



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTHFIELD AREA FAMILY YMCA:

TEAM MEMBER HANDBOOK

Revised March 2021



WELCOME TO THE NORTHFIELD AREA FAMILY YMCA

Welcome to the Northfield Area Family YMCA:

We are glad you are here to be a part of this great organization. Everyone touched by the Northfield Area Family YMCA is considered a valuable member of our YMCA family. This includes the people in our many programs, the volunteers who donate their time and talents, those who support the Northfield Area Family YMCA throughout the community, and of course, each person on our team. Whatever your responsibilities within the Northfield Area Family YMCA, your job is important as we work together for youth development, healthy living and social responsibility.

In joining the Northfield Area YMCA family, you are joining an organization with a long history of caring about people. Our goal is to consistently attract, develop, motivate and retain the most talented and competent team members. We are looking to you to practice, instill and model – in spirit, mind and body – the Northfield Area Family YMCA core values of caring, honesty, respect and responsibility.

This handbook is a general source of information about our policies, team member benefits, rights and expectations of the YMCA of the Northfield Area Family YMCA. There is a lot to know and a lot to learn. People, programs, schedules, standards, safety, equipment, and technology – all 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. If you have questions about the information in this handbook, please ask for clarification. Your supervisor can answer most questions, and the most recent copy of the handbook can be found at www.northfieldymca.org/about/employment

Again, welcome. We wish you the best in the Northfield Area Family YMCA.

Krista Danner
Chief Executive Officer
Northfield Area Family YMCA



Disclaimer

The Northfield Area Family YMCA is an independent, non-profit, 501(c)(3) corporation. Under the auspices of the YMCA of the USA, the YMCA of the Northfield Area Family YMCA is committed to strengthening communities through youth development, health living and social responsibility.

The contents of the Northfield Area Family YMCA Team Member Handbook are not an employment contract or agreement, but rather represent a general outline of the Human Resources policies, benefits and expectations that apply to the YMCA of the Northfield Area Family YMCA.

Nothing contained in this Handbook, or any other handbooks, employment applications, memoranda and other materials given to a team member in connection with their employment, whether singly or combined, shall create an expressed or implied contract concerning any terms or conditions of employment.

Employment within the Northfield Area Family YMCA is **"at-will"** and either the Northfield Area Family YMCA or the team member may terminate the relationship at any time, with or without notice, and for any reason or for no reason. As a grant funded position, employment is contingent upon continued funding. No Northfield Area Family YMCA representative, other than CEO in writing is authorized to modify this policy for any team member. No Northfield Area Family YMCA representative may make any representations to team members or applicants concerning the terms or conditions of employment with the Northfield Area Family YMCA that are not consistent with Northfield Area Family YMCA policies. The at-will relationship can be altered only in writing, signed by both the team member and CEO of the employing Northfield Area Family YMCA. This requires a separate, individual employment contract for a specific fixed term of employment.

This Team Member Handbook is not inclusive and is subject to change without notice at any time. This handbook supersedes and replaces all previously existing Northfield Area Family YMCA Human Resources policies, manuals and handbooks.



TABLE OF CONTENTS

Contents

WELCOME TO THE NORTHFIELD AREA FAMILY YMCA	2
DISCLAIMER	3
YOUR YMCA	6
HISTORY	6
CORE VALUES	7
MISSION	7
VISION	7
OUR FOCUS	7
OUR COMMITMENT TO DIVERSITY AND INCLUSION	8
EQUAL EMPLOYMENT OPPORTUNITY	9
AMERICANS WITH DISABILITIES ACT	9
YOUR NORTHFIELD AREA FAMILY YMCA TEAM MEMBER HANDBOOK	10
ADMINISTRATION OF HUMAN RESOURCE POLICIES	10
INTERPRETATION OF POLICES	10
REVIEW OF POLICIES	10
JOINING THE YMCA TEAM	11
BEFORE YOUR EMPLOYMENT	11
ON OR BEFORE YOUR FIRST DAY	11
NEW TEAM MEMBER INTRODUCTORY PERIOD	11
CLASSIFICATIONS AND HOURS OF WORK	11
MEAL PERIODS	12
BREAKS	12
GETTING PAID AT THE NORTHFIELD AREA FAMILY YMCA	13
REQUIRED AND VOLUNTARY DEDUCTIONS	13
DIRECT DEPOSIT	13
OVERTIME	13
EXPENSES AND ALLOWANCES	14
TRAVEL TIME	14
ATTENDING MEETINGS, CONFERENCES, AND TRAININGS	15
PHONE CALLS/TEXTING	15
SOLICITATION	16
PHILANTHROPIC CONTRIBUTIONS	16
VOLUNTEERING	16
SECURITY	16
SOCIAL, ONLINE AND ELECTRONIC MEDIA	16
PERSONAL USE OF SOCIAL AND ONLINE MEDIA	19
MEDIA INQUIRIES/PUBLIC RELATIONS	21
ACCESS TO PERSONNEL FILE	21
CODE OF CONDUCT	22
GENERAL CODE OF CONDUCT	22
WORKPLACE VIOLENCE PREVENTION	23
HARASSMENT	23
COMPLAINTS RELATING TO PROHIBITED HARASSMENT	25
PENALTIES FOR PROHIBITED HARASSMENT	25
CONFLICT RESOLUTION	25
PROGRESSIVE DISCIPLINE	26
TARDINESS AND UNPLANNED ABSENCE	26



JOB ABANDONMENT	26
DRESS CODE	27
WHERE EVERYONE KNOWS YOUR NAME	27
DRUG AND ALCOHOL-FREE WORKPLACE	28
TOBACCO FREE WORKPLACE	28
CONFLICT OF INTEREST	29
PERSONAL EXPRESSION OF OPINIONS	29
CONFIDENTIALITY	29
WHISTLE BLOWER POLICY	30
HEALTH AND SAFETY	31
HAZARD COMMUNICATION	31
BLOOD BORNE PATHOGENS	31
HBV VACCINATIONS	31
WORKER'S COMPENSATION	31
CHILD ABUSE PREVENTION	32
MANDATED REPORTERS	32
RECOGNIZING CHILD ABUSE	32
REPORTING SUSPECTED ABUSE	33
GUIDELINES FOR TEAM MEMBERS WORKING WITH CHILDREN	33
CAREER DEVELOPMENT AND YOUR GROWTH	35
REQUIRED TRAINING	35
PERFORMANCE REVIEWS	35
COMPENSATION	35
BENEFITS	36
LEGALLY MANDATED BENEFITS FOR ALL TEAM MEMBERS	37
SOCIAL SECURITY (FICA)	37
UNEMPLOYMENT COMPENSATION	37
FAMILY AND MEDICAL LEAVE ACT (FMLA)	37
MINNESOTA PARENTAL LEAVE	39
EMPLOYEE LEAVE LAWS	39
PERSONAL LEAVE OF ABSENCE	40
INSURANCE AND OTHER BENEFITS	41
RETIREMENT FUND	41
FULL-TIME TEAM MEMBER PAID TIME OFF (PTO)	41
HOLIDAYS	43
RELOCATION	42
NORTHFIELD AREA FAMILY YMCA MEMBERSHIPS AND PROGRAM DISCOUNTS	43
SEPARATION	44
ACKNOWLEDGEMENT OF HANDBOOK REVIEW	45



YOUR YMCA

History

The YMCA was founded in London, England in 1844 as the Young Men's Christian Association to help people develop character in their daily lives. The movement reached the United States by 1851. The original Northfield YMCA was established around 1883, and is reported to have been the first "outstate" YMCA in Minnesota. The YMCA established a building on Division Street as a gymnasium, library and reading room. The YMCA closed for unclear reasons around 1900.

In 2005, a group of Northfield citizens joined together to form the Northfield Area Family YMCA. Initially known as the "Y Northfield Committee," this committed group led a community-wide effort to launch the Northfield Area Family YMCA you see today, including office space and a Health and Wellness Center in the Northfield Retirement Community and programs running in over thirty locations serving thousands of residents in Rice County.

In October 2014 the Northfield Area Family YMCA opened the doors for the grand opening of facility to charter members. By September 2015 the YMCA exceeded expectation with over 4800 members. Through a proactive plan and the guidance of dedicated volunteers, the Northfield Area Family YMCA was able to pay off the debt of the new facility in 2018.

YMCAs have been so successful because they are driven by community needs, guided by community volunteers and open to all. At the YMCA we are for youth development, healthy living and social responsibility.



Core Values

At the YMCA, we strive to put the following values into practice in everything we do:

CARING - To be sensitive to the needs of others and go the extra mile.

HONESTY - To tell the truth, have integrity and build trust.

RESPECT - To value the worth of every person and treat others as they would like to be treated.

RESPONSIBILITY - To do what is right and be accountable for your behavior and your obligations.

Mission

The Northfield Area Family YMCA builds strong kids, strong families and a strong community.

Vision

We aspire to be a premier gathering place for our community. We will work as a trusted partner with many other organizations in our community to provide programs and services to enrich Northfield, building a healthier, more active and engaged community.

Our Focus

The Northfield Area Family YMCA will relentlessly pursue opportunities that strengthen our community and help them thrive.

YOUTH DEVELOPMENT – Encourage and nurture the potential of all youth we serve.

HEALTHY LIVING – Improve whole life wellbeing in our communities.

SOCIAL RESPONSIBILITY - Develop socially responsible communities.



OUR COMMITMENT TO DIVERSITY AND INCLUSION

The YMCA, throughout its history, has asserted the dignity of all people. The YMCA recognizes that individuals, families and communities are diverse. We value and respect this diversity and choose to be inclusive through our acceptance of all individuals regardless of race, age, gender, religion, disability, genetic information, cultural identity or sexual orientation.

Diversity and Inclusion

The NORTHFIELD AREA FAMILY YMCA is committed to:

- Welcoming and involving people of all ages from diverse cultures and backgrounds in its programs and facilities.
- Developing programs that meet the needs of members, participants and the community.
- Following hiring and work practices that are free of bias.
- Hiring and retaining a diverse group of team members and volunteers.
- Having a safe environment, free of discrimination or harassment against any individual.

Affirmative Action

The Northfield Area Family YMCA is firmly convinced that people of color, minority groups, women, persons with disabilities and other protected groups under municipal, state and federal law must be brought more fully into the mainstream of American social and economic life.

We are committed to a policy of taking all reasonable steps to steadily increase team member representation throughout our workforce from these groups. Our commitment is not based on obligation, but rather a conviction that affirmative action is the right thing to do.

Our affirmative action program is designed to ensure that:

- Recruiting, hiring and training for all job classifications are done without regard to race, color, creed, religion, national origin, gender, marital status, familial status, sexual orientation, genetic information, status with regard to public assistance,



membership or activity in a local commission, disability, age or other legally protected status.

- Employment decisions further the principle of Equal Employment Opportunity
- Promotion decisions further the principle of Equal Employment Opportunity and that non-discriminatory criteria for promotions are used.
- All Human Resources Policies and procedures governing compensation, benefits, transfers, training and recreation programs are administered without regard to race, creed, color, religion, national origin, gender, sexual orientation, marital status, familial status, age, disability or other legally protected status.

Equal Employment Opportunity

The Northfield Area Family YMCA provides equal opportunity in employment to all team members and applicants for employment regardless of race, color, creed, religion, national origin, sex, marital status, familial status, sexual orientation, genetic information, status with regard to public assistance, membership or activity in a local commission, disability, age, or other legally protected status. Equal employment opportunity applies to all facets of employment, pre-employment and the terms and conditions of employment, as well as discharge from employment.

Americans with Disabilities Act

The Northfield Area Family YMCA complies with the Americans with Disabilities act which requires employers to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. Reasonable accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities or to perform the essential functions of a job. Undue hardship means that a reasonable accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. Requests for reasonable accommodation should be addressed to your supervisor or the CEO.



YOUR NORTHFIELD AREA FAMILY YMCA TEAM MEMBER HANDBOOK

To help the Northfield Area Family YMCA in its mission, we strive to attract, develop and retain only the most talented team members. We look for team members who embrace the core values of caring, honesty, respect and responsibility.

Your handbook will:

- Help you learn about your benefits as a Northfield Area Family YMCA team member.
- Advise you on working conditions at your Y and program site.
- Introduce you to the Team Member Code of Conduct.

All team members of Northfield Area Family YMCA are covered by the policies in the handbook. All employment practices are consistent with applicable laws and other such acts and regulations that control the employment relationship.

Administration of Human Resource Policies

The Board of Directors of the Northfield Area Family YMCA selects a Chief Executive Officer (CEO) who is responsible for the administration of the policies in this handbook. Items not covered in this handbook are at the discretion of the CEO.

Each team member is required to review this handbook and acknowledge their review in writing.

Interpretation of Policies

All matters pertaining to interpretation of this policy are referred to your supervisor or the CEO.

Review of Policies

The Northfield Area Family YMCA Human Resources policies will be reviewed on a regular basis and may be changed, with or without notice, upon the discretion of the CEO. The Northfield Area Family YMCA Human Resources policies do not pre-empt or replace applicable state or federal employment laws.

This Team Member Handbook supersedes and replaces all existing Northfield Area Family YMCA Human Resources policies, manuals and handbooks. Please talk with your supervisor or the CEO if you have questions about the contents of this handbook.



JOINING THE YMCA TEAM

Before Your Employment

All applicants must complete an application and consent form. All team members are required to submit to a criminal background check and must successfully clear this check as a condition of employment. Failure to consent to and/or satisfactorily clear a criminal background check will make a candidate ineligible for employment. Falsifying the employment application and/or the criminal background check paperwork will make a candidate ineligible for employment or subject to immediate discharge.

If an employee of the Northfield Area Family YMCA is arrested for any reason while employed, they must notify their supervisor and provide a copy of the arrest record and/or related charges before returning to work. Team member may utilize paid time off and/or unpaid time for any time missed as a result of an arrest and subsequent inability to work.

On or Before Your First Day

New team members must complete all necessary paperwork for employment and payroll, including W-4, I-9, and all applicable forms.

New Team Member Introductory Period

During your first 90 days, you will be considered in an Introductory Period. The purpose of this period is to provide an opportunity for both the Northfield Area Family YMCA and new employees to assess their respective satisfaction with and suitability for the job. We want you to know that you are an important part of our team and to become familiar with our history, mission and core values. You will learn what you can expect from the Northfield Area Family YMCA and what we expect from you as a team member.

Classifications and Hours of Work

Immediate supervisors are responsible for the preparation, supervision and approval of work schedules of the team members they supervise. All schedules are governed by applicable laws and business needs of the Northfield Area Family YMCA.

- **Full-Time Exempt Team Members** - Work schedules of exempt team members are based on a minimum 40-hour work week. The hours worked per day or week may not follow a prescribed schedule. The immediate supervisor and the team member will determine schedules as they relate to the accomplishment of their job responsibilities.



- **Full-Time Non-Exempt Team Members** - The normal work week for full-time, non-exempt team members is 40 hours. Any and all work beyond 40 hours is considered overtime. You should be ready for work as soon as you punch in/record time and should punch out/record time when your shift ends. The Northfield Area Family YMCA will pay only for actual time worked, not time spent in meal periods or using exercise facilities.
- **Part-time Non-Exempt Team Members** - Generally work less than 40 hours per week.
- **Seasonal** - Short-term assignments, less than three months.
- **Casual On-Call** - Employees who do not have a regular work schedule, work a flexible schedule based on availability and workload needs.

- **Work Time Versus Time at Work**

Personal time such as hanging out or working out at the Northfield Area Family YMCA is not considered work time. While team members are welcome to use the facility for personal reasons, it is expected that all personal conversations must be kept to a minimum to prevent distraction for team members who are working. Non-exempt team members who engaged in work activities while visiting the Northfield Area Family YMCA for personal reasons must record this time as work time.

- **After-Hours**

Non-exempt team members generally should not work outside of the team member's scheduled shift. Exceptions should be authorized in advance by a supervisor when possible. Time for a business call or text messages that occurs outside of scheduled working hours and takes a few seconds or minutes usually will not have to be recorded or paid. However, when brief work calls or messages add up to more than 10 minutes in one day the accumulated time should be recorded and paid. Team members who regularly work unauthorized time may be subject to disciplinary action.

- **Work from Home**

Business requirements may require team members to work from an alternative location other than their regular program site. Team members should validate the business need with their supervisor to ensure that working from alternative locations is approved in advance.

Meal Periods

All non-exempt team members who are scheduled to work eight consecutive hours or more must take an unpaid 30-minute meal period. (Example: a team member's shift is 12-8 pm; they will take an unpaid 30-minute meal period; therefore, they are paid 7.5 hours.) You should punch out/record time prior to beginning this meal period and punch in/record time when finished. The exception to this mandatory meal period would be for team members who are expected to eat meals with children under their care, as part of their job. They will be considered "on duty" during this time and will not need to punch out/record time out. They will not be required to take an additional unpaid meal period.

Breaks

Breaks of short duration, typically 5-20 minutes, are counted toward hours worked. Supervisors determine when breaks should be taken in accordance with staffing and program requirements. Breaks cannot be added to extend a meal period or used to end work early. A short duration rest break is available within each period of four consecutive work hours. 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.

A team member may take a reasonable amount of time to express breast milk for infants. Break time taken for this purpose should, if possible, run concurrently with a scheduled break time. The Northfield Area Family YMCA must provide a facility, other than restroom, that is shielded from view, free from intrusion, and includes access to an electrical outlet for such purposes.

Getting Paid at the NORTHFIELD AREA FAMILY YMCA

All hourly or non-exempt team members will track their hours punching in and out utilizing our timekeeping system. If you are unable to utilize the timekeeping system, you will be expected to record your time on a timesheet.

Both you and your supervisor are responsible for the accuracy of time records that reflect the exact hours and days worked. It is necessary that you accurately report all paid time off and get pre-approval whenever possible.

The Northfield Area Family YMCA complies with the FLSA "safe harbor" rules by paying exempt team members their full salary (or salary plus paid time off equal their full salary) for any workweek in which they perform work, subject only to deductions that are permitted by law. If an exempt employee believes that an improper deduction has been made from their salary, they may make a complaint to their supervisor or the CEO who will promptly investigate and correct any improper deductions. The Northfield Area Family YMCA does not prohibit team members from disclosing their wages as a condition of employment or take adverse action against a team member for discussing their wages.

Payroll Schedule

The YMCA of the Northfield Area Family YMCA workweek runs from Sunday 12am to Saturday 11:59pm. Paychecks are issued two times a month, or twenty-four times per year.

Required and Voluntary Deductions

All required deductions, such as federal, state and local taxes, and all authorized voluntary deductions will be withheld automatically from each paycheck.

Direct Deposit

Team members are strongly encouraged to be paid through direct deposit. Direct deposit forms are available from your supervisor or through our online self-service. Team members who do not opt-in to direct deposit will have their check mailed to their home address.

Overtime

Hourly or non-exempt team members will receive overtime pay at the rate of 1.5 times their regular rate of pay for all hours worked over 40 hours in a work week. Team members who work in multiple positions must be paid overtime for any and all work beyond 40 hours in a given work week. Any hours worked over 40 must be pre-approved by the team member's supervisor and are paid at the rate of the position



they are working when the overtime occurs. Working overtime hours without prior approval may result in disciplinary action for the team member.

For purposes of overtime calculations, hours paid for time off for any reason – holidays, and paid time off will not be deemed hours worked. The above practices are governed by state and federal law.

Expenses and Allowances

The Northfield Area Family YMCA will reimburse team members for expenses incurred on Northfield Area Family YMCA business. Prior approval should be obtained from your supervisor and/or CEO. These expenses include:

- Meals in connection with a function your supervisor requires you to attend.
- Mileage reimbursement at a rate established by the Northfield Area Family YMCA, not to exceed the IRS established rate, for using your personal vehicle on Northfield Area Family YMCA business, excluding travel to and from one “home” work location.
- Parking.
- Conferences.
- Dues/professional membership expenses.

Expenses that fall outside these guidelines will be subject to review. Use of Northfield Area Family YMCA credit cards for personal expenditures is expressly forbidden. Team members, volunteers, members and program participants may not make personal purchases through the Northfield Area Family YMCA. Team members submitting expenses that fall outside the guidelines may be subject to disciplinary action.

Travel Time

Ordinary Home to Work: Generally, time spent traveling from home to the first assigned worksite for the day and the last assigned worksite for the day back to home is not compensable hours worked.

One Day Assignment travel to Another City: When a team member is required to travel outside of Northfield Area Family YMCA to perform work, the travel time is not considered ordinary “home to work travel” and will constitute hours worked. However, only the travel in excess of ordinary home-to-work travel is counted as compensable.

Travel During Working Hours: Actual time spent in travel, as part of a team member’s principal activity is counted as hours worked.

Travel Away from Home: Travel that keeps a team member away from home overnight is travel away from home and is work time when it cuts across the team member’s workday. The time is hours worked not only on regular working days during normal working hours, but also during corresponding hours on non-working days. For example, a team member who usually works from 8 a.m. to 5 p.m. Monday through Friday travels for work on Sunday from 1 p.m. to 7 p.m. The team member is paid for four hours – from 1 p.m. to 5 p.m.

As a non-profit, best practice is to room-share when attending meetings, events, and performing work outside of the Northfield Area Family YMCA involving travel/overnight stay. Should you decide you wish to room as an individual, you will be responsible to reimburse the Northfield Area Family YMCA for the difference in cost between the room-share rate and the individual rate.



Attending Meetings, Conferences, and Trainings

The hours spent in attendance at required meetings, conferences and training on behalf of the Northfield Area Family YMCA are considered hours worked for all team members (full-time and part-time). Team members may spend no more than eight hours of instruction time within a 24-hour period. National and International mission work performed on behalf of the Northfield Area Family YMCA is compensated at the team member's hourly rate and calculated at no more than 40 hours in a workweek. Team members voluntarily participating in these opportunities require advanced consent by senior leadership and the team members' manager.

Team members may not voluntarily pay their own way to participate in YMCA Conferences and Trainings due to financial equity, Northfield Area Family YMCA Representation, liability reasons and shared opportunities for all. Additionally, if you are applying for a scholarship, grant or invited to be a speaker at a YMCA Conference or Training you must have prior approval from your supervisor. This is an effort to have shared opportunities for all.

As a non-profit, best practice is to room-share when attending meetings, events, and performing work outside of the Northfield Area Family YMCA involving travel/overnight stay. Should you decide you wish to room as an individual, you will be responsible to reimburse the Northfield Area Family YMCA for the difference in cost between the room-share rate and the individual rate.

Time spent participating in voluntary Northfield Area Family YMCA supported professional development activities, meetings and/or conferences including but not limited to: YMCA Professional Network (YPN), Emerging Multicultural Leader Experience (EMLE), Employee Resource Networks (ERN) and/or Principles & Practices (P&P) requires supervisor approval and is compensated.

Team members may choose to attend voluntary activities and/or social events outside of regular business hours; this time is not compensable.

Phone Calls/Texting

Team members may make or receive limited personal telephone calls, cell phone calls and texts. Under no circumstances are personal long-distance calls to be made at the expense of the Northfield Area Family YMCA. Personal phone calls, texting and using personal electronic devices should be kept at a minimum and must not interfere with work. Team members are prohibited from use of cell phones, whether handheld or hands-free while operating a motor vehicle on YMCA business and/or on YMCA time.

Cell phone usage, texting and using personal electronic devices and picture taking is prohibited in all locker rooms for the security and comfort of team members, members and guests.



Solicitation

With the exception of Northfield Area Family YMCA-sponsored campaigns, or other Y-sponsored activities, solicitation (including solicitation by electronic means) in work areas during work time is not allowed. Work time does not include lunch or approved break periods. Work areas do not include lunchrooms, break rooms, lounges or parking lots. Team members should ask for their supervisor's approval before soliciting any materials or products.

Philanthropic Contributions

The Northfield Area Family YMCA is a non-profit organization dedicated to youth development, healthy living, and social responsibility. Every year the Y raises money and needs volunteers to ensure those who need us most have access to quality programs, activities, and facilities. Team members are encouraged to voluntarily support the Northfield Area Family YMCA's philanthropic interest and fundraising activities.

Volunteering

Non-exempt team members may not volunteer for their own job or to perform any work with closely related duties to their own job. Non-exempt team members may choose to volunteer for other duties such as family recreational or special fundraising activities.

Security

Maintaining the security of the Northfield Area Family YMCA buildings and vehicles is every team member's responsibility. All team members should develop habits that ensure security as a matter of course.

- All cash should be properly secured. If a team member is aware that cash is insecurely stored, he/she should immediately inform the person responsible.
- Team members should know the locations of all alarms and fire extinguishers and know the proper procedure for using them.
- The last team member to leave the Northfield Area Family YMCA facility is responsible for making sure that all members are out of the building and that all doors are properly locked and secured.

Social, Online, and Electronic Media

This policy defines appropriate Northfield Area Family YMCA team member usage of digital communication activities and resources. Compliance with this policy will allow for positive customer and team member experiences and ensuring the Northfield Area Family YMCA is mitigated from legal risks. Digital information and communications transmitted by, received from, or stored on a work computer are the property of the Northfield Area Family YMCA. Senior Management may access this information at any time without advance notice.

This policy covers:

- Professional Electronic Communications & Data Security



- Professional Use of Digital Media
- Use of Personal Social & Online Media

Professional Electronic Communications and Data Security

Guidelines

- Passwords for internal Y systems are confidential and should not be shared with other team members. In special circumstances, supervisors may gain access to a team member's information without the team member's permission.
- Use appropriate business language and avoid the use of slang, humor, sarcasm, or local terminology.
- Uphold the Northfield YMCA Core Values and do not make defamatory statements about the Northfield Area Family YMCA, other team members, members, partners, affiliates and others, including competitors.
- Only software purchased and licensed by the Northfield Area Family YMCA can be loaded on Northfield Area Family YMCA computers.
- Any photographs taken during Northfield Area Family YMCA programs or activities are owned by the Northfield Area Family YMCA and should not be stored on personal equipment, including cell phones, iPads or uploaded to any social media sites.
- All digital communications should be treated as public information. Any email or personal files can be stored in the system indefinitely and can be reviewed, if necessary, during legal proceedings involving the Northfield Area Family YMCA.

Personal Use

Team members are permitted limited use of their work computer equipment for personal use as long as it does not get in the way of a team member's job performance.

- Personal files should be saved in a directory named "personal".
- Must follow Northfield Area Family YMCA Code of Conduct and Core Values.
- Any personal use of Y resources must not jeopardize or degrade system performance.

Prohibited Use

Prohibited use includes, but is not limited to:

- Northfield Area Family YMCA tools may not be used to create any offensive, profane, threatening, discriminatory, or disruptive messages, communications, or materials.
- There must be no electronic contact with minor program participants or dependent adults unless the contact is directly related to Northfield Area Family YMCA programming and documented.
- Malicious use of data or devices.
- Collection and/or transmission of material in violation of any federal, state or local law.
- Advertising or solicitations for personal gain.
- Never provide passwords, Social Security information, etc. except through a secure website.

Professional Use of Digital Marketing

Team members may use digital channels and/or social media as part of their work if:

- The activity fills a legitimate need related to marketing, member or participant experience, or community awareness.



- The activity has been approved by their supervisor.
- Team members use the web, email or social media as part of their job for program and/or the branch or facility.

Security Breaches: Team members are expected to protect mobile devices used for work-related purposes from loss, damage, or theft. Team members are expected to safeguard and keep confidential their Username and Passwords. In the event of security breaches such as lost, stolen, hacked, or damaged equipment, team members are expected to inform their supervisor or department head immediately. The YMCA will not be responsible for loss of or damages to mobile devices.

Controversy & Crisis Situations

- Team members cannot comment on work-related legal matters unless the team member is an official spokesperson.
- If team members see a controversial issue or misrepresentation of the Northfield Area Family YMCA in the media, please refer it to the CEO.
- If team members see a controversial issue or misrepresentation of the Northfield Area Family YMCA in social media/online, please refer it to the CEO.

Dos and Don'ts

Allowed Actions:

- Embody the Y values and conduct yourself in the same way online as you would in-person.
- Disclose your affiliation with the Y when promoting our programs or services.
- Own your mistakes and actively work to rectify the situation if there is an issue.
- Be sincere when engaging online.
- Know and respect the audience. If team members are not sure whether they should post something, don't do it or reach out to supervisor for guidance.

Prohibited Actions:

- Sharing any confidential information online.
- Creating or claiming a new social presence, blog, website, app, email service, text messaging service with a Y affiliation. Adding new team members as social media admins without CEO approval.
- Pulling customer lists that are out of your business area or collecting customer or team member data and housing in Excel, etc.

Legal Requirements

- Communicating with minors (ages 13 or younger) without express written consent of a parent or guardian is against the law. This includes email, text messages, direct messaging apps (Yic Yak, Facebook Messenger etc.), social media channels, etc. Minors ages 13 – 18: use caution when communicating electronically with any minor, do so only from a professional account (staff email, one of the Northfield Area Family YMCA social media channels, etc.). Never communicate one on one or with a group of minors via a personal account or phone number.



- There are explicit legal restrictions around the use of text, SMS, and MMS messaging to individuals marketing type messages. Do not use these services without CEO approval.
- Copyright: If it is not yours, don't use it.

Personal Use of Social and Online Media

The Northfield Area Family YMCA respects team member's right to use social media during personal time. It is important to keep in mind that the information on such sites is publicly observable communications, actions, or words that are not private and can be shared with others. Team members must exercise discretion and understand that they are solely responsible for what is posted or endorsed. Due to personal information that may be available on social media, please exercise professional judgment and comply with this policy as well as the Y's Core Values, Code of Conduct, Equal Employment Opportunity Policy, Harassment Policy, and Confidentiality Policy.

Examples of social media include, but are not limited to:

- Social media sites, such as Facebook, LinkedIn and Instagram.
- Video, photo and audio sharing sites, such as YouTube, Periscope and Flickr.
- Blogs and blogging tools, such as Blogger and WordPress.
- Micro-blogging tools, such as Twitter and Yammer.
- Collaborative forums and online comment sections (open or closed).
- Online encyclopedias, such as Wikipedia.
- Any other websites or digital media that allow users or companies to publish material.

Caring – do not:

- Disclose another individual's personal information or images on social media or any other format in violation of the Northfield Area Family YMCA policies and applicable state and federal law related to ADA, HIPAA, COPPA, etc.
- Demand or require candidates, colleagues or direct reports to relinquish any personal social media log in information.
- Make any statements, post any material or act in any way that could potentially embarrass the Y or cause damage to its team members, members, participants, donors, vendors, volunteers, services, products, business partners and competitors.
- Send chain messages with a request to recipients to continue distribution to others.

Honesty – do not:

- Claim or imply to speak for the Y or any Y camps or programs, unless team members have been expressly authorized by a supervisor and the Northfield Area Family YMCA's Marketing, Communications and Digital departments.
- Use or co-opt the identity of any member, participant, donor, vendor, volunteer or any team member (or consultant, etc.) of the Northfield Area Family YMCA, the Northfield Area Family YMCA itself, a related organization, a business partner or a competitor.

Respect – do not:

- Post any material that is obscene, defamatory, threatening, harassing, discriminatory or disparaging toward another person or organization, including the Northfield Area Family YMCA, its team members, its competitors or its members, participants, donors or vendors.



- Send or receive data that may be construed to violate the core values, EEO, Harassment or other policies of the Northfield Area Family YMCA, including sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that can be construed as harassment or disparagement.
- Send Messages to other team members, clients, and participants that serve as advertising or solicitation for personal gain.

Responsibility – do not

- Disclose any information that is confidential or proprietary to the Y or to any third party involved with the Y including, but not limited to; internal communications, reports, announcements, pricing, customer lists or preferences, non-public financial data, team members' and customers' private information.

Social Media with Youth Participants and Dependent Adults

The Northfield Area Family YMCA takes very seriously its obligation to protect minors and dependent adults. For purposes of this policy, a minor (anyone under 18 years of age) and dependent adults are participants in Y programs or whom a Y team member has met through Y programs.

- Y team members must not have contact or communication outside of work time with minors or dependent adults who participate in Y programs.
- Use of social media sites to communicate with minors or dependent adults is only permitted if done through Y-sponsored sites and for work related purposes.
- Any personal website or blog maintained by a team member should not have pictures of or make reference to any minor or dependent adult participants. All photography and videos taken as part of Northfield Area Family YMCA functions should be used in official marketing capacity only.
- A team member is prohibited from making requests or accept to be linked as "friends" or connections with minors or dependent adult participants via social networking sites.

Connecting with Colleagues and Members Online

The Northfield YMCA has no opinion or prohibition regarding who team members can connect or network with on social media sites outside of work hours. However, due to highly confidential and personal information often maintained in social media profiles, all team members are required to exercise professional judgment and must comply with Northfield Area Family YMCA policies such as the Code of Conduct, Equal Employment Opportunity Policy, Harassment Policy, and Confidentiality Policy. Team members who receive social media requests from colleagues should not feel compelled to accept such requests if they desire to keep their personal information private. Team members are encouraged to utilize all appropriate privacy settings to ensure their information is shared and viewed only by those intended to have access.

COMPLIANCE

Nothing in this policy prohibits team members from exercising any legal right under any state or federal law nor will team members be subject to discipline for any personal social media posts that are legally protected. If team members use the Y's name, names of branches, camps and/or programs, please support the Y's image, mission and vision while making clear to the readers that the views expressed are of the team member's and that they do not necessarily reflect the views of the Northfield Area Family YMCA. Team Members should be aware that not all posts to a personal social



media site outside of work time are entitled to legal protection and any such posts may result in appropriate disciplinary action.

MONITORING AND CONSEQUENCES

The Northfield Area Family YMCA reserves the right to monitor and review team members' use of social media in a Northfield Area Family YMCA facility, through a Northfield Area Family YMCA owned or issued device or system and during work time. In the event the Y identifies any material posted by or at the request of a person deems inappropriate, the Northfield Area Family YMCA may demand the removal of such content.

While the Northfield Area Family YMCA has no general practice of reviewing team members' personal profiles when using social media outside of work, how team members conduct themselves in the digital space can have an impact on their professional life. Team members should be aware that if such profiles contain information or conduct violating Northfield Area Family YMCA's policies and/or applicable state and federal laws, such information may form the basis for an appropriate investigation. Failure to comply with the Social, Online, and Electronic Media Policy and its guidelines will result in disciplinary action, up to, and including termination.

Media Inquiries/Public Relations

The Northfield Area Family YMCA will generally provide a response to media inquiries within 24 hours of receipt. All media inquiries, whether verbal or written, are to be directed to the CEO. Press releases which mention the Northfield Area Family YMCA must also be approved by the CEO.

Access to Personnel File

In the state of Minnesota, employees have legal rights and remedies related to the contents of their personnel files. These rights include the opportunity to review or receive a copy of your personnel file and the opportunity for you to dispute information contained in your file and request that the information be removed. If we do not agree with your request to have the information removed, you have the opportunity to include a statement that outlines your position.

The Northfield Area Family YMCA also has obligations associated with this law. The company may not:

- Use information from your personnel file that was intentionally omitted during your review in a civil or administrative proceeding and,
- Retaliate against you for exercising your rights with respect to your personnel file.



CODE OF CONDUCT

The Northfield Area Family YMCA is committed to providing a safe and welcoming environment for all team members, volunteers and program participants. Team members and volunteers are expected to act appropriately and follow the Code of Conduct, obey all applicable laws and regulations and adhere to Northfield Area Family YMCA policies and procedures while working or volunteering in Northfield Area Family YMCA facilities and programs. Team members are expected to model the Northfield Area Family YMCA's four core values of caring, honesty, respect and responsibility.

Failure to comply with the expectations within this code of conduct will lead to disciplinary action up to and including termination. It would be impossible for the Northfield Area Family YMCA to outline every possible instance; the policies represented here are intended to cover general requirements that are essential for Northfield Area Family YMCA operations.

General Code of Conduct

Team members are expected to behave in a mature and responsible way and to respect the rights and dignity of others. The Northfield Area Family YMCA Code of Conduct does not permit language or actions that could harm or frighten another person, negatively impact operations, are insubordinate in nature or lack demonstration of Northfield Area Family YMCA's four core values of caring, honesty, respect and responsibility. This includes, but is not limited to:

- Any conduct or action that is contrary to established rules and regulations or detrimental to the best interest of the Northfield Area Family YMCA.
- Inappropriate touch of program participant, member or guest.
- Violations of the Harassment Policy
- Angry or vulgar language including swearing, name-calling or shouting.
- Physical contact with another person in any angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures, body language or any other menacing behavior.
- Theft or behavior that results in destruction of property.
- Refusal to accept a directive or assignment from a supervisor or demonstration of insubordinate behavior.
- Carrying or concealing firearms or weapons, devices or objects that may be used as weapons.
- Using or possessing illegal chemicals or alcohol on Northfield Area Family YMCA property, in Northfield Area Family YMCA vehicles or at Northfield Area Family YMCA-sponsored programs.
- Inappropriate release of confidential information.
- Falsifying documents such as applications, resumes, time sheets, reports, financial information, etc.
- Excessive tardiness or absenteeism.
- Inappropriate attire or grooming.
- Violations of any conduct or standard operating procedures specific to Northfield Area Family YMCA program areas.
- Use of Northfield Area Family YMCA equipment or facilities for personal gain.
- Unsafe or inappropriate use of equipment and vehicles.



- Registering for or cash receipting programming for yourself or your family members.

Workplace Violence and Prevention

Workplace violence is threat or action, which occurs at the workplace, in which someone (team member, volunteer, participant or visitor) seeks to intimidate, threaten to harm, or harm another person, including words or actions that hurt people.

The Northfield Area Family YMCA is committed to preventing workplace violence and to maintaining a safe work environment and has adopted the following guidelines:

- All team members, volunteers, participants and visitors should be treated with courtesy and respect at all times. Team members are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Verbal or physical conduct that threatens or intimidates others will not be tolerated.
- Team members are instructed to report any instance involving violence in the workplace immediately to a supervisor, human resources, or a member of senior management.
- This includes actual violence, threats of violence or perceived threats of violence as outlined in the Team Member and Member Code of Conduct policies.
- Team members should not place themselves in danger, nor should they attempt to intercede during an incident.

Northfield Area Family YMCA will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Northfield Area Family YMCA will not retaliate against team members making good-faith reports of violence, threats or suspicious individuals or activities.

Harassment

It is the policy of the Northfield Area Family YMCA that harassment on the basis of protected classification (race, creed, color, religion, gender, national origin, disability, age, military status, pregnancy, genetic information, marital status, familial status, status with regard to public assistance, membership on a local human rights commission and sexual orientation), including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to the organization and tarnishes the image of the organization and everybody associated with it.

Definition of Harassment

No team member of the Northfield Area Family YMCA may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, creed, color, religion, gender, national origin, disability, age, military status, pregnancy, genetic information, marital status, familial status, status with regard to public assistance, membership on a local human rights commission or sexual orientation, or that of the person's relatives, friends or associates, if the conduct:



- Has the purpose or effect of unreasonably interfering with the person's work performance; or
- Otherwise adversely affects that person's employment opportunities.

The following are examples of prohibited harassment. Please note that these are only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or with Human Resources.

- Epithets, slurs or negative stereotypes.
- Intimidating or hostile acts based upon protected classification.
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on Northfield Area Family YMCA property.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual conduct that is a term or condition of employment. The EEOC's Guidelines define two types of sexual harassment: "quid pro quo" and "hostile environment." The Guidelines provide that "unwelcome" sexual conduct constitutes sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

- "Quid pro quo" harassment occurs when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of any team member's obtaining employment or continuing employment; or
- Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or
- Retaliating against a team member for complaining about such conduct.

The following are examples of sexual harassment. Please note that these are not the only examples:

- Unwelcome sexual flirtations, propositions, and invitations to social events.
- Offensive physical contact or physical closeness.
- Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires.
- Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive.
- Sabotaging a team member's character, reputation, work effects, or property because of sex.
- Direct or indirect suggestions that a team member's job security, job assignment, conditions of employment or opportunities for advancement depend in any way on the granting of sexual favors or relations.

If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor, or the CEO.

The Northfield Area Family YMCA recognizes that consensual relationships sometimes exist between team members which are, or have the potential of becoming, sexual in nature. The Northfield Area Family YMCA strongly discourages such relationships.



Supervisor and subordinate relationships must be reported to the CEO who will attempt to drive an alternate employment arrangement.

Complaints Relating to Prohibited Harassment

A team member who believes he or she has been subject to harassment prohibited by this policy should report the incident immediately to your supervisor or the CEO. In the event that the complaint involves the CEO, the team member should contact the Northfield Area Family YMCA Board Chair (Board chair information is located on the Northfield Area Family YMCA website.)

The team member who has filed the complaint will be asked to put the facts surrounding the offensive conduct or communication in writing. Thereafter, the investigation may include interviews with the team member making the charges, the accused team member, or appropriate witnesses, depending upon the individual circumstances of the matter.

Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred, and any other facts deemed relevant. The team members making the complaint will be advised of the final disposition of the matter.

Penalties for Prohibited Harassment

A violation of this policy may be grounds for immediate discipline, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.

Conflict Resolution

The Northfield Area Family YMCA strives to provide work conditions that create positive working relations for you. Team members are expected to respect the people to whom they report and with whom they work. Management and supervisory team members are expected to earn the respect of their team members. The Northfield Area Family YMCA's practice is to have an informal and non-bureaucratic structure, with people accessible at all levels.

When disputes and differences arise, team members are encouraged first to try to resolve the situation with the other team member(s). If this is not successful, the situation should be brought to the attention of the team member's supervisor or the CEO. In the event that the complaint involves the CEO, the team member should contact the Northfield Area Family YMCA Board Chair.

Progressive Discipline

When a team member's actions are inappropriate for our work environment, interfere with performance, or violate Northfield Area Family YMCA policy, or job performance is below standards, the Northfield Area Family YMCA maintains an approach of progressive discipline designed to improve the team member's job performance or ensure full and immediate correction of inappropriate behavior. Supervisors will ensure that all team members have a clear understanding of their job description, are aware of and trained in applicable policies and procedures and rules of conduct.

When disciplinary action is required, the actions we take will depend on the severity and nature of the team member's behavior. They may include none, some, or all of the following actions:

- Verbal warning
- Written warning
- Performance Improvement Plan with specific deadlines for improvement
- Dismissal

Warnings and Performance Improvement Plans should include documented deficiencies, specific expectations and time frame for improvement.

The circumstances in each situation play a key role in how the Northfield Area Family YMCA will handle the progression, and we may choose to carry out none or any of the steps, in any order we choose, including immediate termination of employment.

Tardiness and Unplanned Absence

In order for the Northfield YMCA to operate smoothly, regular attendance is required of all team members. Excessive tardiness or absenteeism can result in disciplinary action up to and including termination.

You are expected to be at your work site and ready to work at the start of your assigned hours. You are also expected to remain at your job until the end of your assigned work hours, except for approved breaks and lunch.

If you are unable to report for work, you should notify your supervisor as soon as possible and at least two hours prior to the beginning of your work shift. You must contact your supervisor directly, unless you can show cause as to why another team member was contacted instead.

The Northfield Area Family YMCA has the right to ask for a physician's statement.

Consistent failure to call in at least two hours prior to the scheduled work shift is grounds for a warning or other disciplinary action.

Job Abandonment

If you are absent for three or more work shifts without notifying your supervisor, you are considered to have voluntarily terminated your employment.

Dress Code

Our dress code ensures all team members project a quality, professional image at all times. Team members are also expected to model good personal hygiene at all times, limit the use of perfumes and fragrances, keep facial hair neatly trimmed and hair and nails clean and neatly maintained. Piercings, tattoos, jewelry or clothing that may be offensive or pose a health risk are not permissible. Specific programs may have additional dress code requirements. The CEO is responsible for clarifying standards, exceptions or unique situations. Team members who are in violation of the dress code policy may be asked to go home and change and will not be compensated for this time.

The Image

Clothing should provide adequate personal coverage; Shorts and skirts should extend to at least mid-thigh and there should be no visible undergarments at any time. Also, sheer fabrics, low-cut necklines, tank tops and worn out or torn clothing, or clothing that is ill fitting (too large or too tight) should not be worn in the workplace. Team members working in the Aquatics area are permitted to wear one piece or trunk style swimsuits and footwear appropriate for poolside work. All other footwear should be appropriate for the job function.

Hats are not permissible indoors at any time. Any hat worn outdoors should have be approved by a supervisor.

Business casual or formal business attire is acceptable for most full-time positions. Team members who are leading or attending programs involving physical activity should wear approved apparel.

At the Northfield Area Family YMCA, we recognize there may be times when the dress code guidelines need to be modified to meet the needs of certain positions. Check with your supervisor regarding dress code expectations in these instances.

Where Everyone Knows Your Name

Nametags are a must for our member experience. Most team members will be issued a nametag and it is a required part of your uniform. Nametags should be worn in the chest area on the right side of the team member shirt.

New Hires

New team members will be issued a YMCA shirt if department requires specific shirt. Nametags will be issued to new employees. Temporary nametags should be returned to a supervisor after the permanent nametag arrives.

Drug and Alcohol-Free Workplace

The Northfield Area Family YMCA's goal is to promote the health, safety and productivity of its team members, to protect the integrity of the Northfield Area Family YMCA and to safeguard the public interest. The Northfield Area Family YMCA also recognizes the need to maintain a substance-free workplace.

We prohibit the use, possession, transfer, solicitation, and sale of alcohol and illegal drugs while working, while on all premises owned or operated by the Northfield Area Family YMCA and while operating any Northfield Area Family YMCA vehicle, machinery or equipment. It also prohibits reporting for work and working anywhere on behalf of the Northfield Area Family YMCA under the influence of alcohol or drugs. This policy applies to all official or unofficial break and meal periods and all other times during the working day in which a team member has reported for work, including unpaid meal breaks.

"Illegal drugs" are defined as inhalants and controlled substances and includes medications which contain a controlled substance which are used for a purpose, in an amount, or by a person for which they were not prescribed or intended.

The use and possession of properly prescribed drugs or medications is permitted, provided that it does not interfere with the team member's job performance or pose a direct threat to the health or safety of the team member and/or others.

The only exception to this policy is the responsible use of alcohol at official company sponsored social or business events at which alcoholic beverages are served. Permission for such use must be obtained from the CEO.

Tobacco Free Workplace

The Northfield Area Family YMCA has designated its offices, facilities, grounds and vehicles smoke-free. We are dedicated to providing our team members, volunteers, members, and program participants with a healthy and comfortable environment.

Tobacco products, including e-cigarettes are prohibited in the offices, facilities, grounds and vehicles of the Northfield Area Family YMCA. In addition, Team members may not smoke while performing their job responsibilities off Northfield Area Family YMCA property.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All team members share in the responsibility for adhering to this policy.

Conflict of Interest

It is the policy of the Northfield Area Family YMCA that no team member shall engage in activities contrary to its interest or inconsistent with the responsibilities entrusted to them. While an exhaustive list of conflict situations cannot be given, in general there is conflict wherever a team member achieves personal gain or incurs obligation to others at the expense of the Northfield Area Family YMCA. Such personal gain need not be direct and might include gain by family members or relatives.

Employment of family members, relatives and domestic partners may be permitted; however, family members, relatives and domestic partners may not supervise or evaluate one another, or when the reporting relationship would create a conflict of interest. If a situation occurs that results in any of the above conditions, the employees must notify the CEO who will attempt to derive an alternative employment relationship. If such an arrangement cannot be achieved, the CEO will decide the matter.

Examples of potential conflicts of interest include, but are not limited to:

- Personal benefit from any corporate transaction, sale, purchase, rent or lease of property, team member services or supplying products.
- Receiving gifts, special payments or favors greater than a nominal value from an individual or organization that is providing goods or services to the Northfield Area Family YMCA or receiving goods or services from the Northfield Area Family YMCA.
- Misuse of inside or confidential information not available to the public for personal or others' gain, to include membership, contributor or team member mailing lists or any use of such information to the Northfield Area Family YMCA's disadvantage or the team member's or others' improper advantage.
- Use of Northfield Area Family YMCA tax exemption for purchase of personal material or equipment.
- Use of Northfield Area Family YMCA resources to develop competitive programs for personal use or use by others.

Personal Expression of Opinions

The Northfield Area Family YMCA recognizes that team members may have interests in events and organizations outside the workplace. Team members are free to exercise their full liberties as citizens, including the right to express their personal convictions on issues such as social, economic, religious and political subjects. Team members should refrain from giving the impression that their views and positions are those of the Northfield Area Family YMCA.

Confidentiality

The Northfield Area Family YMCA, in the course of its activities, and in some cases as required by law, collects, uses and maintains personal and confidential information about team members, volunteers, donors, members and program participants. We respect the privacy rights of those individuals.

We respect the privacy of our team members, volunteers, members and program participants. At no time will confidential information be knowingly shared or disseminated to unauthorized parties.

Team members who have access to confidential information must use and/or disclose information only for the performance of their jobs. Particular care must be taken to keep confidential any information regarding members or information received under an express or implied secrecy obligation or information received from third parties.

Information acquired in the course of employment must not be used for individual benefit. Access to confidential information imposes an obligation to keep such information confidential and to use it solely in the interest of the Northfield Area Family YMCA.

When in doubt, you should treat the matter in the strictest of confidence and consult with the CEO. Team members must realize that Northfield Area Family YMCA information is for the use of the Northfield Area Family YMCA and not for distribution to the outside community. Distribution of information requires both a need to know and a right to know the information requested.

Whistle Blower Policy

The Northfield Area Family YMCA requires directors, officers and team members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Northfield Area Family YMCA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable team members and others to raise serious concerns internally so that the Northfield Area Family YMCA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Northfield Area Family YMCA's code of conduct or suspected violations of law or regulations that govern Northfield Area Family YMCA's operations.

No Retaliation: It is contrary to the values of the Northfield Area Family YMCA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Northfield Area Family YMCA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. In addition, no team member may be adversely affected because you refused to carry out a directive that, in fact, constitutes corporate fraud or is a violation of state or federal law.

Reporting Procedure: The Northfield Area Family YMCA has an open-door policy and suggests that team members share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the CEO or a board member.

Compliance Officer: The CEO is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The CEO will report at

least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters: The CEO shall immediately notify the Board of Directors of any concerns or complaints regarding corporate accounting practices, internal controls or auditing.

HEALTH AND SAFETY

Hazard Communication

Team members working with hazardous chemicals are required to cooperate in maintaining a safe and healthy workplace and to participate in Hazard Communication training. This information is covered during New Employee Orientation and annual refresher trainings to ensure these team members are fully informed and aware of any chemical hazards in the workplace.

Blood Borne Pathogens

The Northfield Area Family YMCA will comply with all OSHA requirements for the proper training of team members dealing with blood borne pathogens, including Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). In doing so, the Northfield Area Family YMCA has made an Occupational Exposure Determination, Occupational Exposure Plan and Post-Exposure Follow-up Evaluation.

HBV Vaccinations

If requested, the Northfield Area Family YMCA will arrange and pay for Hepatitis B Virus (HBV) vaccinations for team members with occupational exposure to blood borne pathogens. This complies with federal and Minnesota OSHA regulations.

Worker's Compensation

If you are hurt or injured on the job, report any injury to your supervisor as soon as possible, no matter how minor it may appear. You should complete a worker's compensation report, available from your manager. You may lose the right to worker's compensation benefits if you do not report the injury in a timely fashion. You should provide your supervisor with as much information as possible about your injury so that a proper injury report can be filed.

It is the Northfield Area Family YMCA's practice to return to work as soon as possible. This may include temporarily working in a light duty job in a different capacity from your normal duties. Your Supervisor will work with you to inform you of available options and coordinate the process.

CHILD ABUSE PREVENTION

Mandated Reporters

As a Northfield Area Family YMCA team member, you are in a key position to help protect children from harm. Any person may voluntarily report abuse or neglect. According to Minnesota State law, anyone who works with children and/or families is considered a Mandated Reporter. As a Mandated Reporter, you have a legal obligation to make a report to Child Protection if you know or have reason to believe a child is being neglected or abused or has been neglected or abused in the preceding three years. Failure to report suspected abuse or neglect is a criminal misdemeanor under state law and violates Northfield Area Family YMCA policies. Persons who report in good faith are protected from civil or criminal liability.

Recognizing Child Abuse

This may come to your attention through conversation or observation. The most common type of abuse which occurs within Northfield Area Family YMCA programs is child to child. No one sign is a perfect indicator.

Watch for the following:

Physical Abuse

Injury or pattern of injuries that is not accidental

Indicators:

- Bruises, burns, cuts, welts, especially when explanation doesn't fit injury.
- Injury in shape of object (iron).
- Delay in seeking treatment.
- Injuries in various states of healing.

Neglect

Indicators:

- Pattern of poor hygiene, or clothes that are dirty or inappropriate for the weather.
- Child left unsupervised, too young and too long.
- Child often absent, tired, hungry.
- Parents often late or just not around.

Emotional Abuse

Chronic act(s) that endanger child's mental health or emotional development

Indicators:

- Belittling or verbally abusing a child (e.g., criticism, insults).
- Terrorizing, corrupting, insulting, making mean remarks to a child.
- Child shows negative self-talk, is depressed, is overeager to please.

Sexual Abuse

Indirect: Observing a child undress or urinate; forcing a child to view sexual activity

Direct: Molestation, rape, fondling

Indicators:

- Child experiences pain in genital area when walking or urinating.
- Child is overly seductive, obsessively clean, withdrawn, or very self-conscious.

If You Suspect Child Abuse

You are a mandated reporter. You must report it to Child Protection or your local law enforcement agency, failure to do so will result in disciplinary action up to and including dismissal and may be subject to further legal penalties. Be sensitive to the need for confidentiality.

Reporting Suspected Abuse Occurring Outside the YMCA

- Notify your supervisor and the CEO of the situation and what you have observed.
- Report to Child Protection, police or county sheriff. County Child Protection number: 1-800-422-1286. If you cannot reach Child Protection, you can contact the Childhelp USA National Abuse Hotline: 1-800-422-4453.
- The involved parent, child or adult must not be contacted.
- All conversations/situations surrounding the incident should be documented.

Reporting Suspected Abuse Occurring Within the Northfield Area Family YMCA

- Notify your supervisor and the CEO of the situation and what you have observed.
- Report directly to Child Protection, police or county sheriff. County Child Protection number: 1-800-422-1286. If you cannot reach Child Protection, you can contact the Childhelp USA National Abuse Hotline: 1-800-422-4453.
- All conversations/situations surrounding the incident should be documented.

If there is probable cause to suspect that the abuse is being caused by someone within the Northfield Area Family YMCA, a team member, volunteer or member, that person will be placed on administrative leave pending an investigation.

Guidelines for Team Members Working with Children

- At no time during a Northfield Area Family YMCA program may a team member be alone with a single child where he/she cannot be observed by others.
- You should never leave a child unsupervised.
- When supervising children in the restroom, team members will make sure that the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
- Stand in the doorway of the restroom while children are using the restroom.
- If assisting younger children, doors to the facility must remain open.

- Always send children to the restroom in threes and whenever possible with team members.
- Conduct or supervise private activities in pairs –diapering, putting on bathing suits, taking showers, etc. (If not feasible, position yourself so that you are visible to others).
- Team members should not abuse children in any way, including
 - Physical abuse – striking, spanking, shaking, slapping, etc.
 - Verbal abuse – humiliating, degrading, threatening, etc.
 - Sexual abuse – touching or speaking inappropriately.
 - Emotional abuse –shaming, withholding kindness, being cruel, etc.
 - Neglect – withholding food, water or basic care.

No type of abuse will be tolerated and may be cause for immediate termination.

- Team members should use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
- Team members will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline
- Physical restraint should be used only in predetermined situations when it is necessary to protect the child or other children from harm, administered only in a prescribed manner and must be documented in writing.
- If team members notice fever, bumps, bruises, burns, etc., questions/comments will be addressed to the parent or child in a non-threatening way and responses will be documented.
- You should respond to children with respect and consideration and treat all children equally regardless of race, age, gender, religion, disability, genetic information, cultural identity or sexual orientation
- Team members will respect children’s rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas on their bodies that would be covered by a bathing suit.
- Team members will refrain from intimate displays of affection toward others in the presence of children, parents and team members.
- Team members should not transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
- Team members should not give any gifts to youth (for example, video games, jewelry).
- Team members may not date program participants who are under the age of 18.
- Children should not be released to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian with written authorization on file.

Babysitting: The Northfield Area Family YMCA does not sanction, encourage or endorse the use of Northfield Area Family YMCA team members or volunteers for private duty childcare of any kind. The Northfield Area Family YMCA does not assume any responsibility for off-duty activities and/or the conduct of a team member who provides private duty childcare.

Team members should report any concerns or violations of these policies to their supervisor or the CEO immediately.

CAREER DEVELOPMENT AND YOUR GROWTH

The Northfield Area Family YMCA is committed to retaining quality team members and providing them opportunities for growth and promotion. The CEO will determine the budget available for training each year. Supervisors and team members should have a discussion to identify training and career development needs as part of the evaluation process.

Leadership Certification: The Northfield Area Family YMCA participates in the YUSA Leadership Certification program, which involves on-the-job development, coaching and formal training opportunities. More information can be found on [LINK](#) or [Link.ymca.net](#).

Training and professional development opportunities should be pre-approved by your supervisor.

Required Training

You may be required to attend training for fulfillment of your job responsibilities, such as recertification, in-service training, or Northfield Area Family YMCA-sponsored training. You will be paid while in attendance for required training.

PERFORMANCE REVIEWS

The purpose of the performance review process is to evaluate your overall work performance for the prior year, to assist in your continued growth and development and to ensure that the Northfield Area Family YMCA's goals are being met through the efforts of our team.

All team members, except for those working seasonally, will have a performance review on an annual basis. Performance reviews will be conducted in the first quarter of each year unless otherwise communicated. Reviews will be conducted by the employee's immediate supervisor, documented in written form and reviewed with the employee.

COMPENSATION

The Northfield Area Family YMCA seeks to attract, motivate and retain competent, talented and committed team members. Our wage and salary administration plan and compensation practices work to ensure that all team members are paid according to fair and uniform principles.

We use a market-based pay for performance compensation program. All positions are graded, and individuals are paid base pay within their grade based on their experience, competency level and performance.

Types of Salary Increases

- Merit - a salary increase that recognizes a team member's performance level.
- Promotion - a salary increase and/or grade level change may be authorized to compensate a team member for promotion into a new position that has greater responsibility.
- Administrative or Market adjustment - an increase that is the result of a range or market adjustment, used to correct an inequity in a team member's pay.

Merit Increases

Team members may be eligible for a merit increase based upon their hire date, position, and performance. Your merit pay is determined by a combination of factors including your performance, your position in the salary range as defined by the Northfield Area Family YMCA salary administration plan, and the salary budget for the year.

To be eligible for a merit increase in any given year you must have been hired on or before September 30 of the previous year.

BENEFITS

Your benefits represent a large part of your total compensation. Benefits help to provide security and protection against stresses that can otherwise disrupt work and family life and to improve the quality of your work environment.

Where applicable, team members transferring from another YMCA will receive credit for their years of uninterrupted YMCA service.

Benefits may be modified or terminated at the discretion of the Northfield Area Family YMCA. The following provides a brief summary of benefits. If a conflict occurs between this summary and the plan documents, the plan documents shall prevail.

Legally Mandated Benefits for all Team Members

The Northfield Area Family YMCA complies with all applicable laws regarding team member benefits.

Social Security (FICA)

Joint participation between team members and the Northfield Area Family YMCA in the federal Social Security system. Social Security and Medicare payments are designed to help provide financial stability in your retirement years or if you become permanently disabled.

Unemployment Compensation

This covers team members who become unemployed for reasons other than their own fault and to the extent provided by the Minnesota Reemployment Insurance Law.

Workers' Compensation

Team members who have an accident or occupational illness are covered by Workers' Compensation insurance under Minnesota state law. Team members who are injured are required to fill out a First Report of Injury form with their supervisor within 12 hours of the injury. Workers compensation insurance provides compensation for medical bills and lost wages due to work related injuries. There is no additional compensation paid by the Northfield Area Family YMCA while a team member is receiving Workers' Compensation payments.

Family and Medical Leave Act (FMLA)

Upon meeting eligibility requirements, team members are provided with unpaid, job-protected leave for certain family, medical, and military reasons. FMLA runs concurrently with other paid leave benefits (if applicable) and the length of time allowed is determined by the reason for the leave. Typical reasons (qualifying events) to use FMLA include birth, adoption or placement of a child in foster care, care of a spouse, child, parent or same sex domestic partner who has had a serious health condition, or a team member's own serious health condition that prevents them from being able to perform their job. A parent is defined as 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 includes a legal marital relationship or domestic partner; domestic partner statement will be required.

Military FMLA is available to care for a current service member injured in the line of duty as well as for exigencies arising from an impending call to active duty.

Your Eligibility

Team members are eligible if they have worked for the Northfield Area Family YMCA for at least 12 months, whether they are consecutive or not, and have worked a minimum of 1,250 hours over the 12 months prior to the leave. This leave policy covers both full-time and part-time team members, provided they meet the above eligibility requirements.

Definition of a Serious Health Condition

A serious health condition is defined as:

- An illness, injury, impairment, or physical or mental condition that involves hospital care or in-patient care in a residential health care facility or continuing treatment or supervision by a health care provider for a chronic illness.
- An incapacity that lasts more than three days.
- Pregnancy or prenatal care.
- Chronic conditions requiring treatment.
- Permanent and/or long-term conditions requiring supervision.

Duration of Leave

With the exception of Military FMLA, team members are allowed to take 12 work weeks of unpaid leave in a 12-month period for one or more qualifying events, as defined above. Military Caregiver Leave entitles eligible team members to take up to 26 weeks of unpaid leave to care for a service member with a serious injury or illness incurred by a service member in the line of duty. The 12-month period begins with the first day of the first FMLA leave. Should a team member return to work and request FMLA again within 12 months from the date of the first FMLA, the team member will be eligible to take the balance of the 12 weeks.

The opportunity to take FMLA for the birth, adoption or placement of a foster child is available to team members for 12 months following the birth, adoption or placement.

Intermittent Leave

Intermittent leave or a reduced leave schedule is permitted to care for a spouse, same sex domestic partner, child or parent with a serious health condition or because of your own serious health condition. The Northfield Area Family YMCA may require an alternative work arrangement and schedule to accommodate your intermittent leave request.

Use of Paid Time Off Benefits

The Northfield Area Family YMCA requires that you use any PTO while on Family Medical Leave to care for a family member or for your own medical needs. Use of PTO benefits does not extend FMLA. FMLA runs concurrently with other time-off benefits. Accrual of PTO will cease until the employee returns to active, regularly scheduled work.

Notice of Leave

To request FMLA, you must provide a written request for leave of absence 30 days in advance when the leave is foreseeable. If the leave is not foreseeable, you must give notice within three business days, or as soon as possible after learning of the need for the leave. The written request must include the nature of the leave, the date the leave commences, the expected return to work date and the intermittent schedule, if applicable.

Your leave request may be denied or delayed if these requirements are not met. Family and Medical Leave Request Forms may be obtained from your supervisor.

Certification of Healthcare Provider

You must provide medical certification to support the leave request when it is due to a serious health condition that you or a covered relative may have. The Northfield Area Family YMCA may request a second or third opinion at the Northfield Area Family YMCA's expense for a team member reporting a serious health condition.

Prior to returning to work, you must provide the Northfield Area Family YMCA with a Fitness for Duty or medical certification from your healthcare provider.

Notice of return

Team members are required to keep their supervisor informed of any changes in their need for FMLA and at least two weeks prior to the end of their leave notify their supervisor of their availability to return to work.

Job Benefits and Protection

For the duration of FMLA, life insurance benefits will continue under the same conditions that exist during your active employment status.

Upon return to work, you will be returned to your original or an equivalent position with equivalent pay, benefits and other employment terms. The use of FMLA will not result in the loss of any employment benefit that accrued before the start of your leave.

You will continue to receive retirement benefits during any portion of FMLA leave time that is paid.

If you are unable or choose not to return to work at the end of your FMLA leave on the scheduled return date, or have not requested and been granted an extension, this will be considered a voluntary resignation from your employment.

Extension of Leave

If you are unable to return to work on your scheduled return date, you must request an extension of leave. This is not an FMLA extension. If an extension is approved, you relinquish the right to return to the same job and rate of pay. Placement upon return may depend upon the availability of a vacancy for which you are qualified.

Minnesota Parental Leave

Upon meeting eligibility requirements (worked for the Northfield Area Family YMCA for at least one-half of our full-time status schedule and have been employed with the Northfield Area Family YMCA for at least 12 months), team members are provided with up to 12 weeks unpaid, job-protected leave for birth, adoption of a child, prenatal care, and incapacity due to pregnancy, childbirth or related health conditions. MN Parental Leave runs concurrently with other leave benefits (if applicable). To request a Parental Leave please contact your supervisor.

Employee Leave Laws

In accordance with Minnesota employment law, the Northfield Area Family YMCA provides time off to employees for the following:

- **School Conferences and Activities** – team members are provided with up to 16 hours of unpaid leave during any 12-month period to attend school conferences or activities of which cannot be scheduled during non-work time. Team members must use up any accrued PTO before taking unpaid leave to attend school conferences or activities.
- **Bone Marrow Donation** – team members are provided with up to 40 hours of paid leave for those team members who elect to donate bone marrow.
- **Immediate Family Members of Military Personnel Injured or Killed in Active Service** – up to 10 days of unpaid leave are provided to team members whose immediate family member has been injured or killed while engaged in active service in the United States armed forces. The 10 days may be reduced if the team member elects to use PTO.
- **Military Ceremonies** – team members are provided with up to one day of unpaid leave in any calendar year to attend military ceremonies such as a send-off or homecoming of an immediate family member, unless the time off would unduly disrupt business.
- **Military Leave** – team members called or recalled for active duty will be granted an official unpaid leave of absence in accordance with applicable laws. Leave will also be granted for National Guard or Armed Forces Reserves training; PTO time may be used for these activities.
- **Election Day** – team members must be provided with paid time off to go to the polls, cast a ballot, and return to work on the day of an election.
- **Jury Duty** – team members must be provided time off to complete jury duty. Team members will receive the difference in pay between their normal compensation and any fees paid by to them for their jury duty. Documentation of jury duty must be presented to the Northfield Area Family YMCA in order to be paid.

Personal Leave of Absence

A team member may request a personal leave of absence without pay to fulfill personal obligations that aren't covered by other types of leave that we offer. The YMCA of the Northfield Area Family YMCA reserves the sole discretionary right to determine whether or not to grant a personal leave of absence under this policy. Contact your direct supervisor to request a leave of absence.

Outside Consulting

Subject to supervisor approval, a team member may be released from duty to provide consultation to other YMCA's or similar organizations for up to 10 days per calendar year. Any remuneration for such services on work time must be paid or reimbursed to the Northfield Area Family YMCA.

OTHER BENEFITS

Insurance

Full-Time Team Members

Full-time team members receive a fixed dollar amount to apply towards the cost of health insurance. The amount designated for insurance is reviewed annually.

Retirement Fund

The Northfield Area Family YMCA participates in the National YMCA Retirement Fund subject to plan rules and benefits as provided in the Retirement Fund's plan description. More information can be found at www.yretirement.org

403(b) Smart Account

All Team members are eligible to participate in the YMCA Retirement Program by opening a 403(b) Smart Account as early as the first day of employment. The 403(b) Smart Account is available to all team members, regardless of their age and number of hours worked per week, and contributions may be started or stopped at any time.

Y Retirement Plan

The Northfield Area Family YMCA also participates in the Y Retirement Plan, a defined contribution plan. Eligible team members are required to participate as a condition of employment. The Northfield Area Family YMCA contributes 7% of your pay and team members contribute 5% (withheld from your paycheck), for a total of 12%.

Your eligibility in the Retirement Plan depends on two things:

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

Once you have met the eligibility requirements, you will be enrolled in the Retirement Plan. Upon enrollment, you are immediately vested, which means you can never lose the rights to the money in your accounts regardless of whether or not you stay with the YMCA. You must be at least 18 years old for employment to be credited toward vesting. Upon retiring team members may not pre-arrange a return to work date.

Full-Time Team Member Paid Time Off (PTO)

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

recognized. We strive to give you choices, while continuing to provide our members and program participants the highest level of service.

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

- Vacation
- Personal or family illness
- Holidays
- Personal business
- Funeral/bereavement
- Birthdays
- School activities
- Personal time off

Earning PTO time

PTO time is earned each pay period on a pro-rated basis based upon standard work week hours and years of service. New hires will begin to accrue PTO immediately, and the annual amount accrued will be pro-rated based upon start date. Please note that PTO stops accruing when you are on a leave of absence for an entire pay period (minimum 2 weeks) regardless of the reason for the leave.

Accrual Chart

Full years of service completed during calendar year	Accrual amount per year, starting on January 1 each year or pro-rated for start dates later in the year. Also represents maximum accrual allowed per year.
0 – 3 years	200 hours
4 – 7 years	240 hours
8 – 15 years	280 hours

Using Your PTO.

- Requests will be reviewed based on factors such as program and facility needs, staffing requirements and total number of requests made.
- While every effort is made to accommodate requests, supervisors may be unable to grant all requests when conflicts arise, or business needs exist. In these cases, another time will be scheduled by you and your supervisor.
- Unplanned PTO for illness or other unpredictable situations should be immediately reported to your direct supervisor, or as soon as the situation allows. You must advise your supervisor of the approximate length of your absence and renew the notification if the absence exceeds the time stated.
- Jury duty, military leave and other leave time where the team member is compensated by the requiring parties is exempted from PTO coverage.
- PTO may not be used unless the time has been credited.
- In the unlikely event that the Northfield Area Family YMCA is closed when it would normally/otherwise be open, non-exempt team members will not be paid but may choose to use PTO. Exempt employees may have the option to work remotely or use PTO with CEO approval.

Carryover

Up to 48 hours of accrued unused PTO may be carried over into the new calendar year but total hours accrued may not exceed the maximum number of hours for the year as referenced in the PTO chart.

PTO Balances Remaining at End of Your Employment

PTO is not paid out at the end of employment.

Holidays

If a team member works on one of the following holidays, they will be paid one and one half their hourly rate:

New Year's Day, Memorial Day, Independence Day, Labor Day and Thanksgiving Day.

The Northfield Area Family YMCA is closed on Christmas Day and Easter Day. Full-time team members will be eligible for a paid holiday if they would normally work on those days.

Relocation

When the relocation of a new full-time employee is required, the CEO and/or Board Chair may approve reimbursement for a limited amount of expenses related to the relocation. These expenses must be approved in advance and included in the offer letter.

Northfield Area Family YMCA Memberships and Program Discounts

Team members may receive Northfield YMCA complimentary memberships based on their employment status as outlined below.

Membership Level	Description
Full-time	Full-time team members will be granted a complimentary family membership. Discounts are available for summer camps and other qualifying programs. For membership purposes, family is defined as any dependent that is claimed for tax purposes and one other adult living in the same household.
Part-time	Part-time team members will be granted a complimentary individual membership.
Seasonal	Seasonal team members will be granted a complimentary individual membership.

Memberships/Discounts at Termination of Employment

Team members must be employed at the time of program participation in order to receive the team member discounts. If employment is terminated between the time of registration and participation, they will be required to pay the full cost of enrollment. Team member complimentary membership and discount privileges will be cancelled immediately when a team member leaves the Northfield YMCA.

Programs	Program Discount
Healthy Living Programs	<ul style="list-style-type: none"> • 20% off Personal Training. • 20% off Group /Specialty Training Classes.
Swim Lessons, Youth Sports, Youth Programs, Adult Sport Leagues	<ul style="list-style-type: none"> • 20% off regular price.
Day Camps and Summer Programs	<ul style="list-style-type: none"> • 20% off for summer programs not covered by any other special summer discounts. • Summer discount is evaluated annually and may be subject to change.

SEPARATION

“At will” designation

The Northfield Area Family YMCA is an employer “at will”, this means that employees or the Northfield YMCA may end the employment relationship at any time for any reason, with or without cause.

Voluntary Separation

Resignation: Team members are asked to provide written notice of their decision to resign. Exempt employees are asked to provide four weeks’ notice, non-exempt employees are asked to provide two weeks’ notice.

Retirement: Team members are asked to provide thirty days’ notice to both the Northfield Area Family YMCA and the Retirement fund.

Employee Death: Final paychecks will be issued to the employee’s last known address. A party authorized to act on behalf of the employee should contact Y Retirement fund if applicable.

Involuntary Separation

Involuntary separations occur when the Northfield Area Family YMCA decides to end the work relationship.

Reduction in Force: A reduction in force may occur as the result of economic necessity, operational and/or programmatic changes, reorganization or any other reason that requires a reduction in the current workforce. When a reduction is necessary, consideration will be given to performance and seniority and transfer will be considered if there is a comparable position available.

Dismissal: A team member may be dismissed for failure or inability to meet job performance standards or expectations, misconduct or for any other reason in the Northfield Area Family YMCA’s sole discretion. Please refer to policy on Progressive Discipline.

ACKNOWLEDGEMENT OF HANDBOOK REVIEW

My signature below acknowledges that I have reviewed the Northfield Area Family YMCA Team Member Handbook and I am familiar with its contents. I understand that neither this handbook, nor any other Northfield Area Family YMCA policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position and should in no way be construed as creating any sort of employment contract.

I further understand that my employment relationship may be terminated by the Northfield Area Family YMCA or by me at any time, with or without notice, and for any or no reason.

I also understand that all of the policies and procedures in this handbook or other Northfield Area Family YMCA documents may be changed at any time at the sole discretion of the Northfield Area Family YMCA, with or without prior notice to team members.

Dated the _____ day of _____, 20_____

Team Member Name (Please Print)

Team Member Signature