



**SOUTH MOUNTAIN YMCA CAMPS**  
**Employee Handbook**

# **SOUTH MOUNTAIN YMCA CAMPS**

## **Employee Handbook**



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**Employee Handbook**

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## SOUTH MOUNTAIN YMCA CAMPS' IMPACT & MISSION STATEMENTS

We welcome you to the mountain and invite you to share in our Fire of Friendship, determined in our belief that every person shares the potential to grow in wisdom, to discover their unique and independent voice, to nurture others and to engage their communities. The fun and challenging programs we offer foster communication, trust, problem-solving and deeper spiritual connections, while preparing young people to lead and be led.

The South Mountain YMCA Camps are more than a series of camping and retreat programs on the mountaintop, they are a way of life – a philosophy – that are exciting to explore and easy to embrace. Keep the Fires Burning!

***The mission of the South Mountain YMCA Camps*** is to provide a camping experience, educational and other programs that build personal leadership, character and life skills while developing caring, honesty, respect and responsibility in young people, families and communities.



## **PURPOSE AND NATURE OF EMPLOYMENT**

### **At-Will Status**

Employment at the South Mountain YMCA Camps (SMYMCA) is not for any specific term and shall be considered "At-Will" employment. Employment can be terminated by employer at any time for any reason, with or without cause or advanced notice.

This Employee Handbook is established for the purpose of defining and coordinating the personnel administration of this association. This handbook is intended to help employees understand their working conditions, benefits and some of the policies affecting employment. It is a guideline only, and not intended to limit or restrict employer rights or prerogatives in any regard to any degree. This handbook should also serve as a tool for helping all employees better understand, not only their privileges, but also their responsibilities and to encourage them to improve their competence as employees of the association.

Nothing in this Employee Handbook should be construed as representing a contract. The SMYMCA reserves the right to change any or all provisions of the Employee Handbook with the exception of those provisions mandated by State and Federal law.

### **Americans with Disabilities Act**

It is the SMYMCA's policy not to discriminate against qualified individuals with disabilities, as defined by the Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendment Act (ADAAA), in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

Additionally, the ADA, as amended, requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the SMYMCA to comply with all Federal, state, and local laws concerning the employment of persons with disabilities. The SMYMCA will engage in an interactive process with qualified individuals with disabilities to determine what, if any, reasonable accommodations can be provided, without creating an undue hardship to the organization, to enable them to perform the essential functions of the job in question.

An individual who can be reasonably accommodated for the job in question, without undue hardship to the SMYMCA will be given the same consideration for that position as any other employee or applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, where the threat cannot be eliminated by reasonable accommodation, will not be hired.

Current employees who pose a direct and serious threat to the health and/or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.



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### **ADMINISTRATION**

The Board of Directors of the South Mountain YMCA Camps (SMYMCA) employs the Chief Executive Officer (CEO) to whom it delegates responsibility for the overall administration and interpretation of the Employee Handbook. The direct administration and interpretation of this Employee Handbook and the supervision of staff are the responsibility of the Chief Executive Officer. Responsibility and authority however; may be delegated to others by the Chief Executive Officer, where appropriate.

#### **Interpretation**

All matters pertaining to the interpretation of the Employee Handbook are referred to the Chief Executive Officer or their designee. The SMYMCA maintains the right to decide whether these policies and procedures apply to a specific situation and how they should be interpreted.

#### **Employee Handbook Review**

This Employee Handbook will be reviewed periodically and may be changed at any time with the approval of the Board of Directors of SMYMCA. It does not preempt or replace applicable laws; however. It is effective March 1, 2022, and supersedes and replaces all previously existing SMYMCA policies, manuals and/or handbooks.



## **EMPLOYEE CLASSIFICATION**

It is the intent of the South Mountain YMCA Camps (SMYMCA) to clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. Each employee is designated as either NONEXEMPT or EXEMPT from the Federal and State wage and hours laws. Exemption status will be disclosed to all employees upon hire.

**NONEXEMPT (Hourly)** employees are entitled to overtime pay under the specific provisions of Federal and State laws. Overtime shall be paid for all hours worked over 40 in a seven-day work-week and must be approved in advance by the CEO.

**EXEMPT (Salaried)** employees are excluded from specific provisions of Federal and State wage and hour laws and shall not be paid overtime.

In addition to the above two categories, each employee will belong to one other employment category:

**Full Time Employees** are regularly scheduled to work thirty-five hours or more per week, or who have worked (or scheduled to work) 1,800 hours or more per year from the time of the anniversary date of their specific employment. Full time employees are eligible for the SMYMCA's full benefit package.

**Part Time Employees** are those persons who, at the time of employment, are regularly scheduled to work less than the thirty-five hours per week, or who have *not* worked 1,800 hours or more per year from the time of the anniversary date of their specific date of employment.

**Seasonal Full Time Program Employees** are those employees who are employed to do a specific job of reasonable predictable duration or to fill a temporary need such as a program season or seasons regardless of the number of hours worked per week or who have *not* worked 1,800 hours or more from the anniversary date of their specific employment. These employees are eligible for limited benefits under this Employee Handbook.

**Casual On-call Employees** are those persons who do not have regularly scheduled hours but rather work a flexible schedule based upon availability and workload need. They are not eligible for employee benefits except as specifically provided in this handbook.



## **YMCA of the USA Leadership Certification**

Leadership Certification is a credentialing process specific to the YMCA of the USA. This At-A-Glance lists the requirements for each of the three levels of Leadership Certification. For full details about each level, including course hours and costs, view the Leadership Certification Handbook on Exchange (<https://yexchange.org>). Questions? E-mail [leadershipcertification@ymca.net](mailto:leadershipcertification@ymca.net).

### **Team Leader Certification**

- Principles and Practices
- Introduction to Volunteerism
- Introduction to Leading Others
- Introduction to Fiscal Management
- Online Leadership Competency Assessment
- Team Leader Certification Test

**Multi-Team or Branch Leader Certification:** *Recertification is required*

#### General Track

- Team Leader Certification
- Leading & Coaching Others
- Project Management
- Annual Community Support Campaign
- Advanced Fiscal Management
- 32 Elective Credits
- Multi-Team or Branch Leader Certification Test

#### OR Executive Preparatory Track

- Team Leader Certification
- Executive Preparatory Institute
- Annual Community Support Campaign
- Advanced Fiscal Management
- 16 Elective Credits
- Multi-Team or Branch Leader Certification Test

#### OR New Branch Executive Track

- Team Leader Certification
- New Branch Executive Institute
- Executive Fundraising
- Multi-Team or Branch Leader: A Bridge Program is available for those who begin their career at the YMCA at this level.

**Organizational Leader Certification:** *Recertification is required*

#### General Track

- Multi-Team or Branch Leader Certification
- Leading Change
- 32 Elective Credits
- Bachelor's Degree





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- Organizational Leader Capstone: A Bridge Program is available for those who begin their career at the South Mountain YMCA at this level.

### **OR Organizational Leadership Forum Track**

- Multi-Team or Branch Leader Certification
- Organizational Leadership Forum
- Bachelor's Degree
- Organizational Leader Capstone Certification Test

### **Next Step:**

Once you have completed the requirements for the Multi-Team or Branch Leader and Organizational Leader Certification, you must apply for a Leadership Certification. The online application can be found on the Learning & Career Development Center (<https://lcdc.yexchange.org>), under My Records > Online Applications & Uploads > Apply to Complete Certification.



## **EMPLOYMENT AT THE SOUTH MOUNTAIN YMCA**

### **Equal Opportunity Employer**

It is the policy of the South Mountain YMCA Camps (SMYMCA) to comply with all Federal, state, and local laws regarding equal employment as they relate to all employees and application for employment. It is the commitment of our management to hire, train, promote, assign, transfer, down grade, layoff, and recall or terminate any employee solely on the basis of qualification, competence, merit and ethical conduct. SMYMCA shall not discriminate against a current or prospective employee based on race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status, or any other status protected by law.

### **Qualifications**

Employees are expected to be persons who are aware of and subscribe to the purposes and goals of the association. They are expected to possess special knowledge, aptitudes, skills, and abilities required in their field of work, as outlined by the essential elements of their relevant job descriptions. Employees are also expected to possess a cooperative spirit and hold in high esteem their associates, the clientele that they serve and the public recognition of the purpose and mission of the association. They must exhibit the desire and capacity to learn, to grow and to improve their own work.

### **Employment Policy**

The SMYMCA selects personnel who meet high standards of education and occupational qualifications, who can advance SMYMCA national objectives competently, who have capacity for growth and who can become a viable part of the organization.

Federal, State, and local governments have enacted laws that protect civil rights of employees and applicants for employment. The SMYMCA complies with and supports these laws and their intentions and expects its employees to do so as well.

### **Moving Expenses**

A person who is required to relocate may receive reimbursement for moving family and household furnishings. Reimbursement for reasonable relocation costs expenses will be agreed upon in advance in writing as part of the "letter of employment" and with the prior approval of the CEO and or/ President of the Board of Directors.

### **Open Application**

The SMYMCA supports and participates in the open application process of the YMCA of the USA. The SMYMCA encourages employees to recognize that reasonable tenure in a position is necessary to both professional development and for the advancement of association goals.



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### **Accuracy of Information**

The SMYMCA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission in any of this information may result in the employer's exclusion of the individual from further consideration for employment or, if the person has been hired, the immediate termination of any such employee.

### **Pre-Hire Paperwork, Background Checks & Drug Screening**

Individuals seeking employment are required to complete an application for employment and the required consent forms. All employees will be required to consent to a criminal records background check (at the SMYMCA's expense), and a child abuse clearance as a condition of employment. SMYMCA is committed to a drug free environment. To this end, employees may be subject to pre-employment drug screening (at the SMYMCA's expense). Other testing may be required if specified as a qualification in the specific job description.

### **Post-Hire Drug Screening**

Employees may be subject to random drug screening "for cause" or for "reasonable suspicion" at any time during employment (at the SMYMCA's expense).

### **Employee Records**

It is the responsibility of the employees to inform their supervisors whenever there are changes in personnel status. A status/payroll change report will be completed with any change (address, wage/salary, dept., etc.) and forwarded to the CEO and their designee to be put into personnel payroll records file.

Personnel files are and will remain the property of SMYMCA and will not be made available for inspection by others other than as law permits or requires. Employees shall have access to their employment or personnel records for inspection purposes upon written request in accordance with the law. Written requests should be submitted to the CEO. In response to post employment requests to verify employment, SMYMCA, in its discretion may release dates of employment, salary or wage information and/or last duty position title.

### **Introductory Period**

All persons employed are subject to an introductory period for the first ninety (90) days from the date of hire. The purpose is to give the supervisor an opportunity to evaluate the ability of each employee and to provide the employee the opportunity to decide if the job is satisfactory. During this period, employees are eligible for benefits required by law and or SMYMCA policy. There is no merit increase upon completion of this introductory period unless specified as a condition of employment at the time of hire. The introductory period may be extended whenever circumstances warrant.



## **CONDITIONS ON THE JOB**

### **Hours of Work / Pay Period**

The official workweek is Monday through Sunday. The immediate supervisor is responsible for the preparation and supervision of the working schedule of all employees. All employees' work schedules are approved by the department directors. There are twenty-six paydays per year. Paychecks are available every other Friday, or employees may elect to have their check directly deposited to their bank.

### **Payroll Records**

Both the employee and the supervisor are held accountable for the accuracy of time records that reflect the exact hours and days actually worked. Employee time sheets (non-exempt employees) should be completed, approved, and forwarded to the payroll supervisor on the Monday following each pay period. Falsifying time records or completing a timesheet for another employee shall be grounds for immediate termination.

### **Safety**

A safe, healthy, environmentally sound workplace for all employees is desirable and accomplished through a variety of South Mountain YMCA Camps (SMYMCA) activities including safety education, training on the use of certain equipment and job instruction. Employees must immediately notify their supervisor for any injury sustained at work. Participation in the federally mandated Hazardous Communications Awareness Program is required for all employees, selected volunteers and outside contractors to insure that all are fully informed and aware of any chemical or biological hazards in the work place. Any employee who intentionally violates a safety standard will be subject to disciplinary action up to and including termination of employment.

### **Weapons**

Due to the nature of the services we provide, and to insure the safety of our campers and co-workers, the SMYMCA does not permit employees to bring firearms and/or ammunition or other items which resemble or can be considered a weapon such as large knives, swords, etc., onto the SMYMCA property. *The only exception to this policy shall be utility knives, multi-tools and small pocketknives used by camp staff who require possession of such tools in the course of performing their job duties.* Violation of this policy may result in discipline, including but not limited to, immediate termination from employment.

In some instances, items considered to be weapons may be used for teaching or programmatic purposes. Those instances must be approved by the CEO in advance and closely supervised by full-time, director staff.



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### **Blood borne Pathogens**

SMYMCA complies with OSHA requirements for the training of all staff on Bloodborne Pathogens Standards. In so doing, we have an exposure determination and an exposure plan. SMYMCA makes available, at the YMCA's expense, the hepatitis B vaccine when necessary. In all potential exposure related cases universal precautions must be used.

### **Smoke Free Workplace**

Smoking is prohibited in SMYMCA facilities, vehicles, and on its property.

### **Policy against Sexual and Other Unlawful Harassment**

It is the policy of the SMYMCA that all employees should enjoy a working environment free from all forms of discrimination, including harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct in the workplace, either verbal or physical. The SMYMCA condemns and will not tolerate workplace harassment. Violation of this policy shall be considered grounds for disciplinary action up to and including termination of employment. Harassment lowers morale and is damaging to the work environment; it is also illegal. Therefore, the SMYMCA will treat all harassment like any other form of employee misconduct, and it will not be tolerated.

No employee (male, female or non-binary), should be subjected to unsolicited and unwelcome overtures or conduct, either verbal, nonverbal, or physical. It is against the policies of the SMYMCA for any employee to harass another employee by:

- Making acceptance of unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment
- Making submission to or rejections of such conduct the basis for employment decisions affecting the employee; or
- Creating an intimidating, hostile or offensive working environment by such conduct. When offensive, sexual, workplace behavior is so severe or pervasive (meaning constant, ongoing, regular, recurring, etc.), to negatively affect and interfere with work performance or change workplace conditions, it creates an intimidating, or "hostile work environment."

All forms of harassment are prohibited whether verbal, nonverbal or physical. By way of example, sexual harassment includes, but is not limited to, offensive sexual flirtations or innuendos; advances or propositions; physical contact of a sexual nature; commentaries about an individual's body; offensive sexual language; obscene noises or gestures; sexually explicit emails, or the display in the workplace of sexually suggestive pictures or objects.

Depending upon the circumstances, improper conduct can also include sexual joking, vulgar or offensive conversation, conversation about your own or someone else's sex life and/or teasing or other conduct directed toward a person because of his or her gender.



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### **Complaint Procedures and Investigation**

The following procedures shall apply in initiating a discrimination and/or harassment complaint:

- a) Any aggrieved person should directly inform the offending person that the conduct is offensive and must stop.
- b) If the aggrieved person does not wish to communicate directly with the offending person, or if communication is not successful or appropriate to the employee, an oral or written complaint shall be submitted, delivered, or otherwise communicated to i) the individual complainant's direct supervisor; ii) any supervisor known to the complainant; iii) the CEO; iv) or the v) board of directors.
- c) The SMYMCA also encourages any aggrieved person to use the written complaint form found on our website: <https://www.smymca.org/smymca-reporting/>.
- d) Alternatively, any aggrieved person may file an anonymous complaint under this policy, which will be investigated. Anonymous means without identifying the person making the complaint, which can be done using any variety of communication forms, including the website shared above, telephone calls, text messages, mailing, etc.; however, such a complaint may impact the ability of the SMYMCA to substantiate claims made or to substantiate any legal wrongdoing.
- e) The SMYMCA reassures any aggrieved person, he/she will not suffer retaliation of any kind because of i) initiating the investigative process or lodging a complaint; ii) participating in any investigation of a complaint under this policy. Retaliation consists of any adverse action taken regarding a complaint filed or participation in any investigation under this policy, against the complainant or those involved in supporting or substantiating the complaint made, and directly related to the complaint or support offered. Adverse action includes but is not limited to subsequent disciplinary action; reduction in pay or compensation or opportunity for compensation; failure to promote; loss of opportunity; shift or schedule changes that negatively affect pay and compensation; reassignment; etc.

Any behavior perceived as retaliatory or any adverse workplace action perceived by an aggrieved person as related to an earlier complaint or participation in support of a complaint, should be immediately reported using this policy.

All SMYMCA supervisory and managerial employees are expected, as part of their duties and responsibilities, to comply with this policy. Supervisory and managerial employees have a duty under this policy to promptly report all complaints or observations of alleged discrimination or harassment up their supervisory chain; failure to act consistently with this policy, or to neglect their duties to report and address complaints of discrimination, harassment or retaliation made pursuant to this policy will be grounds for disciplinary action up to and including termination.



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To the extent that an aggrieved person has availed herself/himself of this policy and is not satisfied that the SMYMCA acted in conformity with this policy, or if such aggrieved person reasonably believes that to utilize this complaint procedure may result in retaliation or adverse action as prohibited by this policy, the SMYMCA encourages you to contact the EEOC or PHRC.

If you feel you have been subjected to discrimination, harassment, or retaliation at work, you have the right to contact the U.S. Equal Employment Opportunity Commission ("EEOC") at <https://www.eeoc.gov/employees/charge.cfm>; or alternatively, the Pennsylvania Human Relations Commission ("PHRC") at <https://www.phrc.pa.gov/Pages/default.aspx> at any time.

The SMYMCA recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory or harassing employment effect requires a factual determination based on all facts in each case.

The SMYMCA will act positively to investigate any alleged violation of this policy, including any harassment claims, and to remedy them when an allegation is determined to be valid promptly and effectively. There will be no express time limits on initiating claims, however, every effort should be made to file a complaint as soon as possible after an event or behavior violating this policy, to allow for prompt investigation and inquiry into the available evidence.

Promptly after the conclusion of any investigation, the SMYMCA will notify the complainant or aggrieved person making a complaint of its findings of investigation, and if any disciplinary or remedial action was determined to be warranted.

### **Disciplinary Action for Unlawful Harassment**

The SMYMCA will enforce disciplinary action against any person who threatens or insinuates, either explicitly, or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any conditions of employment or career development. Moreover, anyone who engages in hostile workplace harassment, including hostile workplace harassment as defined herein will be subjected to disciplinary action. Discipline can include termination of employment.

It is the responsibility of the employee to utilize this policy to notify the SMYMCA of his/her complaint under this section, to be truthful and cooperative in the use of this policy, and to file a complaint with the SMYMCA as promptly as possible after the occurrence of any incident believed to constitute discrimination and/or harassment by the employee. Though the SMYMCA would prefer complaints in written form, complaints about acts of discrimination including harassment and retaliation will be accepted in writing or orally; and anonymous complaints will be taken seriously and investigated. Misuse or abuse of this policy by any employee will not be tolerated.





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### **Confidentiality and Cooperation for Unlawful Harassment**

The SMYMCA recognizes that confidentiality issues exist when making complaints under this policy. It is the intention of the SMYMCA to reassure complainants of the sensitivity of complaints under this policy. Only those who have an immediate need to know, including the person to whom a report was made, the alleged target or victim of harassment or retaliation, the alleged harasser or retaliator, and any witness named or discovered during the investigative process, may find out the identity of the complainant. All parties contacted during an investigation will be advised that all parties involved in the complaint about such behavior are entitled to be treated professionally and with respect; and that the nature of the complaints and identity of the complainant will be treated as confidentially as possible by the SMYMCA.

An effective anti-harassment policy requires the support and performance example of and by all personnel in positions of authority. The SMYMCA employees who engage in harassment or retaliation or who fail to cooperate with the SMYMCA's investigations of discrimination, harassment, or retaliation may be subjected to discipline up to and including termination. By the same token, SMYMCA officials who refuse to implement remedial measures, obstruct the remedial efforts of other SMYMCA employees, and/or retaliate against discrimination, harassment or retaliation complainants or witnesses may be immediately disciplined up to and including termination of employment.

Questions regarding the content, intention, purpose, or use of this policy should be brought to the attention of the Board of Directors, CEO, or any managerial or supervisory staff designated at SMYMCA.

### **Dating in the Work Place**

The SMYMCA desires to avoid misunderstandings, actual or potential conflicts of interest, and complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can possibly result from romantic relationships between managerial, supervisory and other employees within the company.

All employees of the SMYMCA, both managerial and non-managerial, are strongly discouraged from becoming romantically involved with other employees. In the case of any such relationship, the SMYMCA in its sole discretion may determine that the personal relationships in question create a conflict of interest, cause potential or possible legal liability, or present concerns regarding supervision, safety, security, productivity, or morale. In such eventuality, the SMYMCA may take whatever action deemed appropriate according to the circumstances with regards to the employees involved in any such relationship which the SMYMCA believes violates this policy up to and including reassignment or transfer, demotion, reprimand, or termination.





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All managers and supervisors of the SMYMCA are strictly prohibited from dating or having any romantic relationships with any employee, regardless of department or position. The only exception shall be in the event that such a relationship existed prior to employment and must be disclosed at the time of application to the SMYMCA.

### **Grievance Procedure**

For purposes of this policy, and where not otherwise defined, a grievance is a complaint regarding workplace behavior or conduct, policy or practice. All grievances must be made promptly and should be made in writing within thirty (30) days of the alleged violation. However, grievances will be received, reviewed and where deemed warranted, investigated promptly.

Employees are expected to deliver their complaint with their immediate supervisor. If not satisfied with the supervisor's actions, or if unable to approach the supervisor for reasons related to the grievance, the employee should discuss this matter with the department head or the CEO or the President of the Board. To the extent that it is possible, this process will be confidential.

**Online Reporting Options:** If you would be more comfortable sharing your concerns in regards to SMYMCA program quality, staff/participant interaction, participant/participant interaction, or another matter you feel the Board and CEO should be made aware of, you can also do it anonymously online. Use this address: <https://www.smymca.org/smymca-reporting/>, and your report will be shared anonymously and will be the CEO and a Board representative.

All concerns or grievance should be addressed in a timely manner with the individual that has shared it. The supervisor responding to the concern should document the response and follow-up in writing and place it in the appropriate HR file, or report it to the appropriate authorities.

### **Child Abuse Prevention & Child Protection**

The SMYMCA has a responsibility for enhancing personal growth and development of both children and adults in all its programs. No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment, including any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule or humiliation, denial of food, rest or bathroom facilities, punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food. All people working with children are mandated by law to report suspected cases of maltreatment. As a mandated reporter, you must notify your supervisor who will assist you in filing a report if you have reasonable cause to believe that a child is suffering from physical or emotional injury resulting from abuse, or suffering from neglect, including malnutrition. Do not hesitate to notify or report any behavior or conduct you believe suspicious, or which you believe triggers your reporting responsibilities. In the case of an emergency, where the health or safety of a child is at risk, the emergency hotline should be notified: **PA Child Abuse Hotline at 1-800-932-0313.**



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All South Mountain YMCA Camps staff and high access volunteers must receive 3 hours of child protection training. This mandatory training will be scheduled by your supervisor and may utilize in-person or virtual platforms.

In our on-going efforts to protect the children and families we serve, all adult visitors, including staff family members, will be screened annually against the National Sex Offender Registry. Upon arrival on site, all adults should report to the office to have their photo IDs processed via our LobbyGuard system. Photo IDs will then be printed and presented to each adult visitor.

Additional information on our Child Protection Practices begins on page 40 in the section entitled ***Child Protection.***

### **Criminal Background Checks/Child Abuse Clearances**

Criminal Background Checks and Child Abuse Clearances are required of all employees (and volunteers who have "high access" to our children) to assure, to the best of our ability, the safety and well being of the children and families we serve. This practice affirms our commitment to providing quality programs and should comply with all applicable state and federal laws.

Employment is contingent on a successful criminal background check and Child Abuse Clearance. A criminal record does not preclude employment with our organization. The CEO will review records to determine suitability. Background information is kept confidential and will be filed separately from all other personnel files. Seasonal employees must have complete background checks annually; full-time, continuously employed, staff must submit to complete checks every 2 years.

***Please Note:*** As a condition of on-going employment, staff must inform SMYMCA, via their immediate supervisor, of any arrest or conviction while employed by the SMYMCA.

### **Substance Abuse**

SMYMCA is committed to providing its employees with a safe, supportive, and creative environment in which to work. Substance abuse in any form has a destructive effect on the quality of life for any employee and their family. Employees with an identified substance abuse problem will be required to seek treatment and rehabilitation in order to retain their employment with the SMYMCA. Employees suspected of possessing, selling, or distributing drugs will be reported to the proper law enforcement authorities. Should an employee be in possession of any dangerous controlled substance or involved in any substance abuse on the job, that employee will be subject to disciplinary action including termination. Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance as a condition of employment.

If an employee is suspected to be under the influence of drugs or alcohol while on duty, the SMYMCA reserves the right to require the employee to blood and /or urine (and other available means) testing at its approved laboratory facility as a condition of employment. The purpose of the test is to determine whether this policy has been violated. Failure to submit to the required test is a violation of SMYMCA rules



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and is cause for discipline up to and including immediate termination. If the employee passes the test, the employee may return to work. Further, the fact that the employee took the test or the results thereof shall not be included in the employee's personnel file.

If the results show that the employee has failed the test, then the employee will be asked to submit to a second test. If the employee fails the second test, the employee will be subject to discipline up to and including immediate termination.

Physician prescribed medications are permitted, providing they do not adversely affect job performance or the safety of the employee or other individuals in the work place.

### **Expenses and Allowances**

Expenses incurred while on authorized SMYMCA business may, upon review by SMYMCA, be recognized as proper charges, and reimbursement therefore provided for in appropriate budgetary considerations. Receipts are required for all expense reimbursements. Expenses should be pre-approved by a supervisor.

- Travel expenses, including fares, meals, lodging and SMYMCA business related telephone calls on approved business trips. In instances where multiple staff members are attending the same event, the organization requires carpooling be used when practical.
- The reasonable cost of meals where attendance is required by association business
- Expenses incurred for the use of personally owned vehicles related to official SMYMCA business. Reimbursement shall be commensurate with the current IRS rate. Vehicle expenses for travel to and from work are not reimbursable.
- Attendance at conferences, seminars, and conventions, including travel expenses, board, room, and registration fees when authorized.
- Membership dues and meals in a service club, a professional or community organization where the membership in such a group is deemed advantageous to SMYMCA interests.
- Use of SMYMCA credit card for personal expenditures is expressly forbidden, even when the employee plans to reimburse the SMYMCA.
- All credit card purchases must be preapproved by your supervisor and reconciled on the appropriate form with receipts of purchase or invoice within 48 hours of the charge.
- Employees, volunteers, members, and program participants may not make personal purchases through the SMYMCA.
- All SMYMCA communication tools and the information transmitted by, received from, or stored within these systems are the property of the SMYMCA. SMYMCA communication systems are for job-related purposes only and are not to be used in ways that are unlawful, disruptive, or offensive to others, or in ways that could be harmful to workplace morale.



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### **Babysitting Policy**

The SMYMCA does not sanction, encourage or endorse the use of SMYMCA employees or volunteers for non-YMCA child care activities. Such activities are outside of the scope of an employee's or volunteer's duties with the SMYMCA.

### **Whistle Blower Policy**

If any employee of the SMYMCA reasonably believes that some policy, practice, or activity of the organization is in violation of law, they must provide written notice of that violation to the CEO or, in the alternative, to the President of the Board.

**Online Reporting Options:** If you would be more comfortable sharing your concerns in regards to SMYMCA program quality, staff/participant interaction, participant/participant interaction, or another matter you feel the Board and CEO should be made aware of, you can also do it anonymously online. Use this address: <https://www.smyymca.org/smyymca-reporting/>, and your report will be shared anonymously and will the CEO and a Board representative.

It is the intent of the SMYMCA to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the CEO or, in the alternative, to the President of the Board. The SMYMCA must then be provided with a reasonable opportunity to investigate and correct the alleged unlawful activity. Failure to provide proper notice of the alleged inappropriate policy, practice or activity may compromise the rights and protections afforded under prevailing statute.

The SMYMCA will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the SMYMCA or of another individual or entity with whom the SMYMCA had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The SMYMCA will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the SMYMCA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.



## **WAGE AND SALARY ADMINISTRATION**

The South Mountain YMCA Camps (SMYMCA) maintains a wage and salary administration plan to provide that all employees are paid according to fair and uniform principles in relationship to the responsibility and value, which they make to the association's success. Within its financial and administrative capability to do so, SMYMCA will endeavor to pay its employees levels that compare favorably with the salary administration recommendations of the YMCA of the USA, as published annually by the Human Resources department of the YMCA of the USA.

### **Disciplinary Actions**

To assure orderly operations and provide the best possible working environment, the SMYMCA expects employees to follow rules of conduct that will best protect the interests and safety of all employees and the association. It is not possible to list all forms of behavior or conduct considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in immediate disciplinary action, including termination of employment.

- Violation of state and federal laws
- Theft or inappropriate removal or possession of SMYMCA property
- Falsification of records, such as time cards, applications, expense reports etc.
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of drugs in the workplace
- Fighting or threatening violence in the workplace
- Negligent or unintentional acts or omissions which result in damage to company property, financial loss to the company or to others
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials such as explosives or firearms
- Insubordination or other disrespectful conduct
- Violation of personnel policies

### **Disciplinary Procedures**

Directors, assistant directors, and supervisors are authorized and required to issue written employee disciplinary and/or unsatisfactory performance warnings as circumstances warrant. Upon action being deemed warranted, the following course(s) of action will customarily be followed; however, SMYMCA reserves the right at any time to take any action in any form it deems appropriate or warranted by circumstances.

- 1) The employee shall be issued a written employee warning outlining performance deficiencies and the reasons for such warning.
- 2) The CEO shall be notified prior to issuing an employee warning.
- 3) The employee warning shall contain the date and description of the incident as well as a detailed description of action taken by the supervisor.



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- 4) The written warning will be delivered to the employee with an explanation as to why it is being presented. The employee receiving the warning will be required to sign the warning, and acknowledge receipt of the warning; but not necessarily agreement with its contents. If the employee refuses to sign the warning, the record will be noted to reflect such a refusal.
- 5) The issuance of warnings is done within each department only. If a supervisor has a problem with an employee outside of the department, he/she must address the need for a warning with any such employee's supervisor.
- 6) A situation requiring a warning should always be coupled with a process and timeline for corrective action.

In cases of severe offenses, as judged by the SMYMCA, certain steps of the disciplinary procedure may be skipped and immediate dismissal may be warranted.

### **Attendance**

The SMYMCA values the work performance and work presence of each staff member. Every position is vital to our operations. Staff absenteeism potentially jeopardizes and inhibits each department and our ability to fulfill our mission of service.

The SMYMCA has an attendance policy that uses an occurrence count for tracking absences. An occurrence of absenteeism is defined as one or more consecutive days of absence or partial days of absence for the same reason.

- When an employee has **three occurrences** of absenteeism in the past 365 days, their supervisor will review the attendance record and meet with the employee if deemed necessary.
- When an employee has **four occurrences** of absenteeism in the past 365 days, he/she will receive a verbal warning that will be documented and placed in the employee's personnel file.
- When an employee has **five occurrences** of absenteeism in the past 365 days, he/she will receive a written warning and will be required to submit a written performance improvement plan that explains how he/she will curtail future episodes.
- When an employee has **six occurrences** of absenteeism in the past 365 days, he/she will be terminated.

Employees who miss more than three days of work due to illness or injury must provide an excuse from their doctor. If an excuse is not provided, the employee will not be permitted to return to work until the excuse is provided. The excuse must include the dates the employee will be absent from work. Occurrences will be included and counted regardless of whether a doctor's note is received.



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### **Termination**

**Voluntary Termination:** A decision, freely made by any at-will employee to voluntarily quit, or resign from their work relationship with the SMYMCA. In such cases, written notice is requested according to the following schedule:

Exempt Employee	Thirty (30) days notice
Non-Exempt Employees	Two (2) weeks notice

**Note: Abandonment.** Any employee abandons/terminates their employment when he/she is absent for two (2) consecutive working days without explanation, and such absences are not approved in advance. Employment may then be considered to be voluntarily terminated.

**Involuntary Termination:** Termination is a decision, made by the SMYMCA, to end the working relationship with any at-will employee with or without cause.





## **STAFF AND CAREER DEVELOPMENT**

### **Performance Appraisal**

Performance appraisals are ideally conducted at least annually for the purpose of evaluating employees' performances, assisting employees' continued growth and development, and to ensure goals and objectives are being met through employees' work efforts. Such performance appraisals will usually be documented in writing by the employee's immediate supervisor, be reviewed by the supervisor's immediate supervisor, and reviewed with that employee.

Reviews are conducted annually on the anniversary of employment, but additional reviews may be scheduled as warranted by the supervisor.

### **Employee Wages and Salaries**

Individual salaries shall be reviewed regularly.

### **Staff Development and Training**

Though professional development is the primary responsibility of the individual, the CEO shall be responsible for providing such opportunities for the staff, as a part of their management functions. The South Mountain YMCA Camps (SMYMCA) recognizes that the quality of the work is directly related to the continuing education and career growth and training opportunities for the employees. Developmental training experiences will be provided for all employees, based on the association's goals and career plans.

### **Dress Code**

It is the SMYMCA's policy that all staff must adhere to and be in accordance with the established dress code policy within their departments. Regardless of department, staff must be in South Mountain YMCA Camps staff shirts and/or nametags every day. Volunteers assisting at community events should be in SMYMCA vests. This is an integral part of our child protection policy.

Personal appearance, hygiene and clothing are important to our work practice. Our professionalism and integrity are gauged by the care we show in our personal attire and appearance. Each person is to report to work wearing clothing that is clean and appropriate. Attire must be in satisfactory condition and free of any design, which exhibits profanity or inappropriate sayings. The SMYMCA provides staff with the appropriate staff attire when a uniform is required to be worn.

The SMYMCA recognizes the rights of individuals in their dress and appearance, but reserves the right to require a staff person to compromise on dress and appearance when health, safety and role modeling are involved. It is in the best interests of the SMYMCA to eliminate fashion trends that may conflict with the image of the organization or the ability for the employee to safely and efficiently complete a job function or assigned task.





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### **HOUSING**

Housing is generally a requirement of employment for CEO, Associate Executive Director or Senior Director, Facilities Director, and all full-time seasonal staff. The Executive Committee retains the right to waive this requirement on a case-by case basis after examining the impact on the operation of the SMYMCA Camps (SMYMCA). The housing requirement will be stated in the job descriptions. All staff that live on the property will be referred to as tenants. All full-time employees that live on site will be required to show proof of renters insurance and sign a housing agreement prior to moving on site.

There will be no value placed on housing for any full-time employees. This includes, but is not limited to salary, retirement, and benefits. Employees will not receive additional compensation if they voluntarily request a waiver of the housing requirement.

#### **Definitions:**

**Private, Single Person or Family:** A single dwelling occupied by either a single staff person or their immediate family.

**Communal Dwelling, Semi-private – single staff:** Staff who live in a community with others and share living spaces with private or semi-private bedrooms.

#### **Repairs & Good Care**

Tenants shall use good care when using SMYMCA premises and all appliances and furniture (if applicable), fixtures and all heating, ventilating systems within the premises.

At the conclusion of employment and tenant occupancy, tenant shall surrender possession of the premises and its contents to SMYMCA in good order and repair as it was at the beginning of the term of occupancy. Tenant shall notify the Director of Facilities of any repairs or the need for repairs within the premises.

#### **Improvements – Temporary and Permanent**

**Permanent:** Those improvements or alterations which affect the appearance or nature of the premises on a permanent basis (i.e.: constructions, additions etc.).

**Temporary:** Those improvements, which are reasonably removed, not affecting the premises on a permanent basis i.e.: paint, paper, appliance installation, air conditioners, landscaping.

All improvement of a permanent or temporary nature must be approved by the CEO or their designee.

**Premises in Good Order:** Tenants are expected to maintain their premises in reasonable order – clean, trash and garbage free.



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### **Outside Lawn/Landscaping Care:**

**Private:** Tenants are expected to maintain their lawns at a reasonable height, maintain flowerbeds, shrubs and trees in a reasonable manner in which the esthetic standards of the organization are maintained. Leaf and snow removal of the immediate surrounding property shall be the responsibility of the tenant.

**Communal:** All landscaping, lawn care and leaf removal will be the responsibility of the South Mountain YMCA. Immediate area snow removal (walkways and porches) shall be the responsibility of the tenant.

### **Trash Removal**

Tenants are expected to remove trash from the premises on a regular basis. Trash bags and debris are not to rest outside of residence, but be taken immediately to the closest dumpster. Dumpsters shall be made available in a central location. A schedule of trash pick up will be identified and tenants shall make a reasonable effort to empty all trash on or before pick-up day.

### **Cleanliness and Departure Inspections**

Tenants are expected to leave the premises in the same condition found at the beginning of occupancy. Upon vacating the premises, tenants will be subject to a facility inspection with the Director of Facilities.

### **Right of Entry**

The CEO and their designee are authorized to enter the premises at reasonable times to inspect, perform maintenance, do repairs, and show the premises to prospective staff members. A reasonable effort shall be made by the CEO or their designee to notify tenants in advance of entry.

### **Utilities Policy**

Most utilities are paid for by the SMYMCA as a condition of occupancy. These utilities would include water, electricity, and heat to the premises. The SMYMCA expects that tenants will maintain a reasonable energy/utility conservation practice. Failure to do so may result in forfeiture of occupancy privileges. All alternative sources of heat or air conditioning shall be approved in advance by the Facilities Director or their designee.

Cable and internet access is the tenant's responsibility.

Fireplaces, and their safe operation, are the responsibility of the tenant. Annual chimney inspections shall be conducted at the SMYMCA's expense. Wood fuel shall be made available for all tenants. All tenants that burn wood are expected to assist with the splitting, stocking, and distribution of wood fuel.



## **Miscellaneous Responsibilities & Tenant Issues**

### **For Communal and Seasonal Housing:**

- **Smoking** – Employees may not smoke. Smoking of any kind is not permitted within any SMYMCA owned building or property.
- **Pets** – Pets of any kind must be approved by the CEO. Pets will require a \$500 deposit.
- **Community Living Responsibilities.** Community areas utilized by any or all “tenant staff” must be maintained in a clean and orderly manner. SMYMCA maintains the right to limit these facilities if, in the estimation of the Facilities Director, these areas are not being maintained in a satisfactory manner.
- **Guest Policy** – Friends and relatives of tenants are welcome in that such guests do not interfere with the normal activity flow of business. Guests must be identified and registered with the SMYMCA office noting specific arrival and departure dates. Guests who stay longer than two nights are considered sub-tenants and must be cleared with the CEO. Food service, when available, shall be an added benefit for the tenant guest. SMYMCA reserves the right to limit guests and the time of year in which they are approved.
- **Gatherings/Organized** Parties of non-employee guests, friends and relatives must be approved in advance by the CEO.
- **Tenant Insurance** – The SMYMCA requires that all private housing tenants provide proof of renters insurance and recommends that all communal tenants carry their own “renters insurance policy” for the personal protection of the contents of premises not owned by the SMYMCA and damage suffered as a result of personal property negligence.

### **For Private, Single Person or Family Housing:**

- **Housing Deposit** – Private housing is accompanied by a \$250 deposit. This deposit will be returned following a successful walk-through when vacating the premises. Deposits may be held for repairs and damage.
- **Tenant Insurance** - The SMYMCA requires that all private housing tenants provide proof of renters insurance and recommends that all communal tenants carry their own “renters insurance policy” for the personal protection of the contents of premises not owned by the SMYMCA and damage suffered as a result of personal property negligence.
- **Mailing Address** – Full-time staff are not to have their mail sent to Camp’s address (201 Cushion Peak Road). A staff living full-time on main camp must secure a Post Office Box for personal use. Proof of this box must be presented to the office and filed.



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- **Smoking** – Employees may not smoke. Smoking of any kind is not permitted within any SMYMCA owned building or property.
- **Pets** – Pets of any kind must be approved by the CEO. If approved, a pet deposit of \$500 will be required and may be returned following a successful walk-through when vacating the premises.



## **EMPLOYEE BENEFITS**

Employee benefits represent a significant part of an employee's compensation package. They help provide security and protection against stress which otherwise would disrupt the individual employee's work and family life. It is the South Mountain YMCA Camps' (SMYMCA) goal within the areas of employee benefits (indirect compensation) to reinforce government mandated standards in order to produce a reasonable level of basic protection for the employee and dependents during the earning years and during retirement.

It is the policy of SMYMCA that employees share in the responsibility for his or her own security. Some costs, therefore, are to be jointly borne by the SMYMCA and the employee. Descriptive materials related to benefits are provided to the employees during the initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the SMYMCA.

### **Benefit Eligibility**

- Benefit eligibility other than those mandated by State and Federal law will begin at the conclusion of the thirty (30) day period.
- All full time employees (35 hours per week or more) are eligible to enroll in the employee health benefits program on the first day of the month following thirty (30) days of employment. Full participation may be subject to meeting the plan requirements of specific benefits offered or by restrictions detailed in other parts of this handbook and the summary plan descriptions.
- Part time employees who complete 1800 hours or more within twelve months from the anniversary date of employment become eligible for health benefits.
- Seasonal full time program employees who complete 1800 hours or more within twelve months from the anniversary date of employment become eligible for health benefits.
- For the purpose of determining benefits, when years of service are the basis for awarding the benefit, continuous, and full-time YMCA employment in any YMCA will be counted. Years of service are counted from the original date of full-time employment and continues to accrue as long as employment is full time, continuous and permanent.

### **Mandated Benefits**

The SMYMCA offers State and Federal mandated benefits regarding employee benefits such as:

**Social Security (FICA):** All employees are required to participate in the Federal Old Age Survivors and Disability Insurance system (Social Security).

**Worker's Compensation:** Employees are covered against hazards of occupational accidents and illness on the job through compensation insurance and the extent of the law required by State Worker's compensation laws. Employees will not receive compensation from SMYMCA while receiving pay from the Worker's Compensation Program.



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**Unemployment Compensation:** Unemployment insurance established to provide for security for those persons unemployed through no fault of their own.

## **Time Off From Work**

Paid Time Off (PTO) is a concept that provides full time employees with flexibility to use their time away from work to better meet personal and family needs. It is designed to give employees the freedom to better manage their time off for rest, relaxation, illness, and other personal pursuits.

The PTO concept combines a full time employee's traditional vacation, personal days and sick time benefits into one bank of time.

Employees who have good attendance typically enjoy the PTO concept; in that, it rewards them with additional time off. The SMYMCA, our campers and your co-workers also benefit from PTO as employees are able to better manage their time off, ultimately reducing unscheduled absences (call-offs).

PTO hours are for staff members to use as they wish. They can be used for a variety of applications such as: to schedule an occasional day or partial day off (half day minimum), a longer vacation, to cover an illness or for periods of time to attend to personal or family issues. As with a traditional vacation time policy, requests for PTO time off (non-illness) must be approved by your supervisor. PTO requests can be made for periods of a minimum of ½ of a workday per to a maximum of 8 hours per day.

Although staff members cannot take PTO during their first 90-days of employment, PTO time will be reallocated on each employee's anniversary hire date.

The following is a schedule of PTO time that employees receive on the anniversary of their hire each year based on their length of service\*:

### **Annual PTO Allotment:**

**Code A Less Than One Year of Service**

8 hours for each month of work

**Code B After One Year of Service**

20 Days (160 hours)

**Code C After Three Years of Service**

25 Days (200 hours)

**Code D After Seven Years of Service**

30 Days (240 hours)

**Code E After Fifteen Years of Service**

35 Days (280 hours)



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Note: If an employee transfers from another YMCA, their length of service shall be recognized in determining PTO eligibility. *For example, if an employee transfers from another YMCA with 5 years of service at time of transfer, he/she shall receive a Code C PTO allotment.*

### **PTO Utilization & Carryover**

The SMYMCA recognizes the need for staff to periodically take time off for rest and relaxation. With this in mind, we require staff to utilize their PTO benefit within the allotment year; however, staff may carry over up to five (5) days into the following calendar year. Any time carried over must be utilized within the first calendar quarter or it will be lost.

In the transition to this 2016 PTO plan, the SMYMCA want to recognize the sick days employees have “banked” under the previous plan. Full-time employees hired before 2016 will be allowed to maintain and utilize any sick time they had banked prior to 2016. These days will be carried until exhausted, but no new days may be banked beyond the scope of the PTO carry-over outlined in the previous paragraph.

Important: It is each staff member’s responsibility to manage their PTO time balance. Enough time should be saved in the event of unforeseen circumstances that require you to be absent from work (e.g., illness or injury of yourself or a child, inclement weather, medical appointments, etc.) as well as for planned vacations.

PTO time is paid at the employee’s base pay rate. PTO time is not included in the calculation of overtime.

*Note: The SMYMCA reserves the right to restrict PTO use for employees who cannot properly manage their PTO time benefit (e.g., deny PTO requests until attendance issues improve). In addition, due to scheduling demands, staff members are encouraged to take as much PTO time as possible during the camp’s slower periods. Doing so will significantly increase the likelihood of receiving approval for your requested time off.*

### **Termination of Employment**

Unused PTO hours shall be paid out at 50% of face value at the time of termination assuming the proper notice has been given and worked. Also, PTO hours cannot be taken during an employee’s notice period unless approved by the CEO in advance.

### **Holidays**

The SMYMCA recognizes six (6) paid holidays per year for full time staff as follows:

***New Years Day***

***Labor Day***

***Memorial Day***

***Thanksgiving Day***

***Independence Day***

***Christmas Day***



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On holidays that the SMYMCA remains open, the employee will be permitted to take floating holidays at another time, which must be approved by the employee's immediate supervisor. Employees are encouraged to use their floating holiday within the month recognized. When Independence, Christmas or New Year's Days fall on a weekend, employees may utilize this holiday in the week immediately before or after the "holiday weekend."

In recognition of their service, veterans are encouraged to take Veteran's Day as an additional holiday. If, for any reason, that is not possible in a given year, he or she may use the day as a floating holiday.

### **Short-Term Disability**

All full-time employees (exempt or non-exempt), who have been employed on a continuous basis for 90 days shall be entitled to a short-term disability leave benefit. This period begins after use of all paid sick leave and vacation pay. The short-term disability policy provides coverage from the 8<sup>th</sup> day of illness for 13 weeks. The weekly benefit is 60% of predictability earnings with a maximum weekly benefit of \$1000. This coverage is paid for by South Mountain YMCA. The employees must exhaust all PTO time benefit days before the short-term disability leave benefits begin. The employee is required to obtain a note from a physician prior to short-term benefit activation.

Maximum benefit is thirteen weeks @ 60% of regular pay.

### **Leave of Absence**

There are occasions when the best interests of South Mountain YMCA and the employee are served by retaining an employee on the association rolls during a leave of absence. Any such absence must be requested in writing to the CEO and should not result in any significant additional expense or disruption of South Mountain YMCA operations.

### **Jury Duty**

Employees who are called for jury duty and are not able to work their schedule hours are paid the difference between the regular days pay and the amount paid by the jury duty. Proper documentation must be presented.

### **Military Service**

Re-employment rights correspond with those provided by Federal and State laws. Employees who are completing their military training by service in a reserve component of the United States Armed Forces or National Guard may use PTO time for such training.

### **Compensation for Services to Outside Interest**

Employees are permitted to provide consulting services to other YMCA's or kindred organizations with the goals and objectives similar to that of the SMYMCA upon prior written approval of the CEO or designated representative. If the employee is compensated for these services by the other organization, it must be done so on the employee's own time.





## **OTHER EMPLOYEE BENEFITS**

### **Tax-Deferred Annuity**

A tax-deferred annuity is available to all eligible employees through the YMCA Retirement Fund.

### **Professional Society Dues**

The payment of membership dues and related expenses in the Association of Professional Directors of the YMCA, American Camping Association and other job-related professional societies shall be included in the budget.

### **Dependent Children and Grandchildren Benefits**

Dependent children of full-time employees' may attend resident or day camp at no charge to the employee (children must conform to the age requirements of specified program). Employees whose children attend any camp activity remain responsible for the behavior and conduct of their children. The South Mountain YMCA Camps (SMYMCA) reserves the right to deny access to any or all camp facilities and programs to any dependent child on basis of behavior/conduct. Employee children may participate in trip programs and will be responsible only for direct costs of the program (fees charged, airline tickets etc.) Optional summer programs (i.e.: horseback riding, sailing, personal purchases, etc.), are the responsibility of the employee. Grandchildren of full-time regular employees are offered resident and day camp tuition reductions of 50%. Trip program policy is the same for these children as described above.

### **Medical Benefits**

The SMYMCA will continue to subscribe to a medical, dental, and prescription insurance plan for both the employee and the employee's legal spouse and children. The exact insurance carrier will be at the discretion of the SMYMCA.

Eligible employees electing to not receive any type of medical insurance coverage through the SMYMCA will receive a bi-weekly compensation of 1% of the current cost of single medical coverage. This figure will be recalculated yearly on the anniversary of the SMYMCA's insurance policy.

### **COBRA**

Federal law (COBRA) requires that employees and/or families be offered the opportunity to temporarily continue their existing coverage (at the group rate), at their own expense, in certain cases where coverage would otherwise terminate. Individuals eligible for this coverage must request it in writing within 60 days from the date their existing coverage would end. They must agree to pay the full premium cost of the coverage. Payments must be received within ten days prior to the first day of the month for which coverage is requested. Failure to do so may automatically cancel coverage.



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### **Retirement Savings**

The SMYMCA participates in the YMCA Retirement Fund for the benefit of eligible participating employees and their families. The retirement fund is a defined contribution, money purchase, church pension plan under which contributions plus interest credits are accumulated in individual accounts to provide benefits to eligible employees after they retire or terminate YMCA employment for any reason. Benefits are also paid if an employee becomes permanently and totally disabled or dies while employed by a YMCA. Benefits are also paid to former employees who terminate YMCA employment with a vested benefit. The benefits under the Retirement Plan are separate from and in addition to any benefits you receive from Social Security.

A description of the eligibility rules and benefits is provided in the fund's Summary Plan Description. Administrative information is provided in the fund's administrative manual. The terms and conditions of the plan control in every case.

**Participation in the Plan:** Participation in the plan is a condition of employment for eligible employees. Employees are vested at the time of enrollment. You will receive details of the Plan at that time.

**Age Requirement:** Age requirement: You must be at least 21 years of age. If you are not age 21, but have met the service requirement, you will be eligible to be enrolled on the first day of the month after you turn 21 (or on your 21<sup>st</sup> birthday if you were born on the first day of the month).

**Service Requirement:** You must complete two, 12-month periods, beginning with your date of hire or anniversary of your date of hire, in which you are credited with at least 1,000 hours of service for each 12-month period. These two, 12-month periods do not have to be consecutive.

**Contribution Rate:** The SMYMCA has elected a 12% contribution rate to the Retirement Fund based on the employee's compensation. SMYMCA pays 7% into your YMCA account and also pays 5% into your Personal Account so that you do not have to contribute to the Retirement Plan out of your own pocket. You may make voluntary contributions to your account either before or after tax. You may also rollover pre-tax funds into the savings plan according to the rules of the Plan.



## **COMPUTER, INTERNET, AND EMAIL USAGE**

Computers and other media of electronic communications ("media") are the property of the South Mountain YMCA Camps (SMYMCA). The SMYMCA has a legitimate business interest in the proper utilization of its property. Therefore, any use of the SMYMCA's property, and any electronic communications sent or received, may be monitored by persons authorized by the SMYMCA. Employees who use such media for private, non-work-related purposes do so with knowledge that such communications may be monitored or intercepted by the SMYMCA.

Electronic communications, including computer files, voice mail, and electronic mail ("e-mail"), are not anonymous. Sender and receiver can be determined, and the content of any message may be viewed by others within the SMYMCA. A password is not intended to ensure privacy of electronic communications. Instead, it serves to provide a minimum level of security to the SMYMCA by restricting access to those who bear valid passwords. Preventing a person from outside of the SMYMCA from gaining access is not the same as affording privacy to the communications of SMYMCA media users.

The SMYMCA does not hold any responsibility for electronic equipment personally owned by employees such as laptops and smartphones that are used for conducting SMYMCA business. Employees must ensure that all information contained on such devices for business use remains secure.

All SMYMCA staff are prohibited from accessing, displaying, or possessing inappropriate information or pornography on the organization's property or equipment. Disregarding this policy could result in immediate termination.

### **Social Media Policy**

Social media has become an increasingly prevalent method of communication in our society, especially with younger generations. While it can be a very popular and convenient way to share information, the use of social media can also allow for potentially inappropriate or dangerous exchanges of information and the publication of details or images that should not be shared in a public forum. This is of special concern for children.

Employees and members must exercise care in setting appropriate boundaries between their personal and public online behavior. All actions and communication by employees, leadership, and members must be done in accordance with camp policy.

Our camp staff and community members share the responsibility of safeguarding the privacy and well being of our campers, co-workers and others who utilize our services. This includes the responsible use of social media tools as pertains to:

- A. Camp staff may not initiate social media relationships (e.g., "friending") with camp participants, minor age employees or any other person involved with



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the South Mountain YMCA who under the age of 18 and shall not accept such requests from minors.

- B. Camp staff shall not post photos or digital images of children on their personal Internet site or any other social media outlet.
- C. Camp staff shall present themselves in a manner that is appropriate and professional and will not present SMYMCA or any of its programs/staff/campers in an inappropriate or negative manner. Please do not post yourself doing anything illegal or otherwise inconsistent with the mission of the SMYMCA on all social media outlets (e.g.: Facebook, Pinterest, Twitter, Instagram, etc.)

***This social networking policy, in no way, is an attempt to violate any rights of employees under the National Labor Relations Act.***

### **Electronic Mail**

E-mail is not a private communication within the SMYMCA. Never use e-mail to send personal information or discuss private matters about anyone, including yourself, unless disclosure of that information is acceptable to you. This prohibition also applies to voice mail and computer files. Any defamatory, insulting, derogatory, or sexually offensive remark about any person or group of persons utilizing electronic or other communication is prohibited. Any employee who violates this policy may be subject to disciplinary action, including termination. All employees must understand that any e-mail messages, including personal messages, sent or received using SMYMCA property may be subject to monitoring by the SMYMCA.

All employees must adhere to the following guidelines concerning the use of electronic mail over the SMYMCA system:

- A) There is no guarantee of confidentiality when sending e-mail, especially when the message is transmitted across a public network like the Internet. A good rule of thumb is not to put anything in an e-mail that you would not put on a postcard to be viewed by the general public.
- B) Trade secrets or confidential information should never be transmitted or forwarded to an outside individual or company not authorized to receive the information and should never be sent or forwarded to other South Mountain YMCA employees who do not need to know this information.
- C) Always use care in addressing e-mail messages to make certain that messages are not inadvertently sent to the wrong recipient. Employees may not use the SMYMCA e-mail system for any of the following activities:
  - transmitting, circulating, or distributing any obscene, offensive, harassing, or defamatory e-mail message or other transmission, or any message or transmission with a sexual, racial, or other discriminatory content;



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- transmitting, circulating, or distributing any e-mail that contains any comments based upon race, sex, national origin, sexual orientation, gender identity, age, disability, or religion;
- falsely representing that any e-mail message originated from a source other than its actual sources;
- unauthorized removal or circulation of any SMYMCA trade secrets or confidential information;
- engaging in any communication which violates or is not consistent with any SMYMCA policy.

D) Violations of this policy, including but not limited to, inappropriate use of e-mail, will result in disciplinary action up to and including termination of employment.

### **The Internet**

The policy establishes guidelines for the proper use of SMYMCA Internet resources in a professional, ethical, and lawful manner.

To ensure that Internet access is used appropriately, SMYMCA provides a measure of control and structure as to its use, the following guidelines will apply to Internet access by all SMYMCA employees.

#### **A) Permitted Uses of the Internet:**

Internet access is a resource involving the use of SMYMCA assets (modems, telecommunications networks, computers, and software) and should be used primarily for business purposes. Your use of the Internet directly affects the speed at which other users access the Internet. Downloading non-business related files and graphics will needlessly slow down SMYMCA computer network. Non-business use (such as net surfing for personal enjoyment, entertainment, or children's school projects) should be kept to a minimum and generally restricted to non-working time and when such use is less likely to interfere with productive business use by others. Personal use of the Internet that adversely affects an employee's productivity is not permitted.

#### **B) Prohibited Uses of the Internet:**

No employee may use SMYMCA Internet resources at any time to access or convey information or for any other use that is in violation of or prohibited by this policy. Examples of the types of information that would violate SMYMCA policies include information that is sexually explicit or offensive, hostile, or harassing with the respect to anyone's race, religion, color, sex, sexual orientation, gender identity, ancestry, national origin, age (40 or older), disability or handicap, or any other personal trait that is protected by law, or SMYMCA policies. *Example: A SMYMCA employee receives an unsolicited e-mail message from a friend and that message contains sexually explicit jokes and cartoon figures. SMYMCA employee then forwards the e-mail message to other employees. In this example, the employee has violated both the SMYMCA's Internet and sexual harassment policies.*



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### **C) Unlawful Uses:**

No employee may use the Internet during working or non-working time to access or convey information in an unlawful manner or for any unlawful purpose. Examples include downloading or copying information (e.g., sounds, images, documents, etc.) or programs in violation of copyright and software licensing laws, using the Internet for unauthorized access to other computer systems, using the Internet to distribute or receive destructive programs (e.g., viruses and/or self-replicating code), etc.

### **D) Other Prohibited Uses:**

- Personal business/Promotion: unless SMYMCA management has granted written permission in advance to do so, the Internet may not be used for any employee's commercial or profit-generating activities or for personal advertisements, solicitations, promotions, political material, or any other like purposes.
- Gambling
- Bulletin Boards
- Blogs
- Chat Rooms
- Instant Messaging
- Video Games

## **Downloading Documents, Programs and Executable Files**

Internet access supports the viewing and downloading of public documents. Downloading documents (including graphics) is permitted only for SMYMCA business purposes, provided that such downloading does not violate any applicable laws (for example, copyright and software licensing laws), and the downloading is a reasonable use of South Mountain YMCA resources. The downloading of programs and other executable files without prior approval of the CEO is prohibited.

The size of the document and the speed of downloading should be taken into account in determining whether downloading any file is a reasonable use of SMYMCA resources. The downloading of programs and other executable files without prior approval of the CEO is prohibited because of substantially greater risk of computer-virus infection and potential problems with incompatibility with existing hardware and software programs on the network.

As a general guide, if you are told that you must first download something in order to make something else on a website viewable or accessible, do not proceed without prior approval.

## **Anonymous or Encrypted Communications**

Communications using any electric mode are not anonymous. Sender and receiver can be determined and the content of any message may be viewed by others within the SMYMCA.

## **Internet Access**

Under no circumstances should an employee ever be logged in under someone else's user name or use any machine on which they have not logged in under their



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own name. When an employee uses a machine not assigned to them, out of courtesy, ask the permission of the employee who is assigned to that particular machine. Additionally, for security purposes employees should log out of the computer system when they will be away from their desk or use an automatic screensaver password to prohibit others from utilizing an unauthorized machine.

### **Internet Security**

Accessing Internet sites may identify to third parties both the user's name and the South Mountain YMCA's name - appropriate caution must be exercised in accessing sites. Disclosing privileged and/or confidential information and offering legal opinions or advice over the Internet must be avoided. Many websites have software, which can identify the user accessing the site. When you access sites, be aware that your access may be tagged or identified with your name and the SMYMCA name. The intentional access and use of sites in a manner that could compromise the SMYMCA is prohibited. Employees may not use or access Internet chat rooms using SMYMCA internet resources without the approval of the CEO.

### **YMCA Monitoring of Internet Use**

The SMYMCA may have the ability to monitor Internet access (all messages sent, sites accessed, and information downloaded). All such information is the property of the SMYMCA. The SMYMCA reserves the right to review and disclose such records or information with or without prior notice. Your hard drive will contain a history of sites recently visited and information (such as text and graphics) from those sites. This information is also SMYMCA property. Although employees may not access the Internet from another person's computer without express permission, the YMCA reserves the right to enter any person's workstation, with or without notice, at any time. In addition, your hard drive, and any data storage medium (hard drives, floppy disks, CD-ROM, videotape, DVD's, jump drives, USB/"thumb drives", etc.) are not intended to be used for private, non-business purposes and at all times remain the property of the SMYMCA. The SMYMCA reserves the right to access, monitor, review, and take possession of any such property at any time, with or without prior notice. Any hardware, software, or data storage medium on the SMYMCA premises will be presumed to be SMYMCA property and will be covered by this policy.

### **Violations of the Internet Policy**

Employees who violate SMYMCA Internet policy will be disciplined up to and including termination. The SMYMCA reserves full discretion to change these guidelines, limit Internet access to certain areas or to certain individuals, or discontinue Internet access altogether, if conditions (such as abuse of the ability to access the Internet, disregard of these guidelines, a security breach, or decreased productivity) warrant.





## **CHILD PROTECTION**

**On the mistreatment or abuse of minors:** The South Mountain YMCA Camps (SMYMCA) will not tolerate the mistreatment or abuse of youths in its programs. Any mistreatment or abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service.

**On the mistreatment or abuse of one youth by another:** The SMYMCA are committed to providing all youth with a safe environment. Our organization will not tolerate the mistreatment or abuse of one youth by another youth.

In addition, the SMYMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. **Physical bullying** – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. **Verbal bullying** – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. **Nonverbal or relational bullying** – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. **Cyberbullying** – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - a. Sending mean, vulgar, or threatening messages or images;
  - b. Posting sensitive, private information about another person;
  - c. Pretending to be someone else in order to make that person look bad; and
  - d. Intentionally excluding someone from an online group.
  - e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
  - f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.





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Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff, and volunteers.

**Appropriate and Inappropriate Physical Contact with Minors:** Our organization's physical contact policy promotes a positive, nurturing environment while protecting youth and staff. Our organization encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards youth in the organization's programs will result in disciplinary action, up to and including termination of employment.

The organization's policies for appropriate and inappropriate physical interactions are:

<i><b>Appropriate Physical Interactions</b></i>	<i><b>Inappropriate Physical Interactions</b></i>
<ul style="list-style-type: none"><li>• Side hugs</li><li>• Shoulder-to-shoulder or "temple" hugs</li><li>• Pats on the shoulder or back</li><li>• Handshakes</li><li>• High-fives and hand slapping</li><li>• Verbal praise</li><li>• Pats on the head when culturally appropriate</li><li>• Touching hands, shoulders, and arms</li><li>• Arms around shoulders</li><li>• Holding hands (with young children in escorting situations)</li></ul>	<ul style="list-style-type: none"><li>• Full-frontal hugs</li><li>• Kisses</li><li>• Showing affection in isolated area</li><li>• Lap sitting</li><li>• Wrestling</li><li>• Piggyback rides</li><li>• Tickling</li><li>• Allowing a youth to cling to an employee's or volunteer's leg</li><li>• Any type of massage given by or to a youth</li><li>• Any form of affection that is unwanted by the youth or the staff or volunteer</li><li>• Compliments relating to physique or body development</li><li>• Touching bottom, chest, or genital areas</li></ul>

**Appropriate and Inappropriate Verbal Interactions with Minors:** Staff and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with youth. Staff and volunteers are not permitted to discuss their own sexual activities with youth.



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Our organization's policies for appropriate and inappropriate verbal interactions are:

<b><i>Appropriate Verbal Interactions</i></b>	<b><i>Inappropriate Verbal Interactions</i></b>
<ul style="list-style-type: none"><li>• Positive reinforcement</li><li>• Appropriate jokes</li><li>• Encouragement</li><li>• Praise</li></ul>	<ul style="list-style-type: none"><li>• Name-calling</li><li>• Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff and volunteers</li><li>• Secrets</li><li>• Cursing</li><li>• Off-color or sexual jokes</li><li>• Shaming</li><li>• Belittling</li><li>• Derogatory remarks</li><li>• Harsh language that may frighten, threaten, or humiliate youth</li><li>• Derogatory remarks about the youth or their family</li></ul>

**Managing the Risk of One Youth Alone With One Staff Member:** It is the policy of the SMYMCA that a staff member is never to be alone with a youth participant. In those exceptional situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

<b><i>Additional Guidelines for One-on-One Interactions</i></b>
<ul style="list-style-type: none"><li>• When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.</li><li>• Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.</li><li>• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.</li><li>• Inform other staff and volunteers that you are alone with a youth and ask them to randomly drop in.</li><li>• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.</li></ul>



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**Private Instruction or Coaching:** One-on-one situations, such as tutoring and private coaching sessions, are not part of the SMYMCA program at this time. Should that change in the future, we must be prepared for the additional risks for false allegations. Staff and volunteers should be aware of our policies regarding instruction and private coaching:

1. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.
2. Tutoring and coaching sessions with our organization's youth may not occur outside of the organization.
3. Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, youth involved, and location of sessions.

**Electronic Communication Between Youth and Staff:** Any private electronic communication between staff and youth, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited.

All communication between staff and youth must be transparent. The following are examples of appropriate and inappropriate electronic communication.

<b><i>Appropriate Electronic Communication</i></b>	<b><i>Inappropriate Electronic Communication</i></b>
<ul style="list-style-type: none"><li>• Sending and replying to emails and text messages from youth ONLY when copying in a supervisor or the youth's parent</li><li>• Communicating through "organization group pages" on Facebook or other approved public forums</li><li>• "Private" profiles for staff and volunteers which youth cannot access</li></ul>	<ul style="list-style-type: none"><li>• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments</li><li>• Sexually oriented conversations</li><li>• Private messages between staff and volunteers with youth</li><li>• Posting pictures of organization participants on social media sites</li><li>• Posting inappropriate comments on pictures</li><li>• "Friending" participants on social networking sites</li></ul>

In addition, this information should be provided to participants' parents via the Parent Handbook or like resources, so that families know what is appropriate and inappropriate from our staff.

**Staff Cell Phone Use During Programs:** While assigned to work with youth, staff are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with youth is strictly prohibited regardless of the type of device used and whether for business or personal reasons.



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Employees need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/or program participants for personal and/or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

**Acceptable Use of Cell Phones during Program Hours:** There are occasions in which staff will need to use official personal or organizational issued electronic communication devices. In these cases, staff will have explicit direction from supervisors governing use. Situations which may require use of personal or organization-issued electronic communication devices include:

1. Field Trips
2. Off-site Programs
3. Emergencies

**Reporting Allegations of Abuse:** All reports of suspicious or inappropriate behavior with youths or allegations of abuse will be taken seriously. The SMYMCA will fully cooperate with authorities if allegations of abuse are made and investigated.

***All staff and volunteers must follow state specific mandatory reporting requirements.***

Staff are trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:

1. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse;
2. Know and follow organization policies and procedures that protect youth against abuse;
3. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws; and
4. Follow-up to ensure that appropriate action has been taken.

Staff will read and sign a Code of Conduct for Staff documenting their understanding of the legal and ethical duty to report suspected mistreatment or abuse of youth.

**Staff/Volunteer Interaction with Youth Program Participants Outside of Regularly Scheduled Camp Activities:** Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and our organization at increased risk. As such, our organization prohibits interactions outside of regularly scheduled program activities unless approved by the CEO. Incidental contact with youth from our camps and programs in public is unavoidable. Such contact, (i.e., seeing program participants at retail stores or cinemas), should remain brief and pleasant. Staff should avoid extended interaction without a parent present.



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**Gift Giving and Acceptance Policy:** The South Mountain YMCA Camps strongly encourages employees and volunteers to refrain from exchanging gifts with the people we serve (children, their families, visitors, and guests). This policy is part of our child protection efforts because offenders routinely groom children by giving gifts to children and their families to endear themselves to their potential victims and gain access. However, gifts to the people we serve may be given under the following circumstances:

- Gift requests must be submitted to a supervisor prior to the purchase or distribution of the gift
- The supervisor will determine a cost limit regarding how much may be spent on the gift
- Parents/guardians of the children must be notified about the gift item and why they are receiving it
- Employees and volunteers are prohibited from giving gifts to individual consumers except when the gift is authorized by a supervisor and given to all the children in the group, class, or cabin
- Employees and volunteers are required to communicate that the gift is given on behalf of the organization and not the individual employee or volunteer

Under no circumstances should staff accept tips. Redirect guests and families to make a donation to the South Mountain YMCA Camps.

Questions on the gift policy should be directed to your supervisor.

## **SUMMARY**

Now that you have read the South Mountain YMCA Camps' Employee Handbook you should have an understanding of our benefits, policies, and procedures. This manual contains an overview of available benefits and many of South Mountain YMCA Camps' policies and procedures. The contents of the manual are general and intended solely as a guide. The language used and the information contained in this manual are not intended to constitute or create the terms of any employment contract between the South Mountain YMCA Camps and any of its staff members.

The terms and provisions of this Employee Handbook are subject to change from time to time, without notice, to management's view regarding the needs of the South Mountain YMCA Camps with respect to effective administration and supervision of personnel. Should you have any questions concerning any of the information contained herein, please contact your supervisor or the CEO.



## SOUTH MOUNTAIN YMCA CAMPS Employee Handbook

### Code of Conduct with Minors

- Our employees and volunteers will exhibit the highest ethical best practices and personal integrity.
- Our employees and volunteers will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our employees and volunteers will not physically, sexually, or emotionally abuse or neglect a child or adult.
- Our employees and volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our employees and volunteers will report any suspected abuse or neglect of a child/minor to the state authorities.
- Our employees and volunteers will accept their personal responsibility to protect children and adults from all forms of abuse.

The following policies are intended to assist employees and volunteers in making decisions about interactions with children/minors. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

The South Mountain YMCA Camps provides our consumers with the highest quality services available. We are committed to creating an environment for minors that is safe, nurturing, empowering, and that promotes growth and success. **Abuse of any kind will not be tolerated and confirmed abuse will result in immediate dismissal from this organization. The South Mountain YMCA Camps will fully cooperate with authorities if allegations of abuse are made that require an investigation.**

***The Conduct with children outlines specific expectations of employees and volunteers as we strive to accomplish our mission together.***

1. Children and minors (children hereafter) will be treated with respect at all times.
2. Children will be treated fairly regardless of race, sex, sexual orientation, age, gender, or religious preference.
3. Employees and volunteers will adhere to uniform best practices of displaying affection as outlined by the organization.
4. Employees and volunteers will avoid affection with children that cannot be observed by others.
5. Employees and volunteers will adhere to uniform best practices of appropriate and inappropriate verbal interactions as outlined by our organization.
6. Employees and volunteers will not stare at or comment on children's bodies.
7. Employees and volunteers will not date or become romantically involved with children.
8. Employees and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of children.
9. Employees and volunteers will not have sexually oriented materials, including printed or online pornography, on South Mountain YMCA Camps property.



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10. Employees and volunteers will not have secrets with children and will only give gifts in accordance with organizational policies.
11. Employees and volunteers will comply with our organization's policies regarding interactions with consumers outside of our programs.
12. Employees and volunteers will adhere to organizational policies regarding electronic communication and social media with children.
13. Employees and volunteers will adhere to organizational policies regarding working one-on-one with children in a private setting.
14. Employees and volunteers will not abuse children in anyway including (but not limited to) the following:
  - a. Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
  - b. Verbal abuse: degrading, threatening, cursing
  - c. Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations
  - d. Mental abuse: shaming, humiliation, cruelty
  - e. Neglect: withholding food, water, shelter
15. The South Mountain YMCA Camps will not tolerate the mistreatment or abuse of one child by another child. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all children, employees, and volunteers. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:
  - a. Physical bullying: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
  - b. Verbal bullying: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
  - c. Nonverbal or relational bullying: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
  - d. Cyberbullying: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
    - i. Sending mean, vulgar, or threatening messages or images;
    - ii. Posting sensitive, private information about another person;
    - iii. Pretending to be someone else in order to make that person look bad;
    - iv. Intentionally excluding someone from an online group.
  - e. Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
  - f. Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting,



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bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

16. Employees and volunteers will report concerns or complaints about other employees and volunteers, other adults, or children to a supervisor, our anonymous reporting feature on the website:  
<https://www.smymca.org/smymca-reporting/>.
17. Employees and volunteers will report allegations or incidents of abuse to the proper state authority. Please refer to the specific guidelines of your state regarding mandated reporting.
18. Employees and volunteers may not have engaged in or been accused or convicted of child abuse, indecency with a consumer, or injury to a consumer.
19. The South Mountain YMCA Camps require all employees and volunteers to cooperate fully with any investigation. Failure to do so may be grounds for termination.

### **Acknowledgement**

I attended an orientation that describes and explains the organizational policies for the protection of minors adopted by the organization on February 17, 2022. I understand and voluntarily agree to abide by these policies.

Please Print

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have reviewed this form and have noted any missing information.

\_\_\_\_\_  
**Signature of Supervisor** **Date**





## **SOUTH MOUNTAIN YMCA CAMPS Employee Handbook**

# **AGREEMENTS AND UNDERSTANDINGS**

## **Acknowledgement of the Employee Handbook**

I hereby acknowledge my receipt of one (1) copy of the Employee Handbook of the South Mountain YMCA Camps, and further acknowledge that it is my responsibility to read the Employee Handbook thoroughly and to familiarize myself with its provisions as they relate to my duties as a staff member of South Mountain YMCA. If I have questions about the interpretation of any provision of the Employee Handbook, I understand that it is my duty promptly to seek necessary clarification from my supervisor or the CEO.

I further expressly acknowledge that this manual is provided solely as an informational guide, the provisions of which may hereafter be altered, amended, deleted, or otherwise changed by the employer at any time, and that the manual is not to be deemed or considered a contract between myself and South Mountain YMCA, nor should the employer's distribution of such a manual to me or to any other staff member of South Mountain YMCA in any way be interpreted as promising, envisioning or otherwise embracing an express or implied contract of employment for a fixed term, or for any term. I understand that my employment by South Mountain YMCA shall at all times be and remain employment "at-will," and that I understand it to be so, rather than constituting employment for a fixed term, or for any term. I have signed this acknowledgement having thoroughly reviewed the foregoing, and my signature hereon evidences my understanding of the foregoing Acknowledgement.

Furthermore, I agree to comply with the organization's policies as described in the handbook, as well as their abuse prevention policies, Code of Conduct, and consumer protections standards by signing this acknowledgement upon hire and annually thereafter.

## **Equal Employment Opportunity**

South Mountain YMCA is an Equal Opportunity Employer. Accordingly, all applicants for employment and all persons employed in any capacity by South Mountain YMCA are treated without regard to race, color, national origin, religious affiliation, age, gender, sexual orientation, gender identity or physical and mental disability, subject to the imposition of bona fide occupational qualifications, and genetic information. The fair and equitable treatment imposed by this policy encompasses, but is not limited to, all aspects of the employment process including: personnel recruitment advertising, all hiring practices; promotions and transfers; rates of pay and other forms of compensation; benefits, selection for training; layoffs and terminations; and all facility sponsored social and recreational programs.

It is the basic responsibility of all the staff to conform to both the letter and spirit of this Equal Opportunity Statement. It is important that we document the fact that we have reiterated our non-discriminatory policy with all of our staff members. So that we might have documentation, please sign this memorandum at the appropriate place and return it to your supervisor.

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**Staff Member Signature**

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**Date**

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**Print Staff Member's Name**

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*To be stored in the employee's file each year.*