

YWCA of Brunswick PERSONNEL POLICIES MANUAL

eliminating racism
empowering women
ywca

**Effective January 1, 2007
Adopted by the Board of
Directors November 16, 2006**

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YWCA of Brunswick Personnel Policies Manual

Notice

This body of policies shall be referred to as the Personnel Policies Manual [of the YWCA of Brunswick]. Provisions of these personnel policies are governed by all applicable Federal or State laws, and if any policy is found to be in conflict with established laws, the law must always prevail.

The Personnel Policies Manual shall be made available for examination in one or more places that are accessible to all employees. Supervisors are responsible for managing their employees in accordance with these policies. A separate employee handbook may be prepared, but the statements in the employee handbook shall not conflict with policies contained in the Personnel Policies Manual.

The effective date of these policies shall be January 1, 2007. Any amendments to the policies after this date will be effective on the date prescribed in the new or amended policy.

I. INTRODUCTION AND OVERVIEW

A. YWCA MISSION STATEMENT

The Young Women's Christian Association (YWCA) of Brunswick, Georgia is a member of the YWCA of the United States of America. The YWCA Mission Statement sets the framework for all programs, activities, and policies of the YWCA. The national YWCA and the Brunswick YWCA share the following mission:

Purpose

The YWCA of Brunswick is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all. (*Revised 5/03/09*)

Imperative

The Association will thrust its collective power toward the elimination of racism wherever it exists and by any means necessary.

B. YWCA GOVERNANCE

The Constitution and By-Laws of the Young Women's Christian Association of Brunswick, Georgia, set forth the governance standards for the general operations of the YWCA, to include establishing a Board of Directors for the general oversight of operations.

The YWCA of Brunswick may be referred to in these policies as "the Association" or "the YWCA" or "the employer." Responsibilities for personnel administration are shared by the Board of Directors, the Personnel Committee of the Board, the Personnel Committee Chair, the Executive Director, and YWCA Supervisors. The Executive Director is charged with overseeing and administering all personnel

operations of the Association. Personnel administration responsibilities are outlined in Item G of this section.

C. EMPLOYMENT AT WILL

The YWCA is an at-will employer. Employees may voluntarily resign from employment at any time for any reason. Similarly, the YWCA has the right to discharge any employee at any time and for any reason not prohibited by law. No individual member of the YWCA staff or Board of Directors is authorized to modify this policy by making any oral or written statements to the contrary. There shall be no modification of the employment-at-will policy by other statements contained in these personnel policies, or in employment applications, recruitment materials, or other employment documents. These policies shall not create an expressed or implied contract of employment or the terms/conditions of employment. Completion of an initial introductory period shall not alter the at-will status of the employee. The YWCA shall maintain the right to terminate a person's employment, to change an employee's job duties, to change an employee's work schedule, or to transfer an employee to another location or department.

D. PURPOSE OF THE PERSONNEL POLICIES

The Personnel Policies of the YWCA of Brunswick are established to guide managers, supervisors, and staff in matters related to employment, benefits, compensation, conditions of work, and expectations and responsibilities. At times, situations will occur that have no precedent and/or that may not be addressed in these policies. If that happens, the Executive Director may bring the matter to the Personnel Committee of the Board of Directors for a decision. These policies are meant to assure that every employee is treated with equal consideration and with respect and dignity.

E. POLICY CHANGES

These personnel policies supercede any prior implied or written personnel policies of the Association. The Board of Directors shall approve policy changes. The Board may change any of these policies at any time, with or without prior notice. When a policy change occurs, the Executive Director, or designee, will notify the affected employees in writing and the new policy will become part of the Personnel Policies Manual. The Executive Director, or designee, shall maintain the official personnel policies, and shall maintain a file of Board-approved changes.

F. WHO IS COVERED BY THESE POLICIES?

These policies apply to all employees hired by the Association unless specifically stated within the policy.

The Executive Director is accountable to the Board of Directors. The Executive Director shall abide by these published personnel policies, unless deviations from the policies are approved by the Board. Such deviations will be maintained in writing in the personnel file of the Executive Director.

G. PERSONNEL POLICY ADMINISTRATION

The shared responsibilities for administering policies related to personnel administration and personnel costs are shown below.

The Board of Directors

- Recruits, employs, supervises, and evaluates the YWCA Executive Director, including assuring that the Executive Director is a voting or associate member of the Association; approves the Executive
- Director's job description and, annually, any special conditions/emphasis that will affect his/her work plans;
- Provides for the employment of other staff through delegating the responsibility for recruitment, selection, and hiring to the Executive Director;
- Adopts personnel policies and policy revisions and delegates responsibility to the Executive Director for assuring that policies are implemented and followed;
- Adopts an equal employment opportunity policy that reflects the organization's commitment to racial, ethnic, and cultural diversity, and designates responsibility for implementation of the policy to the Executive Director;
- Assures that pay ranges exist for each job classification that enable the Association to compete in the current labor market and retain competent staff; approves the annual pay rate increase budget;
- Enters into agreement with the national YWCA Retirement Fund, Inc.; approves and signs all other contracts;
- Sees that legal requirements of the Association *as an employer* are met, including but not limited to: assuring the timely payment of all payroll taxes, assuring compliance with appropriate safety and health regulations, assuring that adequate insurance for workers' compensation is maintained, assuring that appropriate liability insurances are maintained, assuring that unemployment claims are managed effectively, and assuring that the Association is in compliance with pertinent federal and state employment laws and regulations.
- Provides for a grievance and/or complaint process that allows redress for employees and the Executive Director;
- Advocates for the provision of employee benefits and working conditions.

Personnel Committee

The Board of Directors delegates its personnel administration responsibilities to the Personnel Committee, as outlined in the committee's job description approved by the Board. The committee brings reports and recommendations to the Board. Any changes to policies are voted on by the Board.

The Personnel Committee and the committee chair are appointed by the Board president. The president serves as an ex-officio member of the committee. The Executive Director and the Human Resources Representative serve as staff associates to the committee.

The personnel committee chair provides leadership to the committee and works with the Executive Director to resolve questions that are not covered by the personnel policies. The chair assures that personnel records, documents, and performance evaluations of the Executive Director are kept in a confidential personnel file maintained by the president; a duplicate personnel file of the Executive Director should also be maintained by the personnel committee chair. At the conclusion of each year, these files shall transfer to the successive Board president and personnel committee chair

Executive Director

The Board delegates to the Executive Director, as head of staff, the responsibility for personnel administration within the framework of these policies, to include interpretation and implementation of all personnel policies. The Executive Director serves as the staff associate to the Personnel Committee. The Executive Director may delegate appropriate authority to other supervisory staff in

the administration of these policies, but the Executive Director remains ultimately accountable. With regard to personnel administration, the Executive Director:

- **Acts as the agent of the Board in the selection, employment, and release of staff in accordance with established personnel policies and procedures; develops affirmative action recruitment methods to implement the equal employment and affirmative action philosophy of the YWCA.**
- Assures that employed staff are familiar with these policies; assures that management and supervisory staff are trained in using these policies;
- Reports to the Personnel Committee any desired changes to the organizational structure that involve the addition or deletion of management-level positions;
- Provides related information to the Board for the budgeting process (i.e. recommends updates to pay ranges, changes in fringe benefits, staff development needs, etc.);
- Assures there is an up-to-date job description for every position and that each employee has a copy of his/her job description;
- Administers and interprets approved personnel policies and procedures to staff; recommends changes in personnel policies to Personnel Committee as needed;
- Assures that performance appraisals are administered according to established policies; takes appropriate action to deal with staff performance problems;
- Assures that confidential personnel records are maintained for all staff and that staff maintain up-to-date certifications as required in their positions;
- Notifies the Board president and personnel committee chair of any personnel matter that may result in an employee grievance or lawsuit;
- Takes prompt, appropriate action in dealing with any staff member, association member, or visitor who poses a threat to the safety of persons or property at the YWCA; and
- As the agent of the Board, submits required reports/documents to the YWCA of the USA.

YWCA Supervisors

Supervisors are responsible for coaching and training their employees, for assuring their employees satisfactorily perform their assigned duties, and for assuring their employees adhere to acceptable standards of conduct expected from all employees. Each supervisor:

- Participates in the recruitment and selection of employees;
- Recommends other personnel actions when appropriate such as promotion, demotion, termination, etc;
- Establishes and communicates position responsibilities and performance expectations;
- Evaluates employee performance on the job annually at a minimum, or with greater frequency when necessary, as may be determined by the Supervisor and/or other Association management;
- Utilizes appropriate disciplinary processes as necessary, with assistance as needed from the Executive Director or the Human Resources Representative;
- Establishes work schedules and directs the work of his/her employees;
- Provides workplace and job orientation to new employees;
- Communicates to their employees pertinent departmental policies, procedures, rules, and regulations; and
- Reports to the Executive Director, or to another supervisor as directed.

II. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Equal Employment Opportunity Policy of the Association is a legal and social necessity to support the Association's goals and to comply with federal laws and regulations.

Policy Statement

The Young Women's Christian Association (YWCA) of Brunswick shall provide equal opportunity employment to all employees and applicants for employment. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, or any other category protected by law.

Equal employment opportunity will be applied in recruitment, hiring, compensation, fringe benefits, staff development and training, promotion and any other condition of employment. Equal employment opportunity will be provided to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era and qualified disabled individuals. Equal opportunity will be given to Association employees and members in all programs, services, use of facilities, and business relationships of the Association.

Commitment to Action

The Association will do the following things in its efforts to provide equal employment opportunities:

- Attempt to obtain applications from qualified minorities and women and use affirmative recruitment efforts and other lawful measures to attempt to reduce any under-utilization of these groups in established job categories.
- Ensure that all employees work in an environment which is free from racial or sexual harassment.
- Ensure that no retaliatory action is taken or administered against any employee for opposing employment practices which are prohibited by federal or Georgia laws or by the policies and procedures of the Association.
- Develop and use procedures and monitoring systems to assure the continued implementation of this policy and compliance of those employed by the Association.
- Through the implementation of this policy statement, the Association will undertake to comply fully with all expressed or implied obligations contained in federal and Georgia law relating to equal employment opportunity.

The Board of Directors, through the President and Executive Director, is committed to the implementation and enforcement of the Equal Employment Opportunity/Affirmative Action Policy.

Responsibility for Administration

The Executive Director is responsible for the administration of the policy as approved (and/or revised) by the Association's Board of Directors. The Executive Director may assign operational responsibility for specific aspects of the policy to senior level exempt staff.

The Executive Director and senior managers are responsible for investigating possible causes of under/over-utilization and for taking remedial action.

The Executive Director shall assure that records are maintained that document the Association's efforts to assure equal employment opportunities.

Recruitment Process

Positions to be filled will be posted according the process stated below. All positions, whether existing or newly created, will be posted and a current job description for the posted position shall be available for review by applicants. The Executive Director may authorize that the posting process be by-passed for the following reasons: (1) The position will last less than twelve (12) months, after which time the person's employment will end; or (2) When a sudden need arises, a person may be hired as an emergency appointment and classified as a temporary employee while the posting process is being conducted (in which case the temporary employee shall have no advantage over other applicants); or (3) An employment agency is used to find a suitable candidate to fill the position, provided that the agency operates with a policy of non-discrimination and equal opportunity.

All job postings will include the job-related required qualifications and will state where the applications are to be submitted and a date on which screening of applications will begin.

The Executive Director is accountable for the screening, interviewing, and selection methods used by supervisors to assure that equal opportunity and affirmative action are exercised in filling all positions.

The following procedures will apply to the posting of positions:

1) **Internal Recruitment**

- The Association will post and conduct an initial five day internal recruitment period for all positions in which there is a reasonable possibility that the position can be filled by a person currently employed.
- The job notice will be posted in a location that is frequently accessed by all employees. Employees at off-site locations will be notified of the job posting. The posting will state whether an application form, resume, or written letter of application will be required.
- Internal applicants will be interviewed if their work performance has demonstrated they may be suitable for the position and if they meet the requirements of the position, or can meet the requirements within the 90-day Introductory Period.

If a suitable candidate is not identified through the internal posting process, or if time is of the essence in filling the position, the Executive Director or Human Resources Representative may elect to post the position internally and externally simultaneously. In that situation, internal and external applicants will be given equal consideration. The Association is under no obligation to transfer or promote a current employee.

2) **External Recruitment**

Positions not filled through the internal recruitment process above will be advertised to the public. Persons applying for employment will be asked to provide statistical data on a voluntary basis regarding race and sex. This data will not be disclosed to any official responsible for making the employment decision, but may be reported to federal agencies as required and may

be used to take affirmative action when necessary to recruit a diverse pool of applicants for certain positions.

- At a minimum, the ad will appear in the Brunswick News and the job posting will be sent to the Department of Labor. When possible, other posting sources will be identified and utilized
- if they may increase the pool of applicants to include additional qualified women and minorities.
- An application for employment will be completed and signed by all applicants. A resume may be attached or required, but a resume by itself is not considered an application for employment.
- A separate data collection form will be supplied to each applicant requesting his/her voluntary cooperation in supplying race and gender information; this data shall be maintained separately for statistical purposes only and shall not be given to the interviewing supervisor.
- Applications will be accepted until the advertised deadline. The application deadline may be extended with the approval of the Executive Director or the Human Resources Representative if a qualified applicant cannot be identified in the original applicant pool.
- The Supervisor or the Human Resources Representative will review all applications, using a rating method that is based on job-related criteria, and determine those most qualified to be interviewed.
- Persons who conduct interviews will use non-discriminatory interviewing methods and will base selection decisions strictly on job-related criteria.
- Following the interviews, the interviewing Supervisor will return all applications to the Human Resources Representative and submit a written recommendation for hire, to include the job-related reasons for the selection. The Executive Director shall approve or disapprove the recommendation and shall authorize the offer of employment. If the position being filled is a management or supervisory position, the Executive Director shall submit the written recommendation for hire to the Board President and the Personnel Committee Chair prior to making an offer. The written recommendation will become part of the new employee's personnel file. (See "Selection Decisions and Hiring Responsibilities" in Section III.G.)

Applicant Tracking

The Executive Director, or the Human Resources Representative, will assure that an applicant log is completed for each position posted. The applicant log will contain the name of each person who applied, the race and sex of the applicants (as available), each person who was interviewed, and the person who was selected for the position. The log will be filed with the applications and maintained for one year (or longer, if there is a dispute concerning the selection decision.)

Changes in Policy

Periodically, the Executive Director and the Human Resources Representative will review the Equal Employment Opportunity Policy. If revisions are needed, they will be presented to the Personnel Committee for review, and then to the Board of Directors for approval.

III. EMPLOYMENT

A. CATEGORIES OF EMPLOYMENT

All persons hired at the YWCA will be placed in one of the following categories: **Regular Employment** or **Temporary Employment**. The category will be determined according to the position, the work schedule, and/or the source of funding. All employment is “at-will.” No one is guaranteed continued employment regardless of the employment classification. The definitions below are used throughout these policies to clarify which categories of employees are covered by certain policies and which categories of employees may be eligible for certain benefits.

1. Temporary Employment

A person shall be classified as a “temporary employee” if: (a) the position is not expected to exceed twelve (12) calendar months; or (b) the position is sporadic or periodic in nature; or (3) the position has a defined beginning and ending date; or (4) the person is hired to meet a short-term need that is expected to be less than twelve (12) months.

Persons classified as Temporary Employees may be subject to a performance review if their employment is expected to last more than ninety (90) calendar days, and/or they are being considered for a pay increase.

Benefits Participation: Temporary Employees will participate in only those benefits required by law (e.g., Social Security), or those required by the National YWCA of the USA, if they meet the retirement plan eligibility criteria. Temporary Employees shall not be eligible to accrue paid leave or receive paid time off for holidays.

2. Regular Employment

A person shall be classified as a “regular employee” if the person is employed to work in a regularly-budgeted position and the person’s term of employment is not categorized as “Temporary Employment” according to the definition above.

Regular employees may be full-time (40 hours per week) or part-time (less than 40 hours per week). Persons in these positions will have systematic performance evaluations.

Benefits Participation: Regular Employees whose work schedule averages 30 hours per week or more can participate in all available benefits for which the individual meets the eligibility criteria of the specific benefit plan, except that taking paid leave during the 90-day Introductory Period is generally not allowed. (See Item M of this section, “Introductory Period.”)

Employment Status Changes

If an individual changes from Temporary Employment to Regular Employment, the individual shall become eligible to participate in benefits granted to Regular Employees and the individual will begin a new 90-day Introduction Period. The benefits eligibility date will be the date the status change becomes effective and will not be retroactive to include any period of Temporary Employment.

If the employee's status changes from Regular Employment to Temporary Employment, the individual will no longer be eligible to participate in benefits other than those specified under "Benefits Participation" for Temporary Employees.

B. FLSA CLASSIFICATIONS

In addition to being categorized as "Regular" or "Temporary", employees will be classified as either Exempt or Non-Exempt, according to the provisions of the Fair Labor Standards Act. The employee's job description will state the FLSA classification of the position. Employees will be informed of their FLSA classification.

1. Exempt

The Fair Labor Standards Act (FLSA) provides that persons occupying management, administrative, or professional positions are exempt from the Federal Wage-Hour provisions of the act because of their professional, administrative, or executive responsibilities. The "exempt" classification shall be based solely on the duties and responsibilities of the job, not the title of the position. Exempt employees are paid on the basis of overall responsibility rather than the exact number of hours worked. While the normal workweek of exempt-level positions is considered to be 40 hours per week, additional night, weekend, and holiday work may be necessary to fulfill job requirements.

Persons occupying exempt-level positions are not eligible for overtime pay.

2. Non-Exempt

Persons performing duties that do not meet the exemption test under the FLSA will be classified as Non-Exempt and will be paid in compliance with the minimum wage and overtime provisions of the Act. Any hours worked over 40 in the standard workweek will be paid at 1.5 times the employee's hourly rate. For the purposes of overtime pay, hours attributed to paid time off will not be included in the 40-hour workweek calculation.

C. RECRUITMENT AND JOB POSTINGS

All positions will be advertised and filled in accordance with the "recruitment process" stated in the Equal Employment Opportunity Policy in Section II.

D. EMPLOYMENT APPLICATIONS

The employment application form used by the Association shall be approved by the Personnel Committee. An employment application must be completed and signed by all persons under consideration for a position. If hired, the employment application will be maintained in the employee's personnel file. If not hired, the application will remain with the position recruitment file for one year.

Regular Positions - Employment applications for Regular Positions will be accepted only when there is a posted vacancy. A current job description of the position shall be made available to persons applying for a Regular Position.

Temporary Positions – Employment applications for Temporary Positions may or may not be received at any time, depending on the nature of the position. For positions with frequent turnover, applications may be accepted on an on-going basis. The YWCA is under no obligation to maintain these applications for any specific period of time or to notify applicants of position openings.

E. DISQUALIFICATION OF APPLICANTS FOR EMPLOYMENT

An applicant may be disqualified for employment for any of the following reasons:

- **A felony criminal conviction.**
- **A misdemeanor conviction, depending on the nature of the crime and the length of time that has passed since the crime was allegedly committed, and depending on the type of position to be occupied.**
- **Repeated misdemeanor convictions, as this may show a pattern of behavior that may reflect negatively on the YWCA.**
- **A false statement or intentional misrepresentation of material facts in the application or application materials.**
- **Failure to meet the requisite qualifications of the position, including required certifications or licenses.**
- **Failure to pass a required pre-employment background check and/or drug screen.**

F. REFERENCES AND BACKGROUND CHECKS

The Executive Director shall implement procedures for checking references and for conducting background checks, taking into account any laws or regulatory requirements that may apply to the specific position. The work-related references of the preferred candidate must be checked prior to offering employment. A signed employment application must be on file prior to checking references.

The usual background checks will be a criminal background check and a pre-employment drug screen. Other background checks, such as driving records, may be conducted if applicable to that class of jobs. The drug screen and background check(s) will be performed only on the preferred candidate. The drug screen and background check(s) will be completed prior to the starting date.. Drug-screening procedures will be in accordance with the Substance Abuse and Testing Policy. (See Section IX.)

G. SELECTION DECISIONS AND HIRING RESPONSIBILITIES

The Board of Directors is responsible for selecting and hiring the Executive Director. The Executive Director is responsible for the selection and hiring of all other employees.

The screening, selection, interview, and hiring processes will be conducted based on job-related criteria, in compliance with the Equal Employment Opportunity Policy in Section II. The Executive Director may delegate interviewing and selection decisions to supervisory staff if they have been trained in such matters, but the Executive Director is accountable for verifying that non-discriminatory selection procedures have been followed and that the recommended candidate meets the requirements of the position. The candidate may be offered employment upon approval of the Executive Director or her designee, and the approval form will become part of the employee's personnel file.

The selected candidate shall be given an appointment letter signed by the Executive Director or designee explaining the conditions of employment, the mandatory introductory period, and that

employment is contingent upon successfully passing the mandatory background checks and drug screen.

H. HIRING PAY

The pay of a new employee shall normally be at the beginning of the pay range for the job to which the person is appointed. If it is not possible to recruit a qualified employee at the established entrance pay, a hiring supervisor may recommend a higher entrance pay. Proper written justification must be provided to certify the qualifications of the individual and, if funds are available in the budget, the higher pay may be approved by the Executive Director. It is not advisable to hire an employee in at greater than the mid-point of the pay range.

I. EMPLOYING RELATIVES

The employment of relatives of present employees is discouraged. For the purpose of this policy, relatives are defined as husbands and wives, parents, children and step-children, siblings and step-siblings, and any in-laws of any of the foregoing.

Relatives who qualify for jobs on their own merits may be given consideration for employment, but no individual shall be employed in a department that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used here, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management.

However, it shall never be appropriate to employ any relative of the Executive Director.

J. CONDITIONS OF EMPLOYMENT

The following shall be required of all categories of employees as conditions of employment:

- Completion of employment application form to be placed in the personnel file;
- Completion of satisfactory criminal background check, drug screen, and any other background checks applicable to the position;
- Completion of federal and state tax withholding forms;
- Completion of Form I-9, Employment Eligibility Verification, on or prior to first day of work, and presenting legally-acceptable documents within three (3) days of work that: (1) establish identity and (2) verify the individual's right to work in this country;
- Completion of employee orientation with the Human Resources Representative;
- Providing current certifications and/or licenses for CPR, First Aid, and/or any other required training for the specific position (as applicable); current certifications and licenses must be maintained in the personnel file as a condition of employment;
- If under age 18, supplying documentation to be in compliance with the regulations of the U.S. Department of Labor, if applicable;
- Support of the YWCA Mission Statement as well as the goals and objectives adopted by of the employing Association's Board of Directors.
- Participation in the YWCA Retirement Fund, Inc., upon meeting the eligibility requirements defined in the Summary Plan Document of the YWCA Retirement Fund;

- Any other conditions of employment required by law or applicable regulatory agencies, depending on the position.

The Executive Director is required to become a member or associate of the YWCA, in addition to meeting the conditions listed above.

Failure to comply with any of the conditions of employment will render an applicant disqualified for employment or will require the Association to terminate employment if the person is already hired.

K. TRAVEL REIMBURSEMENT AND MOVING EXPENSE FOR APPLICANTS

Travel Expense Reimbursement

The Association may reimburse a portion of the transportation expense of a candidate who is interviewed for a senior-level management position, subject to funds available in the budget and the distance traveled. The Executive Director shall approve such expenses prior to reimbursement. Travel expenses shall be limited to the mileage reimbursement allowed by the Association's travel reimbursement policy, or airfare, whichever is less.

Moving Expenses

If an applicant is hired, no portion of moving expenses will be paid, except that the Board of Directors may authorize reimbursement of some expenses to hire an Executive Director.

L. WORK SCHEDULES

Hours of work for employees will vary according to whether they are hired in as full-time or part-time. A full-time work schedule shall be forty (40) hours per week. A part-time schedule shall be anything less than 40 hours per week. The supervisor shall establish the work schedules of the individuals in the department within the limits of available funds.

If a change needs to be made in the department that involves an increase or decrease in overall work hours, the departmental supervisor shall gain prior approval from the Executive Director before changing the department's operating schedules.

M. INTRODUCTORY PERIOD

A 90-day introductory period shall be utilized to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their new position meets their expectations. During the introductory period, both the supervisor and employee have the opportunity to decide if the employee is suited to the new position. The employee may be discharged at any time during the Introductory Period if the supervisor concludes that the employee is not progressing or performing satisfactorily, or is simply not a good fit for the position.

The Introductory Period applies to persons hired as Regular Employees and to Temporary Employees whose employment is expected to last longer than ninety (90) days. It also applies to current YWCA employees who request a transfer to another position.

If the employee satisfactorily completes the Introductory Period, the supervisor will complete a performance review and the employee will continue employment as an at-will employee. If necessary, the supervisor may recommend in writing that the introductory period be extended

for up to 90 additional days, provided the supervisor completes a performance review after the first 90 days in the position.

Absences During the Introductory Period - Newly hired employees should complete the 90-day introductory period with no absences from work for any reason. An exception may be made if the absence was discussed and approved by the supervisor prior to the employee's start date, or if there is personal serious illness or a death in the immediate family. Any other requests for absences may be viewed as a performance deficiency.

Benefits During the Introductory Period - The date on which a Regular Employee becomes eligible to participate in benefits is generally the first day of the month following the date of hire as a Regular Employee. However, as stated above, taking paid leave during the first 90 days is generally not allowed.

N. EMPLOYEE ORIENTATION

The YWCA will provide an employee orientation program. New employees must participate in the employee orientation program. The Human Resource representative shall explain such topics as type of employment, FLSA classification, conditions of work, workplace conduct, benefits, pay periods, etc. In addition, employees will receive a copy of the job description for the position they occupy and a copy of pertinent personnel policies. The employee will sign a statement acknowledging that he/she has participated in the employee orientation.

The employee's supervisor shall:

- Explain the department's organizational structure, goals and priorities, operational activities, and relationship to other departments.
- Discuss job duties and responsibilities and expected performance standards.
- Explain daily work hours, starting and ending times, lunch periods, and breaks, if allowed.
- Explain procedures and rules unique to the job and/or department.
- Give specific instructions for calling in when unable to come to work.
- Explain job-related safety and security precautions.
- Provide job training—inform employee who to ask for help.
- Provide a tour of the facilities and location of rest rooms, break areas, etc.
- Introduce employee to co-workers and other key personnel.

O. PERFORMANCE EVALUATION

Evaluation Process

The YWCA will maintain a system for conducting performance evaluations, to include using a written document and holding a performance conference with the employee. The employee will be given an opportunity to respond in writing to the evaluation.

The evaluation document will be maintained in the employee's personnel file, along with the employee's response to the evaluation, if any. The evaluation document may be used for the purposes of transfer, promotion, demotion, retention, rehire, or consideration of merit increases.

Frequency of Evaluations

Performance evaluations will be conducted at least annually using the method prescribed by the Association.

Regular Employees will be evaluated at the end of the 90-day Introductory Period and annually thereafter. A supervisor may elect to evaluate an employee's performance more often if performance is deficient, but the supervisor shall give reasonable advance notice to the employee of the evaluation date.

A Temporary Employee may be evaluated when he or she vacates the temporary position, primarily to establish eligibility for re-hire. An evaluation may be done at the end of the first 90 days of employment or at the end of any period of employment, but usually not more than once in a calendar year.

Executive Director

The Board of Directors will evaluate the performance of the Executive Director at the end of the initial six months of employment, and then annually, usually during the anniversary month of hire. The Executive Director shall remind the Board President and/or the Personnel Committee Chair at least one month prior to the anniversary date of hire.

Employee's Responsibilities. The employee is responsible for assuring that he/she is performing effectively in the job. It is the employee's responsibility to ask for clarification from the supervisor if the employee does not fully understand what is expected or if there is some confusion on how the duties are to be carried out. Failure to ask for clarification may result in job performance deficiencies which may affect the employee's performance evaluations and subsequently impact his/her continued employment.

IV. COMPENSATION

A. JOB CLASSIFICATION AND COMPENSATION

The YWCA will maintain a system of job classification and compensation for all regularly-budgeted positions.

The job classification system will include: providing job titles and job descriptions; evaluating and valuing jobs internally on the basis of skill, responsibility, education, and experience requirements; and placing similarly-rated jobs into a pay grade that reflects the ranking of the position within the organization and the pay range appropriate for the position.

The pay range for each pay grade shall be established by taking into consideration the internal ranking of the job, as well as prevailing market levels of pay for similar jobs outside the organization.

Salary surveys will be done periodically to assure the integrity of the pay ranges. It is intended that the pay ranges on the pay grade structure shall advance annually in a percentage increase amount that will adjust for inflation rates of the previous year.

When a new position is created within the organization or when a position has substantial changes in duties or qualifications requirements, a new job description will be written. The position will be evaluated using the established job classification system to determine the pay grade of the position and the FLSA status of exempt or non-exempt. The position will then be filled at the appropriate pay rate. (See Section III.H, "Hiring Pay.")

Positions Funded From Other Sources - In the event that a position's funding is provided by or shared with an external funding source, the pay of the incumbent shall be mutually agreed upon by all funding sources. The YWCA shall make every effort to value and compensate the job in accordance with the established YWCA Job Classification and Compensation System.

B. PAY FOR WORK TIME AND BREAKS

Compensated work hours will include time spent performing duties of the job and time spent participating in required meetings and training sessions. Travel time for non-exempt employees to attend meetings may or may not be paid, depending on when the travel period occurs. (See Item D. "Pay for Attendance at Meetings and Training Programs.")

Breaks - Short breaks may be permitted when the work schedule allows, subject to the supervisor's approval. If breaks are permitted, they shall be included in compensation and the employee shall remain at the worksite.

Meal Periods - Meal periods are not compensable time and employees shall leave the work area and be relieved of all duties during that time. Employees on a time clock must clock out during meal periods. If a supervisor authorizes an employee to work through the meal period or does not allow the employee to leave the work area during the meal period, the employee is to be compensated for that time if he/she is non-exempt under the Fair Labor Standards Act.

C. STANDARD WORKWEEK AND OVERTIME

The standard seven-day workweek of the Association begins at 6:00 am on Saturday and ends at 11:59 pm on Friday. An employee's working hours during this seven-day period will be based on the usual

number of hours the employee was hired to work. Persons employed full-time will work a forty-hour workweek during the seven-day period.

Non-exempt employees shall be paid overtime wages for any hours worked beyond forty (40) in the workweek. Any hours the employee physically works in excess of 40 work hours will be paid at the rate of 1½ times the employee's hourly wage. **Overtime must be approved by the supervisor in advance.** The supervisor may approve overtime work only if there is a genuine need for the employee's services and only if there are sufficient funds in the budget. The supervisor is not authorized to grant approval for significant or recurring amounts of overtime without the approval of the Executive Director.

No supervisor is authorized to allow an employee to work overtime without proper compensation, even at the employee's request. Employees who work unauthorized overtime will be subject to disciplinary action.

Exempt employees are not eligible for overtime pay. (See Section III.B. "FLSA Classifications"). If the exempt employee's work load requires more than forty (40) hours per week for an extended period of time, some additional time off may be granted at the discretion of the Executive Director if the workload permits, but a written record authorizing the time off will be placed in the employee's personnel file. Exempt employees have no expectation of additional time off.

D. PAY FOR ATTENDANCE AT MEETINGS AND TRAINING PROGRAMS

(This section deals only with non-exempt employees.) The YWCA will abide by the FLSA definition of "hours worked" and comply with FLSA requirements with regard to compensating employees for travel time and for time spent in meetings or seminars.

Non-exempt employees who are *required* by their supervisors to attend a seminar or meeting will, at a minimum, be compensated for all hours spent participating in the seminar, meeting, or training activity, regardless of what time of day or what day of the week it occurs (even weekends). In addition to the time compensated for the activity itself, the employee may be eligible to be paid for travel time as follows:

One-day travel. If the activity is out-of-town for one day only and no overnight travel is required, the employee will be compensated for the hours spent traveling to and from the activity, including any hours which fall outside the employee's normal working hours, particularly when the employee is the driver of the vehicle.

Travel with overnight stays. The employee will be paid for the hours spent traveling to and from the meeting city if the travel hours coincide with the employee's normally scheduled working hours, *regardless of what day the travel takes place* (e.g., an employee who works 8 am - 5 pm Monday - Friday will be paid for any travel time that occurs during the hours of 8 am - 5 pm, even on Saturday or Sunday.) Travel time that occurs *outside* the employee's normal working hours, regardless of the day of the week, is not required by law to be compensable work time, *unless the employee is the driver of the vehicle.*

E. RECORDING TIME WORKED

A “non-exempt” employee must report all hours worked, using the method designated by the YWCA, and be compensated accordingly. The employee’s supervisor, or other superior, shall review and sign the time record before it is submitted for payment. Time sheets or other pay records will be retained in the manner prescribed by law.

Employees who use a time clock shall not clock in or out for another employee. Clocking in early or clocking out late is not permitted unless approved by the supervisor. Falsification of hours worked by the employee or by another individual is absolutely prohibited and the offender(s) will be subject to disciplinary action up to and including termination.

An “exempt” employee is responsible for working a full-time schedule during the workweek and for completing the Association’s standard leave form to report unworked hours.

F. PAY CHECKS

Employees will be paid on a bi-weekly basis. It is the employee’s responsibility to assure his/her time record is submitted accurately and timely to the supervisor. The supervisor will assure that the department’s time records are submitted within the prescribed deadline.

Employees shall pick up pay checks at the YWCA front desk. Paychecks will not be released to anyone other than the employee or the employee’s supervisor without the written consent of the employee.

G. DIRECT DEPOSIT

Employees may have part or all of their pay deposited directly into one or more bank accounts if they provide advance written authorization to the Payroll Department.

H. PAYROLL DEDUCTIONS

Certain payroll deductions will be made as required by law, such as income taxes, social security taxes, court-ordered garnishments or child support orders, etc.

In addition to the deductions required by law, deductions may be made at the written request of the staff member for any or all of the following: (1) additional payments to the YWCA Retirement Plan, (2) contributions to the United Way or the YWCA, (3) Health and Life Insurance premiums, (4) other YWCA authorized benefits, (5) YWCA family membership, and (6) Child Care. Deductions requested by an employee must be submitted as a fixed amount for a minimum period of three months. Employees shall provide notice of specific deduction requests to the Human Resources Department according to the applicable notice period(s) established by the Human Resources Department.

I. GARNISHMENTS

The Association will comply with all laws applicable to garnishments, child support orders, and any other court-ordered payroll deductions. Employees are expected to manage their personal financial affairs responsibly so as to avoid mandated collection of debts through the Association’s payroll.

J. COMPENSATION REVIEWS AND PAY ADJUSTMENTS

The Association shall set its budget annually with the approval of the Board of Directors. When possible, a percentage of the budget shall be allocated for pay increases to be based on merit and/or for equity considerations. The pay rates of Regular Employees shall be reviewed in conjunction with the Performance Evaluation process. Temporary Employees will not routinely be considered for merit increases, but may be considered upon a written performance evaluation and recommendation from the Supervisor.

1. Merit Increases

Pay increases within the employee's pay range will be considered based on: (1) the individual's performance (as documented in the performance evaluation or other documents); (2) any specific guidelines for allocating the increases; and (3) the amount of funds appropriated by the Board of Directors for increases that year. Merit increases are not automatic or guaranteed. When they are granted, merit increases shall usually be effective on the first day of the pay period that follows the employee's anniversary date in the position. If the employee's performance evaluation was delayed, the merit increase (if any) shall be retroactive to the first day of the pay period following the anniversary date.

If granting a merit increase will cause an employee's pay rate to exceed the top of the pay range in that year, the increase may be granted, but the employee's pay will then be frozen until the pay range advances to include the new pay rate amount. It shall never be acceptable for an employee's pay to exceed more than 5% of the range.

2. Equity Adjustment

Pay ranges should typically be advanced each year in an amount that is tied to the consumer price index to keep pace with inflation. When pay ranges are moved forward, it may be necessary to increase an employee's pay rate if the employee's pay is below the minimum of the new pay range of the employee's assigned position. This type of increase, known as an "equity" adjustment, will be granted effective with the date the new pay ranges became effective, provided funds are available in the budget.

3. Other Pay Adjustments

In addition to merit increases and equity adjustments, pay rate adjustments may be made due to reclassification, promotion, or demotion. The adjustment will be determined according to where the individual's current pay rate falls within the pay range of the position to which the employee is moving. (See Item K., "Transfer, Promotion, or Demotion", and Item L., "Reclassification.")

K. TRANSFER, PROMOTION, OR DEMOTION

The transfer, promotion, or demotion of an employee shall be permitted if it does not conflict with the Equal Opportunity Employment policy (See Section II). All positions are to be filled in accordance with the posting requirements stipulated in the Equal Opportunity Employment Policy.

Voluntary - If an employee is selected for transfer, promotion, or demotion into a different position, the employee will complete the 90-day Introductory Period. If the employee is not successful in the

new position, there is no expectation of continued employment. However, if the employee qualifies for another position that is available and to which the employee appears better suited, the employee may be reassigned and the employee's pay will be adjusted to the appropriate pay level for that position.

Involuntary - The YWCA reserves the right to reassign any employee to other duties without employee consent if the Executive Director believes it to be in the best interest of the YWCA and/or the employee.

1. Transfer

An individual who transfers from one position to another that is in the same pay grade will have no change in pay rate.

2. Promotion

A promotional increase may be considered when an employee applies and is selected for a position that is in a higher pay grade than the employee's current job classification. Consideration of an increase will depend on the employee's current level of pay as compared to the pay rate advertised for the higher position. Typically, an employee's pay will be advanced to the beginning of the pay range of the new position, or the employee may receive an increase 5-10% of current pay rate, whichever is greater.

3. Demotion

A demotion is said to occur when an employee moves into a position that is in a lower pay grade than the employee's current job classification. A demotion can be at the request of the employee, or at the direction of the Association. It may or may not involve a decrease in pay, depending on the current level of pay of the employee as compared to the pay range of the lower position. Typically, the person's pay will decrease to the top of the pay range of the new position, or will decrease 5-10% of current pay rate, whichever is less. After a decrease, if the employee's pay is still above the range of the new position, the employee's pay will be frozen until such time as the pay range of their new position advances sufficiently to include the person's pay rate.

L. RECLASSIFICATION

The reclassification of a position is said to occur when: (1) the expected duties and requirements of the existing position have changed sufficiently to warrant re-writing the job description and changing the job classification, or (2) an employee's existing position is moved to a different pay grade, either lower or higher, because the internal or external value of the job has changed. (See Section IV.A. "Job Classification and Compensation.")

It is possible to have a position reclassified, but with no accompanying change in pay grade. This will likely happen if the duties of the job have changed substantially, but the new duties are valued the same as the previous job duties.

No position shall be reclassified without written documentation to support the change in classification. The Executive Director will consult with the Human Resource Department in these matters to assure the appropriateness of the new classification. If the proposed changes involve

creating or changing a management-level position, the Executive Director shall consult with the Personnel Committee prior to effecting such a change.

The YWCA reserves the right to reassign any employee to other duties without employee consent if the Executive Director believes it to be in the best interest of the YWCA and/or the employee. Proper documentation, including the reason(s) for the reassignment, will be provided to the Human Resources Representative for review prior to notifying the employee of the reassignment.

SECTION V. PAID AND UNPAID LEAVE

A. TYPES OF LEAVE

The Association provides various types of paid and unpaid leave for eligible employees. These include, but may not be limited to:

1. Paid Vacation
2. Paid Sick Leave
3. Family and Medical Leave
4. Paid Bereavement Leave
5. Paid Court Leave
6. Leave for Emergency Closings
7. Paid and Unpaid Military Leave
8. Voting
9. Short-term Leave Without Pay
10. Unpaid Leave of Absence

B. ELIGIBILITY

Regular Employees

Persons classified as “Regular Employees” who work an average weekly schedule of thirty (30) hours or more shall participate in paid and unpaid leave benefits.

Temporary Employees

Persons classified as “Temporary Employees” are not eligible for paid leave benefits, but may be given consideration for unpaid leave depending on the type of leave requested, the nature of the request, and the length of time requested.

C. LEAVE DURING THE INTRODUCTORY PERIOD

New employees who are still in the 90-day Introductory Period should have no absences during the first 90 days of employment. Paid vacation will not be allowed during the Introductory Period. Paid sick leave or any type of unpaid leave will generally not be granted during the Introductory Period. (See Section III.M., “Introductory Period” regarding absences during the first 90 days.)

D. OTHER LEAVE POLICY CONSIDERATIONS AND REQUIREMENTS

- All requests for paid or unpaid leave shall be submitted in writing as far in advance as possible, but at least one week before the desired leave time. Exceptions are recognized for illness, death of an immediate family member, or other such emergencies.
- Requests for all categories of leave shall be approved or denied by the supervisor, the Executive Director, or another designated approval authority.
- All leave that is taken, whether paid or unpaid, shall be documented on the time record of the employee and submitted to the Payroll Department for leave-tracking purposes. Repeated failure to properly document leave taken, or repeated instances of taking time off without proper authorization, will be considered a fraudulent action. Persons involved in such fraudulent activity will be subject to disciplinary action, up to and including termination.

- **Leave shall be calculated on the basis of the calendar year, January 1 – December 31, unless specified differently within the applicable leave policy.**
- **Leave shall be taken in ½ hour or 1-hour increments.**

E. EARNING METHODS FOR VACATION AND SICK LEAVE (*Revised 10/30/09*)

New employees hired during the calendar year shall have a prorated share of the year's leave earnings posted to their leave account at the time of hire, except employees hired on October 1 or thereafter in the year shall not earn vacation for the period October 1 through December 31. (Refer to Section III. M., "Introductory Period" regarding restrictions on taking leave during the first ninety (90) days of employment).

F. PAID VACATION (*Revised 6/18/09 & 5/28/2010*)

Vacation leave shall be scheduled in consultation with the supervisor. Effort will be made to schedule vacation at the time desired by the employee, but the staffing of member and client services must be the priority. Prior approval for vacation leave may be rescinded by the department supervisor if workload needs change or staffing problems arise. Employees may also be called back to work from approved vacation leave during times of need. The balance of any unused accrued vacation *must* be paid to a separating employee in the last pay check. (Refer to Section XII. Separation from Employment.) *For separating employees who have used more vacation leave than they have accrued, the monetary value of such leave will be deducted from the employee's last pay check.*

1. Earning Rates

The rate at which an employee earns vacation in the calendar year is based on the employee's consecutive years of service in a benefits-eligible position. The employee will be eligible for the higher earning rate on January 1 of the year in which the employee's service anniversary falls. For example, if an employee is scheduled to celebrate three years employment in a benefited position on March 1, 2007, the employee will be credited with the higher rate of vacation earnings on January 1, 2007.

Full-time Employees - Regular Employees whose usual work schedule is forty (40) hours per week shall earn leave according to the following schedule:

- 0 through 2+ years of employment = 80 hours annually
- 3 through 5+ years of employment = 120 hours annually
- 6 through 9+ years of employment = 144 hours annually
- 10 years employment and above = 160 hours annually

Part-time Employees - Regular employees working 30 -39 hours shall earn leave in an amount equal to their full-time equivalent (FTE) ratio of employment. For example, an employee working 32 hours per week has a .80 FTE ratio, so his/her earnings will be 80% of the full-time earnings rate.

2. Changes in Eligibility Status (*Revised 5/28/2010*)

Eligible to Not Eligible - If an employee's status changes from benefits-eligible to not eligible (as defined in Item B, "Eligibility"), the employee will earn no additional leave after the effective date of the status change. *The employee's vacation balance is carried over until the balance is exhausted.*

- Not Eligible to Eligible - If an employee's status changes from "not-eligible" to "eligible" (as defined in Item B, "Eligibility"), the employee shall earn vacation leave beginning on the effective date of the status change and his/her leave account shall be credited with the prorated share of leave for that year. He/she shall be treated as a "new employee" with "0 years of service" for accrual rate purposes. *If the employee worked in eligible status for one year, and transfers to "not-eligible" back to "eligible", the employee will be credited with the total vacation eligibility status when establishing new vacation rate.*

3. Using Vacation Leave

- While on approved vacation leave, an employee who experiences a sick-leave qualifying event may not change to sick leave status during the vacation leave without the approval of the supervisor and the Executive Director. A new leave request form stating the dates of the illness shall be submitted to the supervisor, along with a medical certification from the attending physician. The supervisor will review the circumstances and determine whether sick leave may be substituted for any or all of the vacation period.
- Accrued vacation is to be taken within the year it is earned. Unused vacation remaining on the books at December 31 will be forfeited. Cash payment for unused vacation leave is not permitted, except upon termination of employment.
- Vacation leave may be used for the same purpose as sick leave upon the approval of the department supervisor, provided that all available sick leave has been exhausted.
- The supervisor or the Executive Director may place an employee on accrued vacation leave in lieu of being suspended without pay if there is a performance action or behavior that warrants removal of the employee from the workplace.

G. PAID SICK LEAVE (*Revised 6/18/09*)

Sick leave is to be used for legitimate, qualifying reasons only and is subject to the approval of the supervisor. Failure to follow the proper channels for requesting and reporting leave may result in no pay for the absence. Prior-approved sick leave for non-critical situations may be rescinded by the

department supervisor in times of emergency such as hurricanes or similar events. Employees on sick leave are expected to call the supervisor daily during the absence, unless the employee is on pre-approved leave or different arrangements are pre-approved by the supervisor.

1. Earning Rate

Full-time Employees

Regular Employees whose usual work schedule is forty (40) hours per week shall earn eight (8) hours sick leave per month (the full-time equivalent of 96 hours per year). The employee's earnings for that year will be credited to the employee on a bi-weekly accrual basis. Unused sick leave may carry over in succeeding calendar years, up to a maximum of 480 hours.

Part-time Employees

Regular employees working 30 -39 hours per week shall earn leave in an amount equal to their full-time equivalent (FTE) ratio of employment. For example, an employee working 32 hours per week has a .80 FTE ratio, so he/she will earn 80% of the full-time earnings rate. Unused sick leave may carry over in succeeding calendar years, but the sick leave balance carried forward may never exceed the employee's FTE ratio of hours. For example, an employee with a .80 FTE ratio may carry forward a maximum sick leave balance of 384 hours.

2. Changes in Eligibility Status

- Eligible to Not Eligible - If an employee's status changes from benefits-eligible to not eligible (as defined in Item B, "Eligibility"), the employee will earn no additional leave after the effective date of the status change. Any unused sick leave may be used for sick leave purposes until the balance has been exhausted.
- Not Eligible to Eligible - If an employee's status changes from "not-eligible" to "eligible" (as defined in Item B, "Eligibility"), the employee shall earn sick leave beginning on the effective date of the status change and his/her leave account shall be credited with the prorated amount of leave for that year.

3. Using Sick Leave

Sick leave may be granted at the discretion of the supervisor for any of the following circumstances:

(a) **Illness or injury of the employee. (Revised 6/18/09)**

- An ill or injured employee who requests sick leave for a period in excess of three (3) consecutive working days for full-time employees or three (3) shifts for part-time employees is required to provide a physician's statement to the supervisor or the Human Resources Representative. Failure to provide the physician's statement may result in denial of paid sick leave, or disciplinary action up to and including termination. In addition, frequent or recurring absences of any employee shall be substantiated by a physician's statement when requested by the supervisor. Failure to provide a physician's statement upon a directive by the

supervisor may result in denial of paid sick leave, or disciplinary action up to and including termination.

It is the employee's responsibility to provide updated medical certification if the employee is not able to return to work at the expiration of the current certification.

In addition, it is the employee's responsibility to provide medical documentation to the supervisor or Human Resources Representative prior to his/her return to work stating if there are any limitations or restrictions on the employee which will affect his/her working hours or which will prevent him/her from performing any of the job duties.

(b) Medical and dental treatment or consultation.

Medical and dental appointments that must occur during an employee's work day must be scheduled in advance with as much notice as possible to the supervisor. Sick leave may be claimed for the actual time necessary for the treatment or consultation.

If the treatment or consultation is for the employee's spouse, minor child, disabled dependent adult child, or elderly parent, such treatments or consultations may be claimed against sick leave when the employee's presence is necessary. At the supervisor's discretion, supporting documentation may be required.

(c) Quarantine Ordered by a Physician

Supporting medical documentation from the physician will be required to substantiate the need for quarantine of the employee.

(d) Illness or Injury of Spouse, Child, or Parent Requiring the Employee's Presence

If the employee's presence is necessary to care for or attend to the employee's spouse, child/step-child, or parent/step-parent, due to their illness or injury, sick leave may be requested. A physician's statement will be required for all absences in excess of three (3) work days. The supervisor shall use common sense in applying discretion for approving the sick leave. Minor illnesses of spouse, parent, or adult child shall not indicate that the employee's presence is necessary, whereas a major illness or injury may. The supervisor has the discretion to authorize paid vacation in lieu of sick leave if the illness or injury is not substantiated by a physician's statement.

(e) Other Family Illness or Injury

In the event of a terminal illness or life-threatening injury of the employee's grandparent, parent-in-law, son-in-law, daughter-in-law, brother or sister, the supervisor may use discretion in allowing a minimal amount of sick leave per individual occurrence to provide emotional support to the family. A statement from the attending physician will be required for all absences in excess of three (3) work days.

At the supervisor's discretion, the following persons may also be interpreted as immediate family: step-parent, step-child, or step-sibling, depending on the current nature of the relationship.

In the event of the serious illness of a close friend or a family member not previously mentioned, the employee may request vacation.

4. Other Sick Leave Considerations (*Revised 6/18/09*)

- Employees will complete a leave request form as far in advance as possible to take sick leave for a planned medical procedure. For absences due to sudden illness or injury, the employee shall complete the leave request form immediately upon return to work.
- The employee shall provide a statement from the attending physician to document the need for absences in excess of *three (3) consecutive working days for full-time employees or three (3) shifts for part-time employees.*
- *The employee shall provide a statement from the attending physician to document the need for absence if absence from duty recurs frequently or habitually, provided the employee has been notified or warned that a certificate will be required.*
- The department supervisor may put an employee on notice that all absences for sick leave in the future will require medical certification to substantiate the need for the absence. The employee's use of sick leave may be delayed or denied until the medical certification is provided.
- After all sick leave is exhausted, time lost from work due to illness may be charged to vacation time, with the approval of the department supervisor. If paid sick leave and paid vacation have been exhausted, the employee may request short-term leave without pay or an unpaid leave of absence. (Refer to Item N. and Item O. of this section.)
- An employee who is absent for more than three (3) consecutive days due to a serious illness or injury may qualify for Family and Medical Leave, and the Human Resources Representative shall be informed of the absence. (Refer to Section VI. "Family and Medical Leave Policy.")
- Unused accrued sick leave shall have no cash value and will be forfeited at termination of employment. A record of the forfeited leave will be retained in the employee's personnel file. If the person returns to employment in a benefits-eligible position within six (6) months, the forfeited leave balance may be restored to the employee.

H. FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees to take up to twelve (12) weeks of unpaid leave in a 12-month period for certain specified family and medical reasons. If the employee has accrued vacation and/or sick leave available, the YWCA will use the employee's accrued leave as a source of continued pay during the FMLA leave. When the accrued vacation and sick leave have been exhausted, the employee will take the remaining FMLA leave in unpaid status.

During FMLA leave, an eligible employee is entitled to continue group health and group life insurance coverage, if applicable to the employee, as if the employee had continued to work. At the conclusion of FMLA, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Refer to Section VI for the full provisions of the Family and Medical Leave Policy.

I. BEREAVEMENT LEAVE

Regular Employees working thirty or more hours per week are eligible for consideration of paid Bereavement Leave. If a death occurs in the employee's immediate family, leave with pay may be granted for up to three (3) work days, to be consistent with the employee's regular work schedule, and not to exceed 24 work hours. These days are to be taken consecutively and must occur during the period of the family member's death and funeral. These days may not be split or postponed.

For this policy, immediate family is defined as: Spouse, Child, Step-child, Parents (including in-laws), Step-parents, Siblings and/or step-siblings, Grandparents, and Grandchildren.

Employees shall notify the supervisor of the need for Bereavement Leave. If additional time is necessary, the employee may request vacation leave, subject to the approval of the supervisor.

Upon returning to work, the employee shall complete a leave request form for Bereavement Leave and this shall be recorded on his/her attendance record. Proof of death and relationship to the deceased may be required.

J. COURT LEAVE (*Revised 3-27-07*)

All employees may be eligible for paid Court Leave for the purpose of serving on a jury or as a witness in a court proceeding.

Court Leave with pay shall be granted only when the service to the court occurs during a time in which the employee is scheduled to be at work. The employee is not required to reimburse the YWCA for pay received from the Court.

Upon receipt of the notice to serve on jury duty or as a witness, the employee must provide the supervisor a copy of the court summons or subpoena to be attached to the timesheet or other pay record.

If the employee is released from court early on any days during the paid Court Leave, the employee shall return to work if it is during his/her regular shift. If less than one hour remains for his/her work shift, however, the employee may call the supervisor for permission not to return to work. The employee will be required to provide a signed Certificate of Service from the court showing the dismissal date and time on the last day of service to the court.

Any exceptions to this policy must be requested by the employee in writing and are subject to the approval of the Executive Director.

K. LEAVE FOR EMERGENCY CLOSINGS

At the discretion of the Executive Director, Regular and Temporary Employees may be paid for up to 16 hours in a calendar year for emergency work closings. These 16 hours may not be used for any other purpose and will not be carried over into a new year. In the event the YWCA is closed for an emergency, employees will be paid for the work hours they were scheduled for on the day(s) of the emergency closing(s), up to 16 hours in the calendar year. However, leave for emergency closings will not be paid if the closing coincides with a holiday, vacation leave, sick leave, FMLA, bereavement leave, military leave, jury duty, or any other leave previously approved for that day.

If an employee has exhausted his/her 16 hours of emergency leave, vacation time can be requested. (Refer to Section X. D. "Emergency Closings.")

L. MILITARY LEAVE

Granting of Military Leave shall be in accordance with the provisions of USERRA (Uniformed Services Employment and Reemployment Act), and any other applicable laws.

A YWCA employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service may be granted a leave of absence for military service, training, fitness for duty examinations, or related obligations in accordance with applicable law. The employee is responsible for requesting Military Leave and providing a copy of the military orders.

At the conclusion of the leave, upon the satisfaction of certain conditions, the employee generally will have a right to return to the same position he or she held prior to the leave, or to a position with like seniority status and pay that the employee is qualified to perform. The employee shall comply with the notification requirements to the employer upon his/her return from military duty for consideration of being restored to employment.

1. Paid and Unpaid Leave Available

Regular Employees who work 30 or more hours per week may be eligible for paid Military Leave of up to eighteen (18) work days in any one calendar year, but not to exceed 18 work days in any one continuous period of absence. Other employees may be eligible for unpaid leave, except that certain Temporary Employees, whose term of employment is of short duration, may not be eligible for a leave of absence.

Regular Employees who exhaust their paid Military Leave may elect to substitute their unused accrued vacation leave until it is exhausted, after which time they may be placed on unpaid leave of absence.

2. Continuation of Health Insurance Benefits during Military Leave

During a military leave of less than 31 days, an employee is entitled to group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to a continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage.

3. Requests for Military Leave

Upon receipt of orders for active or reserve duty, an employee should notify his/her supervisor, as well as Human Resources, as soon as possible, and must submit a copy of the military orders to his/her supervisor or the Human Resources Representative (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

4. Upon Return from Military Service

Upon return from military service, an employee must provide notice of his/her desire to return to employment in accordance with the following schedule:

- a) An employee who served for less than 31 days or who reported for a fitness examination, must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight hours after the employee has returned from the location of service.

b) An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.

c) An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.

d) An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the Human Resources Office (if the service was less than 31 days), or submit an application for reemployment (if the service was greater than 30 days), at the end of the necessary recovery period (but which may not exceed two years).

5. Required Documentation Upon Return from Military Service

An employee whose military service was for more than 30 days must provide documentation within two weeks of his/her return (unless such documentation does not yet exist or is not readily available) showing the following: (i) the application for reemployment is timely (i.e. submitted within the required time period); (ii) the period of service has not exceeded five years; and (iii) the employee received an honorable or general discharge.

M. VOTING

All employees should be able to vote either before or after regularly assigned work hours. However, if this is not possible due to work schedules, supervisors shall allow an employee to come in late or leave early to vote. The allowable paid time off shall be reasonable, up to three hours, during the work day.

Time off for voting shall be reported on a leave request form and provided to the supervisor. Voting leave shall be coded appropriately on timekeeping records.

N. SHORT-TERM LEAVE WITHOUT PAY

Temporary Employees

Persons classified as Temporary Employees are considered to be on Leave without Pay for any absence that is pre-approved by the Supervisor. Temporary Employees are generally not eligible for a long-term Leave of Absence due to the nature of their temporary status.

Regular Employees

Leave Without Pay will be considered only if all applicable paid leave time has been exhausted.

O. UNPAID LEAVE OF ABSENCE

(This section does not apply to unpaid leaves of absence that are due to Family and Medical Leave. See Section VI. "Family and Medical Leave Policy.")

A Leave of Absence without pay, for reasons not covered by any other leave policy, may be considered for Regular Employees for periods of up to one (1) year, provided the employee has five

(5) or more years of service to the YWCA. The employee must submit a Leave Request Form as far in advance as possible explaining the reason for the leave and the requested dates of the leave. The Supervisor and Executive Director, in consultation with the Human Resources Representative, must approve the absence.

Leave of Absence requests will be reviewed on a case-by-case basis. The decision to approve or disapprove may be based on the circumstances, the length of time requested, the employee's job performance and attendance record, the reasons for the leave, the effect the employee's absence will have on the work in the department, and the expectation that the employee will return to work when the leave of absence expires.

A Leave of Absence will be considered only after all applicable paid leave time has been exhausted.

1. Benefits While on Leave of Absence

While on a personal unpaid leave of absence, the employee's insurance benefits, if any, may continue, provided the employee makes arrangements with Human Resources to pay the full cost of the coverage while on approved leave. Unemployment Insurance benefits cannot be

collected while on a leave of absence without pay. Leave time will not accrue during an unpaid absence.

2. Performance Evaluations and Salary Action

The normal performance appraisal date of an employee on an unpaid leave of absence without pay may be extended by the length of the leave. Any planned pay increase for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave.

3. Returning/Not Returning From a Leave of Absence

The YWCA cannot guarantee to hold an employee's position during a leave of absence. Following a leave of absence, the YWCA will attempt to reinstate the employee to his/her former position or to one with similar responsibilities. If the former position or a similar position is not available, the employee may be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service, and benefits will resume provided the employee is still eligible for benefits participation. If an employee does not return from an unpaid leave of absence, the termination date is the last day of the authorized leave period or the date the employee notifies the Supervisor or Human Resources that he/she is not returning, whichever is earlier.

VI. FAMILY AND MEDICAL LEAVE POLICY

Introduction (Amended 3-18-08)

The Family and Medical Leave Act (FMLA) of 1993 as **amended 1/16/09**, entitles eligible employees to take up to twelve (12) weeks of unpaid leave in a 12-month period for certain specified family and medical reasons and up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under The Support for Injured Service members Act of 2007, (**Amended 3-18-08**). If the employee has accrued vacation and/or sick leave available, the YWCA will use the employee's accrued leave as a source of continued salary during the FMLA leave. When the accrued vacation and sick leave have been exhausted, the employee will take the remaining FMLA leave in unpaid status.

During FMLA leave, an eligible employee is entitled to continue group health and group life insurance coverage, if applicable to the employee, as if the employee had continued to work. At the conclusion of FMLA, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Employee Eligibility Criteria

To be eligible for FMLA leave, an employee: (1) must have been employed by the YWCA of Brunswick for a total of 12 months or 52 weeks (need not be consecutive). (**Amended 3-18-08**); (2) must have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave; and (3) must not have used the entire FMLA allotment of twelve (12) weeks during the 12-month period immediately preceding the commencement of the leave.

Leave Entitlement Events

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- the birth of the employee's child or to care for the newborn child;
- the placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- to care for the employee's spouse, child or parent (but not in-law) with a *serious health condition*; and/or
- the employee's own *serious health condition* that makes the employee unable to perform one or more of the essential functions of his or her job.
- *a covered family member's active duty or call to active duty in the Armed Forces.*
(**Amended 3-18-08**)
- *to care for an injured or ill service member.* (**Amended 3-18-08**)
- *any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or*
- *order to active duty) in the Armed Forces in support of a contingency operation.*

((Amended 1/16/09))

Definitions

Serious Health Condition

An injury, illness, impairment, or physical or mental condition that involves:

(1) any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay in a hospital, hospice or residential medical-care facility)

(2) *Out Patient Status*-The term “outpatient status”, with respect to a covered service member, means the status of a member of the Armed Forces assigned to— **(Amended 1/16/09)**

(A) a military medical treatment facility as an outpatient; or

(B) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients or

(3) continuing treatment by a *health care provider* that includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities), either of which is due to any one or more of the following:

- A health condition lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - a) treatment two or more times by or under the supervision of a *health care provider*; **or**
 - b) one treatment by a *health care provider* with a continuing regimen of treatment.
- Pregnancy or prenatal care.
- A chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes).
- A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer’s, severe stroke, terminal cancer).
- Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).
- *In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating. (Amended 1-16-09)*

Health Care Provider

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice.
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors authorized to practice, and performing within the scope of their practice, under state law.
- Nurse practitioners, nurse-midwives, and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law.
- Christian Science practitioners listed with the First Church of Christ, Scientist, in Boston, Massachusetts.
- Any health care provider recognized by the YWCA of Brunswick or by the employee’s health plan benefits provider.

Spouse

A husband or wife as defined by the State of Georgia for purposes of marriage. If the employee claims to be in a common-law marriage, the duty to prove the common-law marriage is upon the employee.

Child

The biological, adopted, foster, step, or legal ward child of the employee. The child must be under age 18, unless he or she is incapable of self care due to a medically-certified mental or physical disability.

Parent

A “parent” is either the biological parent, or the person who “stood in the shoes of a parent” to the employee when the employee was a child. FMLA leave is not available to care for a close friend or family member who is “like a parent” to an adult employee, unless the person actually housed, fed, and clothed the employee when he or she was a child.

Military Family Leave (Amended 3-18-08)

Service Member Family Leave—An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

Covered Service Member.—The term “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Active duty or call to active duty,

Active Duty—The term “active duty” means duty under a call or order to active duty. An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. Reasons related to the call-up or service to include helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member’s call-up or active military service before leave is granted. In any case in which the necessity for leave under is foreseeable, whether because the spouse, or a son, daughter, or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency

operation, the employee shall provide such notice to the employer as is reasonable and practicable. (Amended 1/16/09)

To care for an injured or ill service member

This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next of kin (means the nearest blood relative of that individual) is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill service member) of available leave, with the balance remaining being the amount the employee is entitled to take at that time.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave. (Amended 3-18-08)

How Much FMLA Leave May Be Taken

An eligible employee is entitled to up to 12 workweeks (or 26 weeks for the care of an injured or ill service member,) (Amended 3-18-08) of unpaid leave during a 12 month period for any FMLA qualifying reason(s). The 12 month period is a rolling 12 month period measured backward from the date an employee uses FMLA leave.

Limitations on FMLA Leave

- Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child.
- If both spouses are employed by the YWCA of Brunswick, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12 month period for the birth, adoption or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a *serious health condition*. Each spouse may be entitled to additional FMLA leave for other FMLA qualifying

reasons (e.g., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person).

For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his/her own *serious health condition* or to care for a child with a *serious health condition*.

- FMLA leave ends upon the death of the employee's critically ill or injured parent, spouse, or child.

Intermittent or Reduced Work Schedule Leave

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill service member over a 12-month period). (*Amended 3-18-08*).

Intermittent leave is defined as leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

Leave to care for a newborn or for a newly placed child must be taken all at once and may not be taken intermittently or on a reduced work schedule.

Leave because of an employee's own *serious health condition*, or to care for an employee's spouse, child or parent with a *serious health condition*, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule, but in increments of not less than four (4) hours. If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the department's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, the YWCA may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

SECTION VII. RETIREMENT, INSURANCE, AND OTHER BENEFITS

A. YWCA RETIREMENT PROGRAM

The Association participates in the YWCA of the USA retirement program provided by the YWCA Retirement Fund, Inc., a separate, autonomous corporation licensed in the State of New York.

Retirement Eligibility and Participation

- All employees who work more than 1000 hours in each of two 12 month periods [2000 hours over the course of two years] will be enrolled in the retirement fund.
- Participation is effective the first of the month following the filing of an Application to Participate. The Human Resources Representative manages enrollment, and employees seeking information regarding enrollment should inquire with the Human Resources Representative as to their eligibility.

Retirement Contributions

The Association contributes the full amount required to the fund. The local Association contributes a percentage of a participating employee's monthly salary which is then matched with an additional percentage from the YWCA Retirement Fund. The percentage amount of the retirement contribution is based on the percentage amounts allowed by the YWCA Retirement Fund and is subject to change annually based on a vote by the Board of Directors. Employees can contribute additional funds if they so choose. Contributions are made through payroll deduction on an after-tax basis.

Retirement Benefits

Information about the amount of retirement benefits, access to personal contributions, and when an employee may benefit from Association contributions is maintained in the Summary Plan Description which will be made available by the Human Resources Representative upon an employee's reasonable request.

B. ADDITIONAL RETIREMENT PLANS

The Association may make additional retirement plan options available. Any other retirement plans shall be approved by the Board of Directors and shall be maintained according to applicable laws, and eligible employees shall be informed of the plan(s). A Summary Plan Description shall be maintained on all retirement plans. The Human Resources Representative is responsible for notifying eligible employees of how to participate. The Association does not provide advice regarding plan contributions or investments.

C. LIFE INSURANCE

Regular Employees who work thirty (30) or more hours per week and who are in active-pay status shall be eligible to participate in a group life insurance plan, with 100% of the premium paid by the Association. The amount of life insurance is subject to change. The Human Resources Representative shall notify eligible employees of how to enroll in the plan. Life insurance benefits shall end upon termination of employment with the YWCA of Brunswick or upon a change in eligibility status, whichever occurs first. Employees on an approved unpaid leave of absence are not eligible to continue in the group life insurance plan unless they pay the full cost of the monthly premium each month they

are on leave. (*Note: This does not apply to persons on unpaid FMLA leave---group life insurance will continue to be paid by the Association during approved FMLA absences.*)

Failure to make the monthly premium will result in cancellation of the life insurance until such time as the employee returns to work in a benefits-eligible position. The YWCA reserves the right to amend, change, or terminate group life insurance benefits at any time without limitation.

D. HEALTH INSURANCE

Regular Employees who work thirty (30) or more hours per week may be eligible for *assistance with health insurance premiums*, provided they secure an independent health insurance plan through the brokering agency that provides services for YWCA employees. The Human Resources Representative shall notify eligible employees of how to apply for health benefits. As this is not *group* health insurance, eligible employees may apply for individual health coverage at any time.

If the employee applies for an independent health benefits plan, the employee must apply for coverage as the primary insured, but coverage for the spouse and/or dependents may be included. The brokering agency will work privately with the employee. The YWCA will not have access to the employee's personal medical information. The YWCA has no authority to grant or deny coverage.

If the employee is successful in obtaining independent health coverage, the brokering agency will notify the YWCA of the effective date of coverage. The employee's portion of the premium will be deducted from the pay check on an after-tax basis and the YWCA will submit the full payment to the brokering agency for the employee's share and the employer's share of the premium. The YWCA will pay 50% of the premium, up to a maximum of \$150 per month.

Employees on an approved unpaid leave of absence may continue the independent health benefits coverage during the absence, but the employee shall be responsible for paying the entire premium and must make payments directly to the brokering agency.

Eligibility for *assistance with health insurance premiums* shall end upon termination of employment or upon a change in benefits eligibility status, whichever occurs first. It shall be the responsibility of the employee to immediately notify the brokering agency if he/she desires to continue the health

insurance plan. Because the employee's health benefits plan is not a *group* insurance plan, the provisions of COBRA (Consolidated Omnibus Budget Reconciliation Act) do not apply. The YWCA is not required to provide any notification(s) to the employee regarding his/her independent health benefits plan. The employee's contract for health benefits is strictly between the employee and the brokering agency.

If an employee is not successful in obtaining health benefits coverage through the brokering agency, the YWCA is not responsible for finding substitute coverage for that employee, nor is the YWCA responsible for payroll deducting or assisting with premiums for any substitute coverage with any other company or agency.

E. OTHER INSURANCE BENEFITS

The Association may provide, sponsor, or make available other insurance plans such as dental insurance, disability insurance, etc., for eligible employees, subject to the approval of the Board of Directors. Regular Employees who work thirty (30) or more hours per week shall become eligible for such plans, unless stipulated otherwise within the plan summary document. A summary statement of the benefits shall be provided to each eligible employee.

F. HOLIDAYS

The YWCA of Brunswick observes the following holidays: New Year's Day, Martin Luther King Day, Fourth of July, Memorial Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Holidays falling on Saturday will be observed on Friday; those occurring on Sunday will be observed on Monday.

Persons classified as Regular Employees who work 30 hours or more per week are eligible for holiday pay. Temporary Employees are not eligible for holiday pay. Employees will take holidays in an amount equivalent to their full-time or part-time status. Full-time employees will be paid for 8-hour holidays. Part-time employees at 30 to 39 hours per week will be paid for their usual number of workday hours.

Employees who are required to work on a holiday may substitute another day off for holiday leave. Employees must have a supervisor's approval prior to taking these substitute holidays.

Exceptions to holiday pay are as follows: (1) Employees on unpaid leave of absence will not be paid for a holiday which occurs during the unpaid leave; (2) Employees on leave without pay the business day before and the business day after the holiday will not receive pay for the holiday; (3) A new employee will not be paid for any holidays that occur before the first day of employment; (4) An employee who is terminating employment will not be paid for any holidays that occur after the employee's actual last day at work.

G. SOCIAL SECURITY

YWCA employees are covered under the provisions of the Federal Income Contribution Act (FICA). The amount of deduction required by law from an employee's wages is matched by the YWCA and credited to the employee's social security account.

H. UNEMPLOYMENT COMPENSATION

The YWCA pays a percentage of its total payroll to the Unemployment Compensation Fund. Under certain circumstances, employees who separate from employment with the YWCA may be eligible to draw unemployment compensation benefits under the provisions of the Georgia Employment Security Law. Eligibility for unemployment benefits is determined by the Department of Labor and is based in part on the circumstances surrounding the employee's separation.

I. YWCA MEMBERSHIP AND PROGRAM DISCOUNTS

Facility membership and program discounts are available to all Regular and Temporary YWCA employees. Specific discounts and participation rules shall be communicated to an employee upon request. Discounts and rules of participation are subject to change without notice. Each employee must pay a program membership fee annually to be eligible for these benefits. An employee's discounted membership will be canceled immediately upon separation from employment. If the individual wishes to continue facility membership and/or program participation after separation from employment, the individual must complete the necessary forms and pay the usual member dues and/or fees. After separation from employment, the former employee shall be subject to the same rules of participation as other members.

SECTION VIII. CONDUCT AND WORKPLACE EXPECTATIONS

A. WORK ATTENDANCE

Employees are expected to report to work as scheduled. Depending on the needs of the department, each departmental supervisor may establish his/her own expectations of employees for providing notification of the need to be absent or late. When no such expectation has been communicated, the employee shall, at a minimum, call the supervisor prior to or at the beginning of the employee's "report-to-work" time; if the supervisor is not available, the employee shall contact another member of management. Failure to do so may result in disciplinary action. Regular attendance is expected and punctuality is important, particularly in departments that provide service to others or where an employee's absence creates extra work for others.

Excessive unexcused absenteeism or tardiness may lead to disciplinary action, up to and including termination of employment. Employees who are absent from work and fail to call in on three separate occasions should expect disciplinary action up to and including termination.

Persons who cannot meet attendance expectations due to a medical reason shall provide supporting medical certification to the Human Resources Representative or the Executive Director and accommodations may be made in the work schedule if possible.

B. DRESS CODE AND PERSONAL APPEARANCE

Dress code at the YWCA may vary by department. Employees shall use a common sense approach to presenting a good public image, including taking safety and health factors into account.

A professional image shall be conveyed in accordance with the position held. In general, neat, clean, comfortable job-appropriate clothing should be worn. Employees in some positions may be required to wear clothing with the YWCA logo and some may wear designated name tags. Employees in aquatics may wear swimsuits while performing instruction or coaching, but swimsuits shall be conservative and not overly revealing.

All employees should adhere to the following at a minimum (1): clothing will be clean, unfrayed, unturned, and free of offensive slogans; (2) shoes will be worn at all times; (3) tight or revealing clothing shall be unacceptable and the employee shall not wear short shorts, short skirts, or see-through clothing; (4) tube tops and low-cut tops shall not be acceptable; (5) midriff tops or tops with shoulder straps less than two inches wide shall not be acceptable, unless in the pool area; (6) tattoos that are inappropriate or could be interpreted as offensive will be covered; (7) excessive body piercings will not be acceptable; (8) care shall be taken to assure good personal hygiene.

This policy offers guidance on what is appropriate and what is not, but is not all inclusive. Management shall reserve the right to judge the employee's appearance based on expectations of good taste. Employees who wear inappropriate attire may be sent home without pay and expected to return in a reasonable time frame dressed appropriately. Failure to uphold this dress code may result in disciplinary action.

C. SOLICITATIONS AND DISTRIBUTIONS

Employees may not solicit other employees, association members, or visitors, nor distribute or post any promotional materials without authorization of the Executive Director. Salespersons may not solicit business from employees or members.

D. CONFLICTS OF INTEREST (*Revised 6/18/09, Refer to Conflict of Interest Policy and Disclosure Form*)

- No employee may be involved with any transaction with the YWCA in which he or she has an interest or relationship that has not been fully disclosed in writing and approved by the Executive Director. In the case of transactions involving the Executive Director, this disclosure shall be made to the Board of Directors.
- An employee shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of his/her job duties with the YWCA.
- Regular Employees who wish to participate in employment outside the YWCA or who wish to perform other services for pay shall report the nature of the paid work and the work schedule to the supervisor.
- Employment with the YWCA shall be the primary concern and obligation of the employee. If the outside employment results in the employee's diminished performance or interferes with the employee's work schedule at the YWCA, the employee will be asked to resign from the outside work or risk termination of employment from the YWCA.

E. APPROPRIATE USE OF TECHNOLOGY RESOURCES AND EQUIPMENT

Technology resources provided by the YWCA of Brunswick are made available for business use only. Technology resources may include, but are not limited to, computer hardware and software, e-mail, Internet, fax machines, telephones, cell phones, pagers, and related equipment.

Any employee who engages in excessive, improper, or abusive use of the YWCA's technology resources will be subject to appropriate disciplinary action up to and including termination. This shall include excessive incoming and outgoing personal phone calls. In addition, personal long-distance phone calls are not permitted using YWCA phones. YWCA cell phones and pagers are to be used for YWCA business only.

It shall never be an acceptable use of the YWCA's resources to download, view, copy, or retrieve materials that may be deemed, by the reasonable person standard, to be pornographic in nature. Nor shall it be acceptable to use the YWCA's resources to harass any individual or group.

The YWCA reserves the right to monitor employees' use of electronic systems and equipment without warning and without notice to ensure compliance with this policy. There is no expectation of privacy for computer files, electronic mail, or other information stored or transmitted using the YWCA's equipment.

Personal Technology Devices - Employees shall refrain from using personal electronic devices, including but not limited to, cell phones, music players, etc., in the presence of clients, members, and guests.

F. DRUG-FREE WORKPLACE

The YWCA of Brunswick is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any YWCA employee

illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, the YWCA establishes the following as prohibited conduct:

- It is a violation of YWCA policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- It is a violation of YWCA policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
- It is a violation of YWCA policy for any employee to report to work under the influence of or impaired by alcohol.
- It is a violation of YWCA policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.) Each employee is obligated to inform that person's immediate director or department head in the absence of the supervisor, of the use of any medications that may cause drowsiness or other side effects that may impair the employee's ability to perform essential job functions.

Violations of this policy are subject to disciplinary action up to and including termination.

The Substance Abuse and Testing Policy is stated in full in Section IX of the Personnel Policies Manual.

G. SMOKING AND TOBACCO USAGE

Smoking or the use of any other form of tobacco products is not permitted in the interiors of YWCA buildings, within fifty (50) feet of YWCA buildings, in the pool areas, or at any other YWCA work sites.

H. WORKPLACE VIOLENCE POLICY

Policy Statement

The YWCA will foster a work environment which is free from threats, threatening behavior, acts of violence, or any related conduct which intimidates others, disrupts another's work performance or interferes with the organization's ability to carry out its mission. Any behaviors which threaten to harm, harass, or intimidate others will be met with immediate response, including removing the individual(s) from the premises, pending an investigation.

In that the purpose of this policy is to maintain a safe workplace, it applies to employees, members, guests, and visitors engaged in the conduct of YWCA business and/or participating in YWCA programs.

Examples of Unacceptable Behavior

The following are examples of behaviors that will not be tolerated by employees, members, guests, or visitors.

- Making threats, exhibiting threatening behavior, or engaging in violent acts on YWCA property.
- Making threats, exhibiting threatening behavior, or engaging in acts of violence executed off YWCA property, but directed at the YWCA employees while conducting official YWCA business.
- Making threats, exhibiting threatening behavior, or engaging in acts of violence executed off YWCA property, which may indicate just cause for barring the individual from the YWCA premises and programs.

- Making off-site threats including, but not limited to, threats made via telephone, fax, electronic or conventional mail, or any other verbal or non-verbal communication medium.
- Possession of firearms, weapons, and other dangerous and unauthorized devices or substances in or about the YWCA facilities and/or programs.

Employee Responsibilities

- Employees should immediately notify their immediate supervisor of any threats that they have witnessed, received, or have reason to believe that another person has witnessed or received. The supervisor shall inform the Human Resources Representative and appropriate action shall be taken.
- An employee who receives a protective or restraining order which lists the YWCA premises as a protected area is required to provide the supervisor with a copy of such order. The supervisor shall inform the Human Resources Representative and any other individuals with a need to know of the protective order.
- A supervisor may promptly suspend an employee with or without pay if the employee commits an act of violence or threatens the supervisor or another individual. The supervisor will then immediately report the suspension to the Human Resources Director for the consideration of further action against the employee, up to and including termination.

Consequences of Policy Violations

Violations of this policy will lead to disciplinary action up to and including dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from the YWCA premises, termination of the business relationship with that individual, and/or prosecution of the person(s) involved.

I. POLICY AGAINST HARASSMENT

Policy Statement

The YWCA is committed to maintaining an environment that is free of discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry, or national origin, consistent with applicable laws. Harassment or discrimination of any person because of sex, race, color, age, religion, disability, ancestry or national origin is strictly prohibited. Harassment or discrimination will not be tolerated from employees, association members, visitors, or any other YWCA officials. This policy applies to all categories of employees.

Sexual Harassment

Sexual harassment is a form of sex discrimination that is prohibited by law, as well as by the Association. Accordingly, the Association strictly prohibits sexual harassment by any person in the workplace or in its programs and activities. This policy applies not only to conduct of a supervisor toward a subordinate, but also to conduct between co-workers, and acts of non-employees, such as Association members, visitors, etc.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation, or other terms

or conditions of employment. No one may take any personnel action against an employee who refuses to submit to sexual advances.

No one may subject another employee or an Association member or visitor to any unwelcome conduct of a sexual nature. This includes unwelcome physical conduct, such as touching, blocking, staring,

making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes, and other sexual comments. A person's conduct will be considered unwelcome and in violation of this policy when the person knows or should know it is unwelcome to the person subjected to it.

Other Types of Harassment

No one may harass anyone because of that person's race, color, age, religion, disability, ancestry, or national origin. Examples of harassing conduct include, but are not limited to: (1) epithets, slurs, and negative stereotyping, or threatening, intimidating, or hostile acts which relate to race, color, religion, gender, national origin, age, or disability; (2) written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is placed on walls, bulletin boards, or elsewhere on the Association's premises, or that is circulated in the workplace.

Complaint Procedure for Harassment, Discrimination, and Other Allegations *(Revised 5/28/2010)*

The YWCA cannot remedy problems that it does not know exists. Therefore, it is important that you report sexual harassment and any other types of harassment or discrimination immediately.

In the event an employee believes he or she has been treated unfairly they are expected to report it to their supervisor, or to the Human Resources Manager, or to the Executive Director. If the Executive Director is the subject of the complaint, the employee should report the incident(s) to the President of the YWCA Board of Directors. No reprisal, retaliation, or other adverse action will be taken against any employee for making in good faith a complaint or report of harassment or discrimination, or for assisting in the investigation of any such complaint or report.

Supervisors or management employees who observe or receive a report of complaint harassment from an employee or association member **MUST** report it **IMMEDIATELY** to the Executive Director, no matter how insignificant it may seem at the time. If the Executive Director is the subject of the complaint, the supervisor or management employee must report the incident to the Board President. Failure to report such behavior may be grounds for termination. No reprisal, retaliation, or other adverse action will be taken against any supervisor or manager for making in good faith a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report.

Investigation of Complaints

The YWCA will promptly and thoroughly investigate any complaint or report of a violation of this policy. The Executive Director is charged with seeing that a proper investigation is conducted by a person trained in such matters. If the Executive Director is the subject of the complaint, the Board President and/or the Chair of the Personnel Committee shall investigate the complaint.

Confidentiality will be maintained during the investigation. A thorough investigation can take several weeks in some cases. The employee may at any time ask the person to whom they filed the complaint about the status of the investigation. Any notes or documents collected during the investigation shall remain separate and apart from the employee's personnel file.

Informal Complaint Resolution Process

It is the desire of the YWCA that conflicts be resolved as quickly and amicably as possible. When a problem arises, the employee should attempt to resolve the issue by talking directly

with the person who is the subject of the complaint. If this does not work or is not practical, the employee who believes they have been treated unfairly is required to use the following problem resolution process:

- *In the event an employee believes he or she has been treated unfairly, the employee should discuss the situation with his or her immediate supervisor in an effort to resolve the issue.*
- *If a resolution cannot be reached through discussion with the supervisor, the employee must put the complaint in writing to the supervisor who is required to respond in writing in a timely manner, preferably within five days.*
- *If a resolution still has not been reached, the employee should present the written material (his or her complaint and supervisor's response) to the Executive Director within five days of receiving the supervisor's response. The Executive Director will respond to both parties in a timely manner, preferably within five days of receiving the complaint.*
- *If the Executive Director does not resolve the complaint, or if the complaint involves the Executive Director, the employee may present the complaint to the President of the board. The President will review any complaint brought before it and will respond in writing to the parties concerned in a timely manner, preferably within five days of receiving the complaint. The decisions of the President are final.*

Retaliation is Prohibited (Revised 5/28/2010)

An employee shall not be harassed, intimidated, or otherwise penalized for utilizing the Association's complaint procedures, nor shall an employee be harassed, intimidated, or otherwise penalized for making a good faith report of unsafe conditions, unethical or illegal activities, or for cooperating with authorized investigations.

Purposely filing a false complaint or report is also a violation of this policy, and the YWCA will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

The YWCA will take prompt disciplinary and remedial action against the offender if its investigation shows a violation of this policy. Depending on the circumstances, the disciplinary action against an employee who violates this policy may range from a warning to a discharge. If an Association member is involved in the offense, the member may be removed from the Association.

Complaints of retaliation should be reported to the Executive Director or to the President of the Board of Directors

J. REPORTING UNSAFE CONDITIONS, ACCIDENTS, PROPERTY DAMAGE

The YWCA shall exercise caution, concern, and due diligence to provide a safe work environment. The Executive Director and the YWCA Safety Designee shall assure that all supervisors are trained in procedures that should be followed in the event of an emergency. However, every employee is expected to observe and promote safety and security on the job.

An employee is expected to report to his/her supervisor, or to another member of management, any of the following:

- Incidents involving injury to an employee, member, or visitor.
- Unsafe or potentially unsafe facility conditions or hazards.
- Damage to YWCA property or to the property of others while on YWCA premises.
- Situations of potential violence or actual violence.
- Situations of intimidation or threats.

A supervisor or member of management who has knowledge of any of the foregoing shall promptly notify the Executive Director or the YWCA Safety Manager or designee, and prompt action shall be taken to investigate the problem and/or take immediate correction action.

K. SERIOUS INJURY OR ACCIDENT

Procedures established by the YWCA Safety Designee for dealing with a serious injury or accident shall be followed. In the event that no current procedure is posted, this policy shall be followed:

Seek medical help immediately for a life-threatening injury or serious illness---dial 911 to summon an ambulance. This responsibility shall fall to any member of management who first becomes aware of the situation, but in the absence of a manager, any YWCA employee shall take prompt action.

After summoning an ambulance, the employee shall remain with the injured/ill person until the ambulance arrives, and have someone locate another member of management to notify the injured persons' emergency contact or other family member. The employee's supervisor or other management employee shall proceed to the emergency room, provide the necessary information to the emergency room admissions staff, and wait until the employee's family member arrives.

If the injured person is an employee, the procedures for filing a Workers' Compensation Report shall be followed.

L. WORKERS' COMPENSATION AND JOB-RELATED INJURIES/ILLNESSES

All employees are covered under Worker's Compensation Insurance. As required by law, the YWCA shall post the Workers Compensation Notice at all work locations in places visible to all employees. The Notice shall explain the employees' basic rights and responsibilities under the law and shall list a Panel of Physicians where employees shall seek medical treatment for work-related injuries and illnesses. Employees shall be informed at the time of hire of the Panel of Physicians. In the event of a serious injury or illness that requires immediate attention, the Panel of Physicians may be by-passed, and the employee may be transported by ambulance to a medical facility. Following the emergency, the employee may be required to seek follow-up help from a physician listed on the posted panel.

The YWCA Safety Designee, with assistance from the Supervisor, will investigate to determine the reason and/or contributing factors for the accident/injury. Corrective action shall be taken to prevent a similar accident in the future.

General Procedures

- The employee must report the accident or injury to his/her supervisor or to the Human Resources Representative, immediately if possible. A report of the injury/illness is necessary even if the employee believes no medical treatment is necessary. If the injury is non-life threatening, the employee shall select a doctor or facility from the Panel of Physicians; the Human Resources Representative shall call ahead to the medical facility; the supervisor shall drive or accompany the employee when necessary.
- The employee may refuse medical treatment if the injury is minor, but the employee shall sign a statement that medical attention has been offered.
- Drug and alcohol testing may be conducted in accordance with the Drug and Alcohol Testing Policy.
- Employees shall comply with all required medical treatment in order to retain the benefits of the worker's compensation insurance plan, including attending all follow-up appointments, and providing the supervisor with an updated medical certification following each medical appointment.
- If the employee is absent from work due to a work-related injury, the first seven (7) days of the absence are not compensable to the employee from the Workers Comp Insurance provider. However, the employee may be paid from his/her accrued sick leave and/or vacation during the first week of the absence.
- Employees shall be returned to full duty upon release by the attending physician.
- Modified duties or hours may be assigned temporarily, when possible, upon the recommendation of the attending physician.
- Employees may be subject to disciplinary action up to and including termination for improper or unsafe practices that result in a work-related injury or damage to property, or for falsely reporting an injury.
- If the employee's illness or injury is determined not to be work related, the employee shall be responsible for medical expenses.

M. UNACCEPTABLE CONDUCT OR BEHAVIOR

Employees shall give their full time and attention to carrying out their job duties. Employees should be cooperative, helpful, and courteous to members, visitors, program participants, clients, and each other. Employees should be appropriately dressed, use appropriate language, and be willing to provide reasonable assistance to members, visitors, and co-workers. Unfortunately, not all individuals will reflect these expectations, so the Association has outlined specific guidelines on what is considered to be unacceptable.

Examples of unacceptable behaviors that shall be grounds for disciplinary action, up to and including termination, include but are not limited to:

- Insubordination, including but not limited to: disregard for the supervisor's authority; refusal to carry out instructions, (except if the employee's safety may be unreasonably jeopardized by the order); cursing, swearing, or yelling at the supervisor.
- Fighting or provoking a fight on YWCA property.
- Incompetence or negligence in the performance of duties, including failure to perform assigned tasks or complete required training, or failure to discharge duties in a prompt, competent, and reasonable manner.
- Falsification, alteration, removal, or destruction of information related to employment, payroll, work-related records, reports, or other documents including application for employment.
- Conviction of a felony or other serious crime.
- Theft of property; stealing or misuse of YWCA funds; converting YWCA funds to personal gain or gain for others.
- Careless, negligent, or improper use of YWCA property or equipment including unauthorized removal or use for private purpose.
- Willful violation of security or safety regulations or failure to observe safety rules or safety practices.
- Engaging in inappropriate personal financial transactions with Association members or their families, including borrowing or attempting to borrow money or accepting tips in any form for services rendered.
- Being under the influence of alcohol or drugs while on duty, except for prescribed medication ingested within the limits set by a physician.
- Failure to notify the supervisor of absence or late arrival; failure to provide a reason for the absence, or providing a false reason.
- Habitual absences, tardiness, or misuse of sick leave.
- Sleeping or loitering while on duty.
- Willfully giving false statements to supervisors, officials, members, and/or the public; spreading malicious gossip and/or rumors.
- Discourteous, abusive, or negligent treatment of the public, members, participants, or employees, including harassing, coercing, threatening, or intimidating others.
- Immoral conduct or indecency on YWCA property.
- Any act or conduct that constitutes illegal discrimination or harassment.
- Leaving work early without permission; unauthorized absence from work area.
- Failure to cooperate with an internal investigation of workplace misconduct.
- Release of password or other information which would allow unauthorized persons access to computer records.
- Possession of dangerous or illegal firearms, weapon(s) or explosives on YWCA property.
- Distributing, receiving, or reading pornography of any kind on YWCA property including but not limited to include books, magazines, e-mails, faxes, use of the internet, etc.
- Excessive or inappropriate socializing or fraternizing with YWCA members while on duty.
- Excessive use of incoming or outgoing personal telephone calls, including the use of a personal cell phone, or using the YWCA's phones for non-authorized long distance calls.
- Smoking and the use of any form of tobacco in any of the YWCA facilities inside or outside or wherever members are.
- Violation of any of the established policies contained in the Personnel Policies Manual.

Each department supervisor may establish work rules or expectations of employees specific to his/her department, and those shall be communicated in writing to the employee by the department supervisor.

N. CONSEQUENCES OF UNACCEPTABLE CONDUCT OR PERFORMANCE

If unacceptable conduct or performance is due to a lack of understanding of the job expectations, the supervisor shall discuss the problem with the employee and explain the work standard that is expected. However, if this is not sufficient, or if the work infraction is of a more serious nature, disciplinary action may be warranted. Corrective and/or disciplinary actions may include, but are not limited to, verbal and written warning(s), suspension with or without pay, and termination of employment.

The use of any or all of these actions will depend upon the severity of the problem, the number of occurrences of the problem, or how many *different* performance problems have occurred within a specified period of time. Therefore, the YWCA is not required to move through any specific progression of disciplinary actions. An employee may be terminated without advance notice at any time.

Written warnings and notices of disciplinary actions should be documented, signed by the employee and the supervisor, and placed in the employee's official personnel file.

A suspension or termination may be appealed through the established Complaint Procedures, except that an individual who is still in the initial 90-day Introductory Period shall have no right of appeal.

(1) Verbal discussion and warning.

The supervisor will discuss the problem with the employee and warn the employee that other disciplinary action may occur if the problem is not corrected. Verbal discussions shall be documented with the date, time, and nature of the discussion, and signed and maintained by the supervisor. If further disciplinary action becomes necessary, the documentation of the verbal discussion shall be added to the personnel file.

(2) A written warning.

The supervisor shall prepare the written warning, discuss it with the employee and have him/her sign it, and forward it to the Human Resources Office for inclusion in the personnel file. The supervisor shall also forward to Human Resources all documentation of any previous verbal discussions with the employee. This documentation shall also be added to the personnel file.

(3) A suspension with or without pay.

Before implementing a suspension *without* pay, the supervisor shall discuss the action with the Human Resources Representative and/or the Executive Director to assure appropriate procedures have been followed. The employee shall be notified of a suspension without pay in writing.

However, if immediate action is necessary because of the severity of the offense, the supervisor may, without prior discussion with Human Resources or the Executive Director, suspend the employee with pay and send the employee home pending an administrative review by the Human Resources Representative and/or the Executive Director. The administrative review shall take place as quickly as possible, but within three (3) work days if possible. Following the administrative review, the employee shall be notified in writing of the action to be taken, if any.

(4) Termination of employment.

Following an administrative review of the circumstances by the Human Resources Representative and the Executive Director (or designee), if termination of employment is warranted, the employee shall be informed of the action in writing. If the employee is not in the 90-day Introductory Period, the employee shall have the right to appeal the termination action using the established Complaint Procedures in Section XI.

O. COOPERATION IN INTERNAL INVESTIGATIONS

An employee shall cooperate to the fullest extent possible in any internal investigation conducted by the YWCA when directed to do so by the immediate superior or such other persons who have been given investigative authority. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment.

IX. SUBSTANCE ABUSE AND TESTING POLICY

The YWCA of Brunswick is committed to providing a safe work environment and to fostering the well-being and health of its employees. The Association will utilize every reasonable means to maintain a drug-free and alcohol-free environment for its employees, members, and visitors.

It is management's responsibility to report to the Executive Director or the Human Resource Representative whenever they see changes in performance or behavior that suggests an employee is using or under the influence of drugs or alcohol in the workplace. Everyone shares responsibility for maintaining a safe work environment.

The services of an authorized testing laboratory will be utilized for all testing procedures and test results are subject to review by a Medical Review Officer.

Definitions

As used in this policy, the term:

Alcohol means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.

Drug means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualene, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substances, or any other substance deemed to be illegal.

Employee means any person who works for a salary or a wage for the YWCA of Brunswick.

Applicant means a person who has applied for a position with the YWCA of Brunswick and has been offered employment conditioned upon successfully passing a substance abuse test and may have begun work pending the results of the substance abuse test.

Nonprescription medication means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

Prescription medication means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.

Substance means drugs or alcohol.

Diluted Specimen means a urine specimen that has a creatinine of less than 20 g/dl and a specific gravity of 1.003 or less.

Prohibited Conduct

The YWCA of Brunswick is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any YWCA employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or uses alcohol on the job. Therefore, the YWCA establishes the following as prohibited conduct:

- It is a violation of YWCA policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- It is a violation of YWCA policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
- It is a violation of YWCA policy for any employee to report to work under the influence of or impaired by alcohol.
- It is a violation of YWCA policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.) Each employee is obligated to inform that person's immediate director or department head in the absence of the supervisor, of the use of any medications that may cause drowsiness or other side effects that may impair the employee's ability to perform essential job functions.
- It is a violation of YWCA policy to consume or possess alcoholic beverages while on the job.
- It is a violation of YWCA policy to be under the influence of alcohol while on duty. An employee shall be determined to be under the influence if: (1) the normal faculties are impaired due to the consumption of alcohol, or (2) the employee's blood alcohol level tests positive.
- It is a violation of YWCA policy for an employee to refuse to submit to a required substance abuse test.
- It is a violation of YWCA policy to consume or possess alcoholic beverages on YWCA property or at YWCA work sites.

Violations of this policy are subject to disciplinary action up to and including termination.

Applicant (Pre-Employment) Testing

- All applicants selected for employment at the YWCA of Brunswick must undergo testing for the presence of illegal drugs as a condition of employment. All offers of employment will be conditional, pending a satisfactory drug test.
- Job applicants who are extended a conditional offer of employment will be required to submit voluntarily to a drug test at a laboratory chosen by the YWCA, and by signing a consent agreement, will release the YWCA from liability.
- Refusal to submit to a drug test will be interpreted as a voluntary withdrawal of application for employment.
- Any applicant with a confirmed positive test will be denied employment.
- Any applicant whose test result indicates "diluted specimen" must submit to another drug test or employment will be denied.
- If the physician, medical official, or lab personnel has reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.
- Applicants with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An applicant will not be allowed to submit

another specimen for testing. Applicants must present themselves drug-free as demonstrated by the drug testing process selected by the YWCA of Brunswick.

- Individuals who have failed a pre-employment test may initiate another inquiry with the YWCA after a period of not less than six months. However, they must present themselves drug-free as demonstrated by the drug testing process selected by the YWCA.
- The YWCA will not discriminate against applicants for employment because of a past history of drug abuse. It is the current use of drugs that is prohibited.

Employee Testing

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status.

Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, a drug test may be required. If a drug test is not immediately possible, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative (depending on the determination of the observed impairment) and accompanied by the supervisor or another employee if necessary. An impaired employee will not be allowed to drive.

If the decision is made to test the employee, the supervisor will discuss with the Executive Director, the Human Resources Representative, or the appropriate departmental supervisor his or her reasons for believing that testing is warranted. If the employee who appears to be impaired is a departmental supervisor, the Executive Director or the Human Resources Representative will be consulted.

It shall be a condition of continued employment for all employees to submit to substance abuse testing under the following circumstances:

- 1) When there is reasonable suspicion to believe that an employee is using illegal drugs, abusing alcohol, or abusing prescription drugs. The following circumstances could cause reasonable suspicion:
 - Observable phenomena while at work such as direct observation of substance use or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - A report of substance abuse provided by a reliable and credible source;
 - Evidence that an individual has tampered with any substance abuse test during his or her employment with the YWCA; or
 - Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

An employee who has been asked to undergo reasonable suspicion testing may be required to transfer to another position at the employer's discretion, pending the results of the testing.

2) As part of a follow-up program of treatment for substance abuse when an employee has entered a rehabilitation program because of a confirmed positive test result. The frequency of such testing shall

be a minimum of at least once a year for a two-year period after completion of the rehabilitation program. Advance notice of testing shall not be given to the employee.

3) If a drug test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the YWCA's established policy or that is scheduled routinely for all members of an employment classification or group.

4) As part of the YWCA's random drug testing policy. All employees are subject to random testing. Selection is made by neutral criteria so that all employees have an equal opportunity of being tested. Employees will be notified if they have been randomly selected for substance abuse testing. Employees must provide a specimen within 12 hours from the time of notification, by means of the drug testing method selected by the YWCA.

5) When an employee has or may have caused or contributed to an on-the-job injury that resulted in a loss of work time, or that resulted in personal injury to the employee or others or damage to YWCA property. Loss of work time means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek medical care.

Positive or Inconclusive Substance Test Result

- The YWCA of Brunswick may terminate any employee with a confirmed positive test result. Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing. The employee will be suspended without pay pending the results of the second confirmation test.
- If the physician, medical official, or lab personnel has reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.
- Employees with a test result of "diluted specimen" must provide a second specimen for testing with minimal notice. Failure to cooperate with a second test may result in termination of employment.
- If a decision not to terminate is made, the employee will be suspended without pay pending a confirmed negative test result. The employee must provide a confirmed negative test result, at the employee's own expense, within 30 days from the date of the positive test result.

Alcohol Policy for Special Events

Occasionally the YWCA will participate in social or fundraising activities, for the benefit of the Association, at which alcohol may be served. In these instances, YWCA employees who attend these events when they are not on duty are not subject to disciplinary action for alcohol use, provided they

conduct themselves in a responsible manner and their behavior does not reflect poorly on the image of the YWCA.

Employee Assistance

The YWCA offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file by contacting the Human Resources Representative. In addition, Human Resources will distribute this information to employees for their confidential use.

Employee Education and Awareness

Supervisors shall be familiar with the Substance Abuse and Testing Policy and all employees shall receive education at least annually about the dangers of drug and alcohol abuse and its effects on the workplace.

Confidentiality

The YWCA shall treat as confidential all information received by the Association through its drug and alcohol testing program, consistent with the provisions of the Drug-Free Workplace Act, and other applicable federal, state, and local laws. Except as provided therein, release of such information shall be solely pursuant to a written consent form signed by the person tested.

SECTION X. MISCELLANEOUS POLICIES

A. EMPLOYEE PARKING

Employees shall park their vehicles in parking spaces located on the outside perimeters of the YWCA parking lot to provide ample parking for members and visitors. Facility entrances must remain clear for use by emergency vehicles. Employees may request permission to park in a handicapped parking space by providing written medical certification of the need for handicap parking.

B. BUILDING KEYS

Procedures shall be utilized to limit the number of keys in circulation and to track when keys are issued and to whom. The Executive Director or designee shall control the issue of keys and shall assure that keys are returned by employees prior to leaving employment.

C. RECORDS, FILES, AND DATA

Confidentiality

Employees shall treat all YWCA records and data as sensitive information. No YWCA files, records, or data, whether electronic or paper, shall be removed from the YWCA without permission from the Executive Director. The contents of YWCA records, files, and data shall not be disclosed to anyone, except in the ordinary course of performing duties on behalf of the YWCA or except as required by law.

Employment Verification and/or References

The Human Resources Representative shall respond to all requests to verify the current or former employment of individuals. Without a signed consent form from the affected employee, Human Resources will verify only the dates of employment and job title. No other information will be provided unless the requesting party provides a signed consent form from the affected employee.

However, if the requesting party is an agency or authority who has a lawful right to the information, the requested information will be released with or without a signed consent from the affected employee.

Personnel Files

The Human Resources Department shall maintain the official personnel file on each employee. The personnel file shall include the employee's job application, performance evaluations, documentation of any disciplinary actions, documents verifying employment status and wages, and other employment-related records. The files are the property of the YWCA. All information is kept in a private, confidential manner and access to the files is restricted.

No person shall have access to information from the files or records of an employee without the employee's consent unless such access or disclosure is: (1) necessary for the orderly conduct of personnel-related matters, (2) required by law, or (3) in response to a properly issued subpoena.

With reasonable advance notice, employees may review their own personnel files in the presence of the individual who maintains the files.

Maintenance of Personal Data

It is the responsibility of each employee to promptly notify the Human Resources Representative of any changes in personal data. Home addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, beneficiaries, and other such information should be accurate and current at all times. Changes in family status (marriage, divorce, birth, etc.) must be reported within 31 days for benefits and/or tax-reporting purposes.

Persons whose name changes due to marriage are required to request a new card from the Social Security Administration and to provide to Human Resources a copy of the new card. Employee personnel and payroll records will not be changed without an updated social security card.

In addition to notifying Human Resources about the changes previously noted, all employees are expected to provide their supervisors with their current telephone number, regardless of whether it is a published or unpublished number. Employees who do not have telephones in their homes must provide the supervisor with another reliable method for contacting the employee quickly. Supervisors must be able to contact employees in an emergency and for other reasons when needed.

D. EMERGENCY CLOSINGS

In certain situations (e.g. hurricane; tornado; power outages, etc.), it may become necessary to close the YWCA. The Executive Director or his/her designee shall make the decision to close the facility and shall communicate the decision to the designated supervisors, who must maintain current emergency contact information on file at all times.

Unless otherwise advised, employees are to presume the YWCA is open and all employees are expected to report to work. If an employee is not certain whether the YWCA is open or closed, the employee is expected to contact his/her supervisor or another member of management. An employee should not unilaterally determine whether or not to report to work in such situations. If an employee does not have prior approval for leave, fails to contact their supervisor, and is absent from work, the absence will be unexcused and unpaid. The YWCA provides limited paid leave for emergency closings. (Refer to Section V. K., "Leave for Emergency Closings.")

Department Heads are expected to be on call during emergency closings and to remain in contact with the Executive Director or his/her designee.

Failure to comply with this policy may lead to disciplinary action up to and including termination.

E. CHILDREN IN THE WORKPLACE

It is the goal of the YWCA to provide a safe and effective working environment. Therefore, children of employees should not be brought to work, unless the child is there because he/she is enrolled and participating in a YWCA-sponsored program, and is being supervised as a participant in the program.

F. SERVICE RECOGNITION

A service recognition program shall be administered to the extent that funds are provided in the budget. Regular Employees shall be recognized for years of service at appropriate intervals. Recognition of outstanding or meritorious service may include all levels of employees. The recognition program shall be administered consistently and fairly.

G. STAFF DEVELOPMENT

Depending on available funds, the Association may provide opportunities to participate in Regional and National YWCA training programs, meetings, conferences, or other training opportunities.

Funds will be provided for training sessions, conferences, and meetings that are required by the YWCA, including any necessary travel expenses within the limits of the YWCA's Travel Reimbursement Policy. (Refer to Item I.)

If an employee requests to attend training programs, conferences, or meetings that are not mandated by the Association, the request must be submitted through proper channels beginning with the supervisor and ending with final approval of the Executive Director. The training or meeting must be related to the employee's work or be of a direct benefit to the YWCA. The request may or may not be approved, depending on the nature of the event and the funds available in the budget.

All meetings/training programs/conferences, including but not limited to those that require travel outside of Glynn County, must be requested using YWCA established procedures and must be pre-approved by the Executive Director.

H. ASSOCIATION VEHICLES

Association vehicles shall be used to conduct Association business only. No employee shall drive an Association vehicle without prior approval. The Association shall have on file a copy of the valid driver's license of every employee who is authorized to drive an Association vehicle. If an employee is found to have prior serious driving violations, or is charged with a serious driving violation during the term of employment, the employee's authorized use of Association vehicles shall be revoked indefinitely or permanently. The employee shall abide by the rules of use contained in each vehicle.

Association vehicles shall be used when transporting program participants. Employees who use personal vehicles to conduct YWCA business shall not transport program participants in the personal vehicle.

The Association shall maintain liability and vehicle insurance sufficient to protect the assets of the organization.

I. TRAVEL REIMBURSEMENT POLICY

Reimbursement for expenses incurred in carrying out job duties or for attending meetings, conferences, or training may be eligible for reimbursement, but must be approved by the Executive Director in advance.

Travel expenses may be allowed for participating in activities of YWCA-supervised groups, officially representing the YWCA in the community, and attending YWCA meetings or conferences, conventions, etc. Expenses eligible for reimbursement may include travel, toll, parking fees, housing and meals, business telephone calls, and registration fees.

A Travel Expense Form shall be utilized to request reimbursement and must include an itemized list of each expense including the date, amount, and purpose of the expense(s). A mileage log must be included if mileage reimbursement is being requested. The date and time of departure and return

must be documented. Receipts must be provided for hotel rooms, rental cars, air fare, food and other travel expenses.

Upon written request, the YWCA may provide a cash advance for pre-approved out-of-town expenses. The Travel Expense Form and supporting receipts must be submitted upon completion of travel.

Reimbursement Amounts (Amended 2/19/09)

- YWCA will follow the mileage reimbursement established by the Federal guidelines and will be adjusted accordingly. (Amended 2/19/09)
- The meal allowance per day for out-of-town trips in excess of one day is \$28 and receipts must be provided. Reimbursement will be made only for those meals that occur while in travel status. The following meal limits are reimbursable: Breakfast, \$5.00; Lunch \$8.00; Dinner \$15.00.
- Employees who are required by the supervisor to attend a full-day meeting or training program that does not involve overnight travel may be reimbursed up to \$8.00 for lunch, provided the employee supplies a proper receipt.
- Meals that are provided as part of a registration fee may not be claimed as a separate meal expense.

J. BUSINESS EXPENSES AND PURCHASES

The YWCA shall maintain a written business procedures policy for all business purchases and expenses. The policy shall be approved by the Board of Directors. The Executive Director shall be charged with disseminating the policy to management or to others persons authorized to make purchases for the Association. The Executive Director shall be responsible for assuring that fiscal controls are followed, to include approving purchases and cash advances.

At a minimum, in the absence of a current business procedures policy, receipts for all purchases must be submitted to the Finance Department and approved by the Executive Director or management designee. The receipt must include the name of the item purchased, the cost of each item purchased, the date of purchase, the name of the purchaser, and the purpose for the purchase (event, program, etc.).

All business expenses and purchases shall be for the direct benefit of the Association. An employee who purchases an item with Association funds, or who requests Association reimbursement for a purchase, shall use the item solely for the direct benefit of the Association and/or its programs, or be subject to termination for fraud and inappropriate use of funds.

K. DONATIONS OF GIFTS OR SERVICES

The Executive Director shall be the only person authorized to accept gifts or services intended for the YWCA. Funds donated to the YWCA or the YWCA Foundation shall be properly recorded into the accounting system and shall be acknowledged to the donor with a thank-you letter and written receipt.

L. RECEIVING AND SIGNING FOR LEGAL DOCUMENTS

In the event that legal documents are delivered to the YWCA by a courier/server, the only persons authorized to sign for receipt of such documents are the YWCA Executive Director, YWCA Facilities

Representative, YWCA Finance Representative, and YWCA Human Resources Representative. If none of these individuals can be located, the legal papers shall be refused and the courier/server shall be

instructed to return at a later time. No other staff person is authorized to sign for legal documents and under no circumstances is allowed to receive such documents.

After the papers have been received and reviewed by one of the aforementioned authorized persons, the following procedures shall be followed:

1. The authorized person who received the document will notify the Executive Director immediately.
2. The Executive Director, or his/her designee, shall review the document immediately upon notification of receipt of the document, and shall contact the YWCA Board President and the YWCA Foundation President to inform them of the receipt and contents of the document.
3. The Executive Director, or his/her designee, shall contact YWCA legal counsel and shall fax or hand deliver the documents immediately to the necessary parties (e.g., insurance carrier, legal counsel, etc.).

The YWCA Board President and YWCA Foundation President are to be provided with timely updates from the Executive Director regarding any and all legal situations.

M. PHOTOGRAPHS, AUDIO OR VIDEO RECORDINGS *(Amended 6/18/09)*

No employee is authorized to make an audio or video recording of conversations, discussions, or meetings with another YWCA employee, visitor, guest, or member without notification to the persons involved that a recording will be made.

The YWCA is authorized to use photographs of individuals covered by this policy on its web site or publications without prior authorization from those individuals.

Surveillance cameras are installed on the premises to strengthen the security of property and people.

SECTION XI. SEPARATION FROM EMPLOYMENT

A. ABANDONMENT OF POSITION

Employees absent from work for three consecutively scheduled work days without notifying their supervisor will be considered to have voluntarily resigned from their position and employment will end. Employees who fail to return to work after an approved leave of absence and do not contact their supervisor will be considered to have voluntarily resigned from their position. The separation date shall usually be recorded as the date the employee fails to return to work as scheduled. Employees who abandon their position will not be paid for any unused accrued vacation.

B. RESIGNATION

Employees who wish to leave in good standing shall provide written notice of their intention to resign and will give reasonable notice. The preferred notice periods shall be as follows:

Executive Director	3 months
Other Exempt Staff	1 month
Non-exempt Staff	2 weeks

Resignations shall be submitted in writing to the supervisor, or to the Executive Director, or to the Human Resources Representative, and shall include the employee's planned date of separation. In the case of the Executive Director, a written resignation shall be given to the President of the Board.

Employees shall report to work throughout the period of the notice unless notified otherwise by the Association. If an employee is directed not to return to work, the employee may be paid for all or part of the notice period, not to exceed the applicable notice period stated above. Paid sick leave shall not be granted during the notice period unless medical certification from the attending physician is provided.

C. TERMINATION

All employment is at-will. All employees shall be subject to termination of employment. Depending on the reasons for the termination, the YWCA may elect to give up to two (2) weeks pay, which may include any or all of the employee's unused accrued vacation, if applicable. If the employee is not in the 90-day Introductory Period, the employee shall have the right to appeal the termination action using the established Complaint Procedures in Section XI.

D. REDUCTION IN FORCE

A reduction in force may be determined to be necessary for the Association or for a program or department within the Association. A reduction in force may occur due to lack of funds, reduction in services, elimination of a program, organizational restructuring, streamlining of operations, or other circumstances. The reduction may affect one or more employees.

Should this be necessary, the Executive Director shall evaluate the circumstances and formulate a plan of action to present to the Board of Directors for approval to proceed. The criteria for reducing the workforce shall be based on sound business decisions. The criteria for determining which employees shall be separated from employment will be based on non-discriminatory factors, but may be based on factors such as past and/or current performance evaluations, lack of need for the individual's services, level of responsibility, and/or the person's seniority with the YWCA. The

affected employee(s) may be eligible for rehire under the same considerations as other separated employees.

E. EXIT PROCEDURES

Upon separation from employment, employees shall return all items issued to them during employment such as keys, phones, hand held communicator, equipment, identification badges, and any other property belonging to the YWCA. If the employee fails to return any item or fails to compensate the Association for any item not returned, the employee may be ineligible for re-hire in the future.

The Association shall conduct an exit process for separating employees. The process may vary according to the level of the position and the reasons for separation. At a minimum, the exit procedures shall include: (1) Providing the employee with the Department of Labor Separation Notice; (2) Providing the employee with any other written notifications required by law pertaining to benefits entitlements, insurance continuation, etc.; (3) Collecting all YWCA property from the employee; and (4) Preparing an itemized list of items not received and having the employee sign the list.

The employee's personnel file shall include the reason for separation, the date of separation, checklist of the exit procedures conducted, and a list of any items of YWCA property not returned at separation.

F. REINSTATEMENT POLICY

Any employee may be eligible for rehire if the employee left the Association in good standing. A rehired employee shall be hired in with a 90-day Introductory Period.

A benefited employee may be eligible for *reinstatement benefits* if the employee left the YWCA in good standing and the employee is rehired within six (6) months of the separation date into another benefited position.

Reinstatement benefits shall apply as follows: (1) The employee shall be allowed to resume leave accruals at the same rate; (2) If there was an unused sick leave balance when the employee left, the lost leave balance shall be restored; (3) Reinstatement provisions pertaining to the YWCA Retirement Fund shall be in accordance with the governing documents of the Fund; and (4) The employee's years of service for service recognition purposes shall be calculated as of the date of hire of the first employment, less the period of the absence. All other conditions of employment shall begin anew. The employee will be hired into a 90-day Introductory Period and the annual evaluation cycle shall begin with the rehire date.

THESE PERSONNEL POLICIES DO NOT CREATE A CONTRACT OF EMPLOYMENT. THE BOARD OF DIRECTORS RESERVES THE RIGHT TO AMEND THE POLICIES AT ANY TIME WITHOUT LIMITATION AND WITHOUT NOTICE.