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Nurturing Youth Development, Energizing Healthy Living and Inspiring Social Responsibility
Welcome to the YMCA of Metropolitan Dallas. As a new staff member, you join a proud group of dedicated staff and volunteers who believe in the ideals of the YMCA and who work together to bring the best service possible to our community.

The YMCA of Metropolitan Dallas is a not-for-profit organization. Under the auspices of the YMCA of the USA, the YMCA of Metropolitan Dallas works to accomplish the shared national cause of Nurturing Youth Development, Energizing Healthy Living and Inspiring Social Responsibility.

Men and women from all walks of life report for work each day at the YMCA's throughout the Metropolitan Dallas area. The YMCA Of Metropolitan Dallas owes its excellent reputation and its success to its greatest asset: its people and their knowledge, skills, dedication, experience, enthusiasm and loyalty.

Thank You for choosing the YMCA Of Metropolitan Dallas as your employer, where “You Make the Difference”

ABOUT YOUR HANDBOOK

We’ve designed the employee handbook to provide you with a single source of information about your association, how it operates, what you can expect from us and what we expect from you. Because our policies reflect a living and growing association, they are improved and updated from time to time. The handbook will be useful to our long-term staff members as well as to new staff members. We’ll keep you informed of any policy changes and benefit improvements as quickly as possible. The contents of this YMCA Employee Handbook are not an employment contract or agreement, but rather represent a general outline of Human Resources policies, benefits and expectations that apply to the YMCA of Metropolitan Dallas.

This employee handbook is not inclusive and is subject to change without notice at any time. It is your responsibility as an employee to add any policy revisions with which you are provided to your copy of the employee handbook. All staff members shall be provided a copy of this document and indicate its receipt by signature.

This handbook supersedes and replaces all previously existing YMCA Human Resources policies, manuals and handbooks, effective December 10, 2015.
MISSION STATEMENT
To put Christian values into practice through programs that build healthy spirit, mind, and body for all.

OUR CAUSE
At the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

WHO WE ARE
The Y is the nation’s leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.

WHAT WE DO
The Y makes accessible the support and opportunities that empower people and communities to learn, grow and thrive. With a focus on youth development, healthy living and social responsibility, the Y nurtures the potential of every youth and teen, improves the nation’s health and well-being, and provides opportunities to give back and support neighbors.

HOW WE DO IT
There is no other nonprofit quite like the Y. That’s because we have the presence and partnerships to not just promise, but to deliver, lasting personal and social change.

• The Y is community centered. For nearly 125 years, we’ve been listening and responding to our communities.
• The Y brings people together. We connect people of all ages and backgrounds to bridge the gaps in community needs.
• The Y nurtures potential. We believe that everyone should have the opportunity to learn, grow, and thrive.
• The Y has local presence and national reach. We mobilize local communities to effect lasting, meaningful change.

OUR IMPACT
The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. Every day our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

OUR VALUES
Our four core values are respect, responsibility, caring and honesty. Because of the size and scope of the YMCA, the organization has the ability to significantly change the quality of life in communities as we address social issues important to our members and their families. Yet our impact is best seen in the life of the child or the adult who benefits personally from the work of committed YMCA staff and volunteers. We will grow and prosper as we focus these talented people on issues critical to the health and well-being of our communities.

OUR VISION
To be the premier human development agency in North Texas that teaches values to kids; strengthens and supports families; helps teenagers make the transition into adulthood; creates safe environments that allow individuals to develop total health.
ADMINISTRATION

The Association Board of Directors of the YMCA selects a President/CEO who is responsible for the administration of the policies in this handbook and the supervision of staff. The President/CEO delegates the administration of these policies to the appropriate supervisory executive of each employing unit, and the Vice President of Human Resources monitors the application of these policies.

INTERPRETATION
All matters pertaining to interpretation of this policy are referred to the President/CEO or the designated representatives.

REVIEW OF POLICIES
YMCA Human Resources policies will be reviewed on a regular basis and may be changed from time to time, with or without notice, upon approval of the YMCA’s Board of Directors. YMCA Human Resources policies do not pre-empt or replace applicable laws.

AT-WILL EMPLOYMENT
Your employment is “at will.” This means your terms and conditions of employment, including but not limited to termination, promotion or demotion, compensation, benefits, rules, procedures, policies, duties, work assignments, and hours and location of work, may be changed at any time, with or without cause and with or without notice, at the YMCA’s sole discretion. Employment with the YMCA is voluntarily entered into, and the employee is free to resign at will, at any time, with or without cause. Similarly, the YMCA may lawfully terminate the employment relationship at will, at any time, for any lawful reason or no reason, with or without notice or cause. This policy of at-will employment can only be altered through a written contract of employment executed by the President/CEO, and no manager, supervisor, or other employee has the authority to enter into a contract of employment – express or implied – that changes or alters the at-will employment relationship.

EQUAL EMPLOYMENT OPPORTUNITY
The YMCA provides equal opportunity in employment to all employees and applicants for employment regardless of race, color, religion, sexual orientation, national origin, sex, disability, age, veteran status, genetic information, or other legally protected status. Equal employment opportunity applies to all facets of employment, pre-employment and the terms and conditions of employment, as well as discharge from employment.

The YMCA operates in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies or agencies.

Pursuant to federal, state, and local law, the YMCA will attempt to make reasonable accommodations for employee observance of sincerely held religious beliefs unless doing so would cause an undue hardship on company operations. If you desire a religious accommodation, you are required to make the request in writing to the Vice-President of Human Resources as far in advance as possible.

Complaints concerning the application of this policy must be reported immediately. Employees can raise concerns and make reports without fear of reprisal. Anyone who engages in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
**AMERICANS WITH DISABILITIES ACT**

Pursuant to federal, state, and local law, reasonable accommodations will be provided to individuals with known physical or mental disability if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should notify the President and request such an accommodation. The YMCA and the employee will then work together to attempt to identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable, will not impose an undue hardship, and will not pose a direct threat to the health and/or safety of the individual or others, the company will make the accommodation. The individual is encouraged to fully cooperate with the company in seeking and evaluating alternatives and accommodations. The company may require medical verification of both the disability and the need for accommodation as permitted by applicable law.

**STAFF MEMBER APPEALS**

Employees who feel the YMCA of Metropolitan Dallas has treated them unfairly in relation to their employment or who observe any practice contrary to established policy and procedure are expected to report and discuss the facts of the case with management. If no solution to the situation has been reached to the satisfaction of employees after meeting with immediate supervisors, employees are expected to discuss the facts of the case with the next level of management. If no solution to the situation has been reached to the satisfaction of employees after meeting with two levels of supervision and the Vice President of Human Resources, the formal employee appeals procedures is to be utilized. Please contact Human Resources for the formal employee appeals procedures. You may contact the Vice President of Human Resources as the staff member’s representative to management at any time.

**FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION**

**Exempt Staff** – Those staff members whose positions meet specific tests established by the FLSA and state law and who are exempt from overtime pay requirements.

**Non-Exempt Staff** – Those staff members whose positions do not meet FLSA exemption tests and who are entitled to overtime pay, as required by federal and state law.

**Regular Full-Time Staff** – Scheduled to work 40 hours per week, 52 weeks per year on a regularly scheduled basis.

**Part-Time Staff** – Staff who regularly scheduled to work 29 or less hours per week.

**Temporary/Seasonal Staff** – Scheduled on a full-time or part-time basis with the understanding that employment will be for a limited duration. However, employment is not guaranteed for the duration of the assignment or assignments and is at will employment.
NEW STAFF MEMBER

EMPLOYMENT REQUIREMENTS
You will be required to furnish evidence that you are one of the following:
- A citizen or national of the United States
- A lawful permanent resident of the United States
- An alien authorized to work in the United States

DRIVER’S LICENSE CHECK / TRANSPORTATION POLICY
If you are to drive YMCA vehicles, your driving record will be checked with the Texas Department of Public Safety. You must have a valid license. Employees are responsible for driving their vehicles in a safe and reliable manner while driving on YMCA business, and must know and abide by all driving laws in all areas where they operate their vehicles. It is mandatory that seat belts be used by all occupants in any vehicle being driven for purposes of YMCA business, at all times, without exception. Employees should also never operate a vehicle under the influence of drugs or alcohol, including prescription and non-prescription drugs that may affect your ability to safely operate a vehicle. Use of cell phones, blackberries, iPhones, or other similar devices are prohibited while driving on YMCA business. If the need arises to utilize one of these devices, find a safe place to pull off the road and stop. When your call or other use of the device is completed you may resume your trip. YMCA reserves the right to check and/or verify an employee’s driving record both prior to and throughout employment.

CRIMINAL HISTORY RECORDS CHECK
All candidates for employment and/or staff members are required to allow the YMCA to conduct a criminal background check, and they must satisfactorily, in the YMCA’s sole discretion, clear a criminal background check as a condition of employment and annually during continued employment. Failure to consent and/or satisfactorily clear a criminal background check according to specified YMCA of Metropolitan Dallas policies and practices will result in withdrawal of the job offer or immediate termination. Former or returning staff members are required to have a criminal background check conducted if they have been away from the YMCA 12 months or longer.

ATTENDANCE AND PUNCTUALITY
Regardless of what position you hold, you were carefully selected for that position. Thus, your punctuality and regular attendance are essential for efficient operations. If you know in advance that you must be late or absent, please advise your supervisor by telephone at least two hours prior to your normal starting time for work. Excessive absences or tardiness and/or lack of proper notification can result in disciplinary actions and/or termination. However, even one unexcused absence or late arrival, depending on the circumstances, may lead to disciplinary action, up to and including termination. Absences of three or more consecutive workdays without proper notification to your supervisor will be considered an immediate termination without further notice.

PARTNERS CAMPAIGN / UNITED WAY
As an employee of the YMCA you will be given the opportunity to contribute to the YMCA PARTNERS Campaign. These are dollars raised to offer financial assistance for programs offered by the YMCA. Although contributions are completely voluntary, this is a very important funding effort that we hope you will consider. As an employee of a United Way Agency, you will also be given the opportunity to contribute to the United Way.
AS A NEW STAFF MEMBER

RANDOM SUBSTANCE ABUSE TESTING AND DRUG AND ALCOHOL POLICY

All YMCA staff members must participate in random testing or selection due to probable cause for substance abuse. Following proper notifications, failure to report for testing and/or failure to complete the testing procedure within the specified time frame when scheduled is grounds for immediate termination of employment. A positive for an illegal substance will result in termination of employment. Alcohol testing will be conducted routinely for all drivers of YMCA vehicles or conducted for probable cause if an employee is suspect to be under the influence of alcohol while on YMCA duty.

The sale, purchase, use, possession, and/or reporting to work under the influence of non-prescribed narcotics, hallucinogenic drugs, alcoholic beverages, inhalants, marijuana or other non-prescribed controlled substances (collectively referred to as “Controlled Substances”) while on the property of the YMCA is prohibited. In addition, the sale, purchase, use and possession of equipment, products and materials which are used, intended for use or designed for use with Controlled Substances while on the property of YMCA is prohibited. Lawful, controlled substances that have been illegally or improperly obtained are also prohibited. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription; however, we do prohibit the misuse of prescribed or over the counter medications.

Reporting to and being at work with a measurable quantity of prescribed or over-the-counter narcotics or drugs where, in the opinion of YMCA, such use prevents the employee from performing the duties of his/her job, or where such use poses a risk to the safety of the employee, other persons or property, is prohibited. If an employee is taking a prescribed or over-the-counter narcotic or drug, which may interfere with the judgment or reflexes or ability to perform his or her job, as directed by the employee’s physician, the employee must immediately advise his/her manager of its use. In such case, the employee may remain on his/her job or may be required to take a leave of absence or other appropriate action as determined by management.
EMPLOYMENT

The YMCA seeks to hire individuals who meet the highest standards of character, subscribe to the mission, purpose and goals of the YMCA and embody the four core values. Staff members should possess the special aptitudes, skills and capacities required by their field of work, and they should exhibit the desire and capacity to learn, advance and improve. All employment practices shall be consistent with applicable laws and other such acts and regulations that control the employment relationship.

OPEN APPLICATION
When job openings occur, the YMCA supports an open application process. However, YMCA will strive to provide an opportunity for promotion from within the association.

EMPLOYMENT OF MINORS
The YMCA operates in accordance with the requirements of all applicable federal, state, and local child labor laws and regulations, including terms of occupations, hours and days.

EMPLOYMENT OF RELATIVES
It is the policy of the YMCA to allow close relatives and members of the same household, such as but not limited to spouse, children or parents, to be employed by the YMCA. However, close relatives and members of the same household shall not be hired or transferred under the following conditions.

- When one close relative or member of the same household would supervise or evaluate the other.
- When one close relative or member of the same household would supervise or evaluate the immediate supervisor of the other.
- When, in the YMCA’s sole discretion, there is a security risk or conflict of interest presented by such employment.

If a relationship occurs that results in two staff members of the YMCA becoming close relatives or members of the same household and when they are in a position reflecting the above conditions, the staff members must notify the Human Resources Department. The Vice President of Human Resources will attempt to identify an alternative employment arrangement within the YMCA. If such an arrangement cannot be achieved, the President/CEO will determine the continued employment status.

PERSONAL EXPRESSION ON PUBLIC ISSUES
Staff members are free to exercise their full liberties as citizens, including the right to express their personal convictions on issues such as social, economic, religious and political subjects. However, they must refrain from giving any impression that their views and positions are those of the YMCA.

EMPLOYMENT RECORDS
Staff members must complete all appropriate forms and other records necessary to be placed on payroll. Each employee has the right to request a copy of and/or view his/her personal records maintained by the YMCA of Metropolitan Dallas. Employees wishing to do so are to contact a representative in the Human Resources Department to schedule an appointment for this purpose.
EMPLOYEE REFERRAL PROGRAM GUIDELINES

- All employee referrals must be made online using the current Employee Referral web site.
- Every employee is eligible to participate in the Employee Referral Program except the Human Resources Department, senior management, and supervisors directly responsible for hiring for their open position.
- A referral cannot be an existing employee or a member of your family.
- There is no limit to the number of referrals you can make.
- A referral can be a former employee of the YMCA of Metropolitan Dallas if the former employee has not been employed with the YMCA of Metropolitan Dallas for at least a year and is eligible for rehire.
- Referral awards will be paid in the next pay period after the applicant has worked for the YMCA for 60 days. Payment will be made through your regular payroll check and taxes will be withheld.
- You must be an employee of the YMCA Of Metropolitan Dallas to receive a referral award. If you leave the YMCA Of Metropolitan Dallas before the 60-day period, you forfeit the award and will not be paid.

DISCIPLINARY ACTIONS

Proper discipline is to be constructive, not destructive and should strive to build and reinforce a positive staff member-employer relationship.

Actions of staff members not in the best interest of the YMCA of Metropolitan Dallas or adverse to good management or standards of performance are subject to disciplinary action and/or termination.

Although the employment relationship may be terminated at-will by the employee or the YMCA with or without notice or cause at any time, and without following any formal system of discipline or warnings, the YMCA often uses its discretion to apply one or more of the following procedures:

- Counseling – An open dialogue between staff member and the immediate supervisor regarding the situation, the need for improved performance or conditions, and specific results within a specific time period, including verbal and written warnings.
- Probation – The notice to a staff member by immediate supervisor of expected results within a specific time period with termination of duties to follow if the stated conditions are not met. Placement on probation does not guarantee employment for the duration of any probationary period.
- Suspension – All suspensions with or without pay are to be approved by the Vice President of Human Resources. All staff members involved in incidents that need to be investigated may be suspended with or without pay until appropriate action is determined.
- Termination – Termination of employment can follow any one, two, or all or the disciplinary actions described above or can be immediate as deemed appropriate based upon the facts or the individual case.

No consideration of salary increases will take place during periods of probation and suspension.
SEPARATION OF EMPLOYMENT

For the purposes of this policy the term “separation” refers to any and all terminations of the work relationship between staff member and the YMCA, regardless of the reason for such. Separations are categorized as either voluntary or involuntary. If an employee should decide to voluntarily leave the employment of the YMCA, the staff member is expected to give adequate notice (see below) to the YMCA.

VOLUNTARY SEPARATION

- Resignation – a decision, freely made by a staff member, to end his/her work relationship with the YMCA. In such cases, notice of such decisions must be provided to the YMCA on the following basis in order for the staff member to be eligible for re-hire:
  - Exempt Staff – 30 days notice
  - Non-Exempt Staff – 14 days notice
- Retirement – Retirement is the voluntary choice of the staff member. Notice must be given as indicated above.
- Death

INVOLUNTARY SEPARATION

Involuntary separation is the decision made by the YMCA to end the work relationship with a staff member. An involuntary separation is classified as either a reduction in the work force or involuntary dismissal.

- Reduction or change in work force may be imposed upon staff members as a result of economic necessity, operational or programmatic changes, reorganization or any other reason deemed necessary by the YMCA.
- Involuntary Dismissal – an involuntary separation of employment initiated by the YMCA

No notice is required for involuntary separations or dismissals. Separation pay is not required for involuntary separations or dismissals.

PAY IN LIEU OF NOTICE OF SEPARATION FROM EMPLOYMENT

Regular, full-time staff members are eligible for pay in lieu of notice of separation from employment when termination from employment occurs because of a release or lay off due to discontinuance of position and when no comparable positions for which they are qualified exist in other Branches or functional areas of the YMCA of Metropolitan Dallas.

Staff members are not eligible for any type of separation pay when termination from employment occurs because of resignation, involuntary separation, or lay off due to an extended leave of absence without pay. Calculation of pay in lieu of separation notice is made only for regular full-time YMCA continuous service in accordance with the following schedule:

- Regular, Full-Time Non-Exempt Staff – 10 Days Pay
- Regular, Full-Time Exempt Staff – One Month Pay

Additional pay in lieu of notice may be given to eligible employees with greater than ten (10) years of service with the YMCA. Each situation will be considered individually. At its sole discretion, the YMCA may require the execution of a severance agreement acceptable to the YMCA as a condition of any staff member receiving additional considerations, such as any form of payment upon separation.

EXIT INTERVIEWS

An exit interview may be conducted after voluntary terminations by the appropriate supervisor and/or the Human Resources Department. Staff members terminated for cause or unsatisfactory performance may request an exit interview with the appropriate supervisor. Staff members not requesting or receiving an exit interview will be mailed an exit interview questionnaire.
These rules have been established so that all staff members know what is expected of them, and to give examples of unacceptable behavior that could result in disciplinary actions and/or termination. The following list is subject to change by YMCA management at any time and is by no means exhaustive. This list is intended only to illustrate the YMCA’s expectations regarding conduct. It does not include all situations that may arise. Violations of any of these rules or other unacceptable behavior may subject a staff member to disciplinary actions and/or termination.

- Mistreatment or gross neglect of fellow staff members, members, guests or YMCA participants.
- Any harassing or discriminatory behavior towards fellow staff members, members, guests or YMCA participants.
- Unsatisfactory work performance or service.
- Damage, loss, or destruction of association, members, or staff members property due to willful or careless acts.
- Theft or dishonesty.
- Failure or willful refusal to perform work as directed— insubordination.
- Fighting, swearing, or abusive language while at work.
- Absence without proper notification to supervisor -- unexcused absence.
- Excessive absence or tardiness.
- Sleeping on the job; inefficient performance of duties; incompetence or neglect of duties.
- Any act against the employer that threatens the financial or social position of the association.
- Falsification of personnel records, including time sheets.
- Violation of any commonly accepted reasonable rules of responsible personal conduct, including inappropriate behavior, threats, speech, attitude or appearance.
- Staff members must report to work alcohol and drug free. Staff members are forbidden from possessing or consuming any alcoholic beverages or controlled substances while on the job.
- Unlawful manufacture, distribution, possession or use of alcohol, a controlled substance, or unsubscribed drugs is prohibited in the workplace. Misuse of or improperly obtained prescription drugs are also prohibited.
- Possession of weapons while on YMCA premises or on duty.
- Violation of any YMCA policy or guideline or any other reason, that in the judgment of the YMCA merits disciplinary action or termination.
- Participation in any illegal activity.
- Violation of any safety or health rules.
- Unauthorized use of telephones, computers, internet, e-mail, voice mail, or any other YMCA equipment or systems.
- Failure to cooperate in any investigation.
- Making or publishing in any form or medium, including the internet, any inappropriate, false, malicious, defamatory, or disparaging remarks about the YMCA or its employees.
CODE OF ETHICS

- Staff will not verbally, physically, emotionally, or sexually abuse a child.
- Staff will not be alone with children except with prior approval of senior management or in an emergency.
- Staff will not use profanity in the presence of children, parents, participants, or other staff.
- Staff will not display intimate affection towards others in the presence of children, parents or other participants.
- Staff will not accept gifts or money from children, parents or other participants, nor will staff give gifts or money to children, parents or other participants.
- Staff/volunteers will not socialize, associate, or provide services (such as babysitting, private lessons, etc.) for program participants under the age of 18 years outside of YMCA activities. There will be no exceptions unless individually approved by the President/CEO of the YMCA of Metropolitan Dallas.
- Staff will report any suspected abuse or neglect of a child to the Child Protective Services of The Texas Department of Protective and Regulatory Services and law enforcement agencies, as required by Texas State Law.
- Staff will, at all times, portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, and maturity.
- Staff must treat all children, regardless of age, color, race, national origin, religion, ethnicity, gender, or disability with respect, compassion and kindness.
- Staff will use only positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement and encouragement, and redirection.
- Staff will never leave a child unsupervised.
- Staff will appear clean, neat and appropriately dressed.
- Staff will not attend work with physical and psychological conditions that might adversely affect children’s health or safety.
- Smoking, the use of tobacco, or the use of products intended to mimic smoking or tobacco products, in any form are prohibited in or on all YMCA owned, operated, leased property including vehicles as well as any YMCA program space.
- Staff will not use, possess, or be under the influence of alcohol or illegal drugs during working hours.
Staff member benefits represent a significant part of a staff member’s compensation package. Benefits help provide security and protection against stresses that otherwise disrupt the individual employee’s work and family life. The YMCA’s benefits program is designed to enhance the work environment. It recognizes that staff members may have different needs depending on their age, marital status and dependents. The YMCA’s benefits program complies with and supplements government-mandated laws and regulations.

Descriptive materials related to benefits are typically provided to employees during their initial orientation, whenever a change in coverage occurs or during open enrollment. Benefits may be modified or terminated at the discretion of the YMCA. This handbook outlines current YMCA benefits but is subject to change without notice. Staff members should refer to benefit documents to learn more about the YMCA benefits. In the event of any discrepancy between the description in the handbook and each benefit document, the applicable benefit document shall prevail. This description of benefits does not create a contract for benefits.

**HEALTH, DENTAL, LIFE, DISABILITY INSURANCE PLANS**

The YMCA strives to provide a quality, equitable and cost effective insurance benefit for staff members in recognition of the influence employment benefits have on the economic and personal welfare of each staff member.

We offer a group benefits plan to our regular full-time staff members. Participation is optional and the staff member and the YMCA share the plan costs. Full-time staff are provided with $5,000 in Life/AD&D insurance and they are also provided an Employee Assists Plan. Full-time staff are given the option to upgrade life insurance for themselves and dependents at an additional cost.

The specific regulations regarding benefits, limits, classifications, definitions and general provisions are covered in the Insurance contracts. A staff member’s participation in any of the plans must be decided within thirty (30) days of employment. The only other time staff members may enroll or change coverage is during the open enrollment period or during a qualifying event, which is described in the Summary Plan description. A detailed description of the applicable plan will be supplied and distributed to the staff member at the time of hire. Further information is available from the Human Resources Department.

**CONTINUING COVERAGE**

The YMCA will continue to share the cost for the full-time group plan health premiums for the first two months of your approved medical leave of absence. Your group health care plan may continue under provisions of COBRA for staff members whose health care coverage would otherwise terminate because their employment ends or their work hours are reduced. Staff members may elect to continue coverage for themselves and their qualified dependents for up to 18 months. In addition, covered dependents whose health care coverage would otherwise terminate because of the death of the staff member, divorce or legal separation, or a child ceasing to be a qualified dependent child under the rules of the group health care plan, may elect to continue their coverage for up to 36 months. Retiring employees at age 55 or greater with ten years of YMCA service may opt to continue on the Health Plan by assuming cost of their premiums. Note, however, that a staff member terminated for gross misconduct is not eligible for COBRA benefits.
YMCA RETIREMENT FUND
Eligibility for participation in the National YMCA Retirement fund is open to all staff members, but requires that staff members complete two years of YMCA service, work one-thousand (1,000) hours within each of those 2 years, and be twenty-one (21) years of age or older. Once participating in the YMCA Retirement Fund, there is no further minimum service required for continuation in the fund and staff members are vested at that time. The YMCA Retirement Fund is a defined contribution plan. The YMCA of Metropolitan Dallas contributes twelve percent (12%) of participating staff member’s earnings to their individual retirement accounts. There is no required contribution from employees.

RETIREMENT - TAX-DEFERRED SAVINGS AVAILABLE TO ALL
Any employee of a participating YMCA can participate in a Tax Deferred Savings Plan by opening a Tax Deferred Savings Account regardless of their age, length of service or hours worked. Forms can be downloaded from the retirement web site, www.retirement.org. Staff members participating in the YMCA Retirement Fund may opt to make lump sum contributions or payroll-deducted contributions on a regular or tax deferred basis within the limitations stated under Employee Retirement Investment Act (ERISA). The YMCA reserves the right to amend its participation in the fund at anytime within terms and conditions of the plan. A YMCA Retirement Fund Manual, providing information on the extent of benefit coverage, will be provided to eligible staff members. At age 55 or later, you may elect to take an early retirement and receive benefits based upon your retirement plan. The Retirement Fund is a benefit for all eligible staff members.

CREDIT UNION
All Dallas YMCA employees and their immediate families are eligible to join the credit union upon payment of the credit union membership fee. Detailed information regarding the credit union, its services, and the forms completion are available in the Human Resources Department. Savings and loan payments to the credit union may be handled through payroll deduction as authorized by employees. Because the Dallas YMCA has made the credit union available for staff, the YMCA does not provide personal cash advances or personal loans.

PARKING
Parking spaces are provided at no charge to employees in branches that maintain free parking lots adjacent to YMCA facilities. Employees will park in designated areas, leaving spaces nearest the buildings for the general membership, program participants, and the public. YMCA branches located in the T. Boone Pickens YMCA facility will provide parking to employees in commercial parking lots and facilities to the extent that space is available on a first come, first serve basis. Because of scarcity of available parking in the downtown area, DART public transportation will be subsidized within the T. Boone Pickens YMCA facility for employees only. The YMCA of Metropolitan Dallas is not responsible for damage or theft of employees’ vehicles or property within vehicles while on YMCA property.

INCLEMENT WEATHER
On days when inclement weather produces a hazard in getting to or leaving work, the following pay procedure will be followed: There will be no deduction for the first two hours of the work schedule for employees who are delayed due to inclement weather. For any delay beyond two hours, time not worked will be deducted retroactive to the beginning of the work schedule. If the branch is closed due to inclement weather, there will be no loss of pay to regular, full time employees for regularly scheduled work hours.
PAID TIME OFF (PTO)

The YMCA believes in providing staff members with adequate time away from work so they will remain productive, enthusiastic and creative while at work. Since YMCA facilities are open and in operation throughout the year, including most holidays, the YMCA provides flexibility to staff members through Paid Time Off (PTO). PTO gives staff members choices while still assuring the highest quality of service to program participants. With PTO, staff members accumulate hours per pay period to be used when they wish or need to be away from work for reasons such as vacation, holidays, personal or family illness, birthdays, personal business, funeral/bereavement, school activities or personal days.

Definition of Full-Time Eligible
All regular full-time staff members who are regularly scheduled to work 40 hours per week, 52 weeks a year, except for approved absences, are eligible for the PTO described within this section under full-time eligible.

Eligibility for Full-Time Eligible
All regular full-time exempt and non-exempt staff are eligible for PTO. New employees accrue PTO from their date of hire and are eligible to use PTO immediately with supervisor approval.

Recognition of prior YMCA service for Full-Time Eligible
For the purpose of determining benefits (when years of service are the basis for awarding the benefits), continuous full-time employment in any local or national YMCA will be counted. Years of service are generally counted from the original hire date and continue to accrue as long as the employment remains full time and continuous.

Recognition of prior non-YMCA service for Full-Time Eligible
From time to time, the YMCA will want to attract candidates with experience outside of the YMCA movement. In those cases, service time will be recognized for professional positions for new employees coming from organizations outside the YMCA. The Human Resources Department will make length of service determinations and applicable benefits on a case by case basis.

PTO and Medical Leave for Full-Time Eligible
When a staff member foresees an extended leave for medical reasons, PTO may be used in conjunction with other unpaid leave medical benefits. After 2 years of service and a 5 day elimination period, you may also qualify for Short Term Disability (refer to STD pay policy).

Definition of Part-Time Eligible
All regular part-time staff members who are regularly scheduled to work 29 hours or less per week, 52 weeks a year and have 5 years or more continuous service, except for approved absences, are eligible for the PTO described within this section under part-time eligible.

Eligibility for Part-Time Eligible
All regular part-time staff members with 5 years or more continuous service are eligible for PTO. You will start accruing PTO on the first payday after 5 years of continuous service.
BENEFITS

Maximum Available PTO hours for Full-Time Eligible and Part-Time Eligible
PTO will not accumulate greater than 125% of the staff member’s accrual schedule. Once the staff member reaches their maximum available allowed, accrual of hours stop. As soon as the staff member begins to use the accumulated PTO, they begin to accrue hours again.

Cashing out PTO for Full-Time Eligible and Part-Time Eligible
Staff members may not receive pay instead of time off from PTO except when ending their employment at the YMCA. Employees will be paid 50% of their credited but unused PTO. PTO will not be paid out if staff are terminated for theft.

Earning PTO Hours
PTO for Full-Time Eligible staff members is accrued each pay period on the following schedule. The hours accrued each pay period is based on the staff member’s approved workweek. The chart below is based on a 40 hour workweek.

<table>
<thead>
<tr>
<th>FULL Years of Service</th>
<th>Hours Earned each Pay Period</th>
<th>Maximum Available Hours Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 Years</td>
<td>8 Hours 45 Minutes</td>
<td>285</td>
</tr>
<tr>
<td>3 Years to 6 Years</td>
<td>10 Hours</td>
<td>325</td>
</tr>
<tr>
<td>7 Years to 20 Years</td>
<td>11 Hours 45 Minutes</td>
<td>382</td>
</tr>
<tr>
<td>20+</td>
<td>13 Hours</td>
<td>423</td>
</tr>
</tbody>
</table>

PTO for Part-Time Eligible staff members is accrued each pay period on the following schedule. The hours accrued each pay period is based on the staff member’s approved workweek.

<table>
<thead>
<tr>
<th>Hours Worked Per Week</th>
<th>Hours Earned Each Pay Period</th>
<th>Maximum Available Hours Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>30 Minutes</td>
<td>16</td>
</tr>
<tr>
<td>5-10</td>
<td>45 Minutes</td>
<td>24</td>
</tr>
<tr>
<td>11-15</td>
<td>1 Hour</td>
<td>32</td>
</tr>
<tr>
<td>16-20</td>
<td>1 Hour 15 Minutes</td>
<td>40</td>
</tr>
<tr>
<td>21-25</td>
<td>1 Hour 30 Minutes</td>
<td>48</td>
</tr>
<tr>
<td>26-30</td>
<td>1 Hour 45 Minutes</td>
<td>56</td>
</tr>
<tr>
<td>31-34</td>
<td>2 Hours</td>
<td>65</td>
</tr>
</tbody>
</table>
Using PTO for Full-Time Eligible and Part-Time Eligible

PTO is accumulated on a per pay period basis. It can be taken as soon as it is credited or saved to be taken later. PTO is paid based on the primary position at the time PTO is taken. Staff members may use the maximum hours allowed within the same year under the following conditions:

- Staff may take PTO in a minimum of 1 hour increments.
- Staff should request PTO through Kronos. Once requested, Managers should approve or reject the request as soon as possible.
- Staff can only take PTO for hours they are scheduled to work. Example: Staff scheduled to work 40 hours a week may take 40 hours of PTO in a week. They may not take 60 hours of PTO in a week. Staff scheduled to work 5 hours a week may take 5 hours of PTO in a week. They may not take 10 hours of PTO in a week.
- Planned PTO for holidays should be scheduled as early as possible (preferably at the beginning of the year). Time off for holidays should be requested, scheduled and approved by the supervisor at least one month in advance. The request will be reviewed based on a number of factors including program and facility needs, staffing requirements, and number of requests. This is particularly important on commonly observed holidays. In the event of scheduling conflicts, the supervisor will grant time off based on department needs, consideration of when PTO was requested, and years of service. If the supervisor is unable to approve the staff members’ request for leave, the staff member and supervisor will schedule another time.
- A staff member may be required to take PTO on a holiday if there is no work for the employee in their department or the branch is closed.
- Planned PTO of less than 80 hours must be approved by the supervisor. Planned PTO of more than 80 hours (two consecutive weeks) must be requested at least 60 days in advance and requires written approval of the supervisor, Executive Director and Vice President of Operations.
- Unplanned PTO for illness or other unpredictable situations should be reported to the supervisor immediately or as soon as the situation allows. Staff members must advise the supervisor of the approximate length of absence, and renew the notification if the absence exceeds the time stated.
- **PTO may not be used unless the time has been credited and is available at the time PTO is used.** Supervisors should contact HR for assistance with Full Time employees hired in the same month as a holiday.
MEMBERSHIPS AND PROGRAM DISCOUNTS

In keeping with the YMCA’s mission of providing healthy spirit, mind and body, the association has a valued interest in promoting health and wellbeing of its staff members. As a result of this interest, the YMCA provides the following benefits to our staff members.

- **Full Time**
  Association-wide individual or family membership fees are waived for regular, full time employees. Regular, full time employees and their dependent family members are eligible to participate in programs offered by the YMCA of Metropolitan Dallas at one-half (1/2) the program fee, only if there are remaining openings available.

  **Full time employees will be awarded a Platinum membership, allowing access to all branches.**

- **Part Time**
  Individual membership fees only are waived in the YMCA branch of employment for part time employees. Part time employees who work a regular shift logging at least 10 hours or 2 classes per week can pay the difference to upgrade to a family membership (or Gold or Platinum). With the family membership, part time staff are eligible to participate in programs at 20% discount off the program fee, only if there are remaining openings available. Employees who do not work at least 10 hours or 2 classes per week are not eligible to upgrade to a family membership.

  **Part time employees will be awarded the Adult Full Privilege membership option at the branch. If an employee works at multiple branches, the branch will default to their primary job branch. If the employee chooses to upgrade to Family, Gold or Platinum, they must pay the difference.**

  **Part time employees who do not work a regular shift, such as seasonal or temporary employees, will be awarded a membership for the dates they are actively working. For example, seasonal employees who work during the summer months qualify for a membership from June to August. A temporary employee will only be allowed to access the facility while they are working. Upon the end of employment for seasonal or temporary employees, the membership will be terminated.**
**DEFINITIONS** - The following definitions are used to ensure consistency of benefits and discounts among staff.

**Dependent Family Members** – Spouse or Partner and child (per IRS guidelines the child must be either younger than 19 years old or be a student and younger than 24 years old) residing at the same physical address.

**Branch of Employment** – The primary job location (branch). If a staff works at multiple locations, the primary job will determine the branch of employment.

**Regular Shift** – Shifts worked on a regular basis including hours per week, days of week, or times of day.

**Seasonal** – Employees who work during a specific time of year to meet seasonal fluctuations in program activity. (i.e. summer camp staff)

**Temporary** – Employees who work to meet a specific need for a defined time or are used as substitutes and called in on an as needed basis to meet immediate association or program needs.

**If at any time an employee’s job status changes, (i.e. from full time to part time; seasonal to part time, part time to full time, etc) the membership type will be adjusted as such.**

**Staff registration for CGS summer camp sessions prior to April 1st are eligible for 50% off the regular program fee. Staff are also eligible for 50% off non-holiday weekend cabin rentals. (September through May)**

**Personal Training discount is 10% on the lowest promoted regular fee.**

Staff members are not allowed to enter membership or program transactions (including updates, changes, edits, and new sales) for themselves or family members (See membership guidelines for definition of family) in any YMCA system.

Any staff member receiving more than the 50 % discount must have Branch Executive approval.

**DROP-IN CHILD WATCH POLICY**
(Child Watch, Kid Zone, Etc)
Staff who utilize the Drop-In Child Watch member amenity while they are working, will be limited to a maximum of 2 hours per day, totaling no more than 12 hours per week.
BENEFITS

DISABILITY LEAVE

For extended periods of illness staff may be eligible to receive paid medical leave, if they are a regular, full-time employee with 6 months or more of service. In the event an eligible employee is out more than 5 consecutive days due to an extended period of illness Short Term Disability may be approved with a physician statement.

After employee is out 5 consecutive days 20 days leave paid at 90% of salary;
If necessary, the succeeding 20 days leave paid at 80% of salary;
If necessary, the succeeding 20 days leave paid at 70% of salary;
And if necessary, a final 20 days leave at 60% of salary,
which ends with the start of payment of benefits under long-term disability or the end of this 20-day period whichever comes first.

Human Resources can request physician statements weekly to determine eligibility for short-term disability benefits. Also a physician’s statement is required prior to returning to work. Eligible employees are able to receive only one paid short-term disability leave in a calendar year and no more than three-paid short-term disability leaves in a five-year period.

Long Term Disability insurance coverage will be provided at the expense of the YMCA of Metropolitan Dallas as a benefit for all regular, full time employees after six (6) months of full service. In the event an eligible employee became disabled and was unable to continue to work and qualified under the requirements of Long Term Disability Insurance Plan, benefits will be paid from the plan after ninety (90) days from beginning of the disability.

FSA AND HSA PLANS

The YMCA maintains a Medical and Dependent Reimbursement Plan for regular full-time staff members. It allows staff members to deduct from their salaries on a pre-tax basis their personal contribution for the YMCA group health and dental insurance premium, uncovered medical expenses (including deductibles) and dependent care expenses. A detailed description of this plan will be supplied to you with your benefit plan packet.

Continuation of Benefits of Previously Employed Staff

Staff members who leave the employ of the YMCA but return within a 1 year period to a job classification that is equivalent to the previous position held will resume all benefits*. Original hire dates will remain the same. Anyone who returns after a 1 year period will start as a new employee.

*Benefits in this instance may not include Retirement Fund, which is governed by Federal regulations.
LEGALLY MANDATED BENEFITS

The YMCA complies with all applicable laws regarding staff member’s benefits, including:

SOCIAL SECURITY (FICA)
All staff members are required to participate jointly with the YMCA in the Federal Social Security system.

WORKERS’ COMPENSATION
Staff members are covered against hazards of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by the state Workers’ Compensation laws.

UNEMPLOYMENT COMPENSATION
Staff members who become unemployed other than through their resignation or involuntary dismissal will be eligible for unemployment insurance compensation in the manner and to the extent provided by the state of Texas Unemployment Insurance Law.

JURY DUTY
If you are called to jury duty, you must immediately notify your immediate supervisor to be granted time off. You must return to work immediately upon release from jury duty. Upon returning to work, you must give your immediate supervisor a copy of the court record showing the days you served. Your pay will be the same as if you had worked your regular schedule. Any monies paid to you by the court belong to you. The policies in effect for jury duty apply in full to those employees responding to a validly served subpoena who are required to make an appearance in court.

TIME OFF TO VOTE
All employees are encouraged to fulfill their civic responsibilities and to vote in official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after your work shift. However, if you find yourself with insufficient time to vote, please discuss the matter with your supervisor. The YMCA will comply with all applicable state and municipal voting time laws.

MILITARY LEAVE
Any employee, fulfilling a military obligation for two or more weeks must notify their supervisors 30 days in advance of their scheduled military duty or reserve training. Regular full-time staff upon returning from military reserve training will present their receipts of military pay earned during their leave. The YMCA of Metropolitan Dallas will pay the difference between military pay received and the employees’ pay for the regularly scheduled work hours missed during the approved leave, when the YMCA salary is greater than the military pay. The amount of the military pay is to be credited in the miscellaneous section of the time sheet. Paid military leave is limited to regularly scheduled annual training requirements up to a maximum of two weeks. Required military duty for periods greater than two weeks will be subject to leaves of absence guidelines. Should it be necessary, a leave of absence will be granted for the purpose of fulfilling military commitments in accordance with the applicable laws governing such leave, including Texas state law and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Notwithstanding any provision to the contrary, this policy will at all times be applied in a manner consistent with USERRA and any other applicable laws. Employees who are called by the Governor to active state duty as members of the Texas National Guard or state militia are entitled to the same rights, privileges, benefits and protections as employees called to action to serve in the United States military.
LEGALLY MANDATED BENEFITS

LACTATION ACCOMMODATION POLICY

In recognition of the well documented health advantages of breastfeeding for children and mothers, the YMCA provides a supportive environment to enable nursing mothers to express breast milk during the workday. In accordance with this policy, the YMCA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee’s child. The break time, if possible, should run concurrently with the applicable rest and meal periods already provided to the employee. Where unpaid breaks or additional time are required, the employee should work with their supervisor or the Human Resources Department regarding scheduling. The YMCA will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. This location may be the employee’s private office, if applicable. Employees should discuss with their supervisor or the Human Resources Department the location for storage of expressed milk. Employees may also provide their own portable small storage unit for keeping expressed breast milk cold. Please be sure to contact Human Resources or your supervisor during your pregnancy to identify your need for a lactation room.
FAMILY AND MEDICAL LEAVE OF ABSENCE

The YMCA will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, the YMCA refers to these types of leaves collectively as “FMLA Leave.” No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under applicable law. Please contact your supervisor as soon as you become aware of the need for a FMLA Leave. Employees are expected to provide prompt notice to the YMCA of any change(s) to an employee’s return to work date. Accepting other employment, continuing to work in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

Overview
The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee’s spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

Employee Eligibility
To be eligible for FMLA Leave benefits, you must: (1) have worked for the YMCA for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by the YMCA within 75 miles, as of the date the leave is requested.
COMPENSATION

PAY DAYS
Paydays are bi-weekly, every other Friday.

DIRECT DEPOSIT and PAY CARDS
YMCA staff members may be paid through direct deposit or pay cards. Electronic payments are made directly to the employee’s bank account or the employee’s pay card. Details of pay will be located on the Employee Home Page in Kronos. Each staff member will be given a username and password to access this information.

KRONOS TIME REPORTING
The YMCA of Metropolitan Dallas has implemented the Kronos Workforce Central Timekeeping System as the official basis of recording time and attendance for all employees. Manual timesheets will no longer be accepted as of October 31, 2011.
Kronos is a time and attendance system that will be used to:
- Capture time in/out for work, apply multiple job pay rules and send information to Payroll for calculating employees’ pay
- Track attendance and leave balances
- Enhance scheduling time
- Reduce payroll errors and paper flow, increase data accuracy, and
- Help with compliance, and save time through payroll process improvements.

In order to ensure consistency of treatment for employees, the data recorded in the Kronos system shall be considered as the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official Kronos records.

It is recognized that in certain situations (e.g. clock malfunction, offsite access issues) it will be necessary to correct or enter missing data. These changes will be completed and approved by the manager or supervisor in charge.

Biometrics will be used to access the system. Each employee will be enrolled in the system prior to accessing the first time. A fingerprint and personal identification number (PIN) will be required to enter and update time.

The following information details the system, process and rules for using the system.

LOCATION OF CLOCKS
Time clocks are located at the following branches: Collin County Adventure Camp, Coppell, Cross Timbers, Frisco, Grand Prairie, Lake Highlands, Lakewest, McKinney, Park Cities, Park South, Richardson, Rockwall, Russell Creek, T. Boone Pickens, Town North, Waxahachie and the Y at White Rock.

Branches with time clocks – All non-exempt employees will use time clocks. Exempt staff will use their personal computers (PC) at their office location to request PTO.

Branches with no time clocks – All non-exempt employees will use a designated computer to sign in. Exempt staff will use their personal computers (PC) at their office location to request PTO.

All PTO request must be made via Kronos.
COMPENSATION

RULES FOR USING SYSTEM

• Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor.
• Employees clocking out 7 or more minutes before their scheduled ending time shall be recorded as leaving early.
• Each employee is entitled to a ½ hour (30 minutes) or one (1) hour lunch break towards the middle of his or her workday. Kronos will automatically deduct ½ hour (30 minutes) for those with a shift of 6.5 hours to 8 hours; and 1 hour for shifts 8 hours or greater depending on your employee type.
• All non-exempt employees leaving their office site for any personal reason (including lunch) during the day must clock out when leaving, and clock in when returning.
• Any attempt to tamper with the timekeeping hardware or software is considered a serious offense, subject to disciplinary action up to and including termination.
• Punching in for an absent employee (a.k.a. “buddy punching”) is also considered a serious offense, with both employees subject to disciplinary action up to and including termination.
• Anyone interfering with other employees’ use of time clocks shall be subject to disciplinary action.
• Any disagreements with the official time detail record will be reviewed with the employee’s Supervisor, who will authorize any changes to timekeeping data.
• To tamper with Kronos equipment, interfere with use of the clocks, or punch in for someone else is considered a serious offense. Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

PROCESSES OF THE SYSTEM

• Clock Problems – If any employee is unable to punch in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform their Supervisor or Human Resources Department. In this situation, the Supervisor will “manually” clock the employee in or out.
• Overtime – Sometimes, because of necessity, an employee may have to work above and beyond his or her normal scheduled hours per week. If that happens, the employee must secure approval from his or her supervisor before working those additional hours. Employees working unauthorized time will be subject to disciplinary action up to and including termination.
• Other Time Reported - Time for PTO, Jury Duty, and Training, should be reported in the Kronos system. Unpaid absences are included as other types of leave as well. Pay codes exist within the system that can be logged to record these hours.
• Timecard Approval – At the end of each pay period, you are required to approve your time worked and any leave hours recorded for the pay period by entering your approval to the Kronos electronic record. By approving your timecard, you are attesting to the best of your knowledge that the information submitted is complete and accurate. You are responsible for any inaccuracy or omission of which you are aware at the time the timecard is approved and submitted. You may be subject to disciplinary action up to and including termination for submitting any inaccurate information on your report. Supervisors are responsible for reviewing, editing and approving timecard information for each employee under their area of responsibility.
• Employee PTO Accrual balances can be viewed in Kronos by clicking on My Information, My Reports, Accrual Balances and Projections, View Report.
• Correcting Hours Reported – If you have any hours from a prior pay period that were not reported or you need to change any prior pay period leave code, you must inform your Supervisor and your Supervisor will edit your timecard.
COMPENSATION

OVERTIME
If you are eligible for overtime pay according to specifications as stated in the Fair Labor Standards Act, you will receive one and one-half times your hourly rate for time worked over forty (40) hours in a work week. Paid Time Off does not count as hours worked in computing overtime. The official workweek for the YMCA is from midnight Sunday through a consecutive seven-day period to midnight Sunday. If overtime is necessary, it must be approved in advance of working the overtime.

PAYMENT PRACTICES
The YMCA takes all reasonable steps to ensure that staff members are properly classified, that staff members receive the correct amount of pay in each paycheck, and that staff members are paid promptly on the scheduled payday. If a mistake does occur and is called to the YMCA’s attention, any necessary corrections will be made promptly. The YMCA has an internal complaint procedure for any staff member who believes they have not been properly compensated for all services performed or hours worked. Staff members who believe they have been erroneously compensated must immediately notify Human Resources in writing regarding the suspected error so management may promptly and effectively investigate the discrepancy. Management will share the results of its investigation with the staff member and immediately take any necessary corrective action. Staff members are free to utilize this complaint procedure without fear of reprisal. A staff member who believes they have been retaliated against for reporting a compensation error is required to immediately report such belief to Senior Management.

DRAFT CHECKS
Draft checks are checks issued outside of the regular bi-weekly payroll run. Draft checks will only be issued once a week for the following circumstances and they will be sent to the branch.

- Staff member is involuntarily terminated
- Human Resources makes an error when processing payroll

GARNISHMENTS AND WAGE ASSIGNMENTS
The YMCA’s practice will be consistent with all applicable laws.

REQUIRED AND VOLUNTARY DEDUCTIONS
All required deductions such as federal, state and local taxes, and all authorized voluntary deductions such as health insurance contributions, will be withheld automatically from each paycheck.

BREAKS
Any staff member who works six consecutive hours or more in a day will be given at least a 30-minute unpaid break.
REIMBURSEMENT OF BUSINESS EXPENSES
The Branch Executive (or authorized supervisor) is responsible for approving employee expense advances, expense reports, as well as ensuring the employee expense authorization form is completed and signed.

It is the employee’s responsibility to make sure that they are clearing their advance properly and that all receipts for advances or expenses are attached and detailed by date and description. Advances must be cleared within 30 days of issue. No cash advance will be issued to any employee that has an outstanding advance balance. Any advance balance due past 30 days may be withheld from the employee’s paycheck.

If you drive your personal automobile while conducting business, all supervisor-approved business mileage will be reimbursed at the rate determined by the association. Mileage, parking fees and tolls are to be documented on the employee mileage report. Your automobile insurance is the primary coverage.

All employee expense reports and mileage reports must be properly submitted for payment within a maximum of 45 days following the date the expense or mileage occurred. To ensure compliance all employee expense reports and/or mileage reports not properly submitted within 45 days may result in non-payment and/or employee disciplinary action. Exception: At year-end all expense and mileage reports must be turned in by the accounting year-end cut off. Expense and mileage reports received after this date will only be paid at the discretion of the CEO.

Use of YMCA credit cards for personal use is not allowed. Misuse of any YMCA credit card will be subject to disciplinary action and/or termination.

TRAINING PAY
Training time will be computed as hours worked when your supervisor has required that you attend a specific training event. Staff members may be paid their hourly rate or the Association training rate, for all required trainings. No wages are paid if the training is not required.
Note: The association training rate is equal to minimum wage as stated by Federal Guidelines.
SALARY ADMINISTRATION

The YMCA seeks to attract, motivate, develop and retain competent and talented staff by paying its staff members at a level that compares favorably with salaries of similar organizations in the YMCA movement and in the local marketplace. The YMCA has a wage and salary administration plan that seeks to provide that all staff members are paid according to fair and uniform principles.

SALARY ADMINISTRATION PROGRAM REVIEW

Wage and salary ranges for each position are established by the Human Resources Department and are reviewed periodically. All matters pertaining to the interpretation of wage and salary administration are to be directed to the Human Resources Department. The staff member and supervisor are to ensure that the job description is accurate and up to date.

STAFF MEMBER SALARY REVIEW

Salary reviews and increases are determined by performance, promotion, the local job market and budget guidelines. Salary reviews occur annually. If the review indicates market or internal equity issues, a fast track adjustment may be required. The Branch Executive and Vice President of Operations responsible for that branch and Vice President of Human Resources must approve such administrative adjustments.

SALARY INCREASES

Types of salary increases include:

- Merit: A salary increase that recognizes a staff member’s performance level.
- Promotion: A salary increase that compensates a staff member for promotion into a new position that has greater responsibility.
- Fast Track: An increase that is the result of a range or market adjustment. It is used to correct any inequity in a staff member’s salary.

PERFORMANCE REVIEWS

Your work performance will be reviewed formally by you and your supervisor meeting periodically to discuss your job accountabilities and how you meet those responsibilities as compared with job standards and agreed upon objectives. Performance appraisals take place semi-annually. You are encouraged during this time and other times to discuss your job with your supervisor in detail, offering any suggestions for improvement and relating any difficulties, real or potential. Your performance appraisals will be documented and become part of your personnel record. Informal reviews as part of on-going supervision may occur at any time during the course of employment.
STAFF DEVELOPMENT & RECOGNITION

The YMCA recognizes that the quality of its work is directly related to the continuing career growth and training opportunities for staff members. Though it believes that professional development is the primary responsibility of the individual, the YMCA also seeks to provide to all staff members timely and effective training experiences, mutually based upon the YMCA’s goals and the staff member’s needs.

EDUCATIONAL ASSISTANCE
If you wish to continue your education and you are a regular, full-time employee with one year of service or more, you may request educational assistance. Courses and/or training events which are related to the objectives and purposes of the Dallas YMCA and which will enhance your YMCA career are eligible for consideration for educational assistance. Approval for educational assistance requires two levels of supervision.

Expenses for courses approved for educational assistance will be reimbursed at fifty percent of the tuition cost of the course after you have successfully completed that course.

You are eligible for educational assistance for one course per semester. Other costs, such as textbooks, study tools, transportation, and meals will not be reimbursed. The Dallas YMCA will not duplicate payments by other sponsors, either public or private. It is important that you continue to meet your regular work schedule while attending the course or training event unless you have approved leave.

College scholarships are awarded each year to qualifying applicants.

RECOGNITION
The YMCA encourages recognition of individual and team accomplishments. Examples of celebrations and recognition include the completion of team projects and assignments, meeting campaign goals, achieving senior director status through the YMCA’s Career Development Program, special contributions, tenure service pins starting at five years and then in five-year increments and other significant events.
CODE OF CONDUCT

The YMCA is committed to providing a safe and welcoming environment for all staff, volunteers, members and program participants. To promote safety and comfort for all, employees are expected to act appropriately at all times while working or volunteering in YMCA facilities and programs. All staff members are expected to behave at all times in a mature and responsible way in accordance with all applicable laws and regulations and the policies and procedures of the YMCA and with adherence to the YMCA’s core values of caring, honest, respect and responsibility. Failure to comply with the expectations as defined within this Code of Conduct will lead to disciplinary action, up to and including termination. It would be impossible for the YMCA to outline every “do” and “don’t,” but rather, the policies represented here are intended to cover general requirements that are essential for the YMCA’s operations.

VALUES LINE
If you feel or believe that our YMCA Values are being or have been compromised, call 1-888-475-8376 and report it. This is a toll-free, anonymous call that can be made 24 hours a day.

CHILD ABUSE PREVENTION
A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. The law requires an individual to report any suspicion of child abuse to the police and to Child Protective Services. The Dallas YMCA takes children’s comments seriously. Each person is to report to their supervisor anyone, especially those working with children, whose actions do not follow the YMCA Code of Conduct. Staff are never allowed to be alone with a child unless under an emergency situation that creates an unavoidable condition.

OFF DUTY RELATIONSHIPS WITH CHILDREN
Staff members may not be alone with children they meet in YMCA programs outside of the YMCA. This includes employment, babysitting, sleepovers and inviting children to your home unless one of the following conditions exist:

- Staff member and the child’s family or guardians have a relationship that predates your employment or volunteer position at the YMCA of Metropolitan Dallas.
- Staff member and the child’s family or guardians have a relationship, which predates the child’s enrollment in a YMCA program.
- Staff member and the child or child’s family or guardian are related

In all of the above cases, the President/CEO must be notified, a release must be signed by the child’s parent or guardian and the signed release must be in the staff member’s personnel file.

NOTIFICATION OF MISCONDUCT
Employees are to act as responsible parties and to protect employees, volunteers, members, program participants, assets and reputation of the YMCA of Metropolitan Dallas, anyone who has information or personal knowledge of any type of misconduct within the YMCA is to report the facts immediately to a representative of management without fear of retaliation or retribution. Employees are to report confidentially to their immediate supervisor, the Vice President of Risk Management, the Vice President of Human Resources and /or to YMCA management personnel any acts of misconduct.

Nurturing Youth Development, Energizing Healthy Living and Inspiring Social Responsibility
GROOMING AND DRESS
The YMCA welcomes and involves people of all ages from diverse cultures and backgrounds. YMCA staff members are expected to model good personal hygiene at all times in their roles as public representatives of the YMCA’s mission and values. Staff members are expected to follow standards of appropriate dress as clarified by Branch’s executives at each facility.

WHISTLEBLOWING POLICY
The YMCA Of Metropolitan Dallas suggests that each employee or volunteer share their concerns or complaints regarding any company practices which are or may appear to be dishonest, lacking integrity, or in violation of any applicable law or regulation. Concerns of this nature should be reported to an immediate supervisor or the YMCA of Metropolitan Dallas 24 hour “Values Line”. An employee or volunteer of the YMCA of Metropolitan Dallas who makes such a report will not be subject to any disciplinary action or adverse consequences as a result of a report made in good faith in accordance with this policy. No employee or volunteer of the YMCA of Metropolitan Dallas shall suffer harassment, retaliation, or adverse employment consequences due to a good faith report covered by this policy.

REPORTING RESPONSIBILITY
Any individual Employee, volunteer or member/participant who observes reportable misconduct or suspected misconduct within the YMCA of Metropolitan Dallas has an obligation to report that conduct. Our YMCA “Code of Conduct” encourages staff to report misconduct to their immediate supervisor without any fear of retaliation or retribution. However, should you feel uncomfortable with that route, then you should report it to the Values Line. Any YMCA value that has been compromised by misconduct or suspected misconduct should be reported to our “Values Line”. Calls to the “Values Line” are totally confidential and routed to a Staff Values Committee responsible for investigating every single call.

DRUG FREE WORKPLACE
The YMCA’s goal is to promote the health, safety and productivity of its staff members, to protect the YMCA’s integrity and to safeguard the public interest. The YMCA also recognizes the widespread use of drugs and alcohol in society and the need to maintain a substance-free workplace. Staff members and volunteers are expected to report to work mentally and physically fit for duty. This requires staff members to abstain from using alcoholic beverages prior to the start of their workday, during the work period, during lunch and other work breaks. Staff members will not manufacture, sell, dispense, purchase, possess or use alcohol or unauthorized controlled substances on YMCA premises, on YMCA time or while conducting YMCA business on YMCA premises. Controlled substances include, but are not limited to, narcotics, depressants, amphetamines, hallucinogens and marijuana.

RETALIATION
The YMCA forbids retaliation against anyone for:
- Reporting harassment or any situation contrary to standard acceptable practices.
- Assisting in making a complaint.
- Cooperating in investigations or reported actions or practices.
Staff members who feel they have been discriminated against or in any other manner harassed, should immediately report such incidents to their supervisor, Branch executive or the Vice President of Human Resources. All complaints will be investigated promptly, impartially and discreetly. Confidentiality will be maintained to the extent permitted by the circumstances.
CODE OF CONDUCT

HARASSMENT

The YMCA is committed to maintaining an environment in all of its locations and facilities that is free of discrimination. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by state and federal law. It is the policy of the YMCA to expressly forbid any form of harassment of, by or between staff, members participants, guests, volunteers and/or vendors. Any staff member who engages in any of the acts or behavior defined below violates YMCA policy, and such misconduct will subject a staff member to corrective action up to and including immediate termination. All employees may be subject to personal liability for any acts of harassment they commit.

Definition of Harassment:
Unwelcome verbal, physical or visual conduct that affects tangible job benefits, interferes with an individual’s work performance, or creates an intimidating, hostile or offensive working environment. This includes unwelcome behaviors and intimidating acts directed at a person or persons based on their racial, ethnic or other protected status.

Harassment includes, but is not limited to:
- Hostile, derogatory or otherwise unwelcome jokes, kidding, teasing or practical jokes.
- Hostile, derogatory or otherwise unwelcome written materials or graphic depictions circulated or posted within the workplace.
- Epithets, slurs, negative stereotyping, refusing to communicate with someone (giving them the "silent treatment") and intimidating acts.
- Acts with sexual connotations, overtones, innuendos, or blatant in nature.

Definition of Sexual Harassment:
Unwelcome sexual advances or visual, verbal or physical conduct based on sex constitute sexual harassment when:
- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for any employment decision.
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
- This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the opposite or same sex as the harasser. Examples of prohibited sexual harassment include:
  - Unwelcome sexual flirtation or advances.
  - Offering employment, promotions or other benefits in exchange for sexual favors. Making or threatening reprisals for refusing sexual advances.
  - Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons or posters; suggestive or obscene letters, notes or invitations.
  - Verbal conduct such as derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, graphic verbal commentaries about the individual’s body and sexually degrading words used to describe an individual.
  - Physical conduct such as patting, pinching or brushing against another person’s body.
CONFLICT OF INTEREST

Employees shall avoid any personal influences or relationships that would affect their ability to act in the best interests of the YMCA. A conflict of interest occurs when an individual’s private interest interferes, or appears to interfere, with the interests of the YMCA. Employees shall not have any financial or other relationships with suppliers, clients or competitors that would impair the independence of any judgment they may need to make on behalf of the YMCA.

Employees are required to disclose to the YMCA any financial or other relationships with suppliers, clients or competitors that they may have. They may not perform, for any personal gain, services to any YMCA supplier of goods or services or any other organization that is engaged in doing business with or serving YMCA without previously making such disclosure to the YMCA. Any matter of question or interpretation that arises relating to this policy should be referred to the CEO.

Gifts, gratuities, services, loans, entertainment and similar favors may not be accepted if offered, or appear to be offered, as an inducement to perform an act inconsistent with the best interest of the YMCA or if acceptance would place the recipient under an obligation to the provider. Receipt of or payment of kickbacks or bribes by employees in any way related to the performance of their duties for or on behalf of YMCA is a violation of this Code.

This policy is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

The following list includes areas where a conflict of interest is likely to arise, but it is not meant to limit the areas where employees should exercise discretion:

- Personal benefit from any corporate transaction: sale, purchase, rent, and lease of property, employee services or supplying products.
- Receiving gifts, special payments or favors greater than a nominal value (generally $50.00 or less) from an individual or organization that is providing goods or services to the YMCA or receiving goods or services from the YMCA. At no time should an employee solicit, request or otherwise indicate gifts, payments or favors are expected.
- Misuse of inside information or confidential information not available to the public for personal or others’ gain, to include membership, contributor or employee mailing lists or any use of such information to the YMCA’s disadvantage or the staff member’s or others’ improper advantage.
- Use of YMCA tax exemption for purchase of personal material or equipment.
- Use of YMCA resources to develop competitive programs for personal use or use by others.
COMMITMENT TO DIVERSITY

The YMCA, throughout its history, has asserted the dignity of all people without exception. The YMCA of Metropolitan Dallas recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability, cultural identity or sexual orientation asserting that all individuals, without exception, are intrinsically valuable.

The YMCA is committed to:

• Welcoming all individuals in its programs and facilities.
• Developing programs that respond to the needs of its membership, participants and community.
• Utilizing hiring and employment practices that are free of bias.
• Hiring and maintaining a diverse staff and corps of volunteers.
• Maintaining a safe environment that is free of acts of discrimination or harassment against any individual.

The YMCA of Metropolitan Dallas strives to be an organization where all feel welcome, valued and safe, which encourages the sharing of one’s gifts and talents.

Diversity is the mosaic of people who bring a variety of backgrounds, beliefs, competencies, and perspectives as assets to the YMCA.
SAFETY

The policy of the YMCA of Metropolitan Dallas is to protect the safety and health of our volunteers, members, and staff. Our goal is to foster a safe work environment and attitude of caring and concern for everyone’s safety and well-being. The ultimate end of that goal is to reduce the frequency and severity of incidents and injuries. Acceptance and fulfillment of the safety and risk control responsibilities required in each job will be an integral step in accomplishing this goal.

SUPERVISION
Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions and/or practices, and for the prevention of accidents, whether bodily injury or property damage. The supervisor must at all times enforce the established safety program.

EMPLOYEES
The YMCA expects each staff member, regardless of his or her position within the organization, to cooperate in every respect with all safety policies and procedures. Some of the major points of our safety program include but are not limited to:

Staff training:
- Annual 1st Aid/CPR/AED/BBP Training
- Annual Child Abuse Awareness Training
- Annual Driver’s Safety Training
- Sexual Harassment Training

Review of facilities:
- Review monthly Safety Topics
- Assist in the identification of physical hazards (facility, vehicles, or grounds).

Review of programs:
- Assist in the identification of safety policy deficiencies.

Compliance:
- All injuries and accidents must be reported immediately to your supervisor and necessary medical aid must be obtained without delay. Report all accidents and incidents to the Association Office within 24 hours.
- All staff members, where required, must wear personal protection equipment.
- Hazardous conditions and other safety concerns must be reported immediately to your supervisor and/or a representative of management.
- All staff must be training compliant.

Each staff member has the responsibility for his or her own safety, as well as the safety of fellow employees.

WORKPLACE VIOLENCE
The YMCA has zero tolerance for violence in the workplace. Immediate action will be taken, up to and including termination, for violence in the workplace.
SAFETY

EMERGENCY ACTION PROCEDURES

- If injury requires first aid or CPR, take immediate and appropriate steps.
- **CALL 911.** Contact Risk Management, police, ambulance, fire department,
- Make sure all other children are in a supervised group away from the actual emergency.
- Contact Branch Executive.
- Contact Association Office at 214-880-9622.
- Cooperate fully with the authorities
- Don’t volunteer information to spectators or strangers. Explain we are still investigating.
- Know and document the essential facts, details and phone conversations.
- Make sure that YMCA staff has contact information for children involved so parents can be informed quickly.
- Contact with reporters: Always refer questions to the President.
- Do not volunteer opinions, speculate on causes for the emergency, or make policy statements.
- If child abuse is suspected, immediately contact the Branch Executive and the Risk Management Dept.
- Again, document and record all phone calls and essential facts relevant to the incident.

SAFETY PROCEDURES

- Follow instructions; don’t take chances. If you don’t know, ask.
- Report immediately any condition or activity you think might cause injury to persons or damage to buildings or equipment.
- Put everything you use in its proper place. Disorder causes injury and wastes time, energy, and material. Keep your area clean and orderly.
- Use the right tools and equipment for the activity and use them safely.
- Whenever you, or the equipment you use, are involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.
- Be alert and prepared to anticipate the action of others, over whom you have no control.
- Use flammable liquids only as directed. Keep them to a minimum and handle them with care.
- Don’t horseplay; avoid distracting others.
- When lifting, bend your knees, grasp the load firmly, and then raise the load keeping your back straight as possible. Get help for heavy loads.
- Obey all rules, signs, and instructions.
- Properly use all personal safety equipment provided by the YMCA.
TOP 10 EXPECTATIONS OF RISK MANAGEMENT

- If the police, fire department, or ambulance is called, Risk Management must be called.

- Any allegation or suggestion of abuse of a child must be reported, immediately, to the Executive Director and Risk Management.

- All contracts should have an insurance component, which should be reviewed by Risk Management before they are signed.

- YMCA of Metropolitan Dallas should be named as an additional insured whenever someone is doing work for us or using our facilities where they could cause bodily injury or property damage. This would include almost every vendor working on our premises or facility rental.

- Compensation (monetary or complimentary services) should not be provided by branch staff for lost or stolen items by branch staff. All inquiries regarding insurance and reimbursement should be sent to Risk Management.

- Incident and accident reports should not be given out by branch staff. Risk Management will work with all requesting parties to get them the information needed from the reports.
  - Exception: Requests by a governmental entity (police, CPS, TDFPS, etc).

- Personal information should not be divulged via phone regarding staff, members, or children to unknown persons. Written requests, Subpoenas, and other formal documents requesting information should be sent to Risk Management.

- Staff members are not permitted to baby-sit or have outside (of the YMCA) contact with YMCA program participants who are under 18, unless written permission is received from the President/CEO.

- Annual driver safety is required before a staff person can operate a Y vehicle. Only staff members are permitted to drive Y vehicles.

- If you are injured while working, report your accident/injury immediately to your supervisor.
ELECTRONIC COMMUNICATIONS POLICY

POLICIES AND GUIDELINES
The purpose of this document is to state the expectations regarding the use of electronic communications and computer hardware and software for all employees in use of the YMCA’s systems and technology resources. These policies are not meant to be restrictive, but are in place to maintain the integrity of the management of our systems as well as to adhere to good business practices. This policy statement extends to the security, confidentiality and integrity of information obtained, created or maintained by YMCA employees. Branch Executives/Department Heads are accountable to their supervisor to implement and communicate the proper use of technology resources and information systems and to halt any misuse of systems by individuals under their supervision. Employees using technological communication and information systems are to identify themselves honestly, accurately, and completely. Any use of technology communication and information which is defamatory, obscene, offensive, harassing, or that discloses unauthorized information is contrary to purpose and intent and is subject to suspended access and the possibility of further corrective action.

USAGE PHILOSOPHY
The YMCA provides access to various information technology resources for its employees and, in limited fashion, to volunteers, members and participants. These resources are provided to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. Resources such as computers, the Internet, e-mail, telephone, mobile devices (including PDAs) and fax machines are intended for YMCA business only. Non-YMCA employees shall not be permitted on the YMCA corporate network, computers, or mobile devices, excluding vendors or consultants who have been properly authorized by the Information Technology Department.

All data entered, created, received, stored or transmitted via YMCA equipment is considered YMCA property and is therefore subject to inspection, search and disclosure at all times by the Information Technology Department, Human Resources Department and YMCA Management. This is to safeguard the interests of the YMCA and protect it from potential liability.

HARDWARE POLICY
All computer hardware or mobile devices are provided to serve YMCA business purposes and is an asset of the YMCA. All employees are responsible for keeping hardware entrusted to them in good working order. Employees are responsible for notifying the Information Technology Department immediately if repair is required. All hardware repairs are to be performed by the Information Technology Department or a vendor duly authorized by the Information Technology Department.

All documents, spreadsheets and files generated through use of any YMCA computer system are the sole property of the YMCA of Metropolitan Dallas. The YMCA of Metropolitan Dallas reserves the right to routinely inspect all computer systems or mobile device owned by the YMCA or containing YMCA licensed software.

Computers connected to the Association’s corporate network and used for Internet access must have the Association’s approved anti-virus software installed and must be configured to update the virus definitions automatically. Additional parameters that may need to be met will be determined by the Information Technology Department.
ELECTRONIC COMMUNICATIONS POLICIES

SOFTWARE POLICY
All software installed on computer systems or mobile devices owned and managed by the YMCA may only be done so with the authorization of the Information Technology Department.
All software in use on YMCA computers and mobile devices must be properly licensed and adhere to the terms and conditions of the software licensor. Piracy in any form is strictly forbidden. No software may be copied from YMCA systems for personal or other use.

EMAIL POLICY
The YMCA of Metropolitan Dallas reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of the electronic mail system may, for any purpose, be disclosed by the YMCA without permission of the employees. Employees may not use the YMCA computer system to obtain, view, download or otherwise gain access to, distribute, or transmit material that may be unlawful, obscene, pornographic, abusive, offensive or otherwise objectionable. It is prohibited to send or receive any data that may be construed to violate the values or policies of the YMCA. This includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that may be construed as harassment or disparagement.

PASSWORD POLICY
Passwords are to be considered confidential and treated as such. All access to YMCA computer systems and programs will be controlled by the use of secure logons and/or passwords. Employees must protect the confidentiality of their passwords and are prohibited to share them with others. Passwords should not be provided to anyone, stored or recorded in an unsecure or open manner, nor used inappropriately. Attempts to compromise any system or user password are prohibited.

INTERNET POLICY
Access to the Internet has been provided to YMCA employees for the benefit of the Association. Every employee has the responsibility to maintain and enhance the Association’s public image and to use the Internet in a productive and responsible manner. Employees accessing the Internet represent the Association. All communications should be for professional reasons. Employees are responsible for ensuring that the Internet is used in an effective, ethical and lawful manner. Employees are to report any misuse of YMCA technology to the VALUES LINE – 1-888-475-8376. The Internet should not be used for personal gain or advancement of individual views. Solicitation or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Association’s network or other's and must not interfere with productivity. Employees shall not place YMCA material or information of any kind on any publicly accessible Internet websites without the prior written permission of Management. Additionally, no confidential or copyrighted information shall be disseminated through the internet. All Internet communications should be treated as public information since they may not be encrypted.

COMPLIANCE
Any employee who violates this policy or uses any YMCA computer system or technology resource inappropriately shall be subject to discipline, up to and including termination.
ELECTRONIC COMMUNICATIONS POLICIES

MOBILE PHONE & ELECTRONIC COMMUNICATION DEVICE USAGE
The distribution of mobile phones to YMCA employees is to provide quick and easy access for business related information and safety. Misuse or abuse of the issued equipment will result in employee reimbursement of related costs. Employees should make every effort to avoid using the YMCA mobile phone for excessive personal use. The YMCA recognizes that the need may arise from time to time for an employee to use his or her YMCA issued mobile phone for personal business. Users are to reimburse the YMCA for personal calls, that cause expense greater than the monthly phone rate. If an electronic communication device is lost, stolen or damaged, the employee to whom it is assigned is responsible for its replacement. Any employee going over their monthly rate plan must reimburse the YMCA for the overage charges within the billing cycle. Employees transporting members or children in YMCA programs are not permitted to use any electronic communication device while operating a vehicle. The driver’s first responsibility is the safe operation of the vehicle. Employees are not allowed to use electronic devices in an illegal, illicit, or offensive manner. Violation of these policies will result in disciplinary action, up to and including termination.

PROHIBITED USE
The YMCA Strictly Prohibits:

- Sending or receiving any data that may be construed to violate the values or policies of the YMCA. This prohibition includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that be construed as harassment or disparagement.

- Dueling electronic mail messages that can be resolved with a personal conversation via phone or face to face conversation.

- Chain letters that are mailings with a request to recipients to continue distribution to others.

- Messages to other employees that serve as advertising or solicitation for personal gain

- Accessing another employee’s personal files without their consent.

- Disruptive behavior such as intentionally propagating viruses or intentionally destroying or modifying files on the network.

- Intentional misuse of data or equipment.

- Collection and/or transmission of materials in violation of any federal, state or local law.

- Intentional attempts to conceal one’s identity either on the internet, through electronic mail message exchanges, or in any manner.

- Browsing inappropriate web content (including, but not limited to pornographic, gambling, hate, and drug promoting sites).
ELECTRONIC COMMUNICATIONS POLICIES

CORE GUIDELINES

- Communications sent from the YMCA network are identified as originating from the YMCA server and possess YMCA branding. E-mail and Internet usage and communications must reflect favorably upon the Association. Each employee is responsible for using YMCA electronic mail message and Internet resources in an acceptable manner.

- The electronic mail system is provided to support efficient communications for the Association in the pursuit of business goals. The expectation is that the e-mail system is to be used for business purposes. Any use of YMCA information or systems for the financial gain of an employee or third party not relating to the YMCA’s interests is strictly prohibited.

- The expectation of confidentiality when using e-mail either within the Association or through the Internet should not be assumed. Treat all e-mail messages as public information. Senders have no control over messages once they are sent, and recipients may forward the messages to people not originally intended to receive them.

- All language used in communications should be professional and courteous. Abusive or obscene content in communications is strictly prohibited.

- Use appropriate business English. In a culturally diverse environment such as the YMCA, the use of slang, humor, sarcasm or local terminology may be misinterpreted.

- Electronic mail messages are no different than written documents. A file may be stored in the system indefinitely and can be reviewed, if necessary, during legal proceedings involving the YMCA. Take as much care in sending electronic mail messages as with any confidential written document.

- Confidential information such as performance or disciplinary communications should never be sent electronically.

- The YMCA expects that employees will apply the same business etiquette to the use of electronic mail messages as they will to a written memo or voice mail. As a general rule, employees should not communicate anything in an electronic mail message that would not be appropriate in a formal written memo.

- The YMCA’s right to retrieve and read notwithstanding, electronic mail messages should be treated as confidential by employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Information Technology Department and the Human Resources Department.

- Employees are not to access Streaming Video or Audio on their computers (i.e. RealAudio or YouTube). This consumes bandwidth and affects network performance.

- Many viruses disguise themselves as messages from friends, colleagues, or relatives, so if you are suspicious of an electronic mail message, delete it from your inbox without opening.

- Intentional attempts to conceal one’s identity either on the internet, through electronic mail message exchanges, or in any manner.

- Browsing inappropriate web content (including, but not limited to pornographic, gambling, hate, and drug promoting sites).
ELECTRONIC COMMUNICATIONS POLICIES

SOCIAL NETWORKING POLICY

The YMCA recognizes the importance of the Internet in shaping public thinking about our organization and our current and potential services. We also recognize the importance of our employees joining in and helping shape industry conversation and direction through interaction in social media. The YMCA is committed to supporting honest, transparent, and knowledgeable dialogue on the Internet through social media. All social media activities conducted, instituted, or maintained on behalf of the YMCA must be approved in advance by either the President/CEO or the Chief Operating Officer.

SCOPE

All employees who participate in social media, whether on business or personal time, on behalf of the YMCA or that references the YMCA in any manner, are expected to adhere to the following guidelines and all other YMCA policies. Social media refers to web-based media technologies through which people communicate, share and network in an online environment. Social media can take many different forms. It includes social networking sites (e.g., Facebook, MySpace and LinkedIn); blogs; microblogs (e.g., Twitter); online discussion groups; instant messaging; text messaging; multimedia sharing for videos (e.g., YouTube), pictures (e.g., Flikr), 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.

RESPONSIBILITY

Approved and published social media sites must be maintained with current and relevant information by the site’s owner (the staff person who set it up or who subsequently becomes responsible for it). This includes monitoring the site for inappropriate language, images, depictions, and misuse. If the site is found to contain any incorrect or inappropriate information, it is the owner’s supervisor’s responsibility to correct the error or have the site taken down immediately. It is understood that YMCA’s computers and Internet access should only be used for company business purposes, all information contained or sent via the company’s servers is YMCA property, employees have no expectation of privacy when using company computing equipment or network Internet access, and the YMCA reserves the right to access the computing systems at any time. The YMCA may also modify or delete any content submitted via its social media pages.

PROCEDURES

The YMCA absolutely prohibits listing its name or marks on social media or other Websites which include obscene, offensive, violent content or places that are contrary to the YMCA’s mission or that would be detrimental to the community. The YMCA also prohibits defamatory, harassing, disparaging, or other language that violates the spirit of the YMCA’s mission. Employees may not make public any proprietary, sensitive, or confidential information related to the YMCA, a competitor, or an affiliate party that is not already in the public domain without express written permission from the YMCA’s President/CEO. This includes but is not limited to financial results, strategy, and membership/employment/childcare enrollment data. If an employee is not sure whether information has been released publicly, the employee should speak with the YMCA’s President/CEO before making any disclosure. Employees must not post confidential information about any third parties that has been entrusted to the YMCA.
SOCIAL NETWORKING POLICY con’t.

Employees should respect the privacy rights of their co-workers and must not disclose information about work-related events involving other employees of the YMCA, its clients, vendors and business partners without obtaining their permission. Employees must not post photographs or images of any co-workers, YMCA clients, vendors, or business partners on any social media site without having their express permission to do so. Employees should refrain from posting or using copy written information, logos, trademarks, etc., unless express written permission from the owner is obtained. When dialoguing, only honest, knowledge based responses should be provided. If an answer is not known, state that and seek to find the appropriate person to respond. Half-truths and outright lies will be quickly ferreted out by today’s social media watchdogs, competitors, regulators, and others.

CONTROLS

Employees should not use social media sites to monitor existing employees or screen or evaluate potential candidates for employment. Social media sites may reveal protected characteristics regarding potential candidates that may not be used in making employment decisions. Employees should not engage in any deceptive practices to obtain private information or use any obtained information in a discriminating manner. Employees should not engage in any online conduct which: creates a conflict of interest between them and the YMCA, creates a conflict with one of the YMCA’s program participants, or otherwise harms the business interests of the YMCA. Employees may not give out their personal email addresses or links to their personal social networking profiles, blogs or websites to program participants. Employees may not initiate contact with program participants through any means of Internet communications outside of official, sanctioned YMCA communications. If an adult program participant finds a staff member’s personal social networking profile and requests to be linked as a friend, the employee may accept or deny the request at the employee’s discretion. If a minor program participant (any program participant under the age of 18) finds a staff member’s personal social networking profile and requests to be linked as a friend, the employee must respectfully deny the request and block them from further contact. Employees must contact their supervisor if a minor program participant attempts to contact them through the Internet.

REFERRING TO THE YMCA ONLINE

Employees should always identify themselves as a YMCA staff member if saying anything about our programs or services or making comments on a public site about competitors’ programs or services. Anonymous posts should not be made when discussing the YMCA online. If your personal external online activities do not mention your work at the YMCA or YMCA in general, you do not have to identify yourself as a YMCA employee. However, if you make comments regarding YMCA-related topics to any online site, or if someone posts comments relating to the YMCA and you choose to respond, you should ensure that you are identified as a YMCA employee. If you choose to speak about the YMCA in online sites, you must also make it clear that you are speaking for yourself and not on behalf of the YMCA. Use a disclaimer such as, "The postings on this site are my own and do not represent the positions, strategies, or opinions of the YMCA." If you choose to identify the YMCA as your employer on your personal social networking profile, you must conduct your social networking activities in a manner consistent with the YMCA’s mission. This includes both the content you contribute to your profile, such as pictures and self-entered text, and the content contributed to your profile by others.
ELECTRONIC COMMUNICATIONS POLICIES

SOCIAL NETWORKING POLICY

VIOLATIONS OF THIS POLICY
Any employee who believes that a violation of this policy has occurred should immediately report the matter to Human Resources or to the YMCA’s President/CEO. Violations of this policy may result in disciplinary action, up to and including termination.

EMPLOYEE RIGHTS
This policy is not intended to restrict any employee’s right to discuss wages and working conditions with co-workers or otherwise to impose limits on an employee’s rights under state or federal law.
ACKNOWLEDGMENT OF STAFF HANDBOOK

Please read and sign this receipt. This statement will be retained in the YMCA Office as a part of your file.

I have read the YMCA of Metropolitan Dallas’s Staff Member Handbook located on at www.dallasynetwork.org. I understand that neither this handbook, nor any other YMCA policy, practice or procedure, is intended to provide any contractual obligations but is an operating guideline relating to continued employment, compensation or employment in a particular position and should in no way be construed as creating any sort of employment contract. I further understand that my employment relationship may be terminated by the YMCA or by me at any time, with or without notice, and for any or no reason. I also understand that all of the policies and procedures in this handbook or other YMCA documents may be changed at any time at the sole discretion of the YMCA, with or without prior notice.

I have read and will abide by the rules of the YMCA in accordance with this statement of policy.

Staff Member Name (please print): ______________________________________________________

Branch: _____________________________________________________ Date: ______________

Staff Member Signature:_______________________________________________________________