

**YWCA NorthEastern NY**  
**Employee Handbook**

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# YWCA NorthEastern NY

## Employee Handbook

### I. The Mission of the YWCA Is Expressed In Its Purpose

YWCA NorthEastern NY is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

### II. The History of the YWCA NorthEastern NY

The YWCA OF Schenectady dba YWCA NorthEastern NY (NENY) has been providing services to the community since it was first organized in 1888 with 44 members. Today, we are a comprehensive, multi-service health and human service agency offering a variety of valuable and needed programs and services to residents of Schenectady County and the surrounding area. These services include early childhood education, a women's residence, support services to battered women and their children, parenting classes and health, fitness, aquatics and recreation activities for children and adults.

The YWCA NorthEastern NY is a member in good standing of the YWCA USA. This national organization has been providing affordable programs and support services to over 250 member associations throughout the United States for over 140 years. Throughout our history, the YWCA NorthEastern NY has offered valuable programs and activities for the benefit of women and their families of all ages, ethnic backgrounds, and socio-economic groups. The YWCA has successfully expanded throughout the years in response to the changing and growing needs of the community.

### III. Programs and/or Services Provided

The YWCA's mission is put into practice through its programs. The YWCA NorthEastern NY serves over 10,000 participants and members annually through our four programs.

Currently our main program service areas are **Women, Youth & Family Programs** (Aquatics, CA\$H Tax Services, Early Learning Centers, Fitness, Encore Take Charge of Your Health, & Women's Housing Programs), **Domestic Violence Safety & Support Programs**.

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**1. Women, Youth & Family Programs** include aquatics programming, a fitness center and a wide array of fitness classes. The YW's Early Learning Centers are at two locations: YWCA's main campus and Schenectady County Community College. They offer NAEYC accredited, licensed early childhood education, while using a developmentally appropriate anti-bias "creative curriculum" in a multi-cultural environment with an emphasis placed on each child's individual strengths. In addition, there is an Encore Take Charge of Your Health component that provides breast cancer prevention and education for women. CA\$H (Creative Assets, Savings, & Hope) program provides tax assistance & financial literacy programs for income eligible folks. Schenectady County Embraces Diversity (SCED) is a county wide collaborative initiative that offers study circle opportunities for all middle and high school students in Schenectady County. The Women's Housing component annually provides safe affordable single occupancy room (SRO) housing & scattered site apartments to approximately 200 low-income and/or otherwise homeless women. Support services include case management, support groups, health and recreation opportunities and an emergency food pantry. Information and referrals are provided to help women gain access to health care services, employment opportunities and various other community services.

**2. Domestic Violence Safety & Support Programs** offers a 24-hour hot line, shelter for battered women and their children, advocacy services and group & individual counseling and the YES Project - a work force development program designed to assist domestic violence victims in obtaining employment and education.

### **IV. Human Resources Administration in the YWCA NENY**

#### **Board of Directors**

The Board of Directors, as the legal employer of YWCA staff, carries the ultimate responsibility for:

1. employing an Executive Director who will be a member or an associate of the YWCA;
2. providing for the employment of other staff by delegating the responsibility to the Executive Director;
3. adopting an affirmative action plan and providing for the implementation and monitoring of the program to carry out the plan;
4. adopting personnel policies and policy revisions (the Board reserves the right to change the personnel policies at any time).

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5. approving the Executive Director's job description and, annually, any special conditions and/or emphasis which would affect her work plans;
6. acting on unusual situations not covered by personnel policies;
7. adopting salary ranges for all job classifications;
8. entering into agreement with the national YWCA Retirement Fund, Inc.;
9. seeing that legal requirements of employees are met.

### **Board of Directors**

Its responsibilities are:

1. formulates and keeps current the personnel policies that cover employment, conditions of work and benefits for staff employed to carry out the Association's adopted program and achieve its objectives. Policies are reviewed periodically and revisions are recommended to the Board after consulting with appropriate resources and staff groups affected;
2. develops salary scales for each job classification with sufficiently wide ranges and a plan for adequate increments to enable the Association to compete in the current labor market and retain competent staff. Reviews the salary ranges periodically;
3. realizes the importance of allocating funds to implement personnel policies to meet all legal requirements.
4. advocates for the provision of benefits and working conditions.

### **Executive Director**

The Board delegates to the Executive Director, as head of staff, the responsibility for personnel administration within the framework of policies adopted by the Board. In carrying this responsibility, she/he:

1. serves as staff associate to the Board of Directors
2. acts as the agent of the Board in the selection, employment and release of staff in accordance with established personnel policies and procedures;
3. reports the names of newly employed program or administrative staff at Board meetings;

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4. provides information during the budgeting process of costs of implementing policies, i.e., salary ranges, fringe benefits, staff development, etc.;
5. sees that there is an up-to-date job description for every position.
6. makes work assignments in accordance with current job descriptions and supervises staff, or delegates these functions to appropriate supervisory staff,
7. develops work plans and performance standards with every staff member (or delegates responsibility to supervisory staff);
8. administers approved personnel policies and procedures and interprets them to Board and staff members;
9. is responsible for the performance appraisal of all exempt and non-exempt staff (or delegates the responsibility);
10. maintains confidential personnel records for all staff (or may delegate the responsibility to the Human Resource Director).
11. may delegate employment and termination functions to appropriate supervisory staff who are accountable to her in making such decisions. This requires consultation by the supervisor with the executive director and approval prior to employment and/or termination of any employee to be certain such actions are in line with the Association's affirmative action plans;

### **V. Management Philosophy**

Management exists to support the Mission of the YWCA NorthEastern NY and the process that delivers quality services to participants, as they are involved in an array of programs at the YWCA NorthEastern NY.

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Management recognizes that the mission of the YWCA NorthEastern NY will most effectively be realized when volunteers and employees are motivated, challenged and supported. Management recognizes its responsibility to provide the appropriate environment, supplies, equipment and training to support staff members in performing their duties.

This Association supports individuals who:

1. operate as team members with an emphasis on understanding interpersonal communication that combines active listening skills with a willingness to communicate at all levels of the Association's structure;
2. take calculated risks after careful planning and analysis of anticipated results;
3. practice positive methods and realize the core of the YWCA NorthEastern NY and its one imperative is concern for the health, safety, and well being of self and others;
4. recognize that challenges are welcomed experiences that will encourage growth in others and in this association;
5. are self-motivated and demonstrate positive, active and progressive leadership,
6. delegate decision-making to the most basic level if and when possible;
7. are accountable for their actions or interactions;
8. promote positive relations and communications both inter-program and intra-program;
9. negotiate openly, honestly and fairly with others;
10. are creative and innovative;
11. promote realistic, up-to-date technology and training;
12. value time for planning and thinking

### **VI. Employee Code of Ethics**

Definition: *Ethics – The principles of conduct governing an individual or group.*  
*Ethical – Conforming to accepted professional standards of conduct.*

Rev 2/2016

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As an employee of the YWCA NorthEastern NY, I agree to adhere to the following code of ethics: I will:

1. *Execute my job requirements with honesty and integrity.*
2. *Adhere to the spirit as well as the letter of all applicable policies and procedures.*
3. *Foster diversity and treat all people with dignity and respect.*
4. *Actively encourage everyone to embrace and practice ethical principles.*
5. *Demonstrate a belief in the dignity and worth of people and provide services for the welfare of all.*
6. *Comply with my supervisor's instructions, or the instructions of other management personnel, in a cooperative manner.*
7. *Respect everyone's right to privacy and maintains confidentiality.*
8. *Maintain loyalty to the YWCA NorthEastern NY and contribute to its positive image in the community.*
9. *Refrain from undertaking any activity where personal conduct, including for example the use of alcohol and drugs, will result in inferior professional services and/or violation of laws.*
10. *Respect the rights, views and experiences of all.*
11. *Promote policies and working conditions that encourage competence, health and self-esteem.*
12. *Create a climate of trust.*
13. *Adhere to safety rules and encourage practices that provide a safe environment.*



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### VII. Whistleblower Protection Policy

#### Complaint Procedures for Financial Accounting and Audit Matters

The YWCA NorthEastern NY is committed to fair, accurate and transparent accounting of its financial matters and expects all employees, officers, directors and agents to act in accordance with the highest ethical standards in the performance of their responsibilities. It requires full compliance with all applicable laws and regulations, accounting standards, accounting controls and audit practices. The YW relies on all employees, officers, directors and agents of the association to conduct themselves in accordance with the requirements and spirit of this policy and to report any suspected violations of this policy or other questionable financial, accounting or audit matters without fear of retaliation.

#### Reporting Complaints, Concerns or Questionable Financial Practices

Any person who has complaints or concerns about the association's accounting, internal accounting controls or auditing matters, or who becomes aware of questionable accounting or auditing matters, must report such matters to the Executive Director and Board President of the association, who will bring the matter to the Board of Directors of the association.

To raise complaints or concerns about or report a questionable accounting or auditing matter, contact the Executive Director and/or Board President of the association and describe the concerns and evidence of practices not consistent with current policy. Individuals who want to remain anonymous must provide written statements to one of the members mentioned above.

In order to facilitate a complete investigation, a person should be prepared to provide as many details as possible, including a description of the questionable practice or behavior, the names of persons involved, the names of possible witnesses, dates, times, places and any other available details. The association encourages all people with complaints or concerns to come forward with information and prohibits retaliation against employees raising concerns. However, if a person feels more comfortable doing so, written reports may be made anonymously in the manner described above.

The Board of Director's Finance Committee (or the Executive Committee is the complaint is lodged against the Finance Committee) has final responsibility and authority for the investigation and handling of any concerns or complaints relating to accounting and auditing practices.

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### Investigation and Response

The Finance or Executive Committee will oversee the receipt and handling of allegations of questionable accounting or auditing matter, including directing an appropriate investigation and response. Based on its investigation, the Finance Committee will direct the association to take prompt and appropriate corrective action in response to the complaint or concern if necessary to ensure compliance with legal and ethical requirements relating to financial, accounting and audit matters of the association. If the Finance Committee determines that a particular complaint or concern is not covered by this policy, it will refer the complaint or concern to the Executive Committee for appropriate handling and response.

### Confidentiality and non-retaliation

Reports of questionable accounting or audit practices will be kept confidential to the extent possible consistent with the Finance or Executive Committee's obligation to investigate and correct unlawful or unethical accounting or audit practices. In order to ensure confidentiality, an employee may elect to make a complaint anonymously.

The YWCA NorthEastern NY, or any of its employees or Board Members, will not retaliate or take any form of reprisal against any person who makes a report pursuant to this policy or who participates in an investigation regarding a violation of the applicable securities laws, rules or regulations, or any provision of other laws regarding fraud against shareholders. Any such retaliation or reprisal by a YW employee is forbidden. Any employee who retaliates against an employee, a witness, or another person, as described above will be subject to discipline, up to and including discharge. People or employees who believe they are subject to retaliation because they have made a report or participated in an investigation should report such suspect retaliation to the Executive Director, Board President, Treasurer, or any member of the Executive Committee in the same manner as described above for reporting of questionable practices.

Questions about this policy may be directed to the following:

#### **Executive Director**

**Board President**  
**Treasurer**

See current Board of Directors roster  
See current Board of Directors roster

# **YWCA NorthEastern NY Employee Handbook**

## **Introductory Statement**

This handbook, revised 2/2016, is designed to acquaint you with the YWCA NorthEastern NY and provide you with information about working conditions, employee benefits, and the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook.

It describes many of your responsibilities as an employee and outlines the programs developed by the YWCA to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the YWCA continues to grow, the need may arise and the YWCA reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the YWCA NorthEastern NY to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

All employees of the YWCA NorthEastern NY are required to be either voting members or associates of the Association. You must purchase your initial membership and thereafter it becomes part of your employee benefit package and will be renewed annually.

The YWCA Retirement plan is mandatory for all employees after 2 years of employment with a minimum of 1000 hours/year with our association. This will be fully explained to you by the Human Resource Director.

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**YWCA EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about the YWCA NorthEastern NY (NENY), and I understand that I should consult the Human Resource Director regarding any questions not answered in the handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the YWCA's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Directors of the YWCA NorthEastern NY (NENY) has the ability to adopt any revisions to the policies in the handbook.

Furthermore, I acknowledge that the handbook is neither a contract of employment nor a legal document. I have access to an electronic version of the handbook or I may request a hard copy of the handbook from the Human Resource Director. Also, there is a hard copy available for my perusal in my supervisor's office. I understand that it is my responsibility to read and comply with the policies in the handbook and any revisions made to it.

---

Employee's Signature

Date

---

Employee's Name (Typed or Printed)

# **YWCA NorthEastern NY Employee Handbook**

## **101 Nature of Employment**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the YWCA NorthEastern NY.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor YWCA is bound to continue the employment relationship if either chooses, at will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the YWCA reserves the right to: change; revise; and/or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the president of the Board of Directors of the YWCA NorthEastern NY and presented to you in writing.

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## **102 Employee Relations**

The YWCA NorthEastern NY believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the YWCA amply demonstrates its commitment to employees by responding effectively to employee concerns.

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### **103 Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the YWCA will be based on merit, qualifications, and abilities. The YWCA NorthEastern NY does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, sexual preference, marital status, persons with disability, victims of domestic violence, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, the YWCA has established an affirmative action program to promote opportunities for individuals in certain protected classes as defined by the Federal/State government throughout the organization.

Any employees with questions or concerns about any type of unlawful discrimination including sexual harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Administrative Coordinator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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## **105 Hiring of Relatives**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the YWCA NorthEastern NY may be hired only if they will not be working directly for or supervising a relative. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. The YWCA employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, relatives are defined to include spouses, partners, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, step-parents, step-brothers, step-sisters and step-children.



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## **106 Employee Medical Examinations**

To help assure that employees are able to perform their duties safely, medical examinations may be required. Early Learning Center staff must have a physical examination every two years and a TB test annually.

After an offer has been made to an applicant entering a position within the Early Learning Centers, a medical examination will be performed at the expense of the YWCA by a health professional of the employer's choice (unless that employee has medical insurance.) The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need and right to know.

<p style="text-align: center;"><b>YWCA NorthEastern NY</b> <b>Employee Handbook</b></p>
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## **107 Immigration Law Compliance**

The YWCA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with the YWCA within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resource Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

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### 108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the YWCA NorthEastern NY wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Executive Director of the YWCA. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the YWCA NorthEastern NY's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of YWCA as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the YWCA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the YWCA NorthEastern NY.

<p style="text-align: center;"><b>YWCA NorthEastern NY</b> <b>Employee Handbook</b></p>
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## **110 Outside Employment**

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the YWCA NorthEastern NY. All employees will be judged by the same performance standards and will be subject to the YWCA's scheduling demands, regardless of any existing outside work requirements.

If the YWCA determines that an employee's outside work interferes with performance or the ability to meet the requirements of the YWCA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the YWCA NorthEastern NY.

Outside employment will present a conflict of interest if it has an adverse impact on the YWCA NorthEastern NY.

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### 112 Non-Disclosure

The protection of confidential business information and membership information is vital to the interests and the success of the YWCA NorthEastern NY. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Member (participant) data
- Pending projects and proposals
- Research and development strategies
- Personnel information

All employees may be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information. All work materials are YWCA NorthEastern NY property.

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### 201 Employment Categories

It is the intent of the YWCA NorthEastern NY to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the YWCA NorthEastern NY.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's job (EXEMPT or NONEXEMPT) classification will be changed only upon written notification by the YWCA NorthEastern NY.

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

**REGULAR FULL-TIME** employees (37-40 hrs/wk) are those who are not in a temporary or Initial Employment Period (IEP) status and who are regularly scheduled to work the YWCA's full-time schedule. Generally, they are eligible for the YWCA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME** employees (20-36 hrs/wk) are those who are not assigned to a temporary or IEP status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the YWCA NorthEastern NY, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees (<20 hrs/wk) are those who are not assigned to a temporary or IEP status and who are regularly scheduled to work. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are only eligible for some of the YWCA's other benefit programs.

**INITIAL EMPLOYMENT PERIOD (IEP)** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the YWCA is appropriate. Employees who satisfactorily complete the Initial Employment Period will be notified of their new employment classification.

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**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary employees retain that status unless and until notified of a change. All legally mandated benefits (such as Social Security and workers compensation insurance) are provided to temporary employees. Some other YWCA sponsored benefits may also be available, subject to terms, conditions and limitations of each benefit program.

**CASUAL** employees are those who have established an employment relationship with the YWCA but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers compensation insurance and Social Security), they are ineligible for all of the YWCA's other benefit programs.

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## **202 Access to Personnel Files**

The YWCA NorthEastern NY maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, copy of driver's license and auto insurance card (if appropriate) and other employment records. The Early Learning Center files will include information required by the New York State Office of Children and Families.

Personnel files are the property of the YWCA and access to the information they contain is restricted. Generally, only the Executive Director, Program Directors, the Human Resource Director and auditors of the YWCA NorthEastern NY, who have a legitimate reason to review information in a file, are allowed to do so.

Employees who wish to review their own file should contact the Human Resource Director. With reasonable advance notice, employees may review their own personnel files in the YWCA's offices and in the presence of an individual appointed by the YWCA NorthEastern NY.



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## **203 Employment Reference Checks**

To ensure that individuals who join the YWCA NorthEastern NY are well qualified and have a strong potential to be productive and successful, it is the policy of the YWCA to check the employment references of all applicants and any other records required by law.

The Human Resources Department will respond to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, position(s) held and status of re-hire eligibility. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

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## **204 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the YWCA NorthEastern NY of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resource Director.

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### 205 Introductory Period

The Initial Employment Period (IEP) is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The YWCA NorthEastern NY uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the YWCA may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and re-hired employees work on an IEP (Initial Employment Period) basis (90 calendar days for non-exempt employees and 180 days for exempt employees) after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence.

Employees who are promoted or transferred within the YWCA must complete a secondary IEP of the same length with each reassignment to a new position. In cases of promotions or transfers within the YWCA, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary IEP. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the YWCA NorthEastern NY's needs.

Upon satisfactory completion of the IEP, employees enter the "regular" employment classification.

During the IEP, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other YWCA-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary IEP that results from a promotion or transfer within the YWCA NorthEastern NY.

# YWCA NorthEastern NY

## Employee Handbook

### **208 Employment Applications**

The YWCA NorthEastern NY 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 misrepresentations, falsifications, or material omissions in any of this information or data may result in the YWCA's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

# YWCA NorthEastern NY

## Employee Handbook

### **209 Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's Initial Employment Period (IEP) in any new position. This period, known as the IEP, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

Additional formal performance evaluations are conducted at least annually, to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is evaluated according to an ongoing 6/12-month cycle, (based on the calendar-year).

Merit-based pay adjustments are awarded by the YWCA and are subject to inclusion in the budget by the Finance Administration Committee and approval by the Board of Directors. Salary adjustments will be within the established salary range for each position. The decision to award such an adjustment is dependent upon numerous factors, including earning at least an overall satisfactory rating during the formal performance evaluation process.

Anyone hired in last quarter of year (October, November, December) will not be eligible for a raise until the following year.

# YWCA NorthEastern NY

## Employee Handbook

### 301 Employee Benefits

Eligible employees at YWCA NorthEastern NY are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook. The following benefit programs are available to eligible employees:

- Mileage Reimbursement
- Benefit Conversion at Termination
- Child Care Discount
- Credit Union
- Dental Insurance (employee paid)
- Direct Deposit
- Employee Discounts
- Equipment Loan
- Family Leave
- Holidays
- Jury Duty Leave
- Medical Insurance (shared)
- Medical Leave
- Membership
- Military Leave
- Parking
- Personal Leave
- Fitness/Wellness Plans
- Retirement Plan
- Short-term Disability
- Travel Allowances
- Vacation Benefits
- Various Supplemental Insurances
- Vision Benefits (employee paid)
- Witness Duty Leave

Some benefit programs require contributions from the employee, but many are fully paid by the YWCA.

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### 303 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy.

Once employees enter an eligible employment classification, they begin to earn paid vacation according to the following schedule. Earned vacation time is available for use following the Initial Employment Period (IEP).

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

#### Vacation Earning Schedule

Years of Eligible Service	Vacation Days Biweekly	Vacation Days Each Year
<hr/> <b>Full-Time (Regular) (37-40 Hours/Week)</b> <hr/>		
Upon Initial Eligibility	0.385 Days	10 Days
After 3 Years	0.577 Days	15 Days
After 5 Years	0.769 Days	20 Days
After 10 Years	0.962 Days	25 Days
<hr/> <b>Part-Time (Regular) (30-36 Hours/Week)</b> <hr/>		
Upon Initial Eligibility	0.309 Days	8 Days
After 3 Years	0.423 Days	11 Days
After 5 Years	0.577 Days	15 Days
After 10 Years	0.731 Days	19 Days
<hr/> <b>Part-Time (Regular) (20-29 Hours/Week)</b> <hr/>		
Upon Initial Eligibility	0.192 Days	5 Days
After 3 years	0.309 Days	8 Days
After 5 years	0.385 Days	10 Days
After 10 years	0.500 Days	13 Days

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The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation (see individual leave of absence policies for more information).

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days (non-exempt employees) or 180 calendar days (exempt employees) must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of two hours. To take vacation, employees should request advance approval from their supervisor, at least one month in advance of desired vacation time. Requests will be reviewed based on a number of factors, including YWCA needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. If the total amount of unused vacation time reaches a cap equal to the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon conclusion of employment, with timely notice (2 wks. (non- exempt) or 4 wks. (exempt employees)), employees, who have completed their Initial Employment Period, will be paid for unused vacation time that has been earned through the last day of work.

Vacation requests will be handled on first-come, first-served basis. In cases of conflict, employees will be encouraged to discuss alternate times off and to compromise. In the absence of a mutual decision, a lottery system will be used. If your personal or vacation request has been denied, and you do not report to work for that particular time, you must have a doctor's note. Without a doctor's note you will not be paid and the Progressive Disciplinary Policy (page 68 of your handbook) will be enacted.



# YWCA NorthEastern NY

## Employee Handbook

### 304 Employee Discounts

#### Child Care Benefits

The YWCA NorthEastern NY provides child -care assistance to all eligible employees as a benefit of employment. Eligible employee classifications are:

Initial Employment Period (IEP)

Regular full-time employees (37-40 hrs. /wk.)

Regular part-time employees (20-36 hrs. /wk.)

Part-time employees (less than 20 hours/wk.)

Below is a brief description of child care assistance. For more detailed information, please contact the Early Learning Center.

Employees who have children (ages 6 wks/12 yrs) who require child care during those times our Children's Centers are open may enroll in this program. All regular, part-time and IEP employees receive a 30% reduction in tuition for the first child and a 10% reduction for other children in the immediate family. If this discount is to be taken, payroll deduction **must** be used for payment.

**FLEXIBLE SCHEDULING-** Employees may request the opportunity to vary their work schedule (within employer defined limits) to better accommodate child care responsibilities.

**FLEXIBLE LEAVE:** The YWCA NorthEastern NY recognizes that the fulfillment of child-care responsibilities can provide a compelling reason for time-off requests. When possible, employees' requests will be accommodated.

#### **FREE AND DISCOUNTED RECREATIONAL ACTIVITIES (EMPLOYEES & FAMILIES) Benefits**

The following discounts are given to encourage staff and their families (defined, for the purposes of this policy, as the employee's spouse/partner and minor children under 12) to participate in Fitness or Exercise and Aquatics programs:

##### **A. Guidelines:**

1. YWCA membership (Voting/Associate) is required.
2. If registration of public members is below class minimum, class will not be held even if staff registration brings it above the minimum needed. If the class

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reaches its maximum and there are members of the public waiting to register, they will be given priority over staff for eventual openings in the class.

<b>B. Type of Class</b>	<b>Staff Discount</b>	<b>Family Discount</b>
1. Staff Instructor	FREE	50% OFF
2. Contract Instructor	SEE IPD DIRECTOR	
3. Special Events	SEE IPD DIRECTOR	
4. Aquatic Classes	FREE	50% OFF
5. Lap/Recreational swim	FREE	FREE
6. Pool Rentals	\$35/hr	

C. Any class taken will be outside of employee's working hours. If other employees are listed for the same class, order of acceptance will be on a first-registered, first accepted basis.

D. All unusual circumstances will be resolved by the appropriate program director.

# YWCA NorthEastern NY

## Employee Handbook

### 305 Holidays

The YWCA NorthEastern NY will grant holiday time off to all employees for the holidays listed below (according to program needs and schedule).

1. New Year's Day (January 1)
2. Martin Luther King, Jr. Day (third Monday in January)
3. Presidents' Day (third Monday in February) (CC employees - see supervisor)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Columbus Day (second Monday in October) (CC employees – see supervisor)
8. Thanksgiving (fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas (December 25)

The YWCA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated on regular scheduled hours. Eligible employee classification(s):

Initial Employment Period (IEP)

Regular full-time employees

Regular part-time employees

Part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Employees scheduled to work a holiday that falls on the weekend will receive holiday pay for that Saturday or Sunday holiday, accordingly.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, leave time), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

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If an eligible non-exempt employee works on a recognized holiday, he or she will receive wages at double the straight-time rate for the hours worked on the holiday. This includes the hours from 8:00 am to 7:59 am.

In addition to the recognized holidays previously listed, eligible employees will receive one floating holiday at each 5 year anniversary date (not cumulative). These holidays must be scheduled with prior approval of the employee's supervisor. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### **306 Workers' Compensation Insurance**

The YWCA NorthEastern NY provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a 7 day waiting period.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the YWCA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the YWCA.

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## Employee Handbook

### 307 Personal/Health Leave Benefits

YWCA provides paid personal/health leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries or personal business.

Eligible employee classification(s):

Regular full-time employees  
Regular part-time employees

Eligible employees will accrue personal/health leave benefits at the rate of 18 days per year (1.5 days, or 12 hours, for every full month of service). This will be pro-rated for regular part-time employees according to the number of hours normally worked per week. Personal/health leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins on eligible employees' hire date.

Employees may request use of any accrued Personal/leave time with their Program Director's approval within their initial employment period. Paid personal leave must be taken in 1-hour increments. Eligible employees may use personal/health leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to personal business, illness or injury should notify their direct supervisor at least 2 hours before the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence.

Before returning to work from a personal/health leave absence due to illness of three calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

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Personal/health leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

As an additional condition of eligibility for personal/health leave benefits, an employee on an extended absence must apply for any other available compensation and benefits. Personal/health leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance or workers' compensation insurance programs. The combination of any such disability payments and personal/health leave benefits cannot exceed the employee's normal weekly earnings.

Unused personal/health leave benefits will be allowed to accumulate until the employee has accrued a total of 36-calendar days' worth (288 hours for full-time) of personal leave benefits. If the employee's benefits reach this maximum, further accrual of personal leave benefits will be suspended until the employee has reduced the balance below the limit.

Personal/health leave benefits are intended solely to provide income protection in the event of illness, injury or personal business and may not be used for any other absence. Unused personal/health leave benefits will not be paid to employees while they are employed or upon termination of employment.

If your personal or vacation request has been denied, and you do not report to work for that particular time, you must have a doctor's note. Without a doctor's note you will not be paid and the Progressive Disciplinary Policy (page 68 of your handbook) will be enacted.

Once notice of resignation has been given, use of leave time is only permitted with a doctor's note.

<p style="text-align: center;"><b>YWCA NorthEastern NY</b> <b>Employee Handbook</b></p>
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### **309 Bereavement Leave**

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately and must use leave time.

Any employee may, with the supervisor's approval, use leave time.

The YWCA defines "Immediate family" as the employee's spouse/partner, parent, child, sibling; the employee's spouse/partner's parent, child, or sibling- the employee's child's spouse/partner; grandparents, grandchildren.

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## Employee Handbook

### 311 Jury Duty

The YWCA NorthEastern NY encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two weeks of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees  
Regular part-time employees  
Introductory employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The YWCA will continue to provide health insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to



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continue. When the employee returns from jury duty, benefits will again be provided by the YWCA according to the applicable plans.

Benefit accruals, such as vacation, leave time or holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return to active employment.

### **312 Witness Duty**

The YWCA NorthEastern NY encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the YWCA, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the YWCA. Employees are free to use any available paid leave benefit (e.g., vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

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## **313 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the YWCA NorthEastern NY's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the YWCA's group rates plus an administration fee.

The YWCA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under YWCA's health insurance plan. The notice contains important information about the employee's rights and obligations.

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## Employee Handbook

### 401 Time-Keeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the YWCA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. ***Overtime work must always have Supervisor's approval before it is performed.***

It is the employee's responsibility to sign his or her time sheet to certify the accuracy of all time recorded. The supervisor will review and then initial the time sheet before submitting it for payroll processing. In addition, if corrections or modifications are made to the time sheet, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Altering, falsifying, tampering with time sheets, or recording time on another employee's time sheet may result in disciplinary action, up to and including termination of employment.

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## Employee Handbook

### **403 Paydays**

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the YWCA. Employees will receive an itemized statement of wages when the YWCA makes direct deposits.

You must show your YWCA NorthEastern NY name badge in order to pick up your paycheck.

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### 405 Employment Terminations

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated-

**RESIGNATION** - voluntary employment termination initiated by an employee.

**DISCHARGE** - involuntary employment termination initiated by the association.

**LAYOFF** - involuntary employment termination initiated by the association for non-disciplinary reasons.

**RETIREMENT** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the association.

The YWCA will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to

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the YWCA, or return of YWCA owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the YWCA is based on mutual consent, both the employee and the YWCA have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **409 Administrative Pay Corrections**

The YWCA NorthEastern NY takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resource Director so that corrections can be made as quickly as possible.

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## Employee Handbook

### **410 Pay Deductions**

The law requires that the YWCA NorthEastern NY make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The YWCA also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". The YWCA matches the amount of Social Security taxes paid by each employee.

The YWCA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Human Resource Director can assist in having your questions answered.

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## Employee Handbook

### **501 Safety**

To assist in providing a safe and healthful work environment for employees, participants, volunteers and visitors, the YWCA has established a workplace safety program. This program is a top priority for the YWCA. The Administrative Coordinator has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The YWCA provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.



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Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or bring them to the attention of your program/department director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resource Director and their appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance workers' compensation benefits procedures.

### **502 Work Schedules**

Work schedules for employees vary throughout our association. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. When additional staff is needed, every effort will be made to locate a substitute. When a substitute cannot be located mandatory overtime will be required.

Flextime scheduling is available in some cases to allow employees to vary their starting and ending times each day within established limits. Employees should consult with their supervisor.

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## **504A Use of Phone and Mail Systems**

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse the YWCA NorthEastern NY for any charges resulting from their personal use of the telephone. Check with your supervisor for long distance business use of the telephone.

The mail system is reserved for business purposes only.

To ensure effective telephone communications, employees should always use the approved greeting (ex. - Good morning/afternoon/ evening, YWCA NorthEastern NY, how may I direct your call?) and speak in a courteous and professional manner, Please confirm information received from the caller, and hang up only after the caller has done so.

## **504B Use of Cell Phones**

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Cell phones have become a necessary part of communication in recent years; however, cell phone use must be regulated in the workplace.

Personal cell phones carried during work hours need to be set to silent or vibrate mode to avoid interruptions during working hours. Personal calls should be answered only during breaks or lunch periods. Limited use of personal cell phones may be warranted to handle specific types of calls or texts relating to YWCA business during business hours. Refer to departmental policy for clarification.

Personal cell phone use in the Early Learning Center classrooms is prohibited due to regulations. Children must be supervised at all times and a teacher cannot adequately do this with a cell phone that is ringing.

Cell phone use is prohibited while driving a YWCA vehicle. Taking photos using a camera phone is prohibited on any YWCA property unless given permission by the Executive Director.

Unauthorized and/or excessive cell phone use, as determined by the Program Director/Department head, will result in progressive discipline, up to and including termination.

### **505 Smoking**

In keeping with the YWCA NorthEastern NY's intent to provide a safe and healthy lifestyle model for all participants, YWCA NorthEastern NY employees will not smoke in the presence of YWCA participants while in performance of their duties. Smoking is prohibited in any Association building or vehicle. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

There will be one designated smoking area per location.

This policy applies equally to all employees, participants, volunteers and visitors.

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## **506 Rest/Smoke Meal Breaks**

Each workday, full-time employees are provided with two rest/smoke breaks of 15 minutes in length. To the extent possible, rest/smoke breaks will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest/smoke break time.

All full-time regular employees are provided with one meal break of 30 minutes in length each workday. Supervisors will schedule meal breaks to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal breaks and will not be compensated for that time.

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### **507 Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on leave time, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action, up to and including, termination of employment.

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Scheduling and program emergencies may require mandatory overtime.

## **508 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and are difficult to replace. When using YWCA property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need have repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking

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violations, can result in disciplinary action, up to and including termination of employment.

### **510 Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Staff will be paid in such an occurrence.

When the decision to close a program is made, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be paid. If an employee chooses to remain home, personal or vacation time must be used or time is unpaid.

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Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive time and one half pay.

(Employees who work at SCCC need to discuss this provision with their supervisor.)

### **512 Business Travel Expenses**

The YWCA NorthEastern NY will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor. All travel time is considered work time. Employees whose travel plans have been approved should make all travel arrangements through YWCA's designated travel agency or use on-line travel sites.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be paid by the YWCA. Employees are expected to limit expenses to reasonable amounts.

#### **ADVANCED PER DIEM**

When employees are required to travel overnight on official YWCA business, they will be provided a per diem of two hundred dollars (\$200.00) per 24-hour day. Employees must submit a check request form to their immediate supervisor for advanced per diem payment for authorized travel. Per Diem is expected to



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cover home to airport travel, hotel room expense, meals and other miscellaneous expenses. If ground transportation by a rental car, shuttle or taxi is necessary, a separate request must be approved in advance. Special situations may exist from time to time, which will require special arrangements for an increase in per diem due to inordinate expenses beyond the employee's control. All such arrangements must be made in advance

### **EXCESS LODGING**

Included in the per diem rates assigned above is a daily allowance for commercial lodging. This allowance is \$125 per 24 hour day.

Whenever an employee's commercial lodging cost exceeds the applicable lodging allowance, the employee is entitled to an additional amount to be added to the daily per diem rate. The amount is equal to the difference of the actual daily cost of commercial lodging and the applicable allowance provided herein, multiplied by the number of days that commercial lodging will be used. Unless otherwise waived by the employee, request for commercial lodging expenses in excess of the lodging allowance will be made in advance of the employee's trip.

### **FURNISHED MEALS AND LODGING**

When lodging and/or meals are provided at no cost to the employee, the employer will adjust or eliminate the per diem amounts.

### **EXPENSES THAT GENERALLY WILL BE COVERED INCLUDE THE FOLLOWING:**

Airfare or train fare for travel in coach or economy class or the lowest available fare, car rental fees, only for compact or mid-sized cars,  
Fares for shuttle or airport bus service, where available; costs of public transportation or other ground travel;

Taxi fares, only when there is no less expensive alternative;

Mileage costs for use of personal cars, only when less expensive transportation is not available;

Cost of excess commercial lodging;

Charges for telephone calls, fax, and similar services required for business purposes; charges for one personal telephone call each day.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the YWCA may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere

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with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within seven days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, per diem advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

### **MILEAGE/VEHICLE POLICY**

This policy affects any individual who may drive our association's vehicles or their own vehicle for YWCA NorthEastern NY business purposes. Prior to driving vehicles, the following information must be given to your supervisor to be inserted in your personnel file. All information will be kept confidential.

1. Copy of NY driver's license
2. A traffic abstract (updated annually) no more than two moving violations during a three year period.
3. Evidence of public liability insurance (as per NYS minimum guidelines).

Employees are responsible for keeping information up-to-date, including reporting any moving violations or changes in their driving status to their supervisor within five days of the violation or charge. Failure to do so will result in disciplinary action.

If an employee accumulates more than two moving violations in any vehicle - personal or YWCA NorthEastern NY, they will be subject, at the discretion of the insurance carrier, to the loss of driving privileges on non-profit business for up to three years. Any staff committing a moving violation in an association vehicle will also be subject to further disciplinary action. Dismissal from these positions may occur if and when an employee receives a moving violation in any vehicle.

Safe driving practices, speed limits and other driving laws must be observed at all times. The YWCA NorthEastern NY is not responsible for any fines incurred by employees while driving on association business. Employees are responsible for reporting accidents, no matter how minor, to police before leaving the scene of an accident.

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Employees who are authorized to use their private vehicles to carry out their duties shall be reimbursed at the current IRS rate for each mile traveled for business purposes.

Residents and/or participants are not to be transported in your personal vehicles at any time. The YWCA NorthEastern NY does not have insurance coverage for you to transport residents or participants in your personal vehicle.

Employees who use private vehicles for conducting association business are responsible for complying with the YWCA NorthEastern NY insurance requirements as stated above. Without current evidence of insurance, employees will not be reimbursed for mileage, are not permitted to use their privately-owned vehicles for conducting YWCA business and may be suspended until insurance is obtained.

Abuse of this Business Travel Expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

### **514 Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at the YWCA NorthEastern NY, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the YWCA through the main entrance (reception area). Authorized visitors will be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

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If an unauthorized individual is observed on the YWCA's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

### **601 Family and Medical Leave**

The YWCA NorthEastern NY provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy-.

Regular full-time employees  
Regular part-time employees

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Eligible employees should make written requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the YWCA. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the YWCA will continue to provide health insurance benefits, for the full period of the approved medical leave (at the employee's expense). (See Policy 605)

Benefit accruals will be suspended during the leave and will resume upon return to active employment.

### **602 Family Leave**

The YWCA NorthEastern NY provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

Regular full-time employees  
Regular part-time employees

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Eligible employees should make written requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent are required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 270 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child- or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the YWCA will continue to provide health insurance benefits, at the employee's expense, (see 605) for the full period of the approved family leave.

Benefit accruals, such as vacation, leave time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the YWCA with at least two weeks advance notice of the date the employee intends to return to work. When family leave time ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, the YWCA will assume that the employee has resigned.

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### **603 Extended Personal Leave**

The YWCA NorthEastern NY provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request extended personal leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request, in writing, extended personal leave only after having completed 365 calendar days of service. As soon as eligible employees

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become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Extended personal leave may be granted for a period of up to 90 calendar days every two years. With the supervisor's approval, an employee may take any available personal leave or vacation leave as part of the approved period of leave.

Requests for extended personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the YWCA until the end of the month in which the approved extended personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from extended personal leave, benefits will again be provided by the YWCA NorthEastern NY according to the applicable plans.

Benefit accruals, such as vacation, leave time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When an extended personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the YWCA cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the YWCA will assume the employee has resigned.

### **605 Military Leave**

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the US armed services.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by

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the YWCA NorthEastern NY until the end of the month in which the military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by the YWCA to the applicable plans.

Benefit accruals, such as vacation, leave time or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

### **607 Pregnancy-Related Absences**

The YWCA NorthEastern NY will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

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Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave.

### **701 Employee Conduct and Work Rules**

In order to ensure the best possible work environment, the YWCA NorthEastern NY expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples are infractions of rules of conduct

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that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of time-keeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Physical violence towards another individual or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Excessive absenteeism or any absence without notice;
- Unauthorized absence from work station during the workday;
- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies and;
- Unsatisfactory performance or conduct.
- Adherence to the Employee Code of Ethics
- Adherence to the E-mail and Internet Policy use

Employment with the YWCA NorthEastern NY is at the mutual consent of the YWCA and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice; however, if you quit without proper notice you may not be eligible for re-hire.

### **701 A. Progressive Discipline Policy**

The purpose of this disciplinary approach is to correct employee misconduct or below standard performance by providing the employee with clear warnings and identification of the precise changes by the employee which are necessary to alter the situation. In determining the level of appropriate disciplinary action, the

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supervisor will consider the seriousness of the offense, any extenuating circumstances and the past work history of the employee.

To ensure timely resolution, the supervisor will address concerns with the employee within three days of being notified that misconduct or poor performance has occurred.

### **PROCEDURES**

1. Oral reprimands (verbal counseling): the employee is informed about the problem and the necessary action to correct it. This conversation is noted (written form) and placed in the employees file.
  
2. Written notice (warnings): this action is to be taken in more serious situations or when the initial violation has been repeated- the written reprimand outlines the facts and specifies the change required; both the supervisor and the employee should sign the document. If the employee refuses to sign, the supervisor should note on the form that the employee refuses to sign it; a copy of the written warning is given to the employee and a copy is placed in the employee's personnel file.
  
3. Formal interviews and conferences (formal counseling sessions): these may be designed to gather more information or to appraise an employee's performance- the employee is informed of the reasons for the meeting and is given time to respond; before ending the session, clear goals and timetables are set; a date for the next session is established; a record of the session is written, co-signed and added to the employee's personnel file.
  
4. Probation: this is a step which can be used after a written reprimand or immediately in cases of serious violations; the elements noted previously for #3 apply here as well; while on probation, any violation of work rules can be cause for dismissal; no salary increases take effect while an employee is on probation; at the conclusion of the probationary period (usually 30-90 days), progress is reviewed. The employee is then removed from probation, the probation period is extended, or the employee is terminated.
  
5. Suspension: A three-to-seven day period without pay may be utilized if other progressive disciplinary steps have not improved performance. Suspension is also an option in cases of serious violations.
  
6. The steps of a progressive disciplinary system are intended as guidelines only: for serious violations or misconduct, one or more steps may be omitted and an employee may be suspended or terminated immediately.

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7. Employee Recourse: Those who believe they have been disciplined without cause or too severely should be encouraged to use the grievance procedure. **This does not apply during the initial employment period.**

### **701 B. Problem-Solving Policy**

The Association shall provide a systematic process for the objective hearing and orderly handling of staff grievances. A grievance is a complaint concerning the application of policies and procedures governing personnel practices or working conditions.

#### **PROCEDURES**

1. All information concerning an employee grievance will be held in strict confidence.
2. Most employee complaints can be resolved informally through established supervisory channels. Informal resolution of grievances is encouraged. If this fails, and resolution seems impossible, employees may use the grievance procedure and are not to be penalized for so doing.
3. Grievances are submitted in writing to the immediate supervisor and program director (with a copy to the Executive Director). The grievance is a concise statement of facts upon which the complaint is based. It should include specific reference to the policies, procedures or practices which have allegedly been misinterpreted, misapplied or violated. It must be dated and signed. Within three working days of receipt, the supervisor, program director and the staff member shall meet to discuss the grievance. The supervisor and program director must communicate a written response, with supporting reasons, to the staff member and Executive Director within two working days of the conference.
4. If the staff member is not satisfied with the disposition of the grievance or if no decision has been rendered within two working days following the conference, the employee shall notify the supervisor and program director in writing of the intention to initiate the second step of the procedure. The staff member shall send to the executive director a copy of the decision rendered at the first step and a written appeal for reconsideration of the decision by the Executive Director. The appeal to the Executive Director must be filed within five working days of the conference with the supervisor and program director. Following an immediate conference between the Executive Director and the aggrieved staff member, the Executive Director shall communicate her decision with supporting reasons to the staff member in writing, with a copy to the supervisor. This shall be done within five working days.

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5. If the complaint is not resolved to the staff member's satisfaction, or if no decision has been rendered by the end of the specified time period, the staff member may file the grievance with the appeals committee. The staff member submits a copy of the original statement of grievance and copies of the decisions rendered, if any, to the President of the Board of Directors. The President of the Board of Directors will appoint an appeals committee.

### **701 C. Appeals Process Policy**

It is anticipated that an appeals committee would be activated only in cases of serious grievances involving wage disputes or the termination of an employee.

#### **PROCEDURES**

1. The appeals committee is an ad hoc committee appointed by the president of the Board of Directors. It is composed of a Board member selected as chairperson who functions as a non-voting moderator (except in cases of a tie vote)-, a member of the Executive Committee, one member of the Board who is not on the Executive Committee; and a Board member selected by the aggrieved staff
2. Members of the appeals committee shall disqualify themselves from service on individual appeals if they are personally involved with the case. Should this occur, substitute members will be appointed.
3. The appeals committee shall meet within 10 working days of request by the employee.
4. The members of the committee must be furnished with all written documents and other relevant materials. All information shall be treated as confidential.
5. The aggrieved staff member, the supervisor and the executive director shall have the opportunity to present their positions before the appeals committee.
6. No legal counsel shall be present.
7. The written findings of the appeals committee shall be submitted to the executive director and to the aggrieved staff member within five working days of the hearing. It is the responsibility of the executive director to implement the decision. In the case of the executive director, the president carries the responsibility for implementing the committee decision.
8. This is the Association's final decision. The aggrieved staff member has no further recourse available within the Association.

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## **701 D. Termination of Staff Other Than the Executive Director**

When the submitted grievance involves the termination of staff, the appeals committee shall be appointed by the president and ratified by the Board of Directors because it carries final responsibility for the disposition of the grievance.

### **PROCEDURES**

1. The hearing by the appeals committee shall be held within three days of the ratification by the Board.
2. All parties involved shall be permitted to present their positions.
3. A decision by the committee to reinstate a staff member must be unanimous and must take into consideration the position of the executive who has been empowered by the Board of Directors to employ and terminate staff
4. If the termination is upheld, the executive director shall implement the termination process, including the exit interview.
- 5, the chairperson of the appeals committee reports staff termination to the Board of Directors at its next meeting. Details of the hearing proceedings or of information received during the process shall be protected as private and confidential by the chairperson and shall not be disclosed.

### **COMMENT**

In cases when the Executive Director's overall judgment and ability to function as head of staff are called into question, the appeals chairperson should make her concerns known to the president and personnel chairperson. Steps are then taken to review the situation with the Executive Director and find appropriate ways to help her strengthen her skills in supervision and personnel administration. Personnel problems and solutions provide data for the performance appraisal of the executive director.

## **701 E. Termination of the Executive Director Policy**

The Executive Director may file a grievance with the appeals committee. The appeals committee is an ad hoc committee appointed by the president and ratified by the Board. The committee is composed of a chairperson who is a non-voting moderator (except in cases of a tie vote); a Board member from the Executive Committee, two Board members who are not members of the Executive Committee; and a Board member selected by the Executive Director.

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### **PROCEDURES**

1. Members of the appeals committee should disqualify themselves if they are personally involved with the case. Substitute members will be appointed.
2. The executive director's hearing must be held within three days of the Board's decision.
3. The Executive Director and the chairperson of the appraisal committee shall have an equal opportunity to present their positions and no legal counsel shall be present.
4. The final decision of the appeals committee must be rendered within five working days of the hearing.
5. If the termination is upheld, a copy of the decision is submitted to the executive director before the action is reported to the Board of Directors in closed session.
6. This is the Association's final decision.
7. If the appeals committee recommends retention of the executive, another review of her performance may be stipulated within a stated number of months. If the next performance appraisal indicates unsatisfactory job performance, it is recommended that the executive director be given three month 'termination pay in lieu of notice. There is no further chance for appeal.

### **COMMENT**

It is assumed that prior to these steps the performance appraisal process has been followed. This includes the following:

The executive director has had a performance appraisal which was based on her job description and work plans; the specifics of the appraisal has been discussed with the executive director by the chairperson of the appraisal committee- a summary of the appraisal has been recorded on the performance appraisal form and signed by the executive director and the chairperson of the appraisal committee. The executive director has been placed on a specific period of probation (usually three months). Work plans for that period have been developed and shared with the appraisal committee; a performance appraisal was held at the end of the specific probationary period based on the work plans for that period. The appraisal form was completed, signed and dated-, if the executive's performance is still less than satisfactory, the appraisal committee recommends to the Board that the executive director be terminated. If the Board upholds the recommendation by a simple majority vote, the chairperson of the



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appraisal committee discusses the action with the executive who has the option to resign or be terminated.

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### 702 Drug And Alcohol Use

It is the YWCA NorthEastern NY's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the YWCA premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources available through the YWCA. They may also wish to discuss these matters with their supervisor or the Administrative Coordinator to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the YWCA policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the YWCA any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the YWCA of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resource Director without fear of reprisal.

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## **703 Sexual and Other Unlawful Harassment**

The YWCA NorthEastern NY is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact their program/department director or the Executive Director. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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## **704 Attendance And Punctuality**

To maintain a safe and productive work environment, the YWCA NorthEastern NY expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the YWCA. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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### 705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the corporate culture that the YWCA NorthEastern NY (NENY) presents to customers and visitors. Our philosophy is to deliver quality professional programs & services to our participants at all times - therefore, we must continually promote an environment of professionalism. YWCA employees are a reflection of the image we want to convey to our participants... that image is one that reflects friendliness, pride, confidence and quality. All YW employees are expected to wear their YWCA name badges at all times.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees must consider the day's activities when determining what to wear. Traditional Business Attire is required for court appearances, outside business activities, special event functions, etc. Business Casual Attire will be the standard dress for most days and regular activities. Appropriate Casual Attire is for employees engaging in physical or recreational activities. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

#### Clarification

Different jobs have different dress requirements. Someone teaching aerobics or working with children will dress differently than a counselor, or someone going to a community meeting. Department Dress Code policy and clarification from your supervisor when necessary, will answer questions about the variations.

Listed below are general clothing requirements for all YWCA NorthEastern NY (NENY) employees.

- No low-cut, tight, or see-through clothing
- No tee shirts or pants containing rude images or language
- No clothing in disrepair, ripped, stained, or wrinkled
- No spaghetti straps, tank tops, halter tops or exposed midriiffs
- No shorts unless permitted by Department Dress Code (Capri pants are acceptable Memorial Day through Columbus Day)
- Leggings or jeggings may be worn with a tunic or top that reaches fingertip length.
- No excessive perfumes or cologne
- No hats or head coverings, unless required by Department Dress Code or for religious beliefs
- No rubber flip flops (except at the pool)

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## **706 Return of Property**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All YWCA NorthEastern NY property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the YWCA may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The YWCA may also take all action deemed appropriate to recover or protect its property.

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### **708 Resignation**

Resignation is an act initiated by the employee or the YWCA NorthEastern NY. Resignation indicates termination of employment with the YWCA NorthEastern NY. The YWCA requires a two-week written notice of resignation from non-exempt employees and four weeks written notice from exempt employees. Upon conclusion of employment, with timely notice (two weeks/non-exempt or four weeks/exempt), employees who have completed their Initial Employment Period will be paid for unused vacation time that has been earned through the last day of work.

If an employee fails to report to work for a scheduled shift and does not call, it will be accepted that the employee has resigned. (All employees will follow the call in procedure established by the department in which they work.)

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation, the effect of the resignation benefits and to record the return of YWCA property.

If an employee does not provide advance notice as requested, the employee will not be considered for re-hire or to receive vacation pay-out.

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### **712 Solicitation**

In an effort to assure a productive and harmonious work environment, persons not employed by the YWCA NorthEastern NY may not solicit or distribute literature in the workplace at any time for any purpose.

The YWCA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

In addition, the posting of written solicitations on company bulletin boards is restricted.

These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action statement
- Employee announcements
- Internal memoranda
- Job openings
- Association announcements
- Payday notice
- Workers compensation insurance information
- State disability insurance
- Unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Fund Development/ Communication Director. All approved messages will be posted.



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### **800 Life-Threatening Illnesses in the Workplace**

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The YWCA NorthEastern NY supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the YWCA will make reasonable accommodations, in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The YWCA will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resource Director for information and referral to appropriate services and resources.

# YWCA NorthEastern NY

## Employee Handbook

### 802 Recycling

The YWCA NorthEastern NY supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up in order to promote the separation and collection of the following recyclable materials at the YWCA:

- Newspaper
- Corrugated cardboard
- Cans
- Glass
- Plastics

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The YWCA encourages reducing, and when possible eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- Two-sided photo-copying
- Computerized business forms
- Minimal packaging
- Reusing paper clips, folders and binders
- Reusing packaging material
- Turning off lights when not in use

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Whenever possible, employees of the YWCA are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the YWCA is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Facilities Manager.

### **803 Computer Use**

The YWCA NorthEastern NY is committed to the effective use of technology to facilitate any legitimate business purpose of the YWCA. This establishes the criteria and safeguards regarding an employee's use of e-mail and the Internet to ensure that the YW's investment in hardware, software and staff efficiency is not compromised and that the technology is not used for inappropriate or illegal purposes. E-mail and Internet access is provided to each employee as a tool, with the primary purpose of conducting business on behalf of the YWCA. Like all information gathered, collected, or accessed in the course of doing business on behalf of the YWCA (electronic or otherwise), the YWCA owns ALL information and messages contained in, sent to, or sent from the YWCA information systems.

All data in YWCA computer and communication systems (including documents, and other electronic files, e-mail and recorded voicemail messages) is the property of the YWCA. The YW may inspect and monitor such data at any time. The YWCA may also monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual.

E-mail and Internet access are provided to employees as communication and information gathering tools, with the primary purpose of conducting business on behalf of the YWCA. Like other YWCA correspondence and information gathering tools (telephones, letters, memos), all employees communicating or gathering information using e-mail and the Internet, must do so in a professional, business-like, non-offensive manner, projecting the best possible image of the YWCA, both internally and externally, and consistent with the YWCA's policies, ethics and values. Accordingly, employees may not use harassing or objectionable language or material when using the YWCA's information systems, nor may employees display or transmit vulgar or obscene images, words or objects. In addition, employees may not open or display received e-mail that is from a source unknown to the employee, and/or that has a subject matter that appears to suggest the possibility of vulgar or obscene images, words, or subjects. (The YWCA NorthEastern NY shall deem what is vulgar or obscene.) If

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an employee receives and opens an e-mail that initially appears to be for legitimate business purposes, but is discovered to be vulgar or obscene in word or image, the employee should immediately document the name of the sender, and then delete the e-mail without sharing its content with any other YWCA employee. The employee should then communicate the sender's name to the Administrative Coordinator so that safeguards can be placed by the YWCA to block such e-mails in the future.

No individual should have any expectations of privacy for messages or other data recorded in the YWCA's system, including documents, e-mails or messages marked "private", which may be inaccessible to most users but remain available

to the YWCA. The deletion of a document or message will not prevent YWCA access to the item nor will it completely eliminate the item from the system. Likewise, no individual should have any expectation of privacy in terms of their usage of the Internet. In addition, the YWCA may restrict access to certain sites or devices that it deems are not necessary for YWCA purposes.

Employees may not enter into contractual agreements, either via E-mail or the Internet, or make statements that may be interpreted as contractual, unless such employee is expressly authorized to do so by the YWCA, and such practices are validated under applicable law.

Personal computers are not to be used for YWCA business.

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### 803 A Computer Access and Use

- A. E-mail and Internet Use: YWCA electronic mail and Internet systems will be used only for YWCA business or incidental personal uses unless otherwise specifically authorized by the YWCA's management.

Employees may not allow others to use another employee's e-mail address, send e-mail messages under another person's name, view another employee's e-mail without permission, send or forward chain email, solicit for political candidates, use the YWCA's information system for personal gain or engage in any illegal, unethical, or improper activities.

Employees may not use unauthorized codes or passwords to gain access to files or information, or to retrieve or download any stored communication, without prior clearance from an authorized YWCA representative.

- B. Only Specified Forms of Encryption are permitted: Employees may encrypt their e-mail and files only with the use of software approved by the YWCA. This software may provide for retention by the YWCA of any key necessary to access encrypted messages, or may otherwise limit the degree of protection provided by such encryption.
- C. Monitoring Allowed for Any Business Purpose: Employees acknowledge that they have no privacy rights in or to any electronic message content or use of the Internet, and the YWCA's internal e-mail system. Consistent with applicable law, the YWCA may, for valid business purposes, monitor or electronically scan mail messages or other electronic files created by employees. These valid purposes include, but are not limited to, supervising employees and looking for the presence of specific content such as viruses or passwords. Monitoring may also include tracking and reporting to authorized managers and supervisors the value, content, and length of Internet sites visited by employee.

Authorized managers and supervisors may access or disclose private electronic messages or files of an employee with good cause. Good cause shall include the need to protect system security, fulfill YWCA obligations, detect employee wrongdoing, comply with legal process, or protect the rights or property of the YWCA. The YWCA reserves the right to disclose any information or messages in its information systems to law enforcement officials, or to other third parties, without notice to any of the parties to the information or messages.

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- D. **YWCA e-mail and/or Internet Access May Not Be Used for Illegal or Wrongful Purposes:** Employees may not use YWCA E-mail, electronic messaging, Internet access, or any other YWCA provided electronic system to infringe the copyright or other intellectual property rights of third parties, to distribute defamatory, fraudulent or harassing messages, or otherwise to engage in any illegal or wrongful conduct.

Employees may not use YWCA e-mail, Internet access, or any other YWCA provided electronic system, to download or install software without the express consent of the Administrative Coordinator. Nevertheless, any such approved downloads or installations must be in compliance with established policies and tools to check all such software for computer viruses.

The YWCA's computer and communication systems may not be used to create, transmit, access, receive, print, download or solicit material that is derogatory, obscene, sexually explicit or offensive, such as slurs, epithets, or anything that may be constructed as harassment or disparagement based on race, color, national origin, citizenship, sex, sexual orientation, disability, age or religious or political beliefs. For example, the display or transmission of sexually explicit images, messages, jokes and cartoons is not allowed. YWCA computers are not be used for "social networking" sites. (ex: facebook, my yearbook, myspace, etc.)

Similarly, the YW's systems may not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-business related purposes.

The same standards of professional behavior and employee conduct which apply to any aspect of job performance shall apply to use of YWCA information technologies.

- E. **Electronic Snooping Is Prohibited:** The unauthorized use of electronic systems for purposes of "snooping" or "stalking" is a violation of YWCA policy.

A violation of any of the above policies is a cause for disciplinary action or termination of employment with the YWCA NorthEastern NY.