

NORTHFIELD AREA FAMILY YMCA EMPLOYEE HANDBOOK



Policies & Benefits

Approved by the Board of Directors: March 18 2014

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Northfield Area Family YMCA Employee Handbook

Welcome to the Northfield Y!

You have taken a giant step in becoming a part of the staff at the Northfield Area Family YMCA (hereinafter referred to as the "Northfield Y"). It is more than just any old job. Through your association with the YMCA, you are becoming a member of a worldwide community of people who care about others and seek opportunity to help them grow. Through your experience, we expect you to grow as well. You will discover new skills. You will improve your leadership abilities. You will intentionally connect with other staff, volunteers, members and participants in deeply meaningful ways.

There is a lot to know and a lot to learn. People, programs, schedules, standards, safety, equipment, and technology – all of these can be confusing at first, but don't worry. Take a deep breath, take your time, and ask questions. We'll help you find your way. Of all the things you'll have to know to do your job well, it's that the values of the Northfield Y are Caring, Honesty, Respect and Responsibility. These define the way we want you to behave. They are the message we want you to carry to the people and groups we serve. Everything else, all the programs and rules and systems and equipment, they all support the inner work that people do when they come to the Northfield Y.

Use this manual to get to know the Northfield Y. It helps us to define what we want you to expect from us, and it helps you understand what we expect from you. It frames the relationship between you and the organization. If you have questions, please ask. The most recent copy of the handbook can be found at www.northfieldymca.org/about/employment.

The policies stated in this handbook are guidelines and do not cover every possible situation. However, employees should feel free to discuss its contents or seek guidance from their supervisor at any time. It is the Northfield Y's intent to ensure that every employee is treated fairly and with dignity. This is not an employment contract, and none of the provisions of this handbook are intended to guarantee employment for any specific duration.

The Northfield Y reserves the right to change policies as needs dictate. All policy changes will be reviewed and approved by the Board of Directors.

This handbook contains currently authorized employment policies and guidelines and renders obsolete any other versions. This handbook is the property of Northfield Area Family Y and is intended solely for the use by the Northfield Y and its employees. Distribution to anyone outside the Northfield Y requires prior approval of the CEO.

Welcome aboard!

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Mission Statement

The Northfield Y builds strong kids, strong families, and a strong community.

Northfield Y History

Guided by the YMCA of the USA, a group of Northfield citizens joined together in the spring of 2005 to form the Northfield Area Family YMCA. Initially known as the "Y Northfield Committee," this enthusiastic group led a community-wide effort to launch the Northfield Y you see today including offices, a Health and Wellness Center in the Northfield Retirement Community, and programs running in over thirty different locations around Rice County.

Within the past eight years, the Northfield Y has grown from being a mere idea to a complete reality. The Northfield Y currently has a staff team of 50+ who have operated various programs and services in over 30 locations to thousands of people annually.

Ground was broken on a new Y facility at 1501 Honeylocust Drive in Northfield in November, 2013 with the facility expected to be open in the fall of 2014.

Employee Handbook Disclaimer

This Northfield Y Employee Handbook is for informational purposes and is not a contract, nor is any portion of it a contract or a legal document. The Northfield Y may change any portion of this Handbook at any time and reserves the right to modify, revoke, suspend or change any or all plans, policies and procedures in whole or part, without notice. All employees shall be provided a copy of this document and indicate its receipt by signature.

Employment with the Northfield Y is employment at will. "Employment at will" means that employees may end their employment at any time for any reason; and that the employer (the Northfield Y) may terminate employees at any time for any reason, with or without cause. For more information, see Articles IV, Section 2 and Article XI in this handbook.

Items not covered in this personnel policy are at the discretion of the CEO/Executive Director and Board of Directors.

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Administration

ARTICLE I - PREAMBLE

The goal of the Northfield Y's Human Resources Planning and Development is to consistently recruit, develop, motivate, reward and retain the most competent employees possible to aid in the achievement of its mission.

ARTICLE II - PURPOSE

This policy is designed to assist in consistent and objective personnel decisions in a manner that is equitable to employees and in accordance with the Northfield Y's objectives.

ARTICLE III - ADMINISTRATION

Section 1. Administration. The Board of Directors of the Northfield Y employs a CEO/Executive Director to whom it delegates responsibility for the overall administration and interpretation of this adopted policy. The direct administration of the policy and the supervision of staff are the ultimate responsibility of the CEO/Executive Director. However, these may also be delegated to others, where appropriate.

Section 2. Interpretation. All matters pertaining to the interpretation of this policy are referred to the CEO/Executive director or to the CEO/Executive Director's designated representatives.

Section 3. Review. This policy will be reviewed on an annual basis or as necessary, but may be changed at any time upon approval of the Northfield Y's Board of Directors. It does not preempt or replace applicable laws.

This handbook is effective on June 1, 2011 after acceptance by the Northfield Y Board Executive Committee.

Section 4. Equal Employment Opportunity. It is the policy of the Northfield Y to comply with all existing statutes regarding equal employment opportunity as they relate to all employees and applicants. Accordingly, the Northfield Y is committed to:

- A. Ensuring that personnel decisions, including recruitment, hiring and training, for all job classifications are made without regard to any protected status defined by Minnesota law.
- B. Establishing a monitoring system to allow for the review of these objectives
- C. Analyzing personnel actions periodically to ensure equal employment opportunities do exist.
- D. Providing equal access to all jobs through training and development.

Section 5. Americans with Disabilities Act. The Northfield Y's policy and practice is to comply with the Americans with Disabilities Act and to ensure equal employment opportunity for all qualified persons with disabilities.

The Northfield Y is committed to providing reasonable accommodation to all employees and applicants, including work site accessibility in compliance with the ADA or federal or state statutes and regulations.

Section 6. Health Insurance Portability & Accountability Act (HIPAA)

The Northfield Y will follow all HIPAA Regulations.

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Coverage

ARTICLE IV-COVERAGE

Section 1. Policy Coverage. All employees are covered by this policy.

Section 2. Separations. Employment with the Northfield Y is employment at will. "Employment at will" means that employees may end their employment at any time for any reason, and that the employer (the Northfield Y) may terminate employees at any time for any reason, with or without cause.

Section 3. Definition of Employment Status.

Employee Classifications. The Northfield Y uses the following classifications as a basis for its payroll system and for the purpose of describing benefits eligibility:

Employee Type	Description
FT Exempt	Example: director level
FT Non-exempt	Examples: some coordinators, office staff
PT Non-exempt	Examples: custodial, front desk, child care
Seasonal	Short-term assignments, usually < 3 months (e.g., summer camp counselor). Seasonal workers may or may not work more than 32 hours per week.

Additional classifications may include:

- A. Casual On-Call Employees are those persons who do not have regularly-scheduled hours; but rather, work a flexible schedule, based upon availability and workload need. They are not eligible for employee benefits except as specifically provided in this policy.
- B. Government-Funded Projects/Programs. The Northfield Y operates a variety of programs that are contracted for a specific period of time. Persons employed by such programs will be considered a Northfield Y employee, listed on the payroll and receive benefits relative to the provisions as provided for in the specific contract.
- C. Independent Contractors are non-Northfield Y employees, who are engaged for specific services with established fees, contract expenses and written agreements.
- D. Volunteering: Non-exempt/hourly paid employees cannot volunteer to work off the clock for any reason. Volunteer opportunities should be limited to: 1) parent-child opportunities whereby the employee elects to participate in recreational activities and projects that involve family members, or 2) the employee is assisting in special fundraising activities that are unrelated to their job and participation is at the sole discretion of the employee.

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Employment

ARTICLE V - EMPLOYMENT

Section 1. Employment Policy.

- A. The Northfield Y endeavors to select personnel who meet the necessary standards of educational and occupational qualifications, who can effectively advance the objectives of the Northfield Y, who have the capacity for personal and professional growth, and who can become a viable part of the organization.
- B. All employment practices shall be consistent with applicable laws and such other acts and regulations, which control the employment relationship.
- C. Employment with the Northfield Y is not for any specific term and may be terminated at any time for any reason by either the employee or the Northfield Y.

Section 2. Official Employer. All persons covered by the provisions of this policy are employees of the Northfield Y and are subject to all policies established from time-to-time by the Board of Directors.

Section 3. Employment Procedures. The Board of Directors employs the CEO/Executive Director, who in turn, employs all other staff. The CEO/Executive Director may delegate employment responsibility and authority to others.

Section 4. Open Application. The Northfield Y will strive to provide the opportunity for promotion from within the organization, whenever possible. However, it also supports an open application process when job openings do occur.

Section 5. Records.

- A. All individuals seeking employment will complete the appropriate application and consent form and must consent to a background check. Employment is contingent upon successful completion of the background check.
- B. Employees must complete all appropriate forms and other records necessary to be placed on the payroll. An employee may review their personnel file in compliance with applicable state statutes.

Section 6. Orientation and Initial Evaluation. All new or re-hired employees work on a probationary period basis for the first 90 calendar days after their date of hire. The purpose of such an initial introductory period is to provide an opportunity for both the Northfield Y and the new employee to assess their respective satisfaction with and suitability to the job. During the period, employees are eligible for all benefits required by law and provided for by this policy. The supervisor may extend the evaluation period when conditions warrant.

Section 7. Voluntary Contributions. All employees are encouraged to voluntarily support the Northfield Y's philanthropic interest.

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Conditions on the Job

ARTICLE VI - CONDITIONS ON THE JOB

Section 1. Hours of Work/Pay Period. The official workweek is Sunday, 12 a.m., to Saturday, 11:59 p.m. Paychecks are issued two times a month (24 times per year). Immediate supervisors are responsible for the preparation and supervision of the working schedule for all of their employees. Applicable laws and needs of the Northfield Y will govern all such schedules. An employee's immediate supervisor must approve overtime work in advance. Employees are allowed a rest break within each four consecutive hours of work as scheduled by their supervisor. All non-exempt employees who work for eight or more consecutive hours are required to take a non-paid meal break as scheduled by their supervisor. Employee paycheck stubs are located at: paychecks.intuit.com.

Section 2. Payroll Records. Payroll and time records of all employees will be maintained to meet reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of time records that reflect the exact hours and days actually worked. In response to valid requests to verify employment, without the employee's written approval, the Northfield Y will release only date(s) of employment and last position title. Employees or former employees may authorize the release of salary and other employment related information by granting permission in writing.

Section 3. Hazardous Communications. A safe, healthy and environmentally-sound work place is accomplished through a variety of Northfield Y activities, including safety education, training on the use of certain equipment, job instruction, and the provision of an employee-wellness program.

Section 4. Blood-borne Pathogens. The Northfield Y will comply with all OSHA requirements for the training of staff on Blood-borne Pathogens Standards. In so doing, it will make an exposure determination, prepare an exposure plan, train employees and make available the Hepatitis B vaccine when necessary, and take other action regarding labeling, waste disposal and follow-up in the event an employee is exposed to blood or other potentially infectious material.

Section 5. Tobacco, Drug and Firearm Free Workplace. Northfield Y facilities, grounds, vehicles and programs are tobacco free, drug free and firearm free.

Section 6. Unlawful Harassment.

- A. General Policy. The Northfield Y expressly forbids any form of harassment of employees or members. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct that relates to an individual's race, color, sex, sexual orientation, religion, national origin, ancestry, place of birth, disability, veteran status, or any other category protected by law.

If an employee believes that they have been harassed, the Complaint Process outlined below should be followed. Questions should be directed to your supervisor or the CEO/Executive Director. In the event the complaint involves the CEO/Executive Director, the employee should contact the Northfield Y Board Chair.

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Employees determined to have engaged in acts of harassment will be deemed in violation of this policy and appropriate disciplinary or corrective measures shall be taken as set forth in the procedures implementing this policy.

- B. **Sexual Harassment Policy.** The Northfield Y is committed to providing a work environment that is free from sexual harassment. Such conduct is not only inappropriate in a productive work environment but is also unlawful and will not be tolerated when perpetrated by any employee, agent, contractor, member or visitor of the Northfield Y.

Comments and conduct of a sexual nature that may not amount to unlawful sexual harassment are also inappropriate in the workplace. All employees are expected to use good judgment and avoid the appearance of sexual impropriety in their dealings with other employees.

Sexual harassment results from unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment; and coerced sexual conduct by a person in a position of authority in the workplace. Examples of prohibited sexual harassment may include but are not limited to:

- Unwelcome touching, sexual flirtation, advances or propositions;
- Offering or limiting employment, promotions or other benefits in exchange for or in lieu of sexual favors;
- Threatening reprisals for refusing sexual advances;
- Leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes, or invitations;
- Derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, verbal commentaries about a person's body or sexually degrading words used to describe an individual.

- C. **Complaint Process.** The Northfield Y realizes that it may be difficult for employees to come forward with a complaint of discrimination, harassment or retaliation. Any employee who feels that they are being discriminated against or harassed should immediately contact their supervisor or another member of the lead staff team. In cases of accusation against an immediate supervisor, the employee should notify another individual in the chain of association authority. In the event the complaint involves the CEO/Executive Director, the employee should contact the Northfield Y Board Chair.

Section 7. Substance Abuse. The Northfield Y is committed to a drug and alcohol-free work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Additionally, the possession, use or sale of an illegal drug, unlawful prescription or alcohol, or the use of legal drugs in an amount or for purposes other than as prescribed or recommended by the manufacturer in the workplace is prohibited. Employees with identified abuse problems will be given the opportunity in accordance with the ADA to seek treatment and rehabilitation. Employees suspected of possessing or distributing drugs will be reported to

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the proper law enforcement authorities. Should an employee be in possession of any illegal, controlled substance, that employee will be subject to disciplinary action, including discharge, if appropriate.

Section 8. Employment of Relatives and Supervisory Relationships. The employment of close relatives or domestic partners in a reporting relationship has the potential to create real or perceived conflicts of interest and problems with decision-making. The perception of favoritism or partiality, which such employment can create, may undermine morale. The following restrictions have been established to help prevent these issues from occurring.

It is the policy of the Northfield Y to allow close relatives and domestic partners, such as but not limited to spouse, children or parents, to be employed by the Northfield Y. However, close relatives and domestic partners shall not be hired or transferred when one close relative or domestic partner would supervise or evaluate the other, or when the reporting relationship would create a conflict or inappropriate relationship.

If a relationship occurs that results in two employees of the Northfield Y becoming close relatives or domestic partners when they are in a position reflecting the above conditions, the employees must notify the CEO/Executive Director. The CEO/Executive Director will attempt to derive an alternative employment arrangement within the Northfield Y. If such an arrangement cannot be achieved, the CEO/Executive Director will decide the matter.

Section 9. Problem-Solving Procedures. From time to time employees have questions or concerns about their jobs. An employee with such questions or concerns on the job should speak with his or her immediate supervisor. If for any reason an employee feels they cannot speak directly with their immediate supervisor about the question or concern, the issue may be addressed with the next level of management.

Employees are responsible for promoting open communication and safe working conditions, raising issues as they occur and providing possible solutions. All employees are expected to use individual accountability and initiative in resolving problems.

Section 10. Expenses and Allowances.

- A. Expenses incurred while on approved Northfield Y business shall be reimbursed. Such expenses may include: travel expenses, including fares, mileage, meals and lodging. Meals are only paid in conjunction with an overnight stay. Conference and training events, including those related to travel, meals, lodging and registration fees are determined on a case by case situation. Mileage is reimbursed at a rate not to exceed that established annually by the IRS. Travel expenses are to be approved by the CEO/Executive Director or supervisor prior to travel.
- B. Use of Northfield Y credit cards for personal expenditures is expressly forbidden, even when the employee plans to reimburse the Northfield Y.
- C. Employees, volunteers, members and program participants may not make personal purchases through the Northfield Y.

Section 11. Use of Northfield Y Equipment.

- A. Northfield Y telephones and computers are to be used for business purposes in serving our members and program participants. Employees should limit personal

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use of equipment. The frequency or duration of personal time spent on these devices must not interfere with the performance of an employee's job duties or the functioning of Northfield Y operations and should be kept to a minimum. Northfield Y phones and computers are provided to enable employees to carry out work assignments in an efficient manner. Under no circumstances are personal long distance calls or other electronic use expenses to be made at the expense of the Northfield Y. Employees should not expect that voice mail, emails, blogs or any other forms of communication are private. These are subject to management review.

- B. The Northfield Y deeply values the safety and well-being of all employees. Due to the increasing number of accidents resulting from the use of cell phones while driving, employees are not permitted to use electronic equipment, whether handheld or hands-free while operating a motor vehicle on Y business and/or Y time.
- C. All Northfield Y communication tools and the information transmitted by, received from, or stored within these systems are the property of the Northfield Y. All data entered, created, received, stored or transmitted via Northfield Y equipment is considered Northfield Y property and is therefore subject to inspection, search and disclosure at all times by the CEO/Executive Director. Northfield Y communication systems are not to be used in ways that are unlawful, disruptive or offensive to others, or in ways that could be harmful to workplace morale. "Browsing the web" on work time, creating personal "home pages" or using other social media sources (to include but not limited to Twitter or Facebook) or otherwise using Northfield Y facilities to access Internet sites for reasons unrelated to Northfield Y business and your job requirements is forbidden.
- D. All software and/or electronic apps installed on Northfield Y equipment must be reviewed and approved by the Northfield Y's CEO/Executive Director who is responsible for all computer equipment. Program files, which have been imported or downloaded from external sources are not permitted.
- E. Use of other Northfield Y equipment such as tents, tables, balls, etc. shall be for Northfield Y use only unless approved by the CEO/Executive Director or an authorized delegate of the CEO/Executive Director.
- F. All photographs taken during Northfield Y programs or activities are owned by the Northfield Y. Employees should load all photos in the appointed place, per supervisor guidance. Employees should ensure all photos have been deleted from their personal equipment to include (but not limited to) cameras, cell phones, iPads and well as any social media sites to include (but not limited to) Instagram, Facebook or Twitter.

Section 12. Child Abuse Prevention. A principal endeavor of the Northfield Y is to provide a healthy atmosphere for the growth and development of children. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. All employees working around children must complete Child Abuse Prevention training within six months of employment. The Northfield Y is a mandated reporter of any suspected abuse or neglect.

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- A. **Action Plan, Notification Policy and Identifying and Preventing Incidents of Abuse or Neglect.** The Northfield Y has a mandated responsibility to: Immediately notify the authorities of any incident or allegation involving the actual or alleged sexual exploitation, abuse, or neglect involving a student. Not reporting incidents of sexual exploitation, abuse, or neglect may result in criminal penalties for the individuals with knowledge under state statute or regulation.
- B. **The Northfield Y Action Plan for Incidents of Abuse or Neglect.** The obligation to report is triggered when any employee of the Northfield Y suspects or has reason to believe that sexual exploitation, abuse, or neglect has occurred. Incidents are reportable immediately upon awareness. Reporting is mandatory even when a information is shared "in confidence." If an employee suspects that a child is the victim or perpetrator of sexual exploitation, abuse or neglect:

1. Contact the Northfield Y CEO/Executive Director.
2. Call your local Child Protective Services (CPS) agency or the CPS agency in the state in which the abuse occurred.

In the case when you cannot contact your local CPS agency, individuals may contact the Childhelp USA National Child Abuse Hotline: 1-800-4-A-CHILD ([1-800-422-4453](tel:1-800-422-4453)) or TDD: 1- 800- 2-A-CHILD ([1-800-222-4453](tel:1-800-222-4453)). Childhelp USA is a non-profit agency and can provide contacts for you to file a report. Childhelp USA also has a Hotline of counselors who can provide helpful information.

3. If the alleged abuser is a Northfield Y staff member, program representative, or volunteer, this individual should be placed on administrative leave pending investigation.
 4. Cooperate with local law enforcement and child protective services.
- C. **Penalties.** Any person required to file a report regarding suspected child abuse and sexual abuse, who is found guilty of failure to do so, is subject to disciplinary action up to and including termination, as well as the current legal penalties established by the state and legislature. Further, all fifty states and the District of Columbia have adopted mandatory child abuse and neglect reporting laws pursuant to the requirement of the Child Abuse Prevention and Treatment Act.
- D. **Identifying and Preventing Incidents of Abuse and Neglect.** Identification and prevention is the best defense against unacceptable behavior. The following information can help you identify warning signs of abuse and offer insight on how to communicate with a student who reports an incident.
1. **What is Sexual Abuse?** It may be difficult to know what is inappropriate and what is merely different from your own personal experience. Sexual abuse can include different kinds of activities such as: becoming the object of suggestive looks or comments, being forced to kiss someone, touching private areas of the body, being forced to engage in unwanted sex or sexual acts, being questioned about sexuality, being forced or encouraged to view pornographic videos or magazines. Any behavior that makes a student feel

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uncomfortable, and continues after he or she has asked for it to stop, is inappropriate behavior and needs to be reported at once.

2. Who are the Perpetrators? The greatest risk to students may not come from strangers, but from known and trusted adults who have frequent contact with students. People who abuse children act just like everyone else. They often go out of their way to appear trustworthy and kind. Those who abuse children are drawn to settings where they can gain easy access to children, such as schools, sports leagues, faith centers and youth organizations.
3. Minimize Opportunities. Over 80% of sexual abuse occurs in situations where the child is alone with an adult. Ruling out or avoiding the possibility of being in private with an adult, greatly minimizes the risk of sexual abuse.
4. Be Alert. In many countries, affection is simply a sign of love and kindness. However, if a student feels uncomfortable due to unwanted affection or attention, physical or otherwise, tell the person to stop immediately. Students must also use their best judgment if the behavior does not stop. He or she does not have to tolerate it, and MUST talk to a trusted adult as soon as possible.
5. Seek Support. If a student is feeling uncomfortable or confused about whether particular behavior is appropriate or not, then it is very important that he or she feels comfortable speaking with a safe adult. Students often choose to talk to a teacher, parent, school counselor, coach, or a friend's parent.

A student may take the blame for abuse that has happened to him or her. It is important that you communicate to them that an incident of abuse is not their fault, and you, as well as the Northfield Y, are going to care for them and offer protection.

Section 13. Grooming and Dress. The Northfield Y welcomes and involves people of all ages from diverse cultures and backgrounds. Northfield Y staff is expected to model good personal hygiene at all times in their roles as public representatives of the Northfield Y's mission to promote well-rounded healthy lifestyles. Thus, it is necessary to have a grooming and dress code policy.

As public acceptance of different fashions change, these guidelines may be modified from time to time, but the Northfield Y shall always opt for the more conservative approach, if any question exists. All staff members are expected to follow these guidelines for appropriate dress while representing the Northfield Y. If the Northfield Y deems piercing, tattoos or clothing as offensive or posing a risk, staff may be requested to make adjustments.

The CEO/Executive Director is responsible for clarifying standards of appropriate dress within the facility. This includes exceptions to these policies and unique situations.

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A. Clothing:

- At a Northfield Y facility or program site, Y department approved dress codes are required which could include a Y uniform. Business casual or formal business attire is all acceptable full-time staff. Footwear should be appropriate to the job function.
- When attending formal business meetings with volunteers or the general public in or outside of Northfield Y facilities, appropriate professional business casual attire is advised.
- Staff leading or attending programs involving physical activity should wear approved Northfield Y apparel.
- All shorts, skirts and slacks shall be loose fitting. Shorts and skirts should extend to at least mid-thigh. No visible undergarments.
- Female aquatic staff swimsuits shall be one piece, male aquatic staff suits shall be trunk style and all aquatic staff shall have footwear appropriate for poolside work.
- Professional staff, including Director or Coordinator level staff members at Northfield Y facilities, program sites, etc., shall wear Northfield Y ID badges/nametags at all times. Staff working in consultative positions (such as worksite wellness coordinators) should also wear Northfield Y ID badges/name tags at all time. When practical, badges or nametags should be worn over the right breast.
- Northfield Y logo hats may be worn outdoors. Hats are not appropriate indoors at any time. The supervisor must approve any hat that does not have a Y logo on it.
- Non-Northfield Y T-shirts and shorts are not acceptable except as noted above. Sheer fabrics, low-cut necklines, short hemlines, tank tops and faded torn clothing must be avoided.
- Exceptions to all of the above may be appropriate for staff involved in physical activities requiring clothing of a sturdier nature.

B. Professional Appearance:

- The Northfield Y expects good personal hygiene at all times.
- Perfumes and fragrances should not be used in excess and should be evident only when in close proximity to someone. The Y reserves the right to reasonably limit as necessary.
- Facial hair should be neatly trimmed at all times.
- The Northfield Y recommends no visible tattoos. When tattoos are visible, they should not be excessive in size, not draw attention to location and not demonstrate a negative message or theme.
- Since the Northfield Y serves people of all background, ages and cultures, the Northfield Y recommends no excessive jewelry that inhibits communication or distracts from the overall purpose and mission of the Northfield Y of inclusion. Jewelry that portrays a negative message is prohibited.

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- Nails shall be clean, neatly maintained and appropriate length for completing job responsibilities.
- Hair shall be clean and neatly maintained.

Section 14. **Babysitting Policy.** The Northfield Y does not sanction, encourage or endorse the use of Northfield Y employees or volunteers for non -Northfield Y child care activities. Such activities are outside of the scope of an employee or volunteer's duties with the Northfield Y.

The Northfield Y does not assume any responsibility for off-duty employment including, but not limited to legal liability that may occur. Under such circumstances, the Northfield Y is not an individual's employer and does not provide worker's compensation or other coverage for such non-Northfield Y employment activity.

Section 15. **Garnishments and Wage Assignments.** The Northfield Y's practice will be consistent with all applicable laws.

Wage and Salary Administration

ARTICLE VII - WAGE AND SALARY ADMINISTRATION

The Northfield Y maintains a wage and salary administration plan to provide that all employees are paid according to fair and uniform principles; and in relation to their responsibility and value for the Northfield Y's success. Within its capability to do so, the Northfield Y also pays its employees at a level that compares favorably with salaries in other similar organizations.

Employee Benefits

ARTICLE VIII - EMPLOYEE BENEFITS

Section 1. **Benefits Philosophy.** Employee benefits represent a significant part of an employee's compensation package. They help provide security and protection against stresses which otherwise could disrupt the individual employee's work and family life. The Northfield Y's benefits program is focused to enhance the work environment. It is responsive to the increased recognition that employees have different needs, depending on their age, marital status and dependents. The Northfield Y's benefits program complies with and supplements government-mandated laws and regulations.

Descriptive materials related to benefits are provided to employees during their initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the Northfield Y.

Section 2. **Eligibility for Benefits.**

- A. Employees are eligible for benefits as represented in the table in ARTICLE IV, Section 3A. Participation may be subject to meeting the plan requirements of specific benefits coverage or by restrictions detailed in other parts of this policy. Subject to the amount of benefits offered to employees of this Northfield Y, there

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will be no interruptions of benefits for employees in the same classification who have transferred from another Northfield Y.

- B. For the purpose of determining benefits (when years of service are the basis for awarding the benefits) continuous full-time employment in any Northfield Y (local or national) is to be counted. Years of service are counted from the original date of full-time employment and continue to accrue as long as that employment remains full-time and continuous.
- C. Coverage for Domestic Partners: The Northfield Y recognizes that partnerships between people of the same sex can be equivalent to those of heterosexual couples. This equivalency is evidenced by facts such as shared residence, joint mortgage, designation of domestic partners as beneficiary for life insurance and retirement plan contracts and resignation of domestic partner as primary beneficiary in the employee's will. Employee's wishing to include their domestic partner in the organization's family benefit plans must complete a confidential statement of domestic partnership available from the CEO/Executive Director. Coverage of domestic partners is subject to conditions of the plan provider.

Section 3. Categories of Benefits Protection.

- A. Legally-Mandated Benefits. The Northfield Y complies with all applicable laws, regarding employee benefits, such as:
 - 1. Social Security (FICA) and Medicare. Social Security and Medicare payments are required payments to the federal government. These programs are designed to help provide financial stability during your retirement years or if you become permanently disabled. The Northfield Y is required to match your tax contributions to these programs.
 - 2. Worker Compensation Program. Employees are covered against hazards of occupational accidents and illness on the job through workers' compensation insurance in a manner and to the extent required by the state workers' compensation laws. Employees who are injured are required to fill out a First Report of Injury form with their immediate supervisor within 12 hours of injury. Employees will not receive compensation while receiving pay from the workers' compensation program.
 - 3. Unemployment Insurance (FUTA). The Northfield Y's practice will be consistent with federal and state laws.

B. Provisions for Time Not Worked.

- 1. Paid Time Off (PTO) Paid Time Off Philosophy. The Northfield Y believes in providing staff members with adequate time away from work so they will remain productive, enthusiastic and creative while at work. PTO applies to employees who are full-time exempt and full-time non-exempt.

Since Northfield Y facilities are open and in operation throughout the year, including most holidays, the Northfield Y provides flexibility to staff members through Paid Time Off (PTO). Paid Time Off gives staff choices while still assuring the highest quality service to Northfield Y program participants.

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With Paid Time Off (PTO), full-time staff members receive time off with pay based on length of employment to be used when they wish or need to be away from work for reasons such as:

Vacation	Funeral/bereavement	Personal or family illness
Birthdays	Holidays	School activities
Personal Business	Personal Days	

In the occasional event the Y is closed (when it would otherwise/normally be open), employees will not receive pay and may choose to use PTO if desired.

Employee are required to use PTO for vacation and holiday time.

PTO hours are earned on a pay period basis over the course of the 12 month calendar year beginning on Jan. 1, and ending Dec. 31. Full-time employees earn PTO on a pro-rated basis consistent with the standard number of hours scheduled in a pay period.

Paid time should be scheduled in advance whenever possible. You should make arrangements with your supervisor to determine how much notice in advance is required. PTO has to be approved by your supervisor. Used PTO must be recorded/reported to your supervisor.

The number of hours of PTO you receive each year is based on the following table. This assumes you are scheduled for 40 standard hours per week. The change in your accrual level is based on full years of service attained during the calendar year. Your PTO accrual will begin January 1 of each year.

A newly hired regular status employee will begin accruing PTO immediately. Annual earned PTO hours for new hires will be prorated based upon start date. PTO is accrued according to the following schedule based on years of service:

Full years of service completed during calendar year	Hours of PTO accrued starting January 1
0 – 3 years	200 hours
4 – 7 years	240 hours
8 – 15 + years	280 hours

PTO will accrue when you are working or when you are using PTO. PTO stops accruing when you are on a leave of absence for an entire pay period (minimum of 2 weeks) regardless of the reason for leave.

Accrued hours of up to 48 hours may be carried over into the new calendar year but total hours accrued in one year can still only total your max number of hours.

2. **Holidays.** The Northfield Y recognizes that traditionally observed holidays may not satisfy the spiritual and personal needs of all staff members. Therefore, except for holidays observed by the Northfield Y, time off for holidays will be at the discretion of the staff member, in consultation with the supervisor. PTO should be used for vacation and holidays. Non-exempt

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employees are paid at a rate of time and one-half if working on holidays when the Northfield Y facility is closed.

3. **Employee Wellness.** The Northfield Y encourages its employees to maintain healthy lifestyles, which will assist in developing a more productive workforce and ensure more healthful lives.
4. **Family and Medical Leave.** Employees who have been employed for at least 12 months and worked at least 1,250 hours during the 12 months preceding the leave are eligible to receive up to 12 weeks (60 days for full-time employees) away from work without pay to attend to specified family and medical needs (as described below) with job protection and no loss of accumulated service.

a) **Specified Family and Medical Needs Defined:**

Newborn or newly-adopted children. Eligible employees may request a leave of absence to provide for a child following the child's birth, adoption, or foster placement within the employee's home. This leave must be taken within a year after the child is born, adopted or placed in the employee's home.

Illness of a family member. Employees may request a leave of absence to provide care for a child, parent or spouse who has a serious health condition.

Illness of an employee. Employees may also request a leave of absence if they are unable to work due to their own serious health condition.

- b) Employees are required to use all accrued PTO during medical leave of absence. Once PTO is exhausted, the leave will continue without pay. No loss of seniority will occur while the employee is on leave. The Northfield Y will continue retirement, health and life insurance on the same eligibility and shared-cost basis as when the employee was on active status. Accrual of PTO will cease until the employee returns to active, regularly scheduled work.
- c) **Child.** Anyone under 18 years old who is the employee's biological, adopted or foster child, stepchild, legal ward or an adult legally-dependent child. This may also include a child for whom the employee has a day-to-day relationship.

Parent. Biological, foster or adoptive parents, stepparents, legal guardians, or someone who plays or has played the role of a parent and does not include parents-in-law.

Spouse. A legal marital relationship.

Domestic Partner. Employees who request a leave to care for a domestic partner must have a confidential domestic partner statement on file. Contact the CEO/Executive Director.

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Serious Health Condition. An illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential health care facility, or continuing treatment or supervision by a health care provider of a chronic illness, as defined by federal law. Appropriate medical certification is required before a leave will be granted.

d) **Application and Commencement.** A Family and Medical Leave of Absence form must be completed and submitted to the supervisor 30 days prior to the commencement date, except where medical conditions make such a requirement impossible. When the leave is to care for a sick child, parent or spouse, the requesting employee must submit a letter signed by a physician that states: (a) the date the illness or condition began; (b) the probable duration of the condition; (c) the estimated time the employee will need to care for the family member; and (d) a statement that the illness or condition requires the participation of a family member. When the leave is for planned medical treatment, the employee must attempt, where possible, to schedule it so as not to disrupt the Northfield Y's operation. When the leave is for an employee, the employee must submit appropriate medical certification.

e) **Reinstatement.** Upon return from a family and medical leave of absence, the employee will be reinstated in the following priority of position reassignment:

First: Prior position, if available.

Second: A comparable position for which the employee is qualified.

Employees on leave must notify their Northfield Y supervisor at least two weeks prior to the end of the leave of their availability to return to work. Appropriate medical certification may be required before an employee returns to work. An employee's failure to return from leave, or failure to contact his/her immediate supervisor on the scheduled date of return, will be considered a voluntary resignation.

5. **Minnesota Parental Leave Act.** The Minnesota Parental Leave Act (the Act) provides certain leaves of absence for employees of a qualified employer. A qualified employer means an entity that employs 21 or more employees. A qualified employee is an individual who has been employed with a qualified employer, including the Northfield Y, for at least 12 consecutive months, and for an average of one half of the full-time equivalent position of the employee's job during that 12 month period.

a) The Act requires an employer to grant an unpaid leave of absence to an employee who is the natural or adoptive parent in conjunction with the birth or adoption of a child. In addition, an employee may use personal sick leave benefits provided by the employer for absences due to an illness or injury to the employee's child on the same terms that the

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employee is able to sick leave benefits for employees own illness or injury.

- b) An employee who returns from a leave of absence under the Act is entitled to return to his or her former position, or a position of comparable duties, powers, and pay. In addition, an employee returning from a leave is entitled to receive the same rate of pay that employee had been receiving when the leave started, plus any automatic adjustments in the employee's pay scale that took place during leave period.
 - c) The act provides leave reasons other than the birth/adoption of a child or illness. In the event an employee requires a leave of absence, he or she should consult with the human resources director to determine whether the Act applies.
6. **Jury Duty.** Employees, who are called for jury duty, will receive the difference in pay between their normal compensation and any fees paid to them for their jury duty. Documentation of jury duty must be presented to the Northfield Y in order to be paid. Other civic duties will be treated similarly.
7. **Military Service.** When an employee is called or recalled for active duty in the military, the Northfield Y will grant an official leave of absence without pay. Re-employment rights correspond to existing applicable laws.
- Employees, who are completing their military tenure in the Armed Forces Reserves or National Guard, may use their vacation time for such training, and receive their full salary from the Northfield Y for that period. Upon being informed of a military obligation, every effort should be made by employees to contact their supervisor immediately.
8. **Outside Training/Consulting.** Subject to the approval of their supervisor, employees are permitted to provide consultant services to other Northfield Y's and/or kindred organizations with similar goals and objectives for up to 10 days per calendar year. If employees are released from job responsibilities to provide such services and remuneration is received, the Northfield Y must be reimbursed for any consulting fee received by those employees. If they consult during their time off, the employees may retain any remuneration.
- C. **Retirement Savings.** To be eligible to be enrolled in the Retirement Plan, an employee must have completed 1,000 hours of service during each of any two 12-month periods, beginning with the date of hire. These two years do not have to be consecutive. Employees must be at least 21 years of age.
1. **Northfield Y Participates in the Y Retirement Fund.** The Northfield Y participates in the Y Retirement Fund for the benefit of eligible participating employees and their families. The Retirement Fund is a defined contribution, money purchase pension plan that provides retirement, disability and death benefits. A description of the eligibility rules and benefits is provided in the

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Fund's Summary Plan Description. Administrative information is provided in the Fund's Administrative Manual. The terms and conditions of the Plan control plan administration in every case.

2. **Participation by Employees is a Condition of Employment.** All regularly scheduled employees who are otherwise eligible for benefits must begin participating in the plan upon meeting the eligibility requirements. Service in another Northfield Y counts toward the eligibility waiting period. Once enrolled, vesting is full and immediate.
3. **Northfield Y Reserves Right to Amend Participation.** The Northfield Y reserves the right to amend its participation in the Fund at any time within the terms and conditions of the Plan. The Fund may amend the Plan at any time, and the Plan may also be amended at any time to conform to applicable federal law.
4. **Y Retirement Plan.** Participation in the Y Retirement Plan is mandatory for all Northfield Y full-time employees and part-time staff who meet Retirement Fund conditions. Contributions to the Fund equal 12% of an employee's salary. The Northfield Y pays 7% (post-tax) for all eligible employees and the individual pays 5% (post-tax). This amount (5%) will be withheld from the employee's check.
5. **Additional Contributions can be made to retirement savings.** Employees can make additional contributions to their retirement accounts on a pre or post-tax basis. These contributions can be changed, started, or stopped at any time. This Tax-Deferred savings account allows a participant to save money on a pre-tax basis through payroll deduction. The After-Tax Account allows participants to save money that has already been taxed.

D. Provisions for Health Coverage. Currently, the Northfield Y contributes a fixed dollar amount for eligible employees (according to table below) to cover the cost of health insurance purchased by the employee for him or herself and/or their family. The amount is determined on an annual basis.

FT Exempt	FT Non-exempt	PT Non-exempt	Seasonal
Yes Pay in lieu of individual medical insurance plan to include contribution to employee Health Savings Account (HSA)	Yes Pay in lieu of individual medical insurance plan to include contribution to employee Health Savings Account (HSA)	No	No

E. Continuation of Health Coverage. Federal law (COBRA) requires that employees and/or their families be offered the opportunity for a temporary extension of their existing group health coverage (at the group rate plus a small administrative fee) in certain cases where it would otherwise terminate. The Northfield Y does not contribute to the premium for COBRA coverage. COBRA participants must pay the

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applicable premium plus a 2% administrative fee for participation. Eligible individuals are:

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

Anyone eligible for this extension of coverage must request it in writing within 60 days from the date on which his or her existing coverage would end. They must also agree to pay the full premium cost of such coverage. If a terminated employee does not choose continuation coverage, health insurance will end on the last day of the month of such termination. The term of coverage will be as per federal law.

F. Relocation Expenses. When the relocation of a new employee is required, terms for such must have prior approval of the CEO/Executive Director and/or a designate or the Y Board Chair, and be specified in the letter of employment.

G. Other Benefits.

Facilities Usage. Full-time and Part-time employees (who work a minimum of 2 shifts per week) are permitted an Adult Membership. Employees may upgrade to a Family membership and use the cost of the adult membership as a credit towards that fee. Discounts may also be provided as indicated below:

	FT Exempt	FT Non-exempt	PT Non-exempt	Seasonal
Facilities Usage	Family membership Discount for summer camps, other qualifying programs	Family membership Discount for summer camps, other qualifying programs	Individual adult membership	Individual adult membership

Staff Recognition and Career Development

ARTICLE IX - STAFF AND CAREER DEVELOPMENT

Section 1. Performance Appraisal. An annual appraisal shall be conducted for the purpose of evaluating an employee's overall work performance, assisting in the employee's continued growth and development, and ensuring that the Northfield Y's goals are being met through the employee's work effort. Such performance appraisals will be conducted by the employee's immediate supervisor, documented in written form and reviewed with that employee.

Section 2. Salary Adjustments. Individual salaries will be reviewed annually. Any raises will be granted solely on the basis of merit and available funding. Such merit increases are determined by the performance appraisal process, and will be within the guidelines of the Northfield Y's salary administration program.

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Section 3. Staff Development and Training. The Northfield Y recognizes that the quality of its work is directly related to the continuing career-growth and training opportunities for employees. Though it believes that professional development is the primary responsibility of the individual, the Northfield Y recognizes the importance of providing all employees with timely and effective training experiences, mutually-based upon the Northfield Y's goals, budget and employees' needs.

On an annual basis, the CEO/Executive Director will determine the available training budget. Consequently, periodic consultations between employees and their supervisors to identify training and career development needs will be conducted.

- A. **Required training for full-time staff.** Employees are required to attend professional level leadership certification training courses and achieve the necessary certification for their position. Further information about these courses can be found on the Y Exchange (yexchange.org).
- B. **Required training for part-time staff.** Employees are required to pay all registration fees. Hourly wage and other anticipated expenses will be paid by the Northfield Y. Required trainings include but are not limited to:
 - New employee orientation
 - Customer Service trainings and/or program specific trainings
 - CPR & First Aid for those whose job description requires it
 - Required department meetings
- C. **Optional trainings/committees.** From time to time the Northfield Y may offer "optional" trainings which will be considered a non-paid event. To qualify as a non-paid event the following criteria must be met:
 - Attendance is voluntary
 - Attendance is outside of the employee's regular work hours.
 - The employee does not perform work directly related to his/her job during the event.

Section 4. Leadership Certification and Recognition.

- A. **General.** The Northfield Y provides a professional leadership competency and certification program which recognizes an employee's tenure, personal accomplishments, special contributions and other applicable criteria. This program involves on-the-job development, coaching and formal training. More information can be found on the Y Exchange (yexchange.org).
- B. **Certification Areas.**
 - **Leader.** Staff without supervisory responsibilities performing a direct service to members; an individual contributor.
 - **Team Leader.** Staff members performing supervision with direct reports. Staff members who regularly lead a team of staff or volunteers without supervisory responsibility. Staff members, with or without supervisory responsibility, who regularly lead a process or function with significant scope and potential impact.
 - **Multi-team or Branch-leader.** Staff members who supervise full-time exempt personnel.

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- **Organizational Leader.** Staff members who provide strategic and visionary leadership to the organization.

Electronic Communications

ARTICLE X - POLICY FOR ELECTRONIC COMMUNICATIONS

Section 1. Purpose.

This policy defines appropriate usage of electronic communication resources provided to Northfield Y staff members, and appropriate activities and conditions relating to the usage and communication of Northfield Y information, both within the organization and with outside entities.

This policy statement covers the security, confidentiality and integrity of information obtained, created or maintained by Northfield Y staff members.

Section 2. Usage Philosophy.

The Northfield Y provides access to various information technology resources for its staff members and, in some cases, to volunteers, members and participants. These resources are provided to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. Employees should limited personal use of equipment and the frequency or duration of personal time spent on these devices must not interfere with the performance of an employee's job duties or the functioning of Northfield Y operations and should be kept to a minimum.

All software and/or electronic apps installed on Northfield Y equipment must be reviewed and approved by the Northfield Y's CEO/Executive Director who is responsible for all computer equipment. Program files, which have been imported or downloaded from external sources are not permitted.

All data entered, created, received, stored or transmitted via Northfield Y equipment is considered Northfield Y property and is therefore subject to inspection, search and disclosure at all times by the CEO/Executive Director. This is to safeguard the interests of the Northfield Y and protect it from potential liability.

Section 3. Core Guidelines.

- Communications sent from the Northfield Y network are identified as originating from the Northfield Y server and carry the Northfield Y name. E-mail and Internet usage and communications must reflect well on the organization. Staff members responsible for using designated Northfield Y e-mail and Internet resources, must do so in an acceptable and appropriate manner.
- **Social Media Guidelines:** In order to protect the Northfield Y, employees, participants and members, the following guidelines pertaining to social media have been created:
 - Personal blogs, Web sites, interactive sites, photography and/or video, e-mail, or other areas on the public Internet should have clear disclaimers that the views are expressed by the author and not on behalf of the Northfield Y.

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- Information published on an employee's blog(s) should comply with the Northfield Y Communications Policy. This also applies to comments posted on other blogs, forums, and social networking sites.
 - In all social media formats, employees must be respectful to the Northfield Y, employees, participants, members or other organization involved in partnership with the Northfield Y.
 - Social media activities should not interfere with work commitments.
 - Employees should not reference the Northfield Y, employees, independent contractors, participants or members in any way that could be harmful.
 - Employees should respect copyright laws, and reference or cite sources appropriately.
 - The Northfield Y or YMCA logos and trademarks may not be used without written consent by the CEO/Executive Director.
 - Nothing in this policy is intended to limit an employee's labor rights.
- The electronic communications systems should be used in ways that further Northfield Y business interests and support work on behalf of the Northfield Y. Any use of Northfield Y information or systems for the financial gain of a staff member or third party not relating to those interests is strictly prohibited.
 - All language used in communications should be professional and courteous. Abusive or obscene content in communications is strictly prohibited.
 - Use appropriate business language. In a culturally diverse environment such as the Northfield Y, the use of slang, humor, sarcasm or local terminology may not be correctly interpreted.
 - E-mail, blog or other communication platforms are no different than a written document. A file can be stored in the system indefinitely and can be reviewed, if necessary, during legal proceedings involving the Northfield Y. Take as much care in sending e-mail messages as with any confidential written document.
 - Confidential information such as performance or disciplinary communications should never be sent electronically.
 - Treat all forms of messages as public information. Senders have no control over messages once they are sent, and recipients may forward or share the messages to people not originally intended to receive them.
 - All Internet communications should be treated as public information since those messages are not generally encrypted. No confidential or copyrighted information should be sent through the Internet.
 - Staff members should use discretion when opening, downloading and saving files sent via email or from the Internet. Prior to placing any file on the network, staff members should scan for viruses.

Section 4. Software and Apps. All software and/or electronic apps installed on Northfield Y equipment must be reviewed and approved by the Northfield Y's CEO/Executive Director who is responsible for all computer equipment. The Northfield Y may periodically conduct an audit of installed computer software. Unauthorized software

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or electronic apps will be removed. No personal software, CDs or flash drives may be used unless approved by the CEO/Executive Director.

Section 5. Prohibited use. The following are areas that are expressly prohibited by the Northfield Y. The Northfield Y strictly prohibits:

- Sending or receiving any information that may be construed to violate the values or policies of the Northfield Y. This prohibition includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that may be construed as harassment or disparagement.
- Accessing another staff member's personal files without their consent.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network.
- Intentional misuse of data or equipment.
- Collection and/or transmission of materials in violation of any federal, state or local law.
- Chain letters that are mailings with a request to recipients to continue distribution to others.
- Messages to other staff members that serve as advertising or solicitation for personal gain.

Section 7. Compliance. Failure to comply with this policy will be presented to the CEO/Executive Director for disciplinary action, up to and including discharge.

SEPARATIONS

ARTICLE XI – SEPARATIONS

Employment with the Northfield Y is employment at will. "Employment at will" means that employees may end their employment at any time for any reason, and that the employer (the Northfield Y) may terminate employees at any time for any reason, with or without cause.

For purposes of this policy, the term "separation" refers to any and all terminations of the work relationship between the employee and the Northfield Y, regardless of the reason for such. Separations are categorized as either voluntary or involuntary.

Section 1. Voluntary Separation.

A. Resignation. Resignation, initiated by the employee, to end their work relationship with the Northfield Y.

Notice. In such cases, it is recommended that notice of such decisions must be provided to the Northfield Y on the following basis:

- Exempt Employees - 4 weeks (20 working days)
- Non-Exempt Employees - 2 weeks (10 working days)

B. Retirement. Retirement is the voluntary choice of the employee.

Notice. In such cases, it is requested a minimum of 30 days notice be given to the Northfield Y and to the Northfield Y Retirement Fund.

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C. Death

Special Notifications. The Northfield Y Retirement Fund will be provided with appropriate certification. **Final Pay.** The Northfield Y will mail the final paycheck to the employee's last known address unless instructed otherwise by a party authorized to act on behalf of the employee.

Section 2. Involuntary Separation. Involuntary separation is the decision by the Northfield Y to end the work relationship with an employee. They are classified as either a reduction in the workforce or dismissal for cause.

A. Reduction In Workforce. Involuntary separation may be imposed upon employees as a result of economic necessity, operational and/or programmatic changes, reorganization or any other reason that requires a reduction in the Northfield Y's present workforce. When a reduction is necessary, consideration of such factors as performance and seniority within the affected unit must be made to determine those employees to be laid off. When the separation of an employee is required because of a reduction in workforce in any one unit, every effort will be made to transfer that person to another comparable position within the Northfield Y, if his/her job performance warrants it. Should a position not be available, the Northfield Y will assist the employee in seeking placement within another Y.

B. Dismissal For Cause. An employee may be involuntarily separated for cause.

1. Unsatisfactory Performance. Employees may be dismissed by the Northfield Y for their failure or inability to meet job performance standards or expectations. Prior to such dismissal, an employee's supervisor will have made a reasonable and documented effort to resolve the performance deficiency, including provision of written notification about the deficiency, specific expectations and time-frame for improvement to that employee.

In the event that the involuntary separation involves the CEO/Executive Director, the Y Board Chair will have established a similar review process in advance of such action.

Should a satisfactory resolution not be accomplished after the proper notification and pre-determined period for improvement, a separation date will be established.

2. Progressive Discipline. Maintaining good discipline requires that the supervisor and employee mutually share a clear understanding of:

- Northfield Y policies and procedures
- Employee's job description
- Rules of acceptable conduct and any other expectations that a supervisor may have for the employee

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

3. Misconduct. Dismissal may be imposed upon employees by the Northfield Y for any misconduct, breach of duty (reasonably owed to the employer) or misappropriation of Northfield Y goods or materials for personal use.

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No notice of termination will be required.

C. Other Action Related to the Involuntary Separation of Professional Staff. When the involuntary separation of a Northfield Y professional is for reasons other than misconduct, the following actions will be taken:

1. Contact the Y of the USA's local consultant if the separation is for exempt staff.
2. The separation date is established.
3. Employee should review their options with the Y Retirement Fund for resuming and/or protecting the employee's retirement benefits (if applicable).

Acknowledgement and Receipt

EMPLOYEE HANDBOOK

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EMPLOYEE NAME _____

I have received a copy of the Northfield Area Family YMCA's (hereinafter referred to as the Northfield Y) Employee Handbook, and will perform my assigned duties in such a manner as to further its stated goals and purposes. I also understand that this document or any of its provisions contained therein are not intended to be an enforceable employment contract, and that I or the Northfield Y may terminate my employment at any time for any reason.

I understand that the Northfield Y, without prior notice, may alter the provisions, as set forth in this document, at any time. The most recent copy of the handbook can be found at www.northfieldymca.org/about/employment. I further understand that it is my responsibility to be aware of these alterations.

I understand I am hired as a: (check one)

- Full-time exempt employee
- Full-time non-exempt employee
- Part-time non-exempt employee
- Seasonal employee

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

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

Employee Signature _____

Date ____/____/____

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CODE OF CONDUCT

1. In order to protect Northfield Y staff, volunteers, and program participants, at no time during a Northfield Y program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs, diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - a. Physical abuse-- strike, spank, shake, slap;
 - b. Verbal abuse-- humiliate, degrade, threaten;
 - c. Sexual abuse--inappropriate touch or verbal exchange;
 - d. Mental abuse-- shaming, withholding love, cruelty.
 - e. Neglect--withholding food, water, shelter, clothing, basic care, etc.
 - f. Any type of abuse will not be tolerated and is cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff shall respond to participants with respect and consideration and treat all participants equally regardless of race, religion, ethnicity, national origin, color, gender, sexual orientation, gender identity, age or disability.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable and will respect their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

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10. Staff will demonstrate confidentiality with all participants and not communicate or divulge information about participants including behavior or financial status. This includes dispersing or sharing photographs of participants and members without consent.
11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
12. While the Northfield Y does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the Northfield Y.
13. Staff must appear clean, neat, and appropriately attired.
14. The Northfield Y facilities, grounds, vehicles and programs are tobacco free, drug free and firearm free.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment, especially in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in Northfield Y programs outside of the Northfield Y. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff should not transport children in their own vehicles.
20. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the Northfield Y).
21. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
22. Staff will remain courteous, caring, honest, respectful and responsible toward all co-workers, volunteers, members, the Northfield Y community and Northfield Y property. Harassment of any kind, violence or threats of violence, abuse of Northfield Y property or dishonest or illegal activity of any kind will not be tolerated, and may be grounds for immediate dismissal.

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Supervisor Signature

Date