligible / If employed more than 1 year: Pro-rated

Time off may not be paid under the following conditions:

- Employee absences due to accidents or illness which are work related and paid under Workers' Compensation;
- Employee absences without supervisor approval; and/or
- Involuntary separation.

B. Involuntary Separation

Involuntary separation is the decision made by the Ozarks Regional YMCA to end the work relationship between an employee and the Ozarks Regional YMCA. Examples of involuntary separation include, but are not limited to, reductions in force and dismissal for employee performance or conduct.

When the separation of an employee is required because of a reduction in force, an effort may be made to transfer that employee to another position within the Ozarks Regional YMCA. The Ozarks Regional YMCA will provide as much notification as the circumstances allow. An employee may be notified verbally or in writing of any action, situation or condition, which may result in involuntary separation. In some instances, separation may take effect immediately without prior notice to the affected employee.