YMCA OF THE INLAND NORTHWEST
Employee Handbook
Employee Handbook Acknowledgement Form

I hereby acknowledge the following:

- I have received a copy of the YMCA of the Inland Northwest Employee Handbook. I understand that it is my responsibility to read and understand the policies, rules, and benefits described in this handbook.

- I understand that if I have any questions regarding this information I should consult my supervisor or the human resources department.

- I understand that the Y has the right to change these policies, rules, and benefits without notice.

- I understand that future changes in policies and procedures may modify, suspend, supersede, or cancel those found in this handbook, in whole or part, and that I and other employees typically will be notified of such changes through normal communication channels.

- I understand that the benefits information in this handbook is only a brief summary and that I can find more information on these plans in informational material and plan documents. If any discrepancies occur between information in this handbook and the actual plan documents, I understand that the plan documents will prevail.

- I understand that any written or oral statements by a supervisor contrary to this handbook are invalid and should not be relied upon.

- I expressly understand that this handbook is provided as a guide and that it does not constitute a contract of employment. Rather, I acknowledge that my employment with the Y is on an at-will basis, which means that the employment relationship may be terminated at any time, by either the Y or by me, with or without cause and with or without prior notice.

- I understand and agree that I will read and comply with the policies and information contained in this handbook.

____________________________________
Employee name (Please print)

____________________________________
Employee signature

____________________________________
Date

Note: Sign and return to the Human Resources Department. Form will be kept in your personnel file.
Welcome from the CEO

Welcome to the YMCA of the Inland Northwest!

As a mission driven not for profit, we’re committed to serving our community through quality programs and facilities. At the heart of that commitment is our people and we’re delighted that you’ve joined our staff team.

We’re this community’s oldest not for profit and our collective purpose is to give everyone a safe place to learn grow and thrive. Whatever your responsibilities are within our Y, your job performance will help us fulfill that purpose and ultimately strengthen our community.

We ask you to live the Y’s values of caring, honesty, respect and responsibility in each and very encounter with a program participant, member and/or community member. In turn we’ll make certain that we apply those same values to you in an effort to provide you with a job experience that is both fulfilling and rewarding...an experience that will impact your life in a positive way.

Please read the About This Handbook section to understand the purpose and uses of this guide. If you have any questions about this handbook please seek clarification from your direct supervisor or our Human Resources Department (509 777 9622).

Again, welcome to our YMCA!

Steve Tammaro
President and CEO, YMCA of the Inland Northwest
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INTRODUCTION

About This Handbook

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

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

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

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

If you have any questions regarding your employment, please discuss them with the Human Resources Department.

Again, welcome to the Y. We’re glad you’re here!

Mission, Values and Cause

What Drives Us

Our Cause Defines Us

At the Y, strengthening community is our cause. Every day, we work side by side with our neighbors to make sure that people of every age, income level and background have the opportunity to learn, grow, and thrive. To fulfill this promise, the Y requires strong cause-driven leaders to effect lasting personal and social change in our organization’s three areas of focus: youth development, healthy living, and social responsibility. At the Y, we strive to put the following values into practice in everything we do: caring, honesty, respect, and responsibility.

Our Impact Is Felt Every Day

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

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

History

How We Started and Where We’re Headed

From Small Beginnings to a Major Force

The Y was founded in London, England, in 1844 as the Young Men’s Christian Association to help young men develop character and avoid the unhealthy social conditions of the times. The Y Movement reached the United States by 1851. By the early 1900’s, the Y began serving boys and older men in addition to young men. After World War I, women and girls became an active part of the Y Movement, and in the 1960s and 1970s, families became a major focus. Today, more than half of all Y members and staff are women and girls.

Today, the Y engages more than 10,000 neighborhoods across the U.S. As the nation’s leading nonprofit committed to helping people and communities learn, grow and thrive, our contributions are both far-reaching and intimate - from influencing our nation’s culture during times of profound social change to the individual support we provide an adult learning to read.

By nurturing the potential of every child and teen, improving the nation’s health and well-being, and supporting and serving our neighbors, the Y ensures that everyone has the opportunity to become healthier and more confident, connected, and secure.

Global Reach

Since its founding, the Y has grown into one of the largest volunteer organizations in the world, serving more than 45 million people in 120 countries. Y’s in the U.S. have played a key role in the growth and strength of our global organization and continue to partner with Y’s around the world to address critical social issues. Collectively, we use the knowledge and resources of our global network to help people reach their potential. From welcoming newcomers in the U.S. to working to prevent the spread of HIV/AIDS in Ethiopia, Ys have the expertise and commitment to strengthen communities and bring about positive change.

Our Local History

The YMCA of the Inland Northwest was established in Spokane Falls, Washington Territory on November 4, 1884. In 1906 a large new building was dedicated at the corner of First and Sprague Avenues across the street from the soon to be built Davenport Hotel. In 1915, the Association added a full-time camp on Fan Lake near Deer Park, Washington, after receiving a generous gift of 11 acres from Mr. Reed, for whom the camp was named.

In 1957 the Y purchased property on Havermale Island for the construction of a new facility. With a vision in mind, the Board of Trustees for the Y launched a capital drive in 1965-66 for the funds to begin construction of a facility that was dedicated on January 23rd, 1967. This building formerly located in the heart of Riverfront Park was home to the Downtown Y and Corporate Office for 42 years. This building was sold to the City of Spokane as part of the recapitalization of assets and capital campaign to build new,
easily accessible facilities for Y programs and services. In 2010 the Y vacated the Riverfront Park property and moved corporate offices to 1126 N. Monroe St., directly north of the new Central Y facility.

In 1997 the Y secured property for a new Valley facility through a generous donation from the Cowles family. The new facility, located at Mirabeau Point, marked a major expansion for the Association and an opportunity to serve children and families in the rapidly growing Spokane Valley. After the successful completion of a capital campaign, the new Spokane Valley branch was dedicated in May of 2000.

In 2011 the Y completed a sweeping capital campaign “Your Y You’re Why” that raised funds for the construction of two state of the art facilities: Central Spokane and North Spokane. This unprecedented campaign fused the resources of the YMCA and YWCA for the first time anywhere in the nation, housing both organizations together at the Central location. Both the Central Spokane Y and North Spokane Y opened in 2009, May and September respectively.

With the new facilities, the Y now has three state-of-the-art locations of approximately 50,000 sq. ft. each to better serve 1 in 6 residents of Spokane County and put 480,000 people within a 15-minute drive of a Y.

Voluntary Contributions

The Y is a charitable, mission-driven, not-for-profit corporation that depends on contributions to help underwrite the services it provides. Each year we have our own “Annual Campaign.” In addition we take part in the annual United Way Campaign. We want to stress that your financial participation in any fund raising campaign is strictly up to you. Participation is not required and is not a condition of employment. If you choose to participate, your campaign support can make a real difference to the community.

OUR STRATEGIC PLAN

The YMCA of the Inland Northwest has developed a strategic plan aimed at expanding our impact, staying relevant, and enriching our staff experience. Our current plan, as approved by our Corporate Board of Directors, lists three organizational strategies to be accomplished by 2020:

1. EXPAND FOR GREATER IMPACT: Maximize our collaborative partnerships, utilize available community resources and engage our target markets to expand our facility presence and programmatic impact throughout the service area.

2. ADAPT TO STAY RELEVANT: Leverage the use of technology, methods of communication, and culture of belonging to meet the needs and patterns of behavior of our prospective members, participants, donors, staff, and volunteers.

3. ENRICH THE EMPLOYMENT EXPERIENCE: Provide an employment experience that is distinctive, flexible, and rewarding for people who are attracted to meaningful work and value a sense of community.
EMPLOYMENT

At-Will Employment

While we hope our employment relationship will be long and mutually beneficial, your employment with the Y is voluntary and you are free to resign at any time. Similarly, the Y is free to end the employment relationship at any time, with or without cause, and with or without prior notice. Neither you nor the Y has entered into any contract of employment for any specific period of time. No representative of the Y has the authority to make any representations inconsistent with this policy. The at-will nature of your employment may be changed only by a written agreement signed by you and the CEO of the Y.

Equal Employment Opportunity

The YMCA of the Inland Northwest provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, creed, color, religion, gender, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity, or status as a covered veteran in accordance with applicable federal, state, and local laws. The YMCA of the Inland Northwest complies with applicable federal, state, and local laws governing nondiscrimination in employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs.

If you need workplace accommodations for your religious beliefs or for your disability, please speak with your supervisor or the Human Resources Director at 509 777 9622. The Y strives to create a respectful workplace and engaging in any act which illegally discriminates against another employee will not be tolerated. If you have related questions, complaints, or comments, you should contact the Human Resources Director.

Diversity and Inclusion

Strengthening Our Work through the Diversity of Our People

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

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

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

The Y offers professional development and training programs that steward staff through a range of opportunities that build 21st century leadership competence and help them obtain the experience they need to lead Ys in all our communities.
Diversity and inclusion practices at the Y foster a high-performing learning environment where staff and volunteers are engaged and valued and where they are encouraged to collaborate, generate ideas, and contribute at the highest level. We are passionate about our cause and know that our ability to achieve it begins with reflecting and partnering with all people and communities.

**Individuals with Disabilities**

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

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

**Recruitment and Placement**

The Y selects employees who:

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

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

Because of our commitment to develop internal talent and to ensure we have a diverse and robust candidate pool to select from, positions can be filled under two different scenarios:

1. Post position internally and/or externally for at least seven calendar days
2. When an internal candidate has been identified through a succession plan or planning process and the employee’s development will be best served by placing them directly into the role, the position may not be posted.

Generally, all full-time and part-time vacancies are posted. However, the Y reserves the right to not post some jobs when it is determined to be in the best interest of the organization.

Employees are encouraged to apply for consideration by following the procedures explained with the listing. An employee who is experiencing performance problems in their present job may not be considered.

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

Employees applying for another position within the Y are expected to notify their present supervisor of their application. Employees are encouraged to pursue advancement with the Y and to get the experience, training or certification necessary to qualify for positions of greater responsibility. Supervisors considering internal applicants are encouraged to review the applicant’s current performance with their current supervisor prior to transfer.
Employment of Relatives

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

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

Potential conflicts arising from this policy must be disclosed by the hiring manager upon application of the relative. The hiring manager must seek approval prior to the interview process and the family member may not participate in the hiring process.

Any exception to this policy must be approved by the CEO, who will determine whether the working relationship would create a conflict of interest or the appearance of favoritism. Relatives of the CEO must be approved by the senior leadership team.

If an employee who has supervisory or administrative responsibilities becomes involved in a relationship after employment occurs, they must report it to their supervisor. Management reserves the right to transfer or ask for a resignation from either party. Failure to fully disclose relationships in a timely manner may be considered misconduct that will be subject to disciplinary action, up to and including termination.

Background Checks

All individuals seeking employment must consent to a criminal background check. Employment is contingent on the results. Convictions will be evaluated on a case-by-case basis. Applicants who fail to fully disclose their criminal convictions as required will not be hired or will be terminated if hired.

Employees are expected to inform their supervisor in the event they are accused of a crime that might affect their employment at the Y. The information will be evaluated and if any action is necessary will be discussed with the supervisor and employee.

The Y will rerun an employee’s background check every two years, or as needed, to ensure our employees are meeting the standards our association has established. Any further information found as part of this process will be discussed with the supervisor and employee. If the conviction is deemed serious it could result in disciplinary action up to and including termination.

Employee Records

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

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

Changes in Personal Information

You are responsible for notifying us immediately of changes to your name, address, phone numbers, email address, marital status, dependents, emergency contact information, and/or beneficiary designation. Most changes can be made directly through ADP Workforce Now.
Please remember that changing your membership personal information does not change the payroll or Human Resources file information.

**Ending Employment**

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

Should you choose to resign, give your resignation notice in writing to your supervisor. Return all Y-owned property, including keys, no later than your last day of work. If you wish, you may request an exit interview with the Human Resources Department.

If you have questions about benefits or other matters, contact the Human Resources Department. Premiums for health insurance will be paid through the last day of the month in which employment ends.

If you have health insurance with the Y, you have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the COBRA policy in the benefits section of this handbook.

**CLASSIFICATION OF EMPLOYEES**

**Employment Classifications**

*Full-time and part-time employees*

1. Full-time employees consistently work at least 30 hours per week in a position that is not seasonal in nature.
2. Part-time employees regularly work less than 29 hours per week but more than 20 in a position that is not seasonal in nature.
3. Special hourly employees work less than 19 hours per week in a position that is not seasonal.
4. Seasonal employees usually work for a period not to exceed six months out of a twelve-month period. Seasonal staff members are not considered full-time, although they often work a full schedule during the season. Employees must be in good standing at the end of a season in order to be considered for employment the following year.
5. Substitute employees work on an on-call, as needed basis. They must work at least one day within a 90 day period.

If you are a part-time or full-time employee who has been previously employed by the Y in the 6 months preceding your employment at the YMCA of the Inland Northwest, you will be credited for those prior years of continuous Y service. If you were previously employed at a Y and it has been less than 6 years since you were last employed at a Y, your years of service will count towards your participation in YMCA retirement. Contact Human Resources if you have worked for a Y prior to coming to the YMCA of the Inland Northwest.
WORK HOURS AND PAY

Compensation Philosophy
The Y wishes to attract, retain, and reward competent, capable individuals committed to the Y’s mission and values. The Y offers each employee a well-rounded combination of pay, benefits, career development, and learning opportunities in a meaningful, healthy work environment. Our compensation strategy will:

- Reflect the YMCA of the Inland Northwest’s mission and values
- Actively support attainment of strategic initiatives
- Enhance the Y’s ability to provide a high quality, affordable experience for members and guests
- As a learning organization, consider employee needs and career advancement
- Regard salaries and benefits as components of total compensation
- Consider budgetary requirements and fiscal projections

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

Hours of Work and Work Week
Supervisors generally prepare and communicate work schedules to their staff in advance of the workweek. Requests for schedule modifications must be made to the supervisor as early as possible.

The Y workweek begins at 12:00am on Sunday and ends at 11:59pm on Saturday.

Employees will be paid a minimum one hour show-up pay when called in to report to the facility on off hours. When handled by phone, you will be paid for your time in minute increments.

In accordance with Washington State law, an unpaid meal break of 30-60 minutes is required for a shift longer than 5 hours. The meal must be taken no earlier than 2 hours into the shift and no later than 5 hours into the shift. Meal breaks must be taken. Paid rest breaks of 10 minutes for each four hours of working time are provided. Most Y positions allow for intermittent rest breaks, rather than formally scheduled breaks.

Breaks for Nursing Mothers
The Y complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Y will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child’s birth and each time the employee needs to express milk. The nursing mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public.

Pay Practices
Employees are paid bi-weekly with pay dates every other Friday. Pay periods run from Sunday to Saturday for a two-week period. The pay date is the following Friday. If the pay date falls on a holiday, you will be paid the following Monday.
It is your responsibility to accurately record your hours worked in our time entry system, ADP. You can view your timesheet electronically on a desktop computer or through the ADP Mobile App. It is your responsibility to ensure your supervisor has a complete record of your time by the end of each pay period. If your time is not correct in ADP Time and Attendance, you must submit a signed paper timesheet to your supervisor with the corrections. We recommend you review your pay stub each pay day to ensure accuracy. If you believe you have been paid incorrectly, talk with your supervisor and they will assist you in getting the corrected hours to Payroll for payment on the next pay day.

**Reporting Time**

Payroll and time records for all employees will be maintained to meet federal and state regulations and Y policies. Nonexempt employees are required to record time completely and correctly on a daily basis. You are responsible for preparing accurate, timely records of your working hours so that accurate payment can be made to you.

Exempt employees report exceptions on a pay period basis.

Employees are responsible for ensuring accurate payment is made by reviewing each paycheck and notifying their supervisors of any concerns in a timely manner. A schedule of paydays is available in this handbook under heading of Pay Practices.

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

**Overtime**

If you are in a nonexempt position, you will be paid at a rate of one and a half times your regular hourly wage for any hours worked in excess of 40 per week (Sunday through Saturday). Hours paid out of benefit time (sick, vacation, bereavement, holiday, etc.) do not count as hours worked in determining overtime pay. You will be paid for all hours worked. Working overtime hours without first getting supervisor approval may lead to disciplinary action.

**Direct Deposit**

All Y employees are paid via Direct Deposit. All new employees must complete a Direct Deposit Authorization Form upon hire. Direct deposit is a requirement of employment.

**Attendance and Tardiness**

At the Y, regular attendance is required of all employees and is an important part of your job performance. You are expected to be at your work site and ready to work at the start of your assigned hours and to remain at your job until the end of your assigned work hours, except for approved breaks and lunch. Attendance will be monitored on an ongoing basis and will be included as part of an employee’s performance evaluation.

There are times when an unscheduled absence is unavoidable. If you need to be absent from work, you must contact your supervisor (not a coworker or the front desk staff) as soon as possible and no later than two hours prior to the start of your scheduled shift. If your supervisor is not available you must contact the Manager on Duty.

Failure to observe scheduled working hours disrupts Y operations and places an unfair burden on fellow staff members. Unexcused, repeated tardiness or absences, and/or failure to personally notify your supervisor of an absence can result in disciplinary action up to and including termination.
If you are absent for three consecutive work days without contacting your supervisor, you will be considered to have voluntarily resigned your position.

**Payment during Severe Weather or Disasters**

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

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

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

In the event a Y location remains closed for more than one day, the CEO will determine how non-exempt employees will be compensated. Regardless, exempt employees may not be docked pay when their work location is closed; however, they may be required to work at another location or work from home.

Employees who miss work when their work location is open will not be paid for missed work time unless they use vacation time. Exempt employees must use whole days of vacation. If none are available, their salary will be docked for the whole day if no work was performed.

Any alteration in the Y’s regular schedule will be decided by the CEO or the COO, and will be communicated on our website. Staff should go to our website [www.ymcaspokane.org](http://www.ymcaspokane.org) and click on announcements. The information will also be available on our Facebook page.

**Expense Reimbursement**

The Y will reimburse reasonable expenses incurred by employees who travel on business or to Y sponsored and approved events provided such expenses are accounted for in a timely fashion within business office deadlines on a designated expense report. (Forms are available from your supervisor or on the Public Drive under Forms). Employees may keep for personal use any frequent traveler or similar perk rewards.

In order to be reimbursed for mileage, an employee must have their travel pre-authorized by their supervisor and must be on the approved Drivers List with Human Resources.

**Cell Phone Assignment/Reimbursement**

The Y recognizes the value of cell phones and how that impacts its employees while conducting corporate business. To meet this need, the Y has established the following guidelines for cell phone reimbursement.

- Exempt employees that qualify for cell phone reimbursement will receive $50 a month. Exempt employees receiving this reimbursement are expected to maintain their own cell phone account. To determine if you qualify for this reimbursement, please talk with your supervisor.

- Non-exempt employees do not qualify for the cell phone reimbursement, however under certain circumstances may qualify for a Y provided cell phone for use during scheduled work hours. See your supervisor to determine if you qualify.

Cell phone usage must always be performed in a manner that aligns with Y policies, especially when operating a motor vehicle. Please review the driver policy for further guidelines.
SAFETY

Employee Safety

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

- Immediately report any potentially unsafe condition to your supervisor
- Maintain a clean and orderly work area at all times
- Immediately report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem. All injuries must be reported within 24 hours per Washington State law.
- Complete an accident/incident report
- Avoid engaging in any horseplay or distracting others
- Adhere to all safety rules and work instructions
- Only operate vehicles, machines, or equipment that you are authorized and trained to use
- Wear required protective equipment when working in hazardous areas or conditions and when working with chemicals or potentially harmful substances
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures
- Follow proper lifting procedures at all times
- Report any damaged or defective equipment or other unsafe condition to your supervisor promptly

Bloodborne Pathogens

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

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

For staff exposed to bloodborne pathogens in the course of their work, the Y offers the Hepatitis B Vaccination. The complete series (3 inoculations) are available at no cost to the employee. Contact your supervisor or Human Resources for additional information.

Chemical Hazard Communication

The Y is committed to offering a safe and healthy workplace. Employees are trained in hazard awareness (GHS Training) to ensure they are fully informed and aware of any chemical hazards in the workplace.

In your work at the Y, you may come in contact with hazardous material that you need to know how to handle. The Y makes available Safety Data Sheets (SDS) for all products used at the facility. Your supervisor can tell you the location of the SDS sheets.
The directions of the SDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc.) must be used as directed on the SDS sheets. Please ask your supervisor where this equipment is stored, and how to use it, if you have not already been trained.

Any accidents pertaining to chemicals or hazardous materials should be reported immediately to your supervisor.

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

Staff members are required to wear staff shirts and name tags when working in one of the facilities. In addition, staff members are required to bring their membership card if they are in the facility to use any Y programs or services. Members are also expected to bring their membership cards and guests are required to provide picture identification.

After hours, no visitors are allowed in the building without prior authorization from the COO.

Employees who close the facilities are required to lock, alarm, and properly secure the facility. Facilities may not be left until security systems are armed.

Video Surveillance
In order to promote the safety of employees, members and visitors, as well as the security of our facilities, the Y may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that video cameras will be positioned in appropriate places within and around Y buildings.

EMPLOYEE CONDUCT

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

- Verbal counseling
- Written counseling
- Suspension with or without pay
- Immediate termination

Documentation related to progressive discipline will be retained in the employee’s personnel file.

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

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Thus, child abuse, and the resulting severe effects, are of primary concern to the Y. Child abuse is the mistreatment or neglect of a child, by parent(s) or others, resulting in injury or harm. Because of our concern for the welfare of children, the Y has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, background checks are conducted upon hiring, and every two years thereafter and staff members who have contact with children receive training in recognizing, reporting, and preventing child abuse. For staff working in a Washington State Licensed program, Washington State Department of Early Learning requires that all people working in Childcare be registered as part of the Merit System. See your supervisor for more information. Department of Early Learning has the right to determine by law that an employee can work in Childcare.

Some of the guidelines for employees are as follows:

1. At no time during a Y program may a staff person be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them.
2. A child may not be left unsupervised.
3. Staff shall not abuse or mistreat children in any way, including:
   a. physical abuse - striking, spanking, shaking, slapping, and so on;
   b. verbal abuse - humiliating, degrading, threatening, and so on;
   c. sexual abuse - touching or speaking inappropriately;
   d. mental abuse - shaming, withholding kindness, being cruel, and so on; and
   e. neglect - withholding food, water, or basic care.
4. No type of child abuse will be tolerated. Any abuse by a staff member will result in disciplinary action, up to and including termination of employment.
5. Staff members may not transport children in their own vehicles.
6. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
7. Outside of the Y, staff members may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. You must inform your supervisor immediately if you have contact with children of a Y program outside of work. Your supervisor will assist you with policies and guidelines that will best address your situation.
8. Staff will not have interaction or contact with minor participants and/or members through any medium including but not limited to, electronic or other, that is not for official Y purposes.
9. Staff must not accept any request by a Y program participant under the age of 18 to participate in any social media contact (not limited to Facebook, Twitter, etc.).
10. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.
11. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.
12. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
13. Staff members may not date program participants who are under the age of 18.
14. Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent/guardian (authorization on file with the Y).
15. Staff members are to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules.
16. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
17. Staff members are required to fully cooperate with any investigation by the Y, any law enforcement...
agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.

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

19. Personal visitors are not allowed in classroom/program sites where children are present. If you must meet someone during work hours, inform your supervisor, make arrangements to have your duties covered and meet that person in an area away from children.

20. Staff shall maintain confidentiality and respect the child’s and family’s right to privacy. Staff must not disclose confidential information or intrude into family life. Information about individual children is to be shared only with the child’s parents and appropriate staff.

**Child Abuse Reporting Procedures**

The Y advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, shaking, squeezing, shaming, withholding food or restroom privileges, confining children in small rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, Y staff and volunteers need to be sensitive to each person’s need for personal space (i.e. not everyone wants to be hugged). The Y encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

All staff members are mandated by state law to report suspected child abuse. Sometimes the signs of abuse are obvious and at other times they are more subtle and difficult to detect. It is important that staff be alert to the physical and emotional state of children as they enter the program each day and document any unusual conditions or behaviors that are observed. A single incident that has no significance may, however, be a part of a pattern of abuse that should be reported.

In the event that there is an accusation of child abuse, the Y will take prompt and immediate action as follows:

1. If someone reports child abuse to you, or you have reasons to suspect child abuse has occurred, notify your immediate supervisor right away. Your supervisor will notify the program director responsible for the administration of the program. The program director will discuss the facts of the situation with you. The program director will call in the report to Child Protective Services in your presence, or you may call in the report. Either way, the report is coming from you and if CPS determines that an investigation is warranted, they will follow up with you. If an internal investigation is performed, you will be informed of the outcome of this as well.
   a. If you witness abuse of a child by anyone, you may need to intervene for the sake of the child before calling CPS or reporting the incident to your supervisor.
   b. Your responsibility to report suspected abuse cannot be waived by your supervisor, program director or anyone else. It is also not possible for you to report anonymously, but you may ask that your identity be kept confidential.
   c. If the program director, COO, or other Y official are not available, that should not in any way deter you from reporting the suspected abuse to Child Protective Services at the number below if you believe the child’s health and safety is in immediate danger.
   d. Under Washington State law, childcare workers are granted immunity from prosecution for reports made in good faith.
2. Records of questionable occurrences that may not require a CPS report should be documented in a child’s file. Seemingly innocent occurrences that parents or children have reasonable explanations for may show up as a pattern over time, requiring a CPS report.

3. The Y will make a report in accordance with state reporting requirements and will cooperate to the extent of the law with any legal authority involved.

4. In the event the reported incident(s) involve a program volunteer or employed staff, that person may be given a leave of absence from the Y depending on the severity of the accusation. Reinstatement of the program volunteer or employed staff person will occur only after a confidential investigation has occurred and allegations have been cleared.

5. If you have reason to believe the child’s family is involved in the abuse or has failed to protect the child from abuse, it is then the responsibility of the CPS worker to notify the family.

All Y staff and volunteers must maintain the confidentiality of this information and, therefore, should only discuss the incident with the persons named in #1 above.

**Child Protective Services**

- Washington: 1-866-363-4276
- Idaho: 1-855-552-5437

Additional information is available from your supervisor in a booklet from Washington State, “Protecting the Abused and Neglected Child”. You can find a copy in the Human Resources folder on Public in the file titled “Child Abuse Procedures”.

**Arrest or Criminal Conviction of a Staff Member**

An employee is required to report an arrest to the Y, when the employee’s position at the Y involves activities with children under 16 years old, developmentally disabled people and vulnerable adults. All employees are required to report any criminal conviction to the Y, regardless of their position. The report of arrest or conviction should be made promptly, within five days of when the arrest or conviction occurred. The report should be made in writing to the Human Resources Director and include the exact charge or conviction, the location or court, and the date of the arrest or conviction. Failure to report arrests or convictions as required is considered misconduct, and could result in disciplinary action up to and including termination.

**Confidentiality**

In the course of their job duties with the Y, many employees have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Y staff members have a duty to keep information confidential. Information may not be released regarding a member or program participant to anyone except Y staff or law enforcement. Misuse, unauthorized access to, or mishandling of confidential information will result in disciplinary action, up to and including termination of employment. Information regarding working conditions is not included within the scope of this policy. If you have any questions regarding the release of confidential information please contact your supervisor or the CFO.

Staff members are also given certain access to this information via computer programs, websites and other protected services. Oftentimes these services are accessible only through the use of passwords. Employees with authorization to access these services are given a dedicated password unique to the employees. It is against policy to provide this password to any other employee without the authorization of the Director of IT. Providing the password to another employee could give them access to programs and electronic services and you will be responsible for any policy infractions that occur during such usage.

**Confidentiality of Medical Information**

The Y and its employees will respect and protect the privacy of medical information, medical records, and related information about participants who request or receive direct services from the Y. Employees are expected to treat medical information as confidential, whether it is related to employees, members, youth,
volunteers, or donors, and should not disclose it to others. If you are unsure whether someone needs to know, you should check with your supervisor before disclosing. The Y safeguards all confidential information about participants consistent with federal and state laws, regulations, and Y policies. Questions about compliance should be directed to your supervisor and/or Human Resources.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interests of the Y. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with the Y are to act in the best interest of the Y.

All employees have a duty of loyalty to the Y, to further its cause and goals, and, in general, to work on behalf of its best interests. In the event that an employee's actions or decisions could result in improving their own personal interest or monetary gain with a concurrent depreciation of the Y's interest, or otherwise affect the Y adversely, this creates a conflict of interest. Employees, therefore, may not accept a commission, payment, reward, or gift in any form (except those of a nominal value, not to exceed $200 per item, up to $1,000 per year) from vendors, dealers, members, or any entity seeking or supplying the Y. The meaning of gifts includes without limitation, travel, lodging, and entertainment, except business lunches and dinners.

Employees should make prompt and full disclosure in writing to the CEO, CFO, or COO of any potential situation which may involve a conflict of interest. Any exception to this policy must be made by the CEO, CFO, or COO.

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

- Ownership by employee or by a member of their family with a significant interest in any outside enterprise which does or seeks to do business with the Y, or competes with the Y
- Full-time staff engaged in any outside employment or business activity which might result in a conflict of interest or interfere with their Association duties
- Personal benefit from any Y transaction including sale, purchase, rent, lease of property, services, or supplies
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Y
- Unauthorized use of materials, equipment, facilities, or other Y assets for personal purposes

In connection with any actual or possible conflict of interest, an employee must disclose the existence of the financial interest in writing to the CEO, CFO, or COO. (If the conflict involves the CEO, the CEO must disclose such to the board chair.) The CEO will make the final determination relative to the existence and nature of the conflict of interest and determine the appropriate course of action.

Dress Code and Uniforms

By dressing appropriately for our work and our positions and by modeling good personal hygiene, our employees help create a welcoming environment and favorable professional image of themselves and the Y. Our grooming and dress standards include the following:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- When attending business meetings with community members, business attire is advised.
- All staff members must meet the dress code that may be required for their particular jobs.
- All clothing should be neat, clean, and in good repair at all times. Clothing should not be distracting to others, expose undergarments, or present a safety hazard. Appropriate dress at the Y does not expose one’s midriff, bare shoulders, or chest.
- Facial hair must be neatly trimmed and clean at all times.
• Hats or caps are not appropriate for indoors.
• In consideration of others who may have allergies, wearing perfumes or other scented personal care products at work is strongly discouraged and may be prohibited.

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

All staff members at Y facilities, program sites, and other locations, with the exception of aquatic staff in swimsuits and group exercise instructors while instructing, must wear Y identification badges. Badges must be worn and visible at all times. Badges are not worn in the Corporate Office.

**Harassment Prevention**

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

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

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

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

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

**Misconduct**

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

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

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

Operation of Vehicles

Drivers must be pre-approved with Human Resources in order to operate a vehicle while working. Prior to operating a vehicle all drivers must sign a driver agreement, complete an on-line training course, and have provided a valid driver's license and insurance information.

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

You may drive a Y vehicle only if you are properly trained, licensed, and authorized to do so. While driving, you are required to drive in a safe and reliable manner and adhere to state laws. When driving or riding in any Y vehicle or when driving your own vehicle on Y business, you and all passengers are required to use seat belts. Employees should never operate a vehicle under the influence of drugs or alcohol, including prescription and over-the-counter drugs that may affect their ability to safely operate a vehicle.

Use of a mobile device while operating a motor vehicle on Y business is prohibited unless equipped with hands-free accessories. Use of any mobile device while driving any motor vehicle transporting Y members or participants is strictly forbidden unless the vehicle has come to a complete stop safely off the roadway and out of traffic. In any case, applicable law will prevail and payment of traffic infractions is the sole responsibility of the employee or the volunteer.

All violations received while operating a Y vehicle must be reported as soon as possible but no later than 24 hours after receipt of violation. The Y reserves the right to drug and alcohol test when an employee is involved in an accident during the course of their work.
Smoke-Free Workplace

YMCA of the Inland Northwest is committed to providing a safe and healthy environment for our staff and members. In keeping with this philosophy, we maintain a drug, alcohol and tobacco-free (this is inclusive of all smoking related products, including but not limited to, chewing tobacco, cigars, pipes and e-cigarettes) work and living environment. Smoking is not permitted in or on any Y property including facilities, vehicles or at any Y program. For staff and volunteer members, this applies both on company property and when off of company property as a Y representative. We will only hire staff members who share this commitment and are dedicated to being role models for the individuals we serve.

Certain departments, with the assistance of the Human Resources Department, may require greater controls on smoking and second hand smoke based on the concerns for program participants. Refer to your department supervisor for further information regarding this policy.

This policy also applies to any visitors on Y property.

Alcohol and Drug-Free Workplace

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

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

Illicit drugs for purposes of this program means those substances, including, but not limited to, marijuana, cocaine, opiates, including heroine, phencyclidine, amphetamines, MDMA, and any other controlled substances.

An employee may not report to work under the influence of alcohol, illicit drugs, or non-prescribed drugs. Additionally, alcoholic beverages and non-prescribed drugs are not permitted in Y facilities or on Y property and Y funds may not be used to purchase alcohol. Employees using prescription drugs that may affect their job responsibilities (for example, the use of drugs that induce feelings of drowsiness) should discuss the restrictions with their supervisor prior to their shift. Distribution of prescribed medication(s) will result in suspension and potential criminal charges. The Y may require completion of drug or alcohol test(s) for reasonable cause and/or at management's discretion. For example: drug/alcohol tests may be required when an employee is involved in an on-the-job accident causing injury or serious property damage. A positive alcohol or drug test result will be considered a violation of our Drug-Free Workplace policy, and the employee will be subject to disciplinary action, up to and including termination of employment. Reference the Y’s Drug and Alcohol Policy or contact the Human Resources Director for more information.

Treatment programs may be available through the medical insurance plan or Employee Assistance Program offered by the Y. Treatment programs may help individuals deal with an alcohol and/or drug problem before the problem affects performance and becomes a disciplinary issue. Treatment cost is the responsibility of the employee, if insurance is not an option, there are community resources that may be of assistance. Employees with concerns regarding their own or another person’s use of drugs or alcohol are encouraged to seek and obtain assistance from their supervisor or the Human Resource Director.

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

The Y seeks to provide a safe, secure, and violence-free environment for all employees, members, participants, clients, volunteers, and guests. This applies to Y facilities and all other places at which the Y operates its programs and activities.

Bullying includes the act of intimidating another person to make them do something and/or to discourage or frighten with threats or a domineering manner.

Violence/bullying may occur from a single incident or repeated inappropriate conduct, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Any act or threat of violence/bullying in the workplace is in direct conflict with the Y’s mission and values and is prohibited.

Violence/bullying includes, but is not limited to: physically harming another, shouting, shoving, pushing, harassment, intimidation, coercion, menacing behavior, brandishing weapons, and or threatening words or behaviors. All employees are responsible for helping to maintain a violence/bullying-free environment, and therefore, are required to promptly and accurately report any concern of violence/bullying or conversations that are perceived as being threats of violence/bullying, whether made by staff, members, youth, or other individuals. Initially, reports should be made to your supervisor, Vice President of Operations, and/or Human Resources.

Employees are expected to conduct themselves in accordance with the Y mission and values. Workplace violence/bullying is considered misconduct, and the Y will take appropriate actions in response to complaints of workplace violence/bullying. Employee misconduct involving workplace violence/bullying will be dealt with in accordance with the Y’s disciplinary action, up to and including termination of employment.

The Y provides an Employee Assistance Program (EAP) for all regular full-time and part-time employees. Employees may call the EAP directly or may be referred to the EAP program by their supervisor when deemed appropriate. The EAP is confidential and assists Y staff during times of stress and crisis. (See Employee Assistance Program for further information.)

Reports of incidents of violence, threatened violence, or violations of this policy will be promptly investigated and, following that investigation, appropriate corrective measures will be taken. Depending on the circumstances, interim corrective measures may be taken before the investigation is completed. Reasonable measures will be taken to preserve the confidentiality of persons reporting possible violations of this policy. The Y prohibits retaliation against anyone who makes a report.

Political Activity

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

No employee shall be compensated or reimbursed for personal political contribution; and efforts devoted to political activities must be outside of working hours. No employee may solicit for any campaign or cause during working hours or while on Y time, nor use Y resources to do so. Employees may not wear or post campaign/political paraphernalia on Y premises or during working hours. It must also be made clear that any statements regarding public issues, candidates, or office holders are the opinion of the individual, not the Y.
Personal Phone Calls
If your position involves providing direct service to members and/or participants, you are not permitted to use your personal mobile communication device(s) while working. If you have an emergency situation that requires you to use your mobile device, you must notify your supervisor before taking or making the call or text so that you can be relieved from your duties to attend to the situation. Phones are to be silenced or on vibrate while working.

Solicitation and Distribution
Solicitation and distribution of literature by non-employees (including by members or volunteers) on Y property is prohibited. Solicitation by employees on Y property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks. Distribution of literature by employees on Y property is allowed only in nonworking areas and then only during nonworking time.

In addition, it is against Y policy to solicit our members/guests for the purpose of promoting of a personal business or service. Use of confidential information such as member phone number, addresses, etc., is strictly prohibited. Please see the Confidentiality policy for further information.

The above restrictions apply to solicitations and sale of goods on behalf of organizations, including charitable organizations, with the limited exception of campaigns in support of the Y, United Way or other charitable entities approved by the CEO or his/her designee. Any fundraising activities must be pre-approved by the Director of Financial Development or the CEO.

COMMUNICATION

Employee Complaints
The Y has an open communications policy and welcomes any suggestions, questions, or concerns about your job, your working conditions, or the treatment you are receiving as an employee. Your suggestions for improving the Y are always welcome. Your questions and concerns are also of interest to management.

To use the open communication policy regarding concerns, problems, or complaints, we ask that you communicate first to your supervisor, following the steps below. Note that your confidentiality will be maintained to the extent possible.

1. Bring your concern to the attention of your immediate supervisor, who will investigate and provide a solution or explanation. If the problem is not, or you believe cannot be, resolved with your supervisor, you may ask the next level of supervision to review the problem with all appropriate parties. It is preferable to put your concerns in writing.

2. If the problem is still not resolved, you may refer it to the Branch or Program Executive.

3. If a complaint is not resolved through the previous steps, you may take it to the Chief Operating Officer or Human Resources Director, who will work to resolve the matter.

If the complaint is not resolved through the previous steps, you may take it to the President/CEO, who will work to resolve the matter. The decision of the President/CEO regarding the resolution of the complaint is final and cannot be appealed.
**Whistleblower**

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

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

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

Any employee who wants to report evidence of alleged improper activity, as described above, should contact his/her supervisor or the supervisor's manager. If the employee is not satisfied with the supervisor’s or manager’s response, or is uncomfortable for any reason addressing such concerns to their supervisor or their supervisor’s manager, the employee is encouraged to mail their report to a member of the Y’s executive management team (i.e., CEO, CFO, Human Resources Director) at the Corporate Office.

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

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

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

**Media Relations**

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

**Social Media**

The Y recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers. We want our staff members to join those conversations that take place on social media and share how the Y changes lives through Living our Cause.

Publicly observable communications, actions, or words are not private. In order to protect the Y, all employees are expected to behave in a manner consistent with the Y’s values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools.
for work or personal purposes. Use sound judgment and common sense, and follow the same policies that you follow in the offline world.

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

Staff should receive verbal approval from members prior to posting photos or video of members or participants. Use of the Y logo is prohibited. If an employee uses the Y name (including names of camps or other programs) in any such communication, they should be especially careful to support the Y’s image and mission while making it clear that they are speaking for themselves and not on behalf of the Y. Employees must also keep in mind that they may not post an endorsement of Y programs without disclosing their employment relationship with the Y.

Staff should recognize that they are personally responsible for the content they publish on social media sites. Employees may be subject to discipline for online commentary, content, or images that are defamatory, pornographic, or harassing. This policy does not prohibit employees from discussing wages, benefits, or working conditions on their own personal site.

When using social media, employees should keep in mind that other policies apply to its use, including, for example, the Y’s policies on confidentiality, preventing child abuse, and use of electronic communications systems. Employees who violate Y policies are subject to disciplinary action, up to and including termination of employment.

Accessing any social media site or online communication tool for personal purposes while at work should be minimal and not interfere with your job duties. Refer to the Electronic Communication Systems policy for more information. Employees should have no expectation of privacy or confidentiality with respect to use of the Y’s electronic communication systems.

Electronic Communication Systems

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

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

Employees may not use the Y’s systems to conduct personal business or non-work-related tasks, and employees should not maintain personal files on the Y’s electronic communication systems. The Y maintains the right to monitor and access its electronic communications systems including, but not limited to, all messages and communications sent or received on the systems, and all files or documents on the systems, at any time without notice to employees. Personal files placed on a Y computer become the property of the Y and may be modified or deleted without notice.

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

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

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

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

Sharing of individual user names or passwords assigned to you by the Y is not allowed. Failure to comply with these policies could result in disciplinary action up to and including termination.

TRAINING AND DEVELOPMENT

Performance Appraisals
Performance appraisals are a key part of the Y’s performance management process and are usually conducted a minimum of once a year. This process typically includes informal and formal feedback sessions during the year to foster dialogue, shared understanding, and increased effectiveness. If you have questions about this process please contact your supervisor or the Human Resources Director.

Required Training and Certifications
Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include Blood Borne Pathogens, CPR/AED, First Aid, Driver Training, Hazardous Chemicals (GHS) and other topics, some of which may be specific to your department. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If your required certifications expire, you may not be allowed to work until you recertify. You may also be subject to disciplinary action, including termination of your employment.

See your job description for a list of required certifications for your position.

BENEFITS

Benefits Eligibility
On the first of the month following completion of 60 days of employment as an employee, you are eligible to participate in benefits depending on your status.

1. Full-time employees will become eligible for Medical, Dental, Flexible Spending Accounts for Medical or Dependent Care, Long Term Disability, $10,000 Life Insurance and voluntary Optional Life Insurance.
2. Part-time (20-29 hours per week) will become eligible for Dental Insurance and Flexible Spending Accounts for Medical or Dependent Care.
Information detailing these benefits is available from the Human Resources Department.

Eligibility and enrollment are subject to the terms, conditions, restrictions, and other requirements set out in the plan documents available from the Human Resources department. Benefits may be modified or terminated at the discretion of the Y. This handbook outlines current Y benefits but is subject to change without notice. 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. If you have questions about current eligibility requirements or other provisions of the plan, please talk with your supervisor or contact the Human Resources Department.

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

**Benefits Waiting Period**

All new employees are subject to a 60 day benefits waiting period. During this period, you are not eligible for employee benefits. However, your hire date and hours worked during this period will count towards your eligibility for benefits if applicable. Vacation and Sick benefits will accrue, and will be available, when your employment continues beyond the benefits waiting period.

**Health Insurance**

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

The Y also provides on a voluntary basis, Dental insurance to eligible employees and their eligible dependents. The employee is responsible for 100% of the Dental Insurance cost.

Insurance coverage is effective the first of the month following 60 days of continuous employment. Written material related to benefits is provided to benefits-eligible employees during their first 14 days of employment. Terms of coverage under each benefit plan are defined by the governing plan document.

**Continuation of Health Care Benefits (COBRA)**

Federal law provides for continuation of benefits for employees or dependents that lose their health coverage. The Department of Labor (DOL) provides guidelines for COBRA.

The Y uses a third party administrator, Rehn and Associates, who will provide the necessary paperwork that fully explains rights and requirements. There is a 60-day period in which the employee/dependents must make a decision. If an employee elects not to continue coverage or fails to make an election within the 60-day period, insurance will end the last day of the month in which the qualifying event occurs. This benefit will end once a qualifying insurance plan is in place.

**Flexible Spending Accounts for Health Care and Dependent Care**

The Y offers a Section 125, Cafeteria Plan on a pretax basis to eligible employees for expenses not covered or reimbursed by other insurance. These expenses include medical, dental, vision, and child care. For more information please contact the Human Resources Department.

**Employee Assistance Program**

The Employee Assistance Program (EAP) is a service that helps you deal with challenges in any of your
roles: employee, parent, spouse, child, friend, and even consumer. The EAP provides confidential counseling, 24-hour crisis help, and other services such as: child and elder care referrals, financial and legal advice, substance abuse, depression, anxiety and stress, and workplace conflicts. This benefit is available to staff members working more than 20 hours a week. Because the Y pays the full cost, the EAP benefit is offered at no cost to you and your dependents. For more information about the EAP, please contact (800) 980-6921 or log on to www.liveandworkwell.com. The access code is 9622.

Life Insurance

Full-time employees will be covered on the Y’s group life insurance policy on the first day of the month following the 60 days of continuous employment. The Y pays 100% of the premium for life insurance for a $10,000 Life and Accidental Death and Dismemberment.

In addition, full-time employees have the option of voluntarily purchasing additional life insurance coverage up to 1 times their annual earnings. The 100% of the cost of the additional life insurance coverage is the responsibility of the employee. For new employees optional life will be effective following 60 days of continuous employment.

Long-Term Disability Insurance

Because of its commitment to providing financial security to employees, the Y will enroll full-time employees in the Y’s long-term disability policy on the first day of the month following 60 days of continuous employment. The Y pays 100% of the premium for this benefit. Long-term disability insurance pays 60% of your salary in the event that you are disabled and unable to work for more than 90 days. For details, see the Human Resources Department.

Membership and Program Benefits

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

If you are an employee working more than 20 hours a week, you and your immediate family receive a Y membership for as long as you remain working more than 20 hours a week. For the purposes of this benefit, "immediate family" is considered to be a second adult and your dependent children living in the same household with you.

If you (or your family member) wish to enroll in a program, you may register for the program at discount or pay the direct costs, whichever is less. See Program Benefits for more information.

If you are a special hourly (working less than 19 hours a week) or seasonal/temporary employee, you are eligible to receive an individual adult membership. You may upgrade to a family membership for the cost of the difference between the individual and family membership rates. If you wish to enroll in a program activity, you may register at discount or pay the direct costs, whichever is less. See Program Benefits for more information.

Employees over the age of 18 can add additional family members to their membership. Eligible family members include employees’ dependents and up to one adult who live in the same household. The employee will pay the difference between the cost of their membership and the full cost of the desired membership.
**Program Benefits**

The Y offers numerous programs, from Health and Wellness to Child Care, many of which are discounted. Employees and their families are eligible for whichever discount maybe greater (for the highest discount they would be eligible).

If you (or your family member) wish to enroll in a program, you may register for the program at 50% of the regular fee or pay the direct costs, whichever is less. Employees are only eligible for one discount and/or scholarship per program. Discounts and scholarships cannot be combined.

**Employee Child Care Benefits**

Full-time employees may pay a reduced rate for Y Child Care programs. The employee rate for Y Child Care is listed below.

For full-time employees (30 or more hours per week) and part-time employees (20-29 hours per week):
- Child Care - 25% of full rate for the first and second child
- School Age Care - 50% of full rate for first and second child

Staff members classified as temporary/seasonal or working less than 19 hours a week do not receive a discount.

There are a limited number of spaces available for staff to utilize.

More details and a Child Care enrollment form are available from the Child Care Centers. Employees also have to complete program enrollment procedures and adhere to enrollment and participation rules.

Employees should be aware that the IRS sets a maximum dependent care benefit value that may be excluded from their income.

Optional: Other programs such as summer day camp programs and educational preschool are included only when the child's enrollment enables the employee and spouse if any, to be gainfully employed.

**Camp Reed**

All staff members working more than 20 hours a week will receive a 50% reduction for each child in staff member's family. Only one session will be discounted per child. (Children will be accepted as space permits).

**Child Watch**

The Y provides to all Y employees up to two hours of Child Watch services per day per child.

The following requirements must be met:

- Employee must be on site and working on the clock.
- Subject to Child Watch policies and guidelines.
- Two hour limit per day/child*
- Child Watch capacity limitations apply to staff. If Child Watch is at capacity the child will not be able to participate.
- Employees who do not follow the guidelines of the policy will be subject to disciplinary measures. Child Watch staff will report any abuse of policies and guidelines to the employee’s supervisor. The supervisor will be responsible for taking corrective action.
- Employee’s children do not need to be on their membership to receive this benefit when they are on the clock.
*In accordance with state law if your child is in Child Watch for 2 hours while you are working you will not be able to use the 2 hours associated with your membership. A child in Child Watch can only use 2 hours maximum per day.

If your children are at the Y while you are working, they are not allowed in your work area and must not disrupt your work.

**Pro Shop**

A 20% discount is available to all Y staff on Pro Shop items.

**Bus Passes**

Spokane Transit Authority (STA) bus passes are available at a discount to all current staff. Please see the Human Resources staff for current pricing and payment options.

**Retirement Benefits**

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

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

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

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

**Retirement Plan**

As a condition of employment, all YMCA of the Inland Northwest employees who meet eligibility requirements are enrolled in the Retirement Plan.

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

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

The YMCA of the Inland Northwest contributes on behalf of each eligible employee an amount equal to 8% of his/her compensation. The Y reserves the right to amend its participation in the Plan at any time within
the terms and conditions set by the Y, the Plan, and the YMCA Retirement Fund. The Fund may amend the Plan at any time, and it may also be amended at any time to conform to applicable federal law.

**Tax-Deferred Savings Plan**

Since the YMCA of the Inland Northwest and its eligible employees together contribute 8% to the Retirement Plan, each employee is encouraged to make additional voluntary contributions to the Tax-Deferred Savings Plan in order to achieve at least 15% total retirement savings, a goal recommended by many financial planners. Employees not yet eligible for the Retirement Plan are encouraged to save 15% on their own each year while they await eligibility.

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

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

Any employee interested in opening a 403(b) Smart Account or rolling over eligible amounts to the Tax-Deferred Savings Plan, should contact the YMCA of the Inland Northwest Human Resources Department at 509-777-9622.

**Social Security and Medicare**

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

**Unemployment**

The Y complies with state laws governing unemployment benefits. Unemployment is designed to provide security for those persons unemployed through no fault of their own. Information regarding claims procedures is available through the state’s website at www.esd.wa.gov/uibenefits.

**Workers Compensation**

All employees of the Y participate in the State Disability Insurance (SDI) for workers compensation benefits. The Y and the employee finance the cost of this benefit through payroll tax deductions.

If you sustain an injury/illness while performing your job duties, workers’ compensation may cover the cost of treatment and provide compensation for lost time. You should notify your supervisor about any on-the-job illness or injury immediately and complete necessary documentation. The determination about whether an illness/injury is compensable through workers’ compensation is made by the Department of Labor and Industries.

**Holidays**

The Y provides full-time employees and eligible part-time employees (those whose status is 20-29 hours per week) the following paid holidays each year, subject to the guidelines described below. Unless otherwise designated, when the holiday falls on a Saturday, it will generally be observed on the preceding Friday. When the holiday falls on a Sunday, it will generally be observed on the following Monday.
Holiday for part-time staff applies to work performed on the actual holiday, rather than the day the YMCA officially celebrates the holiday, should there be a difference.

The following holidays are observed by the Y:

- New Year’s Day
- Dr. Martin Luther King Jr.’s Birthday
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve (Full-time and Exempt staff only)
- Christmas Day

Full-time (30-40 hour per week) employee benefit:
Full-time non-exempt employees (those whose status is 30-40 hours per week) will receive 8 hours of holiday pay on each of the above holidays. Employees who regularly work alternate work schedules (for example 10 hours per day 4 days per week) will work 4 days during the holiday week at 8 hours per day, in addition to receiving 8 hours of holiday pay. Any exceptions must be approved by your supervisor prior to the holiday. Employees who are required to work on a holiday receive their regular paid hours for working on the holiday in addition to the 8 hours of holiday pay. If your supervisor agrees, you may work at your regular wage rate on the holiday and take a paid day off later the same week. This must be agreed upon before the holiday and time off must be taken during the same week as the holiday.

Part-time (20-29 hours per week) employee benefit:
Part-time employees who work on the holiday receive holiday pay. Part-time employees who do not work on the holiday do not receive the benefit. If they choose to take the day off they can use other applicable benefit time to cover the time off. Part-time employees regularly scheduled on the holiday will receive holiday pay if their facility is closed.

When a facility is open on a designated holiday, eligible part-time employees who work on the holiday will receive their regular paid hours for working on the holiday in addition to holiday pay equal to the number of hours worked. Essentially, they will be paid twice for the hours worked on the holiday.

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

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

**Sick Leave**
Paid sick leave is available for employees to care for their health and the health of their family members.

- Full-time employees accrue sick leave at the rate of 1.6 hours per 40 hours worked. There is a carryover limit of 436 hours on January 1 of each calendar year.
- Part-time status (20-29 hours per week) employees accrue sick leave benefits at 1.3 hours per every 40 hours worked. There is a carryover limit of 364 hours on January 1 of each calendar year.
- Special hourly (0-19 hours per week) and seasonal/temporary employees accrue sick leave at the rate of 1 hour per 40 hours worked. There is a carryover limit of 40 hours on January 1 of each calendar year.
Sick leave may be used for the following reasons:

- Diagnosis, care or treatment of mental or physical illness, injury, health condition, or preventative care for yourself or covered family member (child, spouse, registered domestic partner, parent, parent-in-law, grandchild, grandparent, or sibling).
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons.
- For absences that qualify under the state’s Domestic Violence Leave Act (DVLA) if the employee or the employee’s family member is a victim of domestic violence, sexual assault, or stalking.
- Bereavement time in the event of the death of a family member of the employee (spouse, child, parent, parent-in-law, grandparent, grandchild, spouse’s grandparent, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, aunt, uncle).

Sick leave begins accruing immediately and it is available for use after 60 days of employment. Sick hours that have been accrued and not used will not be paid upon termination of employment. Employees on unpaid leave of absence will cease accruing sick time until return to work from leave of absence.

If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave will be reinstated to the employees paid sick leave balance. If an employee is rehired within 12 months of separation, the employee will not be required to wait another 60 days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 60-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for the YMCA of the Inland Northwest will count toward the 60 days for purposes of determining the employee’s eligibility to use paid sick leave.

If you are absent for more than 3 consecutive days, you are required to request a leave of absence which includes providing verification from a health care provider. Further, if you have a medical problem that could limit your work duties or hours, you must provide a statement from your medical provider detailing the restrictions. The note should also include the length of time the restrictions are to remain in place.

Employees will not be disciplined for the use of paid sick leave. Any discrimination or retaliation against an employee for the use of paid sick leave is not allowed. If an employee has concerns, they should contact the Human Resources Department.

Vacation

The Y provides vacation leave because it is an essential contributor to both personal well-being and productivity on the job. Eligible employees may use accrued vacation for paid time away from work. All eligible employees are expected to use their vacation benefits each year.

The following applies to paid vacation time:

- You must be a regular full-time employee or benefitted part-time employee regularly scheduled to work a minimum of 20 hours per week to receive vacation benefits.
- Eligible employees begin accruing vacation immediately and it is available for use after 60 days of employment.
- The period of service in the table listed below is based on all periods of employment with the Y.
- Employees with previous employment at another Y (depends on amount of time passed since they worked at the previous Y) will be entitled to earn vacation benefits based on their total years of continuous, full-time Y service.
- Vacation is paid based on the employee’s current hourly rate of pay, excluding overtime and other compensation.
- If you have reached your accrued vacation limit, you will cease accruing vacation. Only after
your accrued vacation falls below the accrued vacation limit will you resume accruing vacation time.

- You must have accrued the number of vacation hours you wish to take (no borrowing).
- Accrued but unused vacation time will be paid out upon status change making the employee ineligible for vacation time.
- Vacation time will be paid out upon termination, except for certain circumstances when the employee is terminated for gross misconduct.
- If you take an unpaid leave of absence, you will cease accruing vacation time until you return.

<table>
<thead>
<tr>
<th>Vacation Accrual Rates and Maximum Accrual Balance</th>
<th>Less than 5 years continuous employment</th>
<th>5 - 14 years of continuous employment</th>
<th>15 or more years of continuous employment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time Employees with Team Leader Status</strong></td>
<td>Accrue 10.66 hours per month Maximum 128 hours</td>
<td>Accrue 14 hours per month Maximum 168 hours</td>
<td>Accrue 17.33 hours per month Maximum 208 hours</td>
</tr>
<tr>
<td><strong>Full Time Employees</strong></td>
<td>Accrue 7.66 hours per month Maximum 92 hours</td>
<td>Accrue 10.66 hours per month Maximum 128 hours</td>
<td>Accrue 14 hours per month Maximum 168 hours</td>
</tr>
<tr>
<td><strong>Part Time Employees (20-29 hour status)</strong></td>
<td>Accrue 3.5 hours per month Maximum 42 hours</td>
<td>Accrue 7 hours per month Maximum 84 hours</td>
<td>Accrue 8.8 hours per month Maximum 105 hours</td>
</tr>
</tbody>
</table>

*Team Leader is defined as any staff member performing supervisory duties with direct reports, including the job title of Supervisor, Coordinator, Director or above.

**LEAVES**

**Family and Medical Leave Act**

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

**Medical Leave**

If you do not qualify for a leave of absence under the FMLA (Family and Medical Leave Act), you may request a medical leave of absence due to your own illness or injury; however, the Y cannot guarantee that it will have a position available to which you can return. Employees are required to use their available vacation, sick and personal time during the absence prior to taking time without pay. Medical certification of the necessity for leave, and upon return, a Fitness for Duty report may be required.
Shared Leave

The Y has a leave-sharing plan in which eligible employees may donate vacation for use by a staff member who is suffering from, or has an immediate family member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition. For more information, contact the Human Resources Director.

Jury Duty

It is a civic obligation for all persons to serve jury duty when called. Should you be called for jury duty, during a time when you have regularly scheduled shifts you will be compensated at your normal rate of pay for those hours missed to serve on a jury. You are required to submit your jury summons to your supervisor promptly upon receipt of notice to appear and to report for work for any regular working days or portions of days when excused from jury duty. You will be asked to submit daily verification from the court clerk for time spent on jury duty in order to be paid for your time. Any exempt employee serving jury duty during regularly scheduled workdays will receive full compensation for such days. Any payment made to you by the court for your jury duty will be yours to keep.

Military Leave

Should you be a member of the National Guard or Reserves and have active duty obligations, please let your supervisor know as soon as possible so they can make arrangements for your shifts to be covered.

You will not receive your regular salary for time spent in military service. However, if you would like to use vacation time for your active duty obligations, you will be compensated at your normal rate. Every attempt will be made to restore the prior employee to a position of like status and pay upon receipt of an honorable discharge, report of separation, or other proof of having satisfactorily completed service. A written application to the employer must be made within 90 days of separation or release from training and service.