

# **YMCA of the Rockies SEASONAL EMPLOYEE/VOLUNTEER HANDBOOK**

February 1, 2022



## TABLE OF CONTENTS

ABOUT THE HANDBOOK .....	4
MISSION STATEMENT .....	5
VISION STATEMENT .....	5
CODE OF CONDUCT and CORE VALUES .....	5
CODE OF CONDUCT.....	6
I. EMPLOYMENT .....	8
Ia. EQUAL EMPLOYMENT OPPORTUNITY (EEO) .....	8
Ib. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION .....	8
Ic. SEXUAL HARASSMENT .....	8
Id. OTHER UNLAWFUL HARASSMENT.....	9
Ie. COMPLAINT PROCEDURE .....	9
If. PROBLEM RESOLUTION .....	10
Ig. EMPLOYEE CLASSIFICATION AND STATUS.....	10
Ih. EMPLOYMENT OF RELATIVES .....	11
Ii. HONESTY.....	11
Ij. DISCOURTEOUS BEHAVIOR.....	13
II. HOURS OF WORK AND PAY.....	13
IIa. HOURS OF WORK.....	13
IIb. TIME REPORTING.....	13
IIc. SICK TIME.....	13
IId. REST PERIOD/BREAKS .....	14
IIe. MEAL PERIOD/ALLOWANCE .....	14
IIf. OVERTIME.....	14
IIg. PAYDAYS .....	14
IIh. GARNISHMENTS.....	15
IIi. TRAVEL AND BUSINESS EXPENSES.....	15
IIj. APPROVED TIME OFF.....	16
IIk. ABSENTEEISM .....	16
III. FAMILY AND MEDICAL LEAVE ACT (FMLA) .....	16
IIIm. ATTENDANCE AND PUNCTUALITY .....	18
IIIn. JOB ABANDONMENT .....	18

January 1, 2021

Ilo. TRANSFERS.....	18
Ilp. SEPARATION OF EMPLOYMENT.....	18
Ilq. REFERENCE REQUESTS.....	18
III. SEASONAL EMPLOYEE/VOLUNTEER BENEFITS.....	19
IIIa. YMCA MEMBERSHIP OPPORTUNITIES.....	19
IIIb. RETIREMENT PLAN.....	19
IIIc. STAFF ACTIVITIES .....	19
IIId. STAFF LODGING DISCOUNT POLICY.....	19
IV. COMMUNICATION AND SAFETY .....	20
IVa. PERSONNEL RECORDS .....	20
IVb. OUTSIDE EMPLOYMENT .....	20
IVc. CONFLICTS OF INTEREST.....	20
IVd. GIFTS, LOANS, and ENTERTAINMENT .....	20
IVe. DISCIPLINE .....	21
IVf. SAFETY .....	21
IVg. WORKERS' COMPENSATION .....	22
IVh. VOLUNTEER ACCIDENT INSURANCE .....	22
IVi. PERSONAL VEHICLES.....	23
IVj. APPROVED DRIVER STATUS.....	23
IVk. NON-VIOLENCE .....	23
IVl. FIREARMS / WEAPONS / FLAMMABLES .....	23
IVm. SMOKING / TOBACCO / VAPES .....	24
V. ADDITIONAL INFORMATION OF IMPORTANCE .....	24
Va. ATTENDANCE AND PUNCTUALITY .....	24
Vb. DRUGS AND ALCOHOL.....	24
Vc. CHILD ABUSE PREVENTION.....	24
Vd. APPEARANCE, ATTIRE, AND HYGIENE.....	25
Ve. CRIMINAL BACKGROUND CHECK.....	26
Vf. COMMUNICATIONS SYSTEMS POLICY .....	26
Vg. APPROVED DRIVER STATUS.....	30
Vh. SEASONAL EMPLOYEE/VOLUNTEERS REFERRALS.....	30
Vi. PROPRIETARY AND/OR CONFIDENTIAL INFORMATION .....	30
Vj. DATA DISPOSAL POLICY .....	31

## ABOUT THE HANDBOOK

This Handbook is designed to acquaint Seasonal Employees/Volunteers with the YMCA of the Rockies and provide some information about working here. The Handbook is not all-inclusive but is intended to provide Seasonal Employee/Volunteer with a summary of some of the Association's guidelines. This edition replaces all previously issued editions.

Employment with the YMCA of the Rockies is At-Will. Seasonal Employee/Volunteer have the right to end their work relationship with the Organization, with or without advance notice for any reason. The Organization has the same right. The language used in this handbook and any verbal statements made by 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.

No representative of YMCA of the Rockies, other than the President of the Organization 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 the employee.

No employee handbook can anticipate every circumstance or question, after reading the handbook, Seasonal Employees/Volunteers that have questions should talk with their immediate supervisor to 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 and volunteer service.

## MISSION STATEMENT

The YMCA of the Rockies puts Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. We will accomplish this by:

- Serving conferences of a religious, educational, or recreational nature.
- Providing unifying experiences for families.
- Offering character building and life-enriching experiences for today's youth.
- Serving our staff with leadership opportunities and productive work experience.

## VISION STATEMENT

That the spirit of the YMCA of the Rockies be enhanced and handed from generation to generation for the good of all people and for God's glory.

## CODE OF CONDUCT and CORE VALUES

At the YMCA of the Rockies our Seasonal Employees/Volunteers shall practice:

- **CARING: We** selflessly serve, love, and reach out and welcome all people and organizations of goodwill with empathy and grace.
- **HONESTY: We** act with integrity, authenticity, fairness, transparency, and in ways that are worthy of trust while genuinely seeking to ensure all we do and say matches our values.
- **RESPECT: We** accept all people for who they are and treat them as we would like to be treated because we value their worth.
- **RESPONSIBILITY: We** take ownership of our actions, steward what we have been entrusted with, and care for the environment.
- **FAITH: We** provide an environment for all people of goodwill, regardless of their faith tradition, to have meaningful spiritual experiences and we act in ways that honor Christian heritages and God's desire for us to love all people as ourselves.

Therefore, the personal habits and actions of our Seasonal Employees/Volunteers should reflect the Mission and policies of the Association and should be in keeping with the Christian objectives of the YMCA.

January 1, 2021

## CODE OF CONDUCT

1. In order to protect YMCA staff, volunteers and program participants; at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. When staff supervise children, they should space themselves in a way that other staff can see them. Do not allow children into private staff areas.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals, before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with the child). If staff is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip or in public restrooms of the YMCA of the Rockies. Always send children with staff. Be sure there is only one child per stall.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. Younger children should be encouraged to change their own suits when possible.
5. Staff shall not abuse children or allow children to abuse each other including:
  - a. Physical abuse: To strike, spank, shake or slap
  - b. Verbal abuse: To humiliate, degrade, threaten or haze
  - c. Sexual abuse: An inappropriate touch or verbal exchange
  - d. Mental abuse: To shame, withhold love, haze or treat cruelly
  - e. Neglect: To withhold food, water, basic care, etc.
6. Any type of abuse will not be tolerated and will be cause for immediate dismissal.
7. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff will respond to children with respect and consideration. All children are to be treated equally, regardless of sex, sexual orientation, race, religion and culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. Give children side hugs and ask before you give them. If a child runs up to you and initiates a front hug, then hug the child, and initiate the release soon after. Counselors will not give back rubs to children or other YMCA staff, and they will not receive back rubs from children or YMCA staff. Counselors are not to kiss children.
10. Watch your interaction with the children so as not to over stimulate them. For example, tickling, pillow fights and wrestling matches are unacceptable because they can cause a child to become over stimulated and or hurt.

11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Counselors sleeping together on camper overnights is prohibited and grounds for dismissal.
12. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
13. Staff must appear clean, neat and appropriately attired.
14. Using, possessing or being under the influence of alcohol or illegal drugs during working hours are prohibited.
15. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
16. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited. It is prohibited to ask children about their dating relationships and other intimate things in their lives. Staff will be aware that children can develop crushes. Be aware of your words and actions; teasing can be construed as flirtatious. You want to discourage crushes.
17. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff is not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. Written Parent Authorization must be on file with the YMCA.
22. Staff members are required to read and sign all policies related to identifying, documenting and reporting child abuse and to attend trainings on the subject as instructed by the YMCA of the Rockies.

### **YMCA of the Rockies Code of Conduct Acknowledgement of Receipt**

I have received a copy of the YMCA of the Rockies Code of Conduct Policy. I understand I am to become familiar with the contents of the policy. If I have questions, I understand that I should talk to my supervisor and/or the Human Resources Department.

Further, I understand:

- This policy is not all inclusive, but is intended to provide me with a summary of the YMCA's guidelines related to communication systems.
- The YMCA reserves the right to interpret this policy and to change it without prior notice.
- This policy does not change the at-will nature of my employment.

Signature:

Date:

January 1, 2021

## DIVERSITY, INCLUSION, AND GLOBAL COMMITMENT STATEMENT

The YMCA of the Rockies will reach out to and welcome all people and organizations of goodwill and ensure that the rich gifts of diversity are reflected and respected at all levels.

### I. EMPLOYMENT

#### **Ia. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The YMCA of the Rockies is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or Seasonal Employees/Volunteers based on disability, race, color, sex, sexual orientation, religion, age 40 or over, national origin, gender identity, genetic information, or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all Seasonal Employee/Volunteer, including directors, managers, supervisors, co-workers, and non-Seasonal Employees/Volunteers such as applicants, guests, members, Board members, donors, clients, vendors, consultants, concessionaires, etc.

The YMCA of the Rockies prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO policy or retaliation standard, please follow the complaint procedure contained in section Ie.

#### **Ib. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION**

The YMCA of the Rockies will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Association or a direct threat to health and safety. This policy applies to all aspects of employment, including selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

#### **Ic. SEXUAL HARASSMENT**

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Association believes it warrants separate emphasis.

The Association strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

January 1, 2021



All Seasonal Employees/Volunteers are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Any form of sexual harassment will not be tolerated and will subject an individual to disciplinary action, up to and including termination of employment. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, E-mails, electronic postings, text messages, and all forms of social media
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

#### **Id. OTHER UNLAWFUL HARASSMENT**

Our Association provides a workplace free of unlawful and improper harassment. Other harassment is considered misconduct and will not be tolerated. It will subject an individual to disciplinary action, not excluding termination.

Other harassment is defined as unwelcome or unsolicited written, verbal, or physical conduct that a) is made a condition of employment; b) is used as a basis for employment decisions; or c) creates an intimidating, hostile, or offensive workplace. Information collected in a harassment investigation will be kept as confidential as practicable. Examples of what may be harassment, depending on the circumstances, are:

- Written form, such as cartoons, posters, calendars, notes, letters, E-mails, electronic postings, text messages, and all forms of social media
- Verbal form, such as comments, jokes, foul or obscene language, gossiping, or questions about another's race, sex, sex life, religion, or ethnic heritage;
- Physical gestures and other nonverbal behavior, such as hitting, pushing, or other aggressive physical conduct, or threats to take such action;
- Any form of bullying whether written, verbal or physical.

All Seasonal Employees/Volunteers are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate conduct that could lead to a claim of harassment is expressly prohibited by this policy.

#### **Ie. COMPLAINT PROCEDURE**

If you believe there has been a violation of the EEO policy, sexual harassment policy, or other harassment policy based on the protected classes outlined above, please use the following complaint procedure. The YMCA of the Rockies expects Seasonal Employees/Volunteers to make a timely complaint (3-5 days) to enable the Association to promptly investigate and correct any behavior that may violate this policy. Report the incident to the Human Resources Director, Resident Camp Director (CCO), General Manager, or Vice Presidents who will promptly investigate the matter and take appropriate corrective action. YMCA of the Rockies expects Seasonal Employees/Volunteers to participate in the investigation as asked. Your complaint will be kept as confidential as practicable. If you feel you cannot go to any of these individuals with your

January 1, 2021

complaint, you should report the incident to the President/CEO. If your complaint concerns the conduct of the President/CEO, you should report the issue to the Chair of the Board of Directors.

If the YMCA of the Rockies determines that an employee's behavior violates this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. Results of investigations will be kept as confidential as practicable.

The YMCA of the Rockies prohibits retaliation against an employee for filing a complaint, in good faith, under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in an investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

While complaints about violations of the EEO policy, sexual harassment policy, or other harassment policy warrant Seasonal Employees/Volunteers to report the incident to the Human Resources Director, Resident Camp Director, General Manager, or Vice Presidents, other problems, concerns, and issues (classified as other than harassment) should be addressed by following the YMCA of the Rockies' "problem resolution" procedure as outlined below.

#### **If. PROBLEM RESOLUTION**

No matter how good our basic communication system may be, problems and complaints (other than those relating to violations of the YMCA of the Rockies EEO, Sexual Harassment, or Other Harassment Policies) sometimes arise. To ensure consideration is given to your problem, we encourage you to use the following procedure:

1. Discuss the situation with your supervisor within 3-5 days, or as timely as possible.
2. If a resolution is not reached with your supervisor or if it is inappropriate to go to your supervisor, discuss the situation with your manager. If a resolution is not reached with your manager or if it is inappropriate to go to your manager, discuss the situation with your Department Director.
3. If the situation is not resolved, communicate the problem directly to the Human Resources Office and/or the General Manager. (The Human Resources Office and the General Manager will ask for your problem to also be communicated in writing.)
4. Should further resolution be required, Seasonal Employees/Volunteers may submit a written complaint to the President/CEO, who will review and make the final determination.

To resolve, it may be necessary for Supervisors, Directors, and the Human Resources Office to mediate a resolution between you and other involved parties. YMCA of the Rockies will handle complaints as confidentially as practicable.

#### **Ig. EMPLOYEE CLASSIFICATION AND STATUS**

This handbook has been developed for our non-Seasonal Seasonal Employee/Volunteer/Volunteers. For administrative purposes, the Association classifies Seasonal Employees/Volunteers as follows:

*Year-round/Benefited Employee* - an employee who is normally scheduled to work at least 30 hours per week and is eligible for YMCA of the Rockies benefits as outlined in this handbook.

*Part-time Employee* – an employee who is normally scheduled to work less than a 30-hour workweek. Part-time Seasonal Employees/Volunteers are eligible for participation in some YMCA of the Rockies benefits as described in the Seasonal Staff Handbook.

*Seasonal Employee/Volunteer* – an employee who is hired in a job established for a temporary period or a specific assignment or group of assignments. Seasonal Employees/Volunteers are eligible for participation in some YMCA of the Rockies benefits as described in the Seasonal Employee/Volunteer Handbook.

*Resident Camp Employee* – an employee who is hired only for the summer season by the Resident Camp Director and is considered an exempt employee.

*Exempt Employee* – an employee whose job assignment meets specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who is exempt from minimum wage and/or overtime pay requirements.

*Non-exempt Employee* – an employee whose job position does not meet FLSA or applicable state exemption tests, and who is not exempt from minimum wage and overtime pay requirements. Nonexempt Seasonal Employees/Volunteers are eligible to receive overtime pay for hours worked more than 40 hours in a given workweek, or as otherwise required by applicable state law.

*Volunteer* – a person who performs services without the expectation of monetary compensation. Volunteers are not employees and are only eligible for participation in some YMCA of the Rockies benefits as described within this Handbook.

The above does not constitute a guarantee of work or status for any period. Direct any questions regarding your employment classification to the Human Resources Department.

#### **ih. EMPLOYMENT OF RELATIVES**

The YMCA of the Rockies wishes to give any qualified applicant the opportunity for employment with us whether related to present Seasonal Employees/Volunteers or not.

However, certain situations are avoided, such as:

- Relatives who would be in a position to supervise another relative as a year-round/benefited employee;
- Relatives who audit, verify, receive, or are entrusted with money handled by the other relative.

Under special circumstances, and when it is to the obvious benefit of the YMCA of the Rockies, management may place part-time, Seasonal Employees/Volunteers under the supervision of another employee who is a relative.

#### **li. HONESTY**

Seasonal Employees/Volunteers are expected to safeguard and avoid misuse of the funds, records, tangible assets, intellectual property, and other property of YMCA of the Rockies. Seasonal

Employees/Volunteers are also expected to conduct the business affairs of YMCA of the Rockies in a manner that complies with applicable state, federal and local laws.

Seasonal Employees/Volunteers are prohibited from engaging in any activity that may involve the unauthorized taking of Association property, misappropriation, or other misuses of Association property, or violation of law, including but not limited to the following:

- Theft or unauthorized use of Association funds, equipment, supplies, and other tangible property, and data, software, and other intellectual property;
- Misuse of Association cash, credit cards, checks, and other financial instruments to purchase personal items or divert Association funds to personal use or unauthorized third parties;
- Falsification of Association time or payroll records, expense reimbursement reports, and other Association forms, reports, and records;
- Misappropriation of Association data, trade secrets, copyrighted material, and other intellectual property for personal use or unauthorized use by third parties;
- Conducting Association business affairs in violation of local, state, and federal laws;
- Intentional misstatements in Association financial statements, tax or information returns, or other financial reports and records, including the intentional misstatement of the results of operations.

Seasonal Employees/Volunteers are encouraged to report immediately any known or suspected violation of this policy. Such reporting provides the Association with the opportunity to evaluate the known or suspected policy violation and to act as necessary to protect Association property, funds, and other interests.

The following Association employees are designated to take reports concerning violations of this policy (Seasonal Employees/Volunteers may report to any of these persons):

President/CEO  
 Vice Presidents  
 General Managers

Reports may also be made to the Chair of the Board of Directors. Reports may be made orally or in writing, and may be made anonymously.

Retaliation against a Seasonal employee/Volunteer who reports in good faith a known or suspected violation of this policy, or who cooperates in an investigation by YMCA of the Rockies or law enforcement authorities of a violation of this policy, is prohibited. Any Seasonal Employee/Volunteer who feels that they, or another Association employee, has been subjected to such retaliation should report the matter immediately according to one of the procedures noted above. An employee who mistakenly reports a violation of this policy, but who does so in good faith, will not be subject to disciplinary action or other adverse personnel action.

Seasonal Employees/Volunteers who violate this policy may be subject to disciplinary action, dismissal, or other corrective action at the discretion of the Association.

January 1, 2021

## **Ij. DISCOURTEOUS BEHAVIOR**

Seasonal Employees/Volunteers are expected to treat each other, staff, and guests professionally. Any discourteous or offensive behavior toward guests or staff is unacceptable and will not be tolerated.

Examples of such behavior include, but are not limited to:

- Bullying or berating others
- Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
- Derogatory verbal or physical behavior, such as name-calling
- Directing profanity toward others
- Behavior that has the effect of humiliating others
- Mobbing
- Other unprofessional or inappropriate behavior

Discourteous or offensive behavior also includes written or electronic communication, as well as group behavior (e.g., “mobbing”) which hurts the workplace and/or others.

## **II. HOURS OF WORK AND PAY**

### **Ila. HOURS OF WORK**

#### **Seasonal/Volunteers Hours of Work**

Normally, each position has its own workday beginning and ending time. It may be necessary for Seasonal Employees to work at times other than their regularly scheduled hours, depending on the needs of the Association. When this occurs, you are notified by your supervisor.

#### **Volunteer hours of work**

Volunteers, who live and eat on-site at YMCA of the Rockies, will volunteer a minimum of 28 hours a week regardless of the time of year.

### **Iib. TIME REPORTING**

Non-exempt Seasonal Employees/Volunteers are required to track their time through the Association’s automated time and attendance system. Seasonal Employees/Volunteers must submit requests for paid time off to their supervisor through the time and attendance system. It is the employee’s responsibility to clock in and clock out for their scheduled hours and report any errors or missed punches to their supervisor immediately. Falsification of hours or any attempt to misuse, alter, or deceive the Association’s time and attendance system, or management, will not be tolerated.

### **Iic. SICK TIME**

In accordance with the Colorado Healthy Families and Workplace Act, Seasonal Employees accrue sick leave at a rate of one hour of sick time for every 30 hours worked. Sick leave can be used for a Seasonal Employees own mental or physical illness, injury, or healthcare appointments, or that of their spouse, domestic partner, child, or a parent’s serious health condition. Sick leave pay is granted at a Seasonal Employees normal rate of pay. Unused sick pay may be carried over up to a

maximum accumulation of 48 hours. Accumulated sick leave is not paid upon termination of employment. Seasonal Employees may use sick time in no less than one quarter (1/4) hour increments. Seasonal Employees must give their supervisor as much advance notice as possible when they are unable to report for work due to illness.

#### **IId. REST PERIOD/BREAKS**

Paid rest periods of ten (10 minutes), which insofar as practicable, are granted to non-exempt Seasonal Employees/Volunteers in the middle of each four (4) hour work period. The Seasonal Employee/Volunteer doesn't need to leave their place of work for the said rest period.

#### **Ile. MEAL PERIOD/ALLOWANCE**

Seasonal Employees/Volunteers are granted an unpaid, uninterrupted, and "duty-free" meal period of at least a thirty-minute duration when the scheduled work shift exceeds five consecutive hours of work. However, when the nature of the business activity or other circumstances exist that make an uninterrupted meal period impractical, the employee is permitted to eat a meal "on the job" and is paid for the "on duty" meal period.

Meals must be purchased for family members and friends who choose to eat in the Association's dining room.

#### **IIf. OVERTIME**

From time to time, your supervisor may require you to work overtime. In these instances, Seasonal Employees are given as much advance notice as practical.

For Seasonal Employees, hours worked more than (1) 40 hours per workweek; (2) twelve (12) hours per workday; or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty-free meal periods), whichever calculation results in the greater payment of wages.

The established workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday. For purposes of calculating overtime payments, only hours worked are counted. Consequently, hours paid but not worked, e.g., vacation, sick time, holiday/personal, and jury duty time are not counted towards overtime. On occasion, full days (8 hours) of sick, vacation, and holiday time may be paid even if those hours put an employee over 40 hours in the week but those hours will not be overtime-eligible.

#### **Ilg. PAYDAYS**

As a Seasonal employee, you are paid once every two (2) weeks, normally on Friday.

For your convenience, we recommend having your paycheck electronically deposited to your bank account (within the continental United States.) We encourage all staff to utilize this free benefit. If you choose direct deposit, your whole check must be direct deposited, not just a portion of it. Please see the Human Resources Office to sign up for direct deposit. (Direct deposits usually take two (2) pay periods to go into effect.) Please note that the YMCA of the Rockies does not cash employee paychecks. For Seasonal Employees who do not elect direct deposit, paychecks may be picked up from HR on payday.

January 1, 2021

You are urged to review your paycheck or direct deposit stub carefully for errors. Errors in name or address should be made directly in your Employee Self-Service. If you find a mistake in hours, report it to the Human Resources Office right away so that any necessary paycheck adjustments can be made.

### **APPRECIATION FUND**

In addition to the weekly salary, Seasonal Employees are eligible to receive a share of the Appreciation Fund. The appreciation fund is collected from guests and distributed per pay period based on the hours worked during that pay period.

### **PAY ADVANCES**

As a Seasonal Employee, if you are experiencing unexpected financial emergencies, you may request a pay advance up to \$100 from Human Resources. Pay advances will only be granted for hours already worked. These requests are limited to three (3) pay advances per year.

### **IIh. GARNISHMENTS**

By court action, a creditor can require the YMCA of the Rockies to withhold a certain amount of your pay. If garnishments or similar proceedings are instituted against an employee, the YMCA of the Rockies will deduct the required amount from the employee's paycheck as required by law.

### **III. TRAVEL AND BUSINESS EXPENSES**

Generally, expenses reimbursed by YMCA of the Rockies include those pre-approved as reasonable and necessary and expenses that comply with IRS regulations related to reimbursable expenses.

As a Seasonal Employee/Volunteer, you may request reimbursement by filing an expense report. There must be a stated business purpose of the expense related to YMCA of the Rockies' mission. Seasonal Employees/Volunteers must provide adequate substantiation for all expenses in the form of a receipt or other documentation stating why a receipt is not present that is approved by a supervisor. All requests for reimbursement must be submitted not more than 30 days after the expense is paid or incurred. Requests submitted after 30 days may be considered taxable income to the Seasonal Employee/Volunteer. Substantiation of business expenses will include the business purpose, who incurred the expense, the cost, time, and place of each expense.

The YMCA will not reimburse alcohol purchases and Seasonal Employees/Volunteers should ask for a separate receipt should they purchase alcohol with a reimbursable meal.

All reimbursed Travel costs must be reasonable and necessary and incurred while away from the general area of the employee's tax home for a substantial period. Receipts supporting expenses for lodging, commercial transportation, auto rental, business entertainment, and other single expenditures must accompany expense reports.

Seasonal Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile. Auto mileage will be substantiated by evidence of business miles driven through the use of a mileage log or other documentation such as

website printouts showing mileage. Tolls and parking fees are also reimbursable if they are reasonable and necessary

Travel advances may be authorized when it is expected a Seasonal Employee may be incurring significant cash expenses. Requests need to be made through the proper requisition form. An advance will not be made more than 30 days before the start of the trip and all expenses incurred with the advance must be submitted not more than 30 days from the completion of the trip. All unspent funds must also be returned within 30 days of the completion of the trip. Advances that are not adequately substantiated or submitted timely may be considered taxable income to the employee.

### **IIj. APPROVED TIME OFF**

All time off requests should be submitted to your supervisor through the time and attendance system. All approved time-off requests are unpaid except accrued sick leave.

### **IIk. ABSENTEEISM**

If a Seasonal Employee/Volunteers becomes ill and is unable to work, they must contact their direct supervisor, manager, or department director before the time they are scheduled to work. (Check with your department regarding the appropriate time to communicate an absence.). YMCA of the Rockies reserves the right to require a written note from a physician that outlines your ability to return to work.

### **III. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Under the Family and Medical Leave Act of 1993, any Seasonal Employee who has been employed by YMCA of the Rockies for at least 12 months and has worked at least 1,250 hours during the 12 months preceding the commencement of a leave of absence, is eligible for family or medical leave of absence if certain conditions are met. A Seasonal Employee, except for certain highly compensated Seasonal Employee will be returned to the same or equivalent position. See the Human Resources Office for questions related to FMLA.

YMCA of the Rockies provides up to 12 weeks of unpaid, job-protected leave to eligible Seasonal Employees for the following reasons:

- Serious health condition that makes the Seasonal Employee unable to perform the Seasonal Employees job.
- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- Father's attendance at the birth of a child.
- To care for the Seasonal Employees spouse's, domestic partner's or civil union partner's child after birth, if completed within 12 months following the birth of the child, or placement of a child for adoption or foster care, if completed within 12 months after the date of placement.
- To care for the Seasonal Employees spouse, domestic partner, civil union partner, child (under 18 years of age or disabled), or parent of the Seasonal Employee who has a serious health condition.



## **Military Family Leave Entitlements**

Eligible Seasonal Employees with a spouse, domestic partner, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible Seasonal Employees may also take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, National Guard, or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty on active duty. Covered service members also include veterans who were members of the Armed Forces, National Guard, or Reserves at any time during five (5) years preceding the start of treatment, recuperation, or therapy.

The injury or illness must make the servicemember medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status, or is on the temporary disability retired list. In the case of a veteran, the qualifying illness or injury must be incurred or aggravated in the line of duty and manifest itself before or after the service member became a veteran.

## **Benefits and Protections**

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of a Seasonal Employees' leave. As with other types of unpaid leaves, the Seasonal Employee will not accrue any Seasonal Employee benefits during the unpaid leave. Paid time off, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Upon return from FMLA leave, most Seasonal Employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated Seasonal Employees (key Seasonal Employees) may have limited reinstatement rights.

## **Eligibility Requirements**

Seasonal Employees are eligible for family or medical leave if they have been employed by YMCA of the Rockies for at least 12 months, and have worked at least 1,250 hours over the previous 12 months preceding the start of a leave of absence.

## **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the Seasonal Employee from performing the functions of the Seasonal Employees' job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### **II m. ATTENDANCE AND PUNCTUALITY**

Regardless of your position with YMCA of the Rockies, your punctuality and regular attendance are essential for the efficient operation of the business. If you know in advance you are going to be unavoidably late or absent, notify your supervisor so other arrangements can be made to get the job done. If you are absent without prior notice, contact your supervisor or the Human Resources Office as soon as possible. Failure to call in when absent may result in termination.

#### **II n. JOB ABANDONMENT**

Any Seasonal Employees/Volunteers who do not show up or call into work or quits without notice (this includes walking off the job) has abandoned their job. They will need to properly check out of staff housing, leave grounds immediately, and will not be eligible for rehire with the Association.

#### **II o. TRANSFERS**

There may be times during peak seasons when management must transfer some Seasonal Employees/Volunteers from one department to another department, or from one center to the other center.

If you are interested in transferring jobs, please speak with your Manager to inquire about beginning the process.

#### **II p. SEPARATION OF EMPLOYMENT**

We request that Seasonal Employees/Volunteers who wish to resign their positions notify the Association of their anticipated departure date, at least two (2) weeks in advance. This notice should take the form of a written statement submitted to the resigning Seasonal Employee/Volunteers supervisor, manager or Department Director. The formal "checkout" procedure at separation (including the return of all YMCA of the Rockies property such as keys, name badges, equipment, and uniforms, checkout of staff housing, delivery of final paycheck, etc.) must be completed with the Human Resources Department.

Seasonal Employee/Volunteers may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Association maintained satisfactory performance and attendance.

If a Seasonal Employee/Volunteer does not honor the work agreement dates on their agreement they risk being ineligible for rehire.

#### **II q. REFERENCE REQUESTS**

Seasonal Employees/Volunteers who are approached either formally or informally and asked to provide information about current or former Seasonal Employees/Volunteers of YMCA of the Rockies should refer such inquiries to the Human Resources Office.

### **III. SEASONAL EMPLOYEE/VOLUNTEER BENEFITS**

#### **IIIa. YMCA MEMBERSHIP OPPORTUNITIES**

All Seasonal Employees/Volunteers receive a YMCA of the Rockies Guest Membership for the duration of their employment or volunteer service period. See your immediate supervisor for details on these benefits.

#### **IIIb. RETIREMENT PLAN**

Participation in the YMCA Retirement Fund is available for all qualifying Seasonal Employees. This plan includes retirement, disability, and death benefits. Additional benefit and eligibility details are available in the Human Resources Office.

#### **IIIc. STAFF ACTIVITIES**

Many functions are planned exclusively for staff by the Human Resources Department and the Chaplain's Department. A list of weekly activities and sign-up sheets are available through the Human Resources Office.

#### **IIId. STAFF LODGING DISCOUNT POLICY**

All Seasonal Employees/Volunteers may make lodging reservations at either center for a significantly reduced rate. As long as the reservation will not be displacing other guests and servicing the reservation will not incur overtime wage expense for the Association, Seasonal Employees/Volunteers may stay in lodge rooms at either center for \$25/room.

Each night stayed will count as one night stayed and Seasonal Employees/Volunteers receive one night per month employed/volunteering not to exceed 8 nights per work agreement.

The Seasonal Employees/Volunteers do not need to stay in accommodations for immediate family members defined as spouse, domestic partner, children, parents (in-laws), brothers and sisters (in-laws), grandparents (in-laws), grandchildren, aunts, uncles, nieces, and nephews. Any guest age 17 and under must be accompanied by an adult (18 or older). The Seasonal Employees/Volunteers must stay in any room reserved in their name but occupied by non-family members as defined above.

Seasonal Employees/Volunteers will make lodge reservations directly with their Human Resources Office.

A Seasonal Employee/Volunteer who travels to the "other" center for YMCA work purposes must make reservations directly with the Family Reservations Manager or the Inventory Coordinator, both working in CRO. Reservations for work will not apply towards the number of discount nights.

All staff housing rules still apply to Seasonal Employees/Volunteers staying in YMCA of the Rockies lodging, including no use of alcohol or cohabitation.

## **IV. COMMUNICATION AND SAFETY**

### **IVa. PERSONNEL RECORDS**

YMCA of the Rockies keeps a personnel file as a record of your employment. This record needs to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail and properly maintain your insurance and other benefits.

Update your Employee Self Service (ESS) immediately if you have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions, or person to notify in case of an emergency and other relevant information.

Additionally, you should notify Human Resources if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise at YMCA of the Rockies.

By the Colorado Open Records Act, you may arrange to look at your file or discuss it with someone. Please contact Human Resources to exercise this right.

### **IVb. OUTSIDE EMPLOYMENT**

Employment outside the YMCA of the Rockies must not interfere with your primary job with the Association and/or involve a conflict of interest and/or give that appearance. If you work for the YMCA of the Rockies, you cannot work through a temporary agency in a second job for the YMCA of the Rockies.

### **IVc. CONFLICTS OF INTEREST**

A conflict of interest may be defined as an interest that might affect, or might reasonably appear likely to affect, the judgment or conduct of an employee of the YMCA. As an employee, you must conduct business without creating any conflict of interest, or the appearance of a conflict of interest. A conflict of interest can arise when an employee is involved in an activity for personal gain, which for any reason conflicts with the YMCA of the Rockies' business interests.

Seasonal Employees/Volunteers cannot solicit or compete with the YMCA of the Rockies' service offerings. Outside work cannot be performed on YMCA of the Rockies' time. Seasonal Employees/Volunteers cannot use YMCA of the Rockies' equipment, materials, resources, or "inside" information for outside work. Seasonal Employees/Volunteers should not solicit business or clients or perform outside work on the YMCA of the Rockies' premises. Seasonal Employees/Volunteers and their immediate families may not be involved in and/or operate any private and/or other business that might interfere or appear to interfere with YMCA of the Rockies interests.

### **IVd. GIFTS, LOANS, and ENTERTAINMENT**

In regards to relations with YMCA donors or vendors (actual or potential), an employee, or member of his/her immediate family, may not:

- Accept loans, other than from a bank at the market interest rate and market terms,
- Accept personal gifts, other than gifts of nominal value, provided such gifts are not given with the intent to obtain or retain business or to obtain a business advantage, and

- Make or accept “kickbacks” of any kind.

At no time should gifts of money or travel be accepted. Any personal purchases with a YMCA vendor must be charged to the employee, independent of the YMCA vendor account.

Participating in business-related functions, such as lunches or dinners is a normal and permissible business practice. However, an employee should exercise care to ensure that such functions are necessary and that their value and frequency are not excessive.

Seasonal Employees/Volunteers should notify their supervising Executive Team Member regarding any possible conflicts of interest.

#### **IVe. DISCIPLINE**

Good working relationships make demands on everyone, and Seasonal Employees/Volunteers have responsibilities to YMCA of the Rockies, themselves, and the people they work with.

As an employee, you must comply with Association expectations for work, performance, and conduct. Failure to do so may result in disciplinary action ranging anywhere from verbal counseling to termination.

Management will decide in its judgment which of these actions would most effectively address work performance or conduct. The fact that the Association has or has not utilized any of these actions does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

#### **IVf. SAFETY**

YMCA of the Rockies’ goal is to provide a safe and healthy work environment. The biggest single factor in ensuring your safety on the job is you. It is your responsibility, to yourself and those working in your area, to practice safe work habits.

Report any unsafe practices and/or conditions to your supervisor, safety officer, or Human Resources so corrective action can be taken.

In some areas, safety glasses, safety shoes, and ear protection are required. Be sure to read the safety rules for your area, as you are responsible for knowing their content. Failure to follow safety rules or use appropriate safety devices may result in a reduction of workers’ compensation benefits in the event of injury as well as disciplinary action.

Report all accidents no matter how minor, to your supervisor immediately. We want Seasonal Employees/Volunteers to receive prompt medical treatment from one of our designated medical providers. Treatment for on-the-job injuries must be obtained from one of these providers or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

Remember safety rules are only as effective as Seasonal Employees/Volunteers make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job, so we all can enjoy an excellent safety record.

The Association has a safety program that all Seasonal Employees/Volunteers are required to be familiar with. If you have specific questions regarding workplace safety, contact your supervisor, a safety officer, or Human Resources.

#### **IVg. WORKERS' COMPENSATION**

YMCA of the Rockies carries insurance to cover the cost of a work-related injury or illness. Benefits help pay for a Seasonal Employees medical treatment and may include part of your income that you may lose while recovering.

Any Seasonal Employee who is involved in a work-related incident, which results in personal injury or illness, must report the incident in writing to the Seasonal Employees' supervisor, manager, or department director immediately and no later than three (3) days from the date of the injury or illness.

If medical attention is needed a Seasonal Employee is required to be seen by one of their Center's designated medical providers. Please be aware that a drug test will be required for all work-related injuries. A doctor's release may be required before returning to work. Once a staff member is released to full or modified work duty, they are required to report back to work with either full or modified duties.

YMCA of the Rockies carries insurance to cover the cost of a work-related injury or illness. Benefits help pay for an employee's medical treatment and may include part of your income that you may lose while recovering.

#### **IVh. VOLUNTEER ACCIDENT INSURANCE**

YMCA of the Rockies carries a separate insurance policy to cover the supplemental cost of a volunteer-related injury or illness. This insurance policy is supplemental and secondary to the volunteer's primary health insurance policy.

Any volunteer who is involved in a volunteer-related incident, which results in personal injury or illness, must report the incident in writing to the volunteer's supervisor, manager or department director immediately and no later than three (3) days from the date of the injury or illness.

If medical attention is needed, a volunteer is required to be seen by one of their Center's designated medical providers. Please be aware that a drug test will be required with all volunteer-related injuries. A doctor's release may be required prior to returning to volunteer.

All non-volunteer related illnesses and injuries are the financial responsibility of the volunteer and the volunteer's personal health care insurance.

#### **IVi. PERSONAL VEHICLES**

Seasonal Employees/Volunteers should always give our members and guests the privilege of parking closest to the facilities.

YMCA of the Rockies is not liable for any damage, theft, or personal injury involving Seasonal Employee/Volunteer' vehicles. Protect your property by locking your vehicle. Seasonal Employees/Volunteers are personally responsible for any damage or injury resulting from the operation of their vehicle.

You are expected to drive safely. Driving on the YMCA of the Rockies property is a privilege. Speed limits are enforced on the YMCA of the Rockies property. Using your personal vehicle on Association grounds requires valid registration, a valid driver's license, and current auto insurance.

#### **IVj. APPROVED DRIVER STATUS**

As a Seasonal Employee/Volunteer who operates an Association vehicle, you must be an approved driver and have proper authorization from the Human Resources Department. To be eligible to become an approved driver to operate Association vehicles, Seasonal Employees/Volunteers must have a current U.S. driver's license of the appropriate class for the type of vehicle to be operated, have an acceptable driving record by the guidelines set by our insurance carrier and as determined by the Association, pass the YMCA of the Rockies' written and behind the wheel driving tests, and complete the required forms.

Note: DMV re-verification of your driving record may be conducted at any time during employment.

#### **IVk. NON-VIOLENCE**

We believe Seasonal Employees/Volunteers should work in an environment without intimidation, threats, or violence. Any action which, in management's opinion, is inappropriate to the workplace will not be tolerated. Such behaviors may include but are not limited to, physical and/or verbal intimidating, threatening or violent conduct, vandalism, sabotage, arson (including fireworks.)

Seasonal Employees/Volunteers should immediately report any such occurrences to their supervisor or the Human Resources Department. We will investigate complaints. When Seasonal Employees/Volunteers are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Seasonal Employees/Volunteers should dial 911 if they believe there is an imminent threat to the safety and health of themselves, co-workers, or members at the YMCA of the Rockies.

#### **IVI. FIREARMS / WEAPONS / FLAMMABLES**

The use or possession of any firearm, ammunition, large "hunting" type knives, fireworks, or other flammables, explosives, archery equipment, or weapons on YMCA property is strictly prohibited (unless you have written pre-approval from the General Manager to possess such items on the property) and will result in immediate dismissal and eviction from the property. The burning of candles, oil lamps, incense, or other flammables in YMCA staff facilities is prohibited.

**IVm. SMOKING / TOBACCO / VAPES**

It is our objective to provide a smoke and tobacco-free environment. Smoking, tobacco, and vape use within all Association buildings and vehicles are prohibited. Seasonal Employees/Volunteers may smoke in the designated smoking areas. However, smoking is prohibited in all other areas.

**V. ADDITIONAL INFORMATION OF IMPORTANCE****Va. ATTENDANCE AND PUNCTUALITY**

Regardless of your position with YMCA of the Rockies, your punctuality and regular attendance are essential for the efficient operation of the business.

If you know in advance you are going to be unavoidably late or absent, notify your supervisor so other arrangements can be made to get the job done. If you are absent without prior notice, advise your supervisor or the Human Resources Department as soon as possible. You may be asked to provide a doctor's note at any time.

Failure to call in when absent may result in discharge.

**Vb. DRUGS AND ALCOHOL**

YMCA of the Rockies is committed to a safe, healthy, and productive work environment for all Seasonal Employees/Volunteers, free from the effects of illegal or non-prescribed drugs and alcoholic beverages.

The use of drugs and alcohol alters Seasonal Employees/Volunteers judgment resulting in increased safety risks, Seasonal Employees/Volunteers injuries, and faulty decision-making. Therefore, presence, possession, distribution, manufacture, cultivation, use, or sale of drugs or controlled substances, including marijuana, or alcohol on Association premises or during Association time is strictly prohibited except in cases outlined in the Drug and Alcohol Policy. Furthermore, working after the use of alcohol, a controlled substance, or abuse of any other substance is prohibited.

The acquisition or physical presence of a medical marijuana authorization card does not alter or affect this policy in any way.

Testing is an important element in the Association's efforts to ensure a safe and productive work environment. The Association has issued a separate statement of this drug/alcohol policy, which all Seasonal Employees/Volunteers are required to sign and comply with. Please refer to this separate statement or Human Resources if you have specific questions.

**Vc. CHILD ABUSE PREVENTION**

Due to the serious nature of child abuse and/or neglect, the YMCA of the Rockies responds quickly to any report of neglect or abuse of any child within our care. All staff members should be responsible role models and be conscious of their actions around minors. You should always attempt to be with another adult when you are with a minor that is in your care. Seasonal Employees/Volunteers are not to invite guests under the age of 18 into staff housing. Please



review the YMCA of the Rockies Code of Conduct Policy with the Human Resources Director should you have questions.

#### **Vd. APPEARANCE, ATTIRE, AND HYGIENE**

YMCA of the Rockies believes a Seasonal Employee/Volunteers' dress and grooming should be appropriate to the work situation and guest expectations and should create a favorable image for the Association. Departures from what the Association considers appropriate dress or personal grooming are not permitted, regardless of the nature of the job performed. The personal appearance of Seasonal Employees/Volunteers is typically governed by the following standards:

1. As a Seasonal Employee/Volunteer you are expected to dress in a manner normally acceptable in business establishments. Seasonal staff and volunteers are required to wear YMCA staff shirts if provided by your department.
2. While on the clock, the staff is not permitted to have clothing or accessories with visible slogans, messaging, or advertising not specifically connected to the YMCA of the Rockies.
3. Hair should be clean and neatly trimmed or arranged as defined by the Association. Hair must never be at a length that would create a safety hazard for Seasonal Employees/Volunteers and long hair may be asked to be pulled back.
4. Sideburns, mustaches, and beards should be neatly trimmed. Eccentric styles of facial hair are not permitted.
5. Jewelry requiring body piercing is prohibited, or may not be visible, except for simple earrings, small nose studs or rings, and clear tongue rings (as long as they do not interfere with effective communication). Ear gauges may not be larger than ¼" and must be plugged with a solid-colored earplug. All other facial piercings are prohibited.
6. Tattoos deemed inappropriate or excessive by the Association must not be visible.
7. Appropriate shoes will depend on each department separately.
8. Shorts may be allowed in some departments but must be mid-thigh or longer.
9. Name badges are considered part of the Seasonal Employees/Volunteers uniform. All Seasonal Employees/Volunteers are required to wear their name badges while on duty or while eating in the dining room.
10. Seasonal Employees/Volunteers seeking an exception from any of the above standards should speak with their Human Resources Director.

If Seasonal Employees/Volunteers report for work improperly dressed or groomed in the Association's opinion, their supervisor may instruct them to return home or to their on-grounds housing to change clothes and may take appropriate disciplinary action.

## **Ve. CRIMINAL BACKGROUND CHECK**

Due to the nature of our services, all Association Seasonal Employees/Volunteers will be subject to a thorough criminal background investigation. Any Seasonal Employees/Volunteers with a criminal background, which is unacceptable in the opinion of management, may be terminated. Criminal background investigations may be conducted at any time during employment.

## **Vf. COMMUNICATIONS SYSTEMS POLICY**

### **Systems**

The YMCA of the Rockies' communication systems are powerful business tools intended for Seasonal Employees/Volunteers to use in performing their jobs.

Therefore, all documents and files are the property of the Association. All information regarding access to the Association's computer resources, such as user identifications, access codes, and passwords is confidential Association information and may not be disclosed to non-authorized or non-association personnel.

All computer files, documents, and software created or stored on the Association's computer systems are subject to review and inspection at any time. In this regard, Seasonal Employees/Volunteers should not assume that any such information is confidential, including e-mail, text, and voice mail messages either sent or received.

No one may solicit, promote, or advertise any outside organization, political interest, product, or service through the use of Association communication tools at any time.

Upon termination of employment, access to Association files and email accounts will not be allowed and all communication tools will be returned to the Association.

### **Minors**

As Seasonal Employees/Volunteers, you may not give out your personal email addresses, phone numbers, or links to personal social media sites to program participants, members, or guests under the age of 18, whether parental permission is given or not. You may not initiate contact with program participants, members, or guests under the age of 18 through any means unless authorized as a part of your job. If a program participant, member, or guest under the age of 18 finds your personal social media site and requests to be linked as a friend, you must respectfully deny the request and block them from further contact and inform your department director. You may not have contact with program participants, members, or guests under the age of 18 during the "off-season" until the individual is at least 18 years of age, e.g., non-summer months for camp participants. Seasonal Employees/Volunteers may communicate with minor Seasonal Employees/Volunteers as well as minors in which they had a relationship before the minor being a program participant, member, or guest of the Association, e.g., family, friend, or neighbor.

### **Personal Use of the Internet**

Some Seasonal Employees/Volunteers need to access information through the Internet to do their job. Use of the Internet, including wireless access, is for business purposes during the time Seasonal Employees/Volunteers are working. Personal use of the Internet should not be on

business time, but rather before or after work or during breaks or a meal period. Regardless, the Association prohibits the display, transmittal, or downloading of material that is in violation of Association guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

### **Software and Copyright**

The Association fully supports copyright laws. Seasonal Employees/Volunteers may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the Seasonal Employees/Volunteers have the legal right to do so. Seasonal Employees/Volunteers must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization.

### **Unauthorized Use**

Seasonal Employees/Volunteers may not attempt to gain access to another Seasonal Employees/Volunteers' file of e-mail messages or send a message under someone else's name without the latter's express permission.

Seasonal Employees/Volunteers are strictly prohibited from using the Association's communication systems in ways that management deems to be inappropriate.

Under no circumstances may the Association network and computing resources be used for any of the following purposes:

- Damaging integrity or disrupting the use of the Association information resources or communication systems
- Using the Association resources to conduct outside business ventures
- Disclosing confidential or restricted information to unauthorized personnel
- Performing illegal activities, including gambling
- Downloading and/or using software that has no business purpose, such as games
- Using the Association resources as a conduit for unauthorized access to other computer systems, including access to credit card data
- Seeking employment outside the Association

The activities mentioned above are illustrative and not intended to be all-inclusive. If you have any questions about whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

### **Email**

Electronic mail is to be used for business purposes. While personal email is permitted, it is to be kept to a minimum. Personal electronic mail should be brief and sent or received as seldom as possible.

The Association prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Seasonal Employees/Volunteers are prohibited from unauthorized use of encryption keys or the passwords of other Seasonal Employees/Volunteers to gain access to anyone else's email messages.

Management may monitor email from time to time.

### **Telephones/Cell Phones/Portable Electronic Devices**

Seasonal Employee/Volunteer work hours are valuable and should be used for business. Excessive personal phone calls and texts can significantly disrupt business operations. Seasonal Employees/Volunteers should use their breaks for personal phone calls and texts unless it is an emergency.

Portable electronic devices with cameras should not be used in a way that violates Association guidelines, i.e., confidential information, swimming pool pictures, and EEO/sexual harassment.

Texting on a cell phone while on the job is not permitted when operating a vehicle. Cell phones issued by the YMCA of the Rockies cannot be used to text while driving at any time. Drivers must be parked when dialing out on a cell phone.

The Association telephone lines should not be used for personal long-distance calls.

### **Voice Mail**

The Association voice mail system is intended for transmitting business-related information. Although the Association does not monitor voice messages as a routine matter, the Association reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Seasonal Employees/Volunteers must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

### **Social Media**

Social media refers to web-based media technology through which people communicate, share, and network in an online environment. Social media can take many different forms. It includes social networking sites (i.e., Facebook, Instagram, and LinkedIn); blogs; micro-blogs (i.e., Twitter); online discussion groups; instant messaging; text messaging; multimedia sharing for videos (i.e., YouTube), pictures (i.e., Flickr), audio and presentations; collaborative media such as wikis and bookmarks; sites for sharing social news, opinions, and reviews; social bookmarking sites; event monitoring; game sharing; and many others.

The Association permits Seasonal Employee/Volunteer use of social media on Association equipment. The use of social media is for business purposes during the time Seasonal Employees/Volunteers are working. Personal use of social media should not be on business time, but rather before or after work or during breaks or a meal period.

When you use social media, use good judgment. We request that you be respectful of the Association, our Seasonal Employee/Volunteer, our customers, our partners and affiliates, and others. Avoid using statements, photographs, videos, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages our Seasonal Employee/Volunteer, customers, partners, and affiliates, or that might constitute harassment or bullying. Examples of

such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment. Regardless, you are responsible for your postings.

All postings on social media on behalf of the Association must be sent by authorized Seasonal Employees/Volunteers only. Departments that wish to use social media must be authorized by the Marketing and Communications Department before commencement. Authorization or denial of a social media account is strictly at the discretion of the Marketing & Communications department. Unauthorized social media accounts will be mandated to be deleted. When posting for official YMCA business, you may not post a picture of or information about any YMCA participant who is a minor (under the age of 18) without a parent's or guardian's written permission and you may not post a picture of or information about any adult YMCA participant without their permission.

### **Personal Social Media Accounts**

All Seasonal Employees/Volunteers and volunteers are responsible for any content that appears on their social networking sites as it relates to the YMCA of the Rockies. Make sure this content places you and the Y in a positive light, and respects copyright laws and YMCA of the Rockies policies.

On official YMCA social networking sites and personal social networking sites:

- Always identify your affiliation with the Y when your posting expresses opinions, beliefs, findings, or experiences concerning the Y.
- If you have not been specifically authorized to speak on behalf of the YMCA of the Rockies, you should make it clear that the views expressed are yours alone and do not reflect the views of the YMCA. If that is not obvious from your comments, you should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by YMCA of the Rockies."
- Do not speak on behalf of the YMCA of the Rockies. All messaging on behalf of YMCA of the Rockies must go through the Marketing & Communications department.
- Do not include any content that could be viewed as violating YMCA workplace policies against unlawful discrimination or harassment.
- Do not include any content that could be viewed as unlawfully defamatory or disparaging of YMCA businesses, members, volunteers, or Seasonal Employees/Volunteers.
- Do not use the YMCA logo, trademark or proprietary graphics, proprietary photographs, or proprietary video of YMCA's premises without the Marketing and Communications department's prior written approval.
- Do not use YMCA-sponsored sites to solicit for or promote personal businesses or any other organization, including but not limited to outside business ventures, charities, political campaigns, religious groups, or other membership organizations.
- Do not use any personal social media account or site to conduct any business for the YMCA of the Rockies.
- While non-business use of social media by a Seasonal Employees/Volunteers is considered personal communication, photographs of program participant minors shall not be posted electronically.

The Association routinely monitors social media sites that reference the Association. Seasonal Employees/Volunteers should not assume confidentiality.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the Association. This does not include information regarding your wages or the terms and conditions of your employment. Further detail is provided in the "Confidential Information" section of this handbook.

Social media is not the appropriate place to make complaints or negative comments about the Association regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the Association must be made consistent with the complaint process in this handbook so that the Association can address them.

Nothing in this guideline is meant to impede or restrict any rights protected by state or federal laws, including your right to discuss the terms and conditions of your employment.

#### **Media Contact**

Information placed on social media sites such as YouTube may generate media coverage. If a member of the media contacts you about a YMCA-related posting or requests Association information of any kind, refer them to a representative of the Marketing and Communications Department or your General Manager.

#### **Vg. APPROVED DRIVER STATUS**

As a Seasonal Employee/Volunteer who operates an Association vehicle, you must be an approved driver and have proper authorization from the Human Resources Office. To be eligible to become an approved driver, Seasonal Employees/Volunteers must have a current U.S. driver's license of the appropriate class for the type of vehicle to be operated, and must have an acceptable driving record by the guidelines set by our insurance carrier and as determined by the Association.

Seasonal Employees/Volunteers must complete the required forms and testing before they are considered for approval to operate Association vehicles.

Department of Motor Vehicles verification of your driving record may be conducted at any time during employment.

#### **Vh. SEASONAL EMPLOYEE/VOLUNTEERS REFERRALS**

We hire many of our Seasonal Employees/Volunteers through referrals. If you would like to recommend qualified friends or relatives for employment, please refer them to Human Resources.

#### **Vi. PROPRIETARY AND/OR CONFIDENTIAL INFORMATION**

As Seasonal Employees/Volunteers of the Association, you may have access to proprietary and/or confidential information about YMCA of the Rockies' guests and groups, campers, lodging or housing, and staff members. Disclosure of any such information such as records, mailing lists, trade secrets, etc. to anyone outside the Association is strictly prohibited. Doing so without management approval will not be tolerated.

**Vj. DATA DISPOSAL POLICY**

During your employment, YMCA of the Rockies will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- And more.

The YMCA may keep these records in paper and/or electronic format.

When such documentation is no longer needed, under records retention requirements and best practices, YMCA of the Rockies will either (a) destroy the records or (b) arrange for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

## ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the YMCA of the Rockies Seasonal Employees/Volunteers handbook dated February 1, 2022. I understand 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 Human Resources.

Further, I understand:

Employment with the YMCA of the Rockies is At-Will. I have the right to end my work relationship with the Organization, without notice for any reason. The Organization has the same right.

The language used in this Handbook and any verbal statement of management are not intended to constitute a contract 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 Organizations 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 change them without prior notice.

No representative of YMCA of the Rockies, other than the president of the association has the authority to agree to employment for any reason 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**