

# YMCA OF THE ROCKIES

  

# EMPLOYEE HOUSING HANDBOOK

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# TABLE OF CONTENTS

About the Employee Housing Handbook.....	3
I. ON GROUNDS HOUSING.....	4
Ia. Rooms and Room Assignments.....	4
Ib. Roommates.....	4
Ic. Room and Roommate Requests or Preferences.....	4
Id. Arrival / Check-In Process.....	4
Ie. Check-Out Procedures.....	4
If. Linens.....	5
Ig. Furniture.....	5
Ih. Cleaning and Trash.....	5
Ii. Room Inspections.....	5
Ij. Alterations.....	5
Ik. Cooking and Appliances.....	5
Il. Telephones.....	6
Im. Guests.....	6
In. Cohabitation.....	6
Io. Quiet Hours.....	6
Ip. Common Areas and Bathroom Facilities.....	6
Iq. Pets.....	6
Ir. Bicycles.....	6
Is. Housing Agreement.....	6
Acknowledgement of Receipt of Seasonal Staff Handbook.....	8

## **ABOUT THE EMPLOYEE HOUSING HANDBOOK**

THIS HANDBOOK IS DESIGNED TO ACQUAINT ALL EMPLOYEES WHO ELECT TO LIVE ON GROUNDS WITH THE YMCA OF THE ROCKIES HOUSING POLICIES AND PROCEDURES. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE A SUMMARY OF SOME OF THE ASSOCIATION'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOK EDITIONS AND COMPLIMENTS THE SEASONAL STAFF/VOLUNTEER HANDBOOK, AS WELL AS THE THE ROOM AND BOARD AGREEMENT.

EMPLOYMENT WITH YMCA OF THE ROCKIES IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIPS WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OR EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THIS HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ASSOCIATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

THE TERM "ASSOCIATION" IN THIS HANDBOOK REFERS TO THE YMCA OF THE ROCKIES AT LARGE AND ENCOMPASSES THE EXECUTIVE OFFICE, ESTES PARK CENTER, SNOW MOUNTAIN RANCH AND CAMP CHIEF OURAY. ALL POLICIES CONTAINED WITHIN THIS HANDBOOK APPLY TO ON-GROUNDS HOUSING AS WELL AS SEASONAL EMPLOYMENT.

### **I. ON GROUNDS HOUSING**

**Ia. ROOMS AND ROOM ASSIGNMENTS**

Employee housing has single, double, triple and quadruple occupancy dormitory style rooms. All rooms are not designed the same, nor do they have the exact same amenities. Some rooms have no sink, toilet, or shower/tub. Other rooms have sinks and toilets only. Yet other rooms have sinks, toilets and a shower/tub. The rooms without all the aforementioned will have shared bathroom and shower facilities in the hallway on the same floor. Rooms are also equipped with different amenities. Rooms may include additional furniture such as dresser(s), closet/hanger space, storage tubs, lamp, chair and/or table. Not all rooms are equipped the same, so please plan accordingly.

Rooms are assigned randomly based on availability through the Human Resources Team.

**Ib. ROOMMATES**

Roommates are selected randomly and assigned based on need and availability. Employees are expected to share room furnishings equally with their roommates, even if a roommate arrives at a later date. When possible, Human Resources will notify employees of a new roommate's arrival at least 24 hours in advance. An incoming roommate's bed, shared furniture and amenities are to be cleaned and cleared in preparation for a roommate.

Disagreements that occur between roommates should be worked out among themselves whenever possible. If problems continue, please contact the Human Resources Department for mediation assistance.

**Ic. ROOM AND ROOMMATE REQUESTS OR PREFERENCES**

All requests or preferences should be communicated to the Human Resources Department. Human Resources will attempt to fulfill requests or honor preferences, but there will be no guarantees. Please understand all requests or preferences will be handled on a case by case basis.

**Id. ARRIVAL / CHECK-IN PROCEDURES**

All employees should plan to arrive on the scheduled arrival date during the Human Resources Office Hours. Please do not arrive before your arrival date without approval from Human Resources, as your room may not be vacant or prepared. Please review pre-arrival communication with the details as to where to report when arriving on property. Be prepared to complete final hiring paperwork in the Human Resources Office. You will be given a room assignment and directions to staff housing. A Room Condition Form will be completed to record the condition of the room and its contents at the time of check-in.

**Ie. CHECK-OUT PROCEDURES**

The following procedures must be completed in order to avoid an improper check out fee. You will have 2 (2) days after your last day of your work agreement to leave YMCA employee housing. The exceptions to this would be termination or breaking your work agreement as noted in the Room and Board Agreement. In any case, you will need to follow checkout procedures completely through the Human Resources Office. Not checking out may result in a deduction from your final paycheck in addition to other possible charges.

Checkout should be the last thing you do before you leave. You will need to remove all of your personal belongings from your room, clean your room thoroughly following the steps on the checkout form and leave no personal belongings in your room or common areas. You will also be asked to complete a final room condition form. A Human Resources team member will complete a final check of your room after your departure and report any issues that result in any deductions. If you have a roommate, you will be expected to clean the room and your individual areas. All property of YMCA of the Rockies shall remain in the room and not be removed.

Personal belongings left will be discarded, and any failure to follow the procedures may result in deductions from your final check. Any damage, alteration and/or missing furniture or amenities may also result in deductions for replacement cost. If you are the last roommate leaving your room, it is your responsibility to ensure the room is completely empty and clean upon your departure.

**If. LINENS**

YMCA of the Rockies will provide sheets, blanket, pillow, pillowcase, towel and washcloth. These are property of YMCA of the Rockies. Employees may exchange these linens for clean ones as often as needed at Laundry/Linen Exchange. Employees are required to return all YMCA linens to the Laundry at the end of employment. You are welcome to bring additional linens if desired.

**Ig. FURNITURE**

All furniture in your room at check-in must be recorded on your Room Condition Form and must stay there throughout your employment. Any damage must be reported immediately. All furniture provided in your room is YMCA of the Rockies property. No common area furniture is to be used for personal use in your room.

**Ih. CLEANING AND TRASH**

Employees are expected to keep their rooms clean and in good order. Residents are responsible for removing waste materials in a proper and timely manner. Trash should be deposited in the dumpsters located near the staff housing areas. Cleaning supplies and trash bags are available for staff to use.

**Ii. ROOM INSPECTIONS**

Human Resources staff have the right to enter your room at any time to conduct a room inspection. Your room is property of YMCA of the Rockies and prior notice does not need to be given.

**Ij. ALTERATIONS**

No alterations to your room and/or public areas are allowed. You may only use removable hanging supplies that do not damage the walls or furniture (i.e. command strips). Thumb tacks, nails, screws, glue, tape or anything else that damages paint, walls or furniture are not permitted.

**Ik. COOKING AND APPLIANCES**

**No cooking appliances** will be allowed in rooms. Cooking appliances include but are not limited to hot plates, electric fryers, crock pots, coffee machines, electric kettles, microwaves, toaster ovens, etc. Staff housing common areas will have a refrigerator, microwave and Keurig Coffee maker for your use. Please ask for approval for all other appliances you are interested in using.

**Il. TELEPHONES**

Most seasonal staff housing units do not have phones. Family and friends should call the main number of your center of employment. The Human Resources Office and any Association personnel cannot, by law, give out any personal information about you.

**Im. GUESTS**

Unregistered guests may not be in employee rooms between 11:00 pm and 7:00 am and must be off the property during that time unless they are registered in a guest accommodation elsewhere on the property. Guests of staff have access to discounted room rates and dining rates with prior request.

**In. COHABITATION**

Under no circumstance may a non-roommate stay in the room of a friend or relation between 11:00 pm and 7:00 am.

**Io. QUIET HOURS**

Quiet hours must be observed in staff housing and lounges from 11:00 pm through 7:00 am seven (7) days a week. Excessive noise is not permitted at any time.

**Ip. COMMON AREAS AND BATHROOM FACILITIES**

All common areas and bathroom facilities are intended for shared use. Employees are responsible for cleaning up any trash or mess that they have made, as well return all furniture or amenities that have been moved. All employees are also responsible for removing their personal belongings otherwise they may be discarded. The expectation is that all common areas and bathroom facilities are to be left better than found in an effort to provide a healthy and clean shared living space. All furniture and amenities in common areas are YMCA of the Rockies property and any damage or alterations may lead to deductions from your pay. You are expected to report any damage or issues to Human Resources

immediately. We also ask for your help sharing anything additionally that needs attention as soon as identified.

**Iq. PETS**

Pets are not allowed in seasonal staff housing.

**Ir. BICYCLES**

We encourage you to bring your bicycle with you for the time you are here; there are bicycle racks for your use. You may also keep your bike in your room providing it does not pose a fire hazard by making an exit inaccessible. You may not place hooks in the walls or ceilings from which to hang your bike. Due to fire/emergency safety reasons, bikes in lobbies or hallways are prohibited at all times. Bicycles stored in improper locations may be removed without warning.

**Is. HOUSING AGREEMENT**

Seasonal staff and volunteers may only occupy employee housing so long as YMCA of the Rockies employs them. If for any reason employment with YMCA of the Rockies is terminated, you must remove personal property, vacate employee housing, check out of assigned room, and turn in keys to an authorized representative of the Human Resources Office within 24 hours. In many cases, departure from employee housing may be required in less than 24 hours. If an employee or volunteer does not remove personal property and turn in keys, YMCA of the Rockies may remove and dispose of any personal property. YMCA of the Rockies is not responsible for loss of or damage to any property that is removed.

Failure to abide by any of the policies or procedures, or any behavior which poses a serious threat to public health and welfare, may result in the loss of the right to occupy a space in employee housing, and may also adversely affect your employment with YMCA of the Rockies.

## **ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HOUSING HANDBOOK**

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE YMCA OF THE ROCKIES SEASONAL STAFF AND VOLUNTEER HANDBOOK DATED JANUARY 1, 2021. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH THE CONTENTS OF THE HANDBOOK, AS IT OUTLINES ASSOCIATION GUIDELINES. IF I HAVE QUESTIONS, I UNDERSTAND THAT I SHOULD TALK TO MY SUPERVISOR AND/OR THE HUMAN RESOURCES DEPARTMENT.

FURTHERMORE, I UNDERSTAND THAT:

- EMPLOYMENT WITH YMCA OF THE ROCKIES IS AT-WILL. I HAVE THE RIGHT TO END MY WORK OR VOLUNTEER RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS.
- THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF YMCA OF THE ROCKIES, OTHER THAN THE PRESIDENT OF THE ASSOCIATION, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

**You will sign this document during your onboarding process**