



**Employee Handbook**

**Approved by Board of Directors**

**March 10, 2022**

## Table of Contents

Message to Employees from the Executive Director.....	5
About this Handbook.....	5
About the Boys & Girls Club of Manhattan.....	6
Mission.....	6
Purpose.....	6
Organizational Structure .....	6
Program.....	6
Youth Development Strategy .....	7
History .....	7
1. Employment.....	8
1.1 Equal Employment Opportunity .....	8
1.2 Immigration and Employment Eligibility.....	8
1.3 Harassment .....	8
1.4 Drug and Alcohol Free Workplace .....	11
1.5 Background Checks, Screening and Onboarding .....	13
1.6 Introductory Period.....	14
1.7 Categories of Employment.....	14
1.8 Pay Cycle, Payroll Deductions and Paychecks.....	15
1.9 Time Clock Code of Conduct.....	16
1.10 Breaks and Lunches.....	16
1.10a Nursing Mother Break Time.....	17
1.11 Overtime.....	17
1.12 Personnel Records .....	17
1.13 Absences.....	18
1.14 Performance Reviews .....	18
1.15 Performance Increase/Decrease.....	19
1.16 Pay Increase for Regular Part-Time Staff.....	20
1.17 Employment of Relatives .....	20
1.18 Outside Employment.....	20
1.19 Verification of Employment.....	20
1.20 Separation of Employment .....	21
2. Policies and Procedures.....	22
2.1 Disciplinary Policy and Standards of Employee Conduct.....	22

2.2 Open Door Policy .....	23
2.3 Perceived Violations Policy.....	23
2.4 Conflicts of Interest.....	24
2.5 Confidentiality Policy .....	24
2.6 Non-Fraternization and Dating Policy.....	25
2.7 Babysitting Club Members.....	25
2.8 Use of Electronic Devices.....	26
2.9 Cell Phone .....	27
2.10 Social Media and Electronic Communication .....	27
2.11 Search, Theft and Audit Policy.....	27
2.12 Dress Code Policy .....	28
2.13 Workers' Compensation.....	29
2.14 CPR & First Aid.....	30
2.15 Gifts.....	30
2.16 Controversial Issues.....	30
2.17 Recruitment.....	30
2.18 Safety Policy .....	31
2.19 Use of the Club Property .....	31
2.20 Club Use after Hours .....	31
2.21 Transportation .....	32
2.22 Travel and Reimbursement of Expenses.....	32
2.23 Gun Policy.....	33
3. Benefits .....	38
3.1 Benefits.....	38
3.2 Health Insurance and Affordable Care Act.....	38
3.3 Holidays.....	39
3.4 Leave Policy.....	39
3.5 Birthday & Anniversary Leave.....	40
3.6 Funeral/Bereavement Leave.....	40
3.7 Emergency Leave —.....	41
3.8 Civil Leave.....	41
3.9 Compensatory Leave.....	41
3.10 Extended Leave for Illness or Temporary Disability.....	41
3.11 Other Leaves of Absence without Pay.....	42

<b>3.12 Family Medical Leave Act.....</b>	<b>43</b>
<b>3.13 Military Leave .....</b>	<b>43</b>
<b>3.14 Retirement.....</b>	<b>43</b>
<b>3.15 Social Security.....</b>	<b>43</b>
<b>3.16 Unemployment Insurance.....</b>	<b>44</b>
<b>3.17 Program Benefits.....</b>	<b>44</b>
<b>3.18 Working from Home.....</b>	<b>44</b>
<b>3.19 Flex Time.....</b>	<b>45</b>
<b>3.20 Infant/Child-At-Work Policy.....</b>	<b>45</b>
<b>RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK .....</b>	<b>46</b>

## **Message to Employees from the Executive Director**

Welcome to the Boys & Girls Club of Manhattan!

As an employee of Boys & Girls Club of Manhattan you have a responsibility to our youth and their families. How well you do your work and how you conduct yourself on the job are subject to public scrutiny. Your contact with citizens will often be the only basis on which our organization is judged. Our objective is to provide the best possible service in an efficient, fair and courteous manner. It is important to read and follow these guidelines and procedures.

This guidebook, and the personnel guidelines contained within, provide guidance on how we work as a team to provide our services. Whether you are a new or experienced employee, this guidebook will provide you facts about Boys & Girls Clubs of Manhattan, how it works and the guidelines which govern its employees.

The personnel guidelines and procedures of Boys & Girls Club of Manhattan are adopted by the Board of Directors, subject to regular review, and may be updated or changed.

If you need more details on these guidelines and procedures, please contact [exec@bgclubmanhattan.com](mailto:exec@bgclubmanhattan.com)

### **About this Handbook**

This Employee Handbook ("Handbook") is expressly intended for the use of the employees of the Boys & Girls Club of Manhattan (hereinafter referred to as the "Club"). This Handbook sets forth basic policies and expectations for employee conduct and also contains important summary information regarding employee benefits.

*Unless otherwise specified*, the benefits described in this Handbook apply only to regular, full-time employees of the Club. By contrast, the policies outlined in this Handbook apply to all employees – introductory, regular full-time, regular part-time and temporary/seasonal.

The Board of Directors of Boys & Girls Club of Manhattan has the approving power of the Handbook. The Club may modify any part of this Handbook at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Club employee handbooks or personnel policy manuals. In all cases of interpretation of this Handbook, management decisions are final.

All club employees are expected to follow the policies and procedures outlines in this handbook. Any violation of these or any other Club policy, practice or procedure will subject an employee to discipline, up to and including termination. The Executive Director is responsible for the administration of the Handbook. The Executive Director may delegate authority to appropriate staff members to act on her or his behalf in the administration of these policies and procedures.

Employment with the Club is at-will. The Club may discharge an employee at any time, for any reason whatsoever, with or without cause, and with or without notice. Nothing within this handbook or within the Club's policies, practices, or procedures is intended to create a contract for employment, express or implied, or a guarantee of continued employment for specific duration.

Employees should refer questions regarding the Club's benefit plans to the Director of Finance and Employee Benefits. Employees should contact the Executive Director or his/her designee with questions concerning the contents of this Handbook.

## **About the Boys & Girls Club of Manhattan**

### **Mission**

“To inspire and enable all young people to realize their full potential as productive, caring, responsible citizens.”

### **Purpose**

The purpose of the Boys & Girls Club of Manhattan is to create opportunities for youth in their very own place. Throughout its history, the Boys & Girls Club has focused on meeting the needs of children as they grow to young adults. The Club helps them to help themselves, to realize their potential for development and improvement, and to become responsible citizens with the skills necessary for living.

In order to reach its mission, the Boys & Girls Club will attract and maintain a viable, active, and engaged Board of Directors; recruit and develop a staff dedicated to building relationships; design a comprehensive program for education, recreation, personal, social and career development, citizenship and leadership, and cultural opportunities; and form alumni bonds that will continue to enhance the Club's programs. Additionally, the Boys & Girls Club of Manhattan will develop and exercise sound fiduciary policies and ensure access of all children, regardless of family income or economic status, to a safe and inviting facility. Finally, the Boys & Girls Club will tell throughout the community the story of a positive place for kids to grow.

### **Organizational Structure**

The Boys & Girls Club of Manhattan is governed by a Board of Directors. The Board of Directors employs an Executive Director to administer its policies, carry out its goals, and direct the Club on a daily basis. The direct administration of policy and supervision of staff are the responsibility of the Executive Director. Responsibility and authority, however, may be delegated to others by the Executive Director as appropriate.

### **Program**

Based on physical, emotional, cultural, and social needs and interests of girls and boys, and recognizing development principles, we offer diversified program activities in five areas:

#### **Character and Leadership Development**

- Empower youth to support and influence their Club and community
- Sustain meaningful relationships with others
- Develop a positive self-image

#### **Education and Career Development**

- Develop aspirations for the future
- Participate in educational enhancement activities

## **Health and Life Skills**

Develop competencies to live successfully as self-sufficient adults  
Set goals to achieve and maintain healthy lifestyle habits

## **The Arts**

Develop self-expression and creativity  
Acquire multicultural appreciation  
Enhance skills in crafts, performing and literary arts

## **Sports, Fitness and Recreation**

Develop fitness  
Improve stress management skills  
Enhance appreciation for the environment and social and interpersonal skills

## **Youth Development Strategy**

Club programs and services promote and enhance the development of youths by instilling a:

- **sense of competence** - the feeling there is something boys and girls can do well.
- **sense of usefulness** - the opportunity to do something of value for other people.
- **sense of belonging** - a setting where an individual knows he or she has a place and where he or she "fits" and is accepted.
- **sense of power or influence** - a chance to be heard and to influence decisions.

When this strategy is fully implemented, the self-esteem of girls and boys is enhanced and an environment is created which helps them achieve their full potential.

## **History**

The Boys & Girls Club of Manhattan is a part of a nationwide affiliation of local autonomous organizations and Boys & Girls Clubs of America working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders. The Boys & Girls Club movement is the oldest American-born youth organization in existence (Boys Scouts and the YMCA were imported to America from England). The first Club was the Dashaway Club in Hartford, Connecticut which started in 1860 when three compassionate ladies invited a group of street boys into their home for tea or coffee and cake.

The Manhattan Youth Center began in the 1970's, and in 1994 it evolved into the Boys & Girls Club of Manhattan. The Club offers young people what they need and want most—adults who respect and listen to them, a safe environment where they can have fun and be themselves, and interesting, constructive activities that channel youthful energy into challenging pursuits. Today nearly 2,000 boys and girls are taking advantage of the programs, activities, and services provided by the Boys & Girls Clubs of Manhattan. They benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures, and reach their goals.

# **1. Employment**

## **1.1 Equal Employment Opportunity**

The Club is an equal opportunity employer. The Club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, gender identity, veteran status or other protected status. This Policy extends to all terms, conditions and privileges of employment, as well as the use of all Club facilities.

No form of unlawful discrimination, including unlawful harassment, will be tolerated.

## **1.2 Immigration and Employment Eligibility**

In compliance with the Immigration Reform and Control Act of 1986, the Club will hire only those individuals who are authorized to work in the United States.

## **1.3 Harassment**

It is the Club's policy to provide a work environment free of harassment that results in discrimination. The Club will not tolerate any form of harassment based upon an individual's race, color, religion, sex, national origin, age, disability, veteran status, or other protected status. For these purposes, the term "harassment" includes, but is not limited to use of hate words, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or other protected status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. All employees are expected to comply with this policy; failure to do so will result in disciplinary action, up to and including termination.

**Harassment** on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**Examples** of behavior which could be construed as harassment include, but are not limited to, the following:

- degrading any group or class of people;
- assigning less desirable work or working conditions to members of such protected group based solely on their group membership; or,
- treating protected individuals in a demeaning fashion.

**Sexual harassment** is defined as unwelcome physical or verbal sexual conduct where:

- submission to the conduct is either an explicit or implicit term or condition of employment;



- submission to or rejection of the conduct is used as a basis for employment decisions affecting the person doing the submitting or rejecting; or,
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Examples** of behavior that could be construed as sexual harassment include, but are not limited to:

- explicit or implicit threats to withhold pay increases, benefits or working conditions in exchange for sexual favors or sexual activity;
- promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity;
- demands for sexual favors or sexual activity;
- subtle pressure for sexual favors or sexual activity; or,
- deliberate, repeated or unsolicited verbal comments, gestures or physical actions of a sexual nature (*i.e.*, lewd or lascivious remarks and unnecessary touching, patting or pinching).

### **Sexual Harassment Policy**

The Club is fully committed to providing every member of our staff with a work environment that is safe and respectful. We honor this commitment by promoting and upholding a zero-tolerance stance on both sexual harassment both in and outside of the office.

### **Scope**

This policy applies to all of the Club's staff members, contractors, volunteers, donors, or any other third parties involved with the Club or Club events, regardless of role, status, sex/gender, sexual orientation, or other protected characteristics.

This policy applies to all locations where work is being done for the Club. This includes out-of-office meetings, donor visits, fundraising, volunteer events, and social gatherings.

The Equal Employment Opportunity Commission defines sexual harassment as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim, as well as the harasser, may be any sex/gender.
- The victim does not have to be a different sex/gender than the harasser.
- The harasser can be the victim's supervisor, a donor, a supervisor in another area, a contractor, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

### **Donor Code of Conduct**

The Staff at the Club always comes first. We are committed to making the Club a safe space for everyone. Individuals working for the Club are entitled to the same protection in the field as they are in the office.

If a donor sexually harasses, intimidates, or assaults a fundraiser or another member of our organization, that individual is encouraged to:

- Tell the donor to stop.

- Immediately remove themselves from the situation.
- Ask a friend or colleague nearby for help.
- Report the incident to the Club's Executive Director.

Any donor who is found to have harassed a staff member within our organization will indefinitely forfeit their right to:

- Provide financial support to the Club.
- Attend Club events.
- Serve as a board member, volunteer, contractor, or any role that would constitute a continued relationship with the Club.

Donors are subject to the same disciplinary actions as other members of the Club community. Please see the Report Review Process and Disciplinary Actions section of this policy for details.

### **Reporting Harassment**

The Club is committed to honoring the trust an individual has placed in our leadership when filing a sexual harassment report. We will treat every report with the same objectivity and urgency, no matter what role the victim or harasser holds.

An employee who believes he/she and/or another Club employee has been subjected to harassing conduct should immediately contact the Executive Director or call the **24-hour toll-free Safety Hotline, 866-607-7233**

A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Employees are required to participate in all Club investigations. Complaints will be handled confidentially, to the extent possible. The Executive Director or his/her designee has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the Executive Director, the President of the Board of Directors should be notified and he/she will fulfill the investigatory role in this process.

Specifically, we will:

- Meet with the victim to discuss the incident and next steps.
- Document the incident and determine which additional interviews are needed.
- Conduct interviews with the harasser and other related parties if applicable.
- Document additional interviews and any physical or digital evidence.
- Keep an open line of communication with the victim throughout the investigation.
- Reach a conclusion about the allegations.
- Take the appropriate actions to acknowledge credible allegations.
- Hold the harasser responsible for their actions, which can range from a verbal warning to a criminal complaint.
- Meet with the victim to inform them of the outcome to ensure their satisfaction.

### **Your Rights as a Staff Member of the Club**

As an employee at the Club, you have the right to work and engage with our staff and donor community in an environment that is free of harassment and inappropriate conduct. You have the right to report harassment, whether you experienced it firsthand or witnessed it occurring. You have the right to report an incident without fear of repercussions or retaliation. You have the right to determine the amount of confidentiality you prefer in the investigation that will follow your report. You have the right to be fully informed of the steps involved in the investigation related to your report, as well as the outcome of each of the steps taken to come to a conclusion. You have the right to use benefits to help you cope with your

experience, including paid time off, benefits and insurance that aid with counseling costs. You have the right to contribute to the evolution of The Club's sexual harassment policy. Please contact the Executive Director at [exec@bgclubmanhattan.com](mailto:exec@bgclubmanhattan.com), to discuss your thoughts and suggestions as to how we can ensure that this policy can best serve our Club as we grow.

### **No Retaliation or Reprisals**

**Employees have a duty to report any harassment they either experience or observe, regardless of whether the alleged harassment is being perpetrated by a Club employee or any other third party. Under no circumstances will a person be retaliated against because of a bona fide report harassing conduct.**

### **1.4 Drug and Alcohol Free Workplace**

The following policy has been adopted to implement the Club's desire to maintain a drug-free workplace. Nothing in this policy shall prevent the Executive Director or designee from taking action which is necessary to maintain a safe environment for all stakeholders as it pertains to alcohol and/or drug use.

The Club has a vital interest in maintain a safe and productive work environment for its employees, members, volunteers and visitors, and in protecting organization property, equipment and functions. The possession, use, or sale of illegal drugs or alcohol (or abusive use of legal drugs or substances) in the work place poses unacceptable risks for safe, secure, and efficient operations and will not be tolerated. The Club will enact reasonable measures for providing a drug and alcohol free work environment. As a Federal grantee, The Boys & Girls Club of Manhattan has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988.

Employees who abuse substances or report to work under the influence of substances such as alcohol or illegal drugs, subject themselves to disciplinary action, up to and including termination. Employees may be required to undergo drug testing.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or using illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees taking a legal drug which affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

- Employees must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

The Boys & Girls Club of Manhattan further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

### **Testing Events**

- Post-Accident Testing
  - Employees will be tested for the presence of drugs and/or alcohol following an accident or other occurrence that involves one or more of the following covered events which occur when the employee is performing work for The Club.
    - a fatality;
    - a citation is issued to the employee for a violation arising from a vehicle accident; and/or
    - any vehicle or non-vehicle incident where there is evidence of unsafe act(s).

Upon being notified of an incident involving any of the above criteria, the supervisor or other applicable employee should contact the Executive Director immediately. Post-incident testing must be approved in advance by the Executive Director or designee.

- Reasonable Suspicion Testing
  - Employees will be required to submit to a drug and/or alcohol test(s) if reasonable suspicion exists that an employee is violating, or has violated this policy. Behaviors that may prompt testing include, but are not limited to:
    - Slurred speech
    - Alcohol odor on the employee's breath
    - Unsteady walking or movement, disorientation or loss of balance
    - Physical altercation
    - Verbal altercation
    - Drastic change in behavior
    - Pattern of abnormal, erratic, paranoid or bizarre behavior
    - Possession of alcohol or illegal drugs
    - Information obtained from a reliable person with personal knowledge, based on direct observation
    - Unexplained drowsiness or sleeping on the job.
    - Inability to respond appropriately to questions the employee should be able to answer
    - any observable, objective phenomena which leads a reasonable person to believe that alcohol and/or drugs have been consumed by an employee to the point that their ability to safely perform their duties has been compromised (i.e., use, possession, physical symptoms).

Any supervisor or employee who believes another employee is violating this policy will report their suspicion to the Executive Director or their designee.

### **1.5 Background Checks, Screening and Onboarding**

All employees and volunteers, who have direct, regular contact with children, will be required to authorize a background check with the appropriate law enforcement agency or agencies and the State of Kansas. Employees who are under the age of 16 will have 2 professional references completed and a Kansas Department of Health and Environment (KDHE) background check will be conducted, a national background check will not be completed until the minor is 16 years of age. The findings of the background check must be consistent with the information provided by the employee on their employment application. Employment will not be offered if a finding of false information is found. False information subsequently discovered can be grounds for termination.

At the discretion of the Executive Director, offenses will be considered in determining qualifications for employment. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months. All background check findings shall be considered when making employment or volunteer decisions. Individuals will not be eligible for employment or volunteer service if such individual:

- a) Refuses to consent to a criminal background check,
- b) Makes a false statement in connection with such criminal background check,
- c) Is registered, or is required to be registered on a State or National sex offender registry,
- d) Has been convicted of a felony consisting of, but not limited to:
  - 1. Murder,
  - 2. Child abuse,
  - 3. Domestic Violence
  - 4. Abduction or human trafficking
  - 5. A Crime involving rape or sexual assault
  - 6. Arson
  - 7. Weapons
  - 8. Physical assault or battery
  - 9. Drug possession, drug use or distribution of drugs in the last five years; or
- e) Has been convicted of any misdemeanor or felony against children, including child pornography .  
The Club will follow KDHE's Kansas Child Care Licensing and Regulations Laws  
Article 4, 65-516.

### **Interviewing**

The Club will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

### **Reference Checks**

The Club conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment

or volunteer service. Additionally, The Club provides reference materials when asked by other Member Organizations.

### **Staff and Volunteer Onboarding**

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required Child Abuse Prevention Trainings approved by BGCA.

### **1.6 Introductory Period**

The first 90 days of employment for new employees of the Club is considered an introductory period. The introductory period provides a new employee the opportunity to become familiar with the Club. During this time, a new employee's work hours, skills, and general work performance will be evaluated.

Successful completion of the introductory period does not give rise to or create an employment contract for any period of time or a guarantee of continued employment.

During the introductory period, full-time employees will accrue leave, but will not be eligible to take the leave until their 30 day probation benchmark.

### **1.7 Categories of Employment**

Introductory Period: An employee in his/her first 90 days of employment.

Regular Non-Exempt Full-Time: An employee whose regular work schedule averages 30 hours and who is not on introductory status.

Regular Exempt Full-Time: An employee whose regular work schedule averages 40 hours and who is not on introductory status.

Regular Part-Time: An employee whose regular work schedule averages less than 30 hours per week and who is not on introductory status. A regular part-time employee may be eligible for certain benefits, but only as specifically provided for in this Handbook and/or Offer Letter.

Temporary/Seasonal: An employee hired to work on a specific basis, including during peak or seasonal periods, for specific projects or for a limited period of time. A temporary/seasonal employee may work either full-time or part-time, but is not considered a “regular” employee. A temporary/seasonal employee is not eligible for benefits, unless specifically provided for in this Handbook.

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act (“FLSA”).

**Non-Exempt Employees** are compensated based on the number of hours worked each work week and are subject to the minimum wage and overtime provisions of the FLSA and Kansas state wage and hour laws. Overtime must be preapproved by supervisor and Executive Director at least 48 hours prior to working hours. If hours are not approved, disciplinary action will occur, up to and including termination.

**Exempt Employees** (e.g., certain administrative, professional and executive personnel) are exempt from the minimum wage and overtime provisions of the FLSA and Kansas state wage and hour laws and are paid on a salary basis.

### **1.8 Pay Cycle, Payroll Deductions and Paychecks**

The pay period is semi-monthly. Payments are issued via direct deposit on the 15th day and last day of each month. In the event that the payday falls on a holiday or a weekend, checks are distributed on the previous workday. Pay periods are from the 25<sup>th</sup> to the 9<sup>th</sup> of each month and the 10<sup>th</sup> to the 24<sup>th</sup> of each month.

The Executive Director is the approving authority for all payrolls, and for any changes in pay under the terms of (1) this handbook, (2) the classification and pay plans, or (3) the annual budget.

The Club is required by law to make mandatory deductions from earnings. Amounts withheld may vary according to how much the employee earns, marital status, government employment regulations, and other factors. Mandatory withholdings include federal income tax and social security, and any other taxes or deductions required to be withheld by state and/or federal law.

In addition to mandatory payroll deductions, the Club is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders. All deductions from an employee’s pay shall be in keeping with the requirements of the FLSA. Employees should refer any questions regarding deductions from their pay to the Director of Finance and Employee Benefits.

In the event that the Club has mistakenly deducted an employee's paycheck the FLSA Safe Harbor will be utilized, which states "if an employer (1) has a clearly communicated policy prohibiting improper deductions and including a complaint mechanism, (2) reimburses employees for any improper deductions, and (3) makes a good faith commitment to comply in the future, the employer will not lose the exemption for any employees unless the employer willfully violates the policy by continuing the improper deduction after receiving employee complaints."

Periodically, employees should also verify that the information on their payroll checks is correct. Any changes that need to be made must be immediately communicated to the Director of Finance and Employee Benefits so that the proper information can be forwarded to payroll.

### **1.9 Time Clock Code of Conduct**

All employees, exempt and non-exempt, are required to clock in/out daily. Exempt employees are held to this standard due to grant reporting requirements associated with the employee's position and monitoring leave usage.

- Clocking in/out should take place on Club computers and/or iPad or mobile device, if allowed. Clocking in and out must take place on Club Premises or location approved by supervisor / Executive Director in advance any employee in violation of this policy will be subject to disciplinary action, up to and including termination.
- If for any reason an employee was unable to clock in or out successfully, the employee should immediately report a missed punch correction on the Club's payroll application and/or notify their supervisor so the error or omission can be corrected. If an exempt/non-exempt employee has excessive missed punches for clocking in/out, the employee is subject to disciplinary action.
- Clocking in/out for other employees will not be tolerated.
- Working or "Volunteering" off the clock is against the law and will not be tolerated. Employee may not work before clocking-in. If he or she does, their direct supervisor must be contacted so they can correct the clock-in time in order to be paid correctly. Employees may not do any work after clocking out. If he or she does, direct supervisor must be contacted.
- Recording time worked when not scheduled will not be tolerated.
- If an employee is not paid for hours due to failure of properly clocking in and not informing a supervisor before the end of the pay period, those hours will not get paid until the next pay period. A write-up will also be issued.

Violating this policy will be subject to disciplinary action up to and including termination. Employees should consult their supervisors for additional information on time clock record keeping.

### **1.10 Breaks and Lunches**

All employees who work at least 4 hours straight are entitled to a paid 10 minute break. All employees who work 8 hours or more per day are entitled to a nonpaid 30 minute lunch, as well as two 10 minute breaks, one during each 4 hour stretch. Employee's immediate supervisor will schedule lunches and breaks.



### **1.10a Nursing Mother Break Time**

FLSA requires that a reasonable break time be allowed for nursing mothers to express milk for their nursing child. The frequency of breaks needed to express milk as well as the duration of each break will likely vary. Break times may include not only time in which to express milk but also time to sanitize and store the equipment at each break. During this time, an employee should be clocked out and relieved of work duties. If the Club is not able to provide a nursing mother with a space to express breast milk then adequate time to travel to and from another building where an appropriate space is located must be allowed. Nursing mothers are eligible for the break for up to one year after the child's birth.

### **1.11 Overtime**

Occasionally, employees may be asked or required to work overtime. Overtime pay depends on an employee's status as non-exempt or exempt, as follows:

**Non-Exempt Employees** are compensated based upon the number of hours worked each workweek. If a non-exempt employee works more than 40 hours in one work week, the employee will receive overtime compensation at the rate of one and one-half times the employee's regular rate of pay. All overtime must be accurately reported as worked, *whether or not it was required or approved*, and it will be paid accordingly. **Employees are not permitted to work overtime unless they receive advance authorization from the Executive Director and disciplinary action will occur if not approved.**

**Exempt Employees** do not receive overtime compensation. However, they could be expected to render necessary and reasonable services beyond 40 hours per week with no additional compensation. In such instances, employee should maintain record of extra hours worked. These records are considered by the Executive Director or his/her designee in granting emergency leave or leave of absence.

The preferred method of compensation is to require the employee to take an equal number of hours off during the same workweek in which the overtime was worked.

### **1.12 Personnel Records**

It is very important for employees to keep their personnel records up to date. The Club directs employees to notify the Director of Finance and Employee Benefits immediately if there is a change in status, including but not limited to the following:

- Name and social security number
- Current/Permanent address
- Telephone number
- Marital Status
- Number of dependents
- Beneficiary(ies)
- Emergency contact information
- Driver's license status
- Additional education and training

Employees are required to report any situation or incident that may affect their employment with the Club or may have an impact on the image of the Club, including but not limited to any criminal charges, whether occurring on or off duty, to the Executive Director and/or his/her designee within 5 days of the event.

All personnel records are the property of the Club. If an employee wishes to review his/her file or need a copy of his/her records, please schedule an appointment with the Executive Director 24 working hours in advance.

No information from the file will be shared with other entities or a third party.

### **1.13 Absences**

Regular working hours vary by job, season of the year, and by site location. Employee's immediate supervisor is responsible for the preparation, communication, and supervision of the working schedule. Attendance and punctuality are important factors for an employee's success within the organization. Employees are expected to report to work on time and work the full established workday. Excessive absenteeism and tardiness will not be tolerated.

#### **Notice of Absence**

All employees are required to provide notice of absence for illness, tardiness or other reasons, unless the absence is due to prescheduled leave.

If an employee will be absent, the employee is required to contact his supervisor on a daily basis at least 30 minutes prior to scheduled work time. Employees are responsible for ensuring that proper notice is provided. Only under exceptional circumstances will notice from a family member or friend satisfy the notice requirement. In the event that an employee does not have their direct supervisor's contact information, the employee needs to call the Club at 785-539-1947 and ask to speak with the Director of Operations.

If an employee fails to provide proper notice of absence for 3 consecutive workdays, the Club will presume that the employee has voluntarily abandoned his job.

Program staff is required to find a sub to replace them for any and all absences. Contact your supervisor for the Sub Agreement form, as well as the substitutes contact information.

#### **Unexcused Absences**

Failure to provide notice of an absence, as described above, will result in an unexcused absence regardless of the reason. Unexcused absences will not be tolerated and will result in disciplinary action, up to and including termination. Employees are not paid for unexcused absences.

### **1.14 Performance Reviews**

Supervisors shall conduct regular performance reviews to evaluate an employee's work. In addition, supervisor shall routinely observe employee effectiveness. Performance reviews provide employees with

an opportunity to talk about their jobs, their performance on the job, and their job goals, as well as to discuss any suggestions, questions, or further.

Performance reviews for regular full-time employees will be conducted annually. The review process will entail the following:

1. Initial meeting to discuss expectations, determine Smart Goals, and competencies, by January 15th.
2. Mid-year discussion by July 1<sup>st</sup>.
3. Final overall review by December 1<sup>st</sup> to the Executive Director for review, final discussion with staff by December 15<sup>th</sup> and final review to the Executive Director by December 21<sup>st</sup>.

Performance reviews for part-time employees will be conducted each school semester. The review process will entail the following:

1. Initial meeting to discuss expectations, determine Smart Goals, and competencies, by the end of the first week hired.
2. Mid-semester discussion with Unit Director or Supervisor.
3. Final overall review by 2 weeks prior to the last day of programs to the Director of Operations for review, final discussion with staff by the last day of programming.

Performance reviews are an evaluation and planning tool for both supervisors and employees and do not necessarily result in pay increases.

Your review will be discussed with you, and you will be requested to sign your performance review. This is to indicate that you have seen your appraisal and discussed your performance with your supervisor, but does not necessarily imply that you agree with the performance review. You also have the opportunity to add comments to the appraisal. The contents of all performance reviews become part of an employee's personnel record. All evaluation are assigned by the Executive Director. The Executive Director has the authority to sit in on all performance evaluations.

### **1.15 Performance Increase/Decrease**

A performance increase is an advancement to a higher pay level within the same position and is granted to recognize at least fully satisfactory performance in the same position. Performance increases are granted in conjunction with a review of the written performance evaluation(s) of the employee for the most current evaluation period. Performance increases are approved by the Executive Director within authorized budget limits.

- **Promotion** is a change in the duty assignment of an employee from a position in one job classification to a position in another job classification which is assigned to a higher pay group. A promotion recognizes advancement to a higher position requiring higher qualifications and involving greater responsibility. Promotions are approved by the Executive Director within the staffing pattern and budget limits approved by the Board.
- **Demotion** is a change in duty assignment of an employee from a position in one job classification to a position in another job classification which is assigned to a lower pay group. An employee who is demoted will have his/her pay reduced to a rate below the rate received prior to demotion. Demotions are made by the Executive Director.

### **1.16 Pay Increase for Regular Part-Time Staff**

Regular part-time employees have an opportunity to earn an annual pay increase. Regular part-time employees can receive up to a .25 increase based on their overall performance rating and raises are effective the first pay period after their anniversary date.. Raises are contingent on having no more than one disciplinary write-up in their personnel file and continuous employment. Continuous employment is defined as no more than 1 missed pay period in a month. A year after the disciplinary write-up an employee may become eligible for raises only if the employee has not received additional write-ups in the meantime.

In the event, that a part-time employee commutes to Wamego Central Elementary or Wamego West Elementary your hourly rate will increase by a \$1, unless employee resides in Wamego or St. George.

In the event that an employee leaves employment from the Club; upon returning they will be compensated at the starting hourly rate in the position employed. The Executive Director has the right to approve a higher starting rate for circumstances that are necessary.

### **1.17 Employment of Relatives**

For purposes of this policy, a relative is any person who is related by blood, marriage or adoption. Under no circumstances will relatives be allowed to work in positions in which one relative directly or indirectly supervises another or has any decisional responsibility with respect to employment, performance reviews, work assignments, transfer, salary, promotion or discharge of another relative. In most cases, relatives will not be permitted to work in the same department. No relative shall be assigned to a position where a potential conflict of interest exists.

### **1.18 Outside Employment**

An employee may hold another job as long as he/she satisfactorily performs his/her job responsibilities with the Club. For full-time employees, outside employment should be reported in writing to your supervisor. The report should identify the place of employment and include the weekly days and hours of work at the outside job. All employees will be judged by the same performance standards and will be subject to the Club's scheduling demands, regardless of any outside work requirements. If the Club determines that an employee's outside work interferes with requirements of the Club as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed with the Club. Outside employment will present a conflict of interest if it has an adverse impact on the Club. Outside employment is considered performance of any service for an employer other than the Club, before, during or after an employee's regular working hours or while the employee is out on approved leave.

### **1.19 Verification of Employment**

All inquiries about employees or requests for verification of employment should be referred to the Executive Director. The Club will only verify the employee's date of employment and job title in response to any such request, unless otherwise required by law or regulation. If a supervisor acts as a

reference for a current or former employee, such reference needs to be provided on personal cell phone and/or email and not on behalf of Boys & Girls Club of Manhattan.

### **1.20 Separation of Employment**

Separations of employees are designated as one of the following types: Resignation, Retirement, Reduction in Force, Dismissal, Disability, or Death.

- **Resignation** -- The Club understands that circumstances change and employees may need to voluntarily resign from employment. If an employee wishes to stay in good standing with the Club, they need to provide written notice. All employees are encouraged to give a two weeks' notice, if they want to be considered for re-hire.  
A full-time employee's last day must be a workday and not leave time. Any leave not used will be forfeited. An employee ending his/her employment with the Club should advise his supervisor in writing. The letter should include the following information: effective date and reason for leaving. The supervisor needs to notify the Executive Director immediately so that an orderly transition can be made. The separation process includes turning in all Club property and materials, completing required forms, obtaining appropriate clearances, and having an exit interview. In some circumstances, it may be necessary for the Club to adjust the employee's last day of employment to a date sooner than the employee's original end date.
- **Retirement** -- The same notice requirements for resignation apply in the case of retirement except that a longer period of advance notice may be required to start retirement benefit payments promptly.
- **Reduction in Force** -- An employee may be separated when his/her position is abolished, or when there is either a lack of funds or lack of work. When reductions in force are necessary, decisions on individual separations will be made after considering: 1) the relative necessity of each position to the organization; 2) the performance record of each employee; 3) qualifications of the employee for remaining positions with Club; and 4) the employee's length of service with BGC.
- **Dismissal** -- All Club employees serve at the discretion of the Executive Director and may be dismissed at any time by the Executive Director.
- **Death** -- If a Club employee dies, his/her estate receives all pay due and any earned and payable benefits as of the time of death.

## **2. Policies and Procedures**

### **2.1 Disciplinary Policy and Standards of Employee Conduct**

The Club expects all of its employees to conduct themselves in a manner which is in the best interests of the organization and its employees. Employees should know that any conduct which violates a Club policy or which is not in the best interests of the Club, will subject an employee to, up to and including termination. Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate termination, without notice.

The Club has established policies and procedures for the convenience and protection of all its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following:

a) Coaching session, b) verbal warning, c) write-up, d) suspension without pay, e) demotion or dismissal. There is no guarantee that one form of disciplinary action will necessarily precede another. The appropriate disciplinary action will be determined by the Executive Director or his/her designee.

The following is a list of some of the more common examples of policy violations and misconduct:

- Disclosure of confidential Club, Club member or employee information to unauthorized parties;
- Behavior resulting in Club member, vendor or employee complaints;
- Supplying false or misleading information or falsifying any Club record;
- Possession of weapons on or off premises while performing duties for the Club, unless otherwise permitted by applicable law;
- Immoral or indecent conduct; soliciting persons for immoral purposes;
- Insubordination, including but not limited to, refusing to obey an order or directive of a supervisor or Club official;
- Disruptive conduct, including but not limited to: gambling; fighting; horseplay; coercion; intimidation or threats against Club employees; vulgarity; or, abusive treatment to the public, fellow employees or Club members;
- Theft or unauthorized possession or removal of property or money belonging to the Club, employees, members or third parties;
- Making or publishing false, vicious or malicious statements concerning an employee, member, supervisor, or other Club official, or Club services;
- Excessive tardiness or absenteeism; or,
- Willful or careless destruction and damage to company and/or school property
- Code of Ethics

The Club expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization. Upon hire, and thereafter on a yearly basis, employees will sign "The Code of Ethics" stating if they are or are not in compliance with the ethical standards established by the Club.

## **2.2 Open Door Policy**

The Club wants to ensure its employees that ideas, suggestions, and complaints will be heard. It is also the policy of management to attempt to resolve disputes that may arise between or among fellow employees or between employees and their supervisors.

Open communication between employees and their immediate supervisors is encouraged. Employees should feel free to voice ideas, suggestions, or complaints without fear of reprisal or retribution. If an employee wishes to remain completely anonymous, he can write the idea, suggestion, or complaint down on paper and drop it/give it to the Executive Director. Otherwise, if employees have ideas, suggestions or complaints to share, the Club directs them to follow these simple steps:

STEP 1: An employee is directed to discuss complaints with his/her immediate supervisor within 3 working days of the matter causing the complaint. The employee should provide details and offer possible solutions. Most matters can be resolved at Step 1.

STEP 2: If the employee is not satisfied with the results of a discussion with his immediate supervisor, the employee is directed to take the matter to the Executive Director within 3 working days after meeting with the immediate supervisor. The Executive Director will present the concern to the employee's supervisor and help provide solutions.

STEP 3: If the employee believes that the matter remains unresolved, the employee will present the matter in writing to the Executive Director within 3 working days of speaking to or meeting with his/her supervisor. The Executive Director shall consider all matters brought to his/her attention pursuant to this procedure and all decisions made by Executive Director shall be final.

## **2.3 Perceived Violations Policy**

It is the Club's policy to comply fully with the spirit and letter of all federal, state and local laws and regulations, which apply to the Club and its business operations. If an employee believes that any employee of the Club may be acting in violation of any such law or regulation – or in violation of a Club policy – the employee has a duty to report the perceived violation, preferably in writing, to the Executive Director within 24 hours of the observation of such conduct. All inquiries pertaining to perceived violations will be handled in the strictest confidence possible.

**Examples** of perceived violations of law include violations of child labor laws, wage-hour regulations and unlawful discrimination or harassment.

**Examples** of perceived violations of Club Policy include employee theft and breach of the Club's Confidentiality.

Moreover, the Club also expects and encourages its employees to report any questionable accounting or auditing concerns to the Club's Executive Director or his/her designee.

Employees may confidentially and anonymously submit their concerns, in writing, to **220 South 5<sup>th</sup> Street, Manhattan, KS 66502; PO Box 1294, Manhattan, KS 66505**. Attention: **Executive Director**. When necessary, appropriate or when financial irregularities are involved, employee concerns will be forwarded to the Club's Executive Committee.

Compliance with this Policy is a term and condition of continued employment with the Club. If employees have any questions with regard to this duty to report perceived violations, they may contact the Club's Executive Director. Under no circumstances will the Club retaliate against an employee who reports conduct that the employee perceives to be a violation of law or policy.

## **2.4 Conflicts of Interest**

It is the policy of the Boys & Girls Club of Manhattan that its relationship in transactions with individuals outside the organization and with other business concerns is conducted at all times on a highly ethical basis. To this end, the sole consideration must be the best interest of the Boys & Girls Club. Consequently, decisions made in conducting such relationships and transactions must not be influenced by self-interest on the part of an employee that is actually or potentially in conflict with the best interests of the Boys & Girls Club of Manhattan. Having a conflict of interest with the Boys & Girls Club will be grounds for immediate dismissal.

### **The following are examples of circumstances involving such conflict:**

1. Any relationship, whether or not for personal gain, with another organization or business concern under conditions which limit the performance of his/her duties to the Boys & Girls Club of Manhattan.
2. Receipt of any payment, compensation, gifts or favors in any form from an organization doing business with the Boys & Girls Club.
3. Use of a position with the Boys & Girls Club of Manhattan to exercise influence for the purpose of benefiting the employee or members of his/her family.
4. Use of the Boys & Girls Club of Manhattan's assets for an employee's personal benefit.
5. Divulging confidential information to outside sources.

Whenever there is a possible conflict of interest, it should be discussed with the employee's supervisor.

## **2.5 Confidentiality Policy**

During their employment, Club employees have access to confidential information related to the Club and, particularly, its members. Except with the express permission of the Executive Director, employees may not at any time during or after their employment, use, duplicate, or disclose by any means, any such information to any unauthorized person or Club entity. Moreover, the very fact that an individual is served by the Club must be kept private and confidential; disclosure can be made only under specific conditions described below for reasons relating to law enforcement and fulfilling the Club's mission. As such, employees shall not disclose any information about a person, including the fact that he is or is not served by the Club, to anyone outside of the Club unless authorized by the Executive Director or his/her



designee. The principle of confidentiality must be maintained in all programs, departments, functions and activities.

- No information requested by someone outside the Club may be given over the telephone.
- No information about individuals or records may be released to state, federal or other agencies that enable the identification of any person by name, address, Social Security number or other coding procedures. If records are inspected by an outside agency, the individual(s) who inspects the records must be specifically authorized to do so by the Executive Director. The taking of notes or removal of records is specifically prohibited in such cases.

Staff may not discuss any individual's record with unauthorized individuals, whether on or off duty. Disclosing confidential information to persons not entitled to such information and/or assisting others in gaining unauthorized access to Club records or information regarding the Club or its members are clear violations of this Policy. The communication of false or derogatory information about the Club, its members or its employees is also a violation of this Policy.

## **2.6 Non-Fraternization and Dating Policy**

In addition, all Club employees are strictly prohibited from socializing with members via text/phone calls or social media or while off duty. It is also prohibited for staff to pursue dating, romantic or sexual relationships with any Club members (See 2.10 Social Media/Electronic Communication).

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and possible complaints of harassment, all Club employees at the supervisory level and higher are strongly encouraged to refrain from dating or pursuing romantic or sexual relationships with any other Club employee. If employees begin a dating relationship or become relatives, partners or members of the same household, that person is required to inform the Executive Director of the relationship in writing immediately.

The Club reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of a relationship that exists or appears to exist.

## **2.7 Babysitting Club Members**

The Club is committed to providing a safe environment for members, staff and volunteers. To further ensure their safety, the Club prohibits employees from providing off-duty childcare or babysitting services to our club members.

Employees who provide off-duty childcare or babysitting services for a child who is enrolled at the Club will result in disciplinary action up to and including termination without notice.

## **2.8 Use of Electronic Devices**

The Club may provide computers, printers and other electronic devices to its employees to perform their job functions. These devices and all related materials, including software, are Club property and may be used for Club business only. Only software that is authorized by the Club may be used, copied or installed on the Club equipment. All data contained on the Club's electronic devices belong to the Club and cannot be altered without specific written authorization. No data stored on the Club's electronic devices is to be released to any person or outside organization. If an employee listens to music while working on their computer, headphones should be utilized; however, one ear must be free to be available to coworkers and answer phones when necessary. In the event that an employee is listening to a webinar, both ear buds may be utilized. Employees who are approved to use computers at home for Club business must virus check any CD's, external drives or other media storage devices before using them on Club computers.

Outside computer services such as the Internet, email, instant messaging etc., may be accessed and used for Club business only, and only with prior authorization. The Club's electronic devices and/or services may not be used to solicit or create any offensive or disruptive messages. The Club devices and/or services shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials. All messages composed, sent or received on the Club's electronic devices are and remain the property of the Club; they are not the private property of any employee. The Club may review, audit, intercept, access and disclose all messages created, received or sent over the Club's systems for any purpose without the permission of the employee; the confidentiality of any electronic message should not be assumed.

It is not acceptable or expected for non-exempt employees to have their Club email on their personal cell phones and/or personal devices. If it is found that a non-exempt employee has their work email on their personal device, they will be asked to remove email and documentation of occurrence will be placed in personnel file. If the situation is not corrected, disciplinary action will occur.

All computer-related passwords must be disclosed to the Club or they are invalid and cannot be used. Computer-related passwords and security codes assigned to employees may not be communicated to any other employee or third party unless specifically authorized by Executive Director or his/her designee. Employees may not retrieve or read any electronic messages that are not sent to them. Employees who access electronic files from remote locations are governed by the terms of this Policy and must return all files and file copies to the Club at the conclusion of their employment. Any exception to this Policy must receive prior approval from Executive Director or designee.

**Right to Monitor** – All Club-supplied technology and company-related work records belong to the Club and not to the employee. The Club routinely monitors use of company-supplied technology; the Club also has the right to request passwords to accounts that are related to Club operation and/or business. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

## **2.9 Cell Phone**

Employees working with the club members are expected to have their cell phones put away. If it is found that an employee has their personal cell phone out during programs, the employee is subject to disciplinary action. Excessive personal calls and/or texting during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. The use of a cell phone during work time should be limited to meals or break times. Flexibility will be provided in circumstances demanding immediate attention. The Club will not be liable for the loss of personal cellular phones brought into the workplace.

Cell phones should not be used for taking pictures and/or videos of club members, unless specific permission from the Executive Director or his/her designee employee. If an employee takes pictures of members, discipline action will be taken, up to and including termination. Pictures of club members on personal cell phones is a safety issue and liability.

## **2.10 Social Media and Electronic Communication**

Social media activities should not interfere with work commitments. Internet use on organization time is authorized for Boys & Girls Club business only. Do not reference or cite organization youth, parents, partners, employees, or volunteers without their express consent. **In all cases do not publish any information (including images) regarding the youth we serve or their families.**

Remember that there are always consequences to what you publish. If you are about to publish something that makes you even the slightest bit uncomfortable, don't do it.

## **2.11 Search, Theft and Audit Policy**

In order to ensure its ability to conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club will from time to time conduct internal investigations including inspections, searches and audits on Club premises.

The Club may conduct a routine inspection, search or audit at any time for Club property or Club-related information. The Club may inspect the following items, including but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; all Club vehicles, desks, cabinets, lockers, computers, satchels, etc., that are within the employee's possession or control.

A routine search or inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to Club management. Generally, the Club will attempt to obtain employee consent before conducting a search or inspection, but may not always be able to do so.

If an employee becomes aware of any theft, misuse or unauthorized removal of Club property, he/she is directed to notify Executive Director or his/her designee immediately. Under no circumstances is it allowable for any employee of the Boys & Girls Club of Manhattan to take money or property of the Club for use other than that designated by the Club. Such violation will be met with immediate dismissal.

## 2.12 Dress Code Policy

Personal appearance plays an important role in the public's perception of an employee as an individual, as well as in the Club as an organization

Employees are required to wear identification name badges at all times while on Club premises and/or sites. Program staff are required to wear Club staff shirts identifying them as a staff member while working during working hours.

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
TOPS	
<p><b><u>Part-Time &amp; Full-Time:</u></b></p> <ul style="list-style-type: none"> <li>-Staff T-Shirt (<i>short or long sleeve</i>) from Manhattan <i>only</i> <i>Note: a long sleeve solid colored shirt can be worn under short sleeve shirts</i></li> <li>-Staff Hoodie or Sweatshirt</li> </ul> <p><b><u>Full-Time:</u></b></p> <ul style="list-style-type: none"> <li>-Sweater/cardigan</li> <li>-Blazer / Sport coat</li> <li>-Jacket</li> <li>-Polo shirt/oxford shirt</li> <li>-Collarless blouse/shirt</li> <li>-Shirts w/unfinished bottoms (if tucked in)</li> <li>-T-shirts/sweatshirts</li> <li>-Sleeveless blouses</li> </ul>	<ul style="list-style-type: none"> <li>-T-shirts/sweatshirts with prejudicial content, political statements, jokes, or suggestive content</li> <li>-Tank top/tube/halter top/crop top</li> <li>-Bare midriff</li> <li>-Fishnet/mesh shirt</li> <li>-Bare back top/dresses</li> <li>-Any alteration of staff t-shirt (ex. removing sleeves)</li> </ul>

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
BOTTOMS	
<p><b><u>Part-Time &amp; Full-Time:</u></b></p> <ul style="list-style-type: none"> <li>-Casual pants</li> <li>-Casual shorts (3" above the knee on down)</li> <li>-Pant Suit</li> <li>-Athletic pants/shorts (3" above the knee on down)</li> <li>-Leggings (must be covered by shirt 12+ in. from hip)</li> </ul> <p><b><u>Full-Time:</u></b></p> <ul style="list-style-type: none"> <li>-Skirts (3" above the knee on down)</li> </ul>	<ul style="list-style-type: none"> <li>-Running Shorts</li> <li>-Mini skirt</li> <li>-Coveralls/overalls</li> <li>-Strapless dress</li> <li>-Short shorts/cut-offs/baggy shorts, which hang below the waistline exposing undergarments or body</li> <li>-Tight fitting jeans/slacks/pants/shorts, etc.</li> </ul>
FOOTWEAR	
<p><b><u>Part-Time &amp; Full-Time working with kids:</u></b></p> <ul style="list-style-type: none"> <li>-Close toe shoes, such as:</li> <li>-Sneakers/tennis shoes</li> <li>-Boating/deck shoes</li> <li>-Flat shoes/loafers</li> <li>-Boots (hiking, cowboy)</li> </ul> <p><b><u>Full-Time, not working with kids:</u></b></p> <ul style="list-style-type: none"> <li>-Sandals/Dress flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>-No open toe shoes</li> <li>-Casual, beach-type flip-flops</li> <li>-Bare feet</li> <li>-Shoes w/cleats</li> <li>-House shoes</li> </ul>

HEADGEAR	
	<ul style="list-style-type: none"> <li>-Hat/baseball cap</li> <li>-Handkerchief/bandannas/sweatband</li> <li>-Shower cap</li> <li>-Hair net (unless work specific)</li> </ul>
JEWELRY	
<ul style="list-style-type: none"> <li>-Pierced ears w/jewelry</li> <li>-Tie clip</li> <li>-Finger rings</li> <li>-Bracelet/wrist watch (no obscene/offensive content on the face of the watch)</li> </ul>	<ul style="list-style-type: none"> <li>-Excessive piercings</li> <li>-Fingernails no longer than half an inch from fingertip.</li> </ul>

HAIR APPEARANCE	
-Cleaned and neatly presented hair and facial hair	-Ungroomed hair/facial hair
MISCELLANEOUS	
<ul style="list-style-type: none"> <li>-ID badge</li> <li>-Perfume/cologne if used in moderation</li> <li>-One piece swimsuits</li> </ul>	<ul style="list-style-type: none"> <li>clothing with holes that reveal skin or undergarments</li> <li>-Gang-related symbols, phrases, or insignias</li> <li>-Revealing or see-through attire</li> <li>-Spaghetti straps or strapless</li> <li>-Chain attached to clothing</li> <li>-Chain attached to wallet</li> <li>-Sunglasses unless worn outside</li> <li>-Taps or spikes on heel plates or shoes</li> <li>- Visibly offensive tattoos</li> <li>-Bikinis/two piece swimwear</li> </ul>

Employees who come to work dressed in a manner that is inconsistent with this Policy will be sent home to change and any time missed will be considered an unexcused absence. Employees should consult their supervisors for counseling on proper dress code attire.

### **2.13 Workers' Compensation**

All employees of the Club are provided protection under the Workers' Compensation Act. Compensation for medical services will be paid for on-the-job accidents. The Club pays for the premium. This coverage provides medical and salary continuation payments to an employee who receives bona fide, on-the-job, work-related injuries.

Employees are to ***immediately*** report to their immediate supervisor all on-the-job accidents no matter how small or insignificant it appears. The employee and/or supervisor are to report all injuries to the Executive Director. It is not encouraged, but if an employee refuses medical treatment, this decision will be documented for the incident.

**Employees injured must seek medical care from one of the local Urgent Care facilities or the emergency room.** If you seek an unauthorized doctor, you will have a \$500 limit and payments may be denied. Consult the Executive Director on specific locations and doctors covered. All workers' compensation claims must be reported immediately to insure benefit eligibility.

**Please note: The Accident Report applies only to Club employees. For injuries of volunteers, Club Members and other persons use the Incident Report.**

## **2.14 CPR & First Aid**

Employees may be required to complete CPR & first aid training. This training is to be used only in an emergency. Training will be provided to employees. An incident report must be filled out and submitted to the Director of Operations and/or Executive Director within twenty four (24) hours of any time CPR or first aid is administered.

Employees are never to recommend that a Club member take any medication, including aspirin or other pain relievers.

## **2.15 Gifts**

No employee shall accept or solicit any gift, favor, or service which might reasonably tend to influence the discharge of the employee's duties or that the employee knows or should know is being offered with the intent to influence the performance of the employee's duties.

## **2.16 Controversial Issues**

Employees must not give the impression that views and positions taken by them on social, economic, religious, and political issues are those of either the Club, their co-workers, or Boys & Girls Clubs of America.

## **2.17 Recruitment**

Employees shall be persons who are aware of and subscribe to the purpose and goals of the Club, and possess the special knowledge, skills, and ability required for their position. The Club maintains job descriptions which establish the required knowledge, skills, and abilities for each staff position and the acceptable levels of experience and training for each. The job descriptions set forth the minimum acceptable qualifications to fill positions.

The Club has four methods of recruiting and selecting persons to fill vacancies. They are as follows: 1) promotion from within; 2) lateral transfer from within; 3) selection from BGC employees after

advertisement within the organization; and 4) selection after seeking applicants from public announcement. The Executive Director determines the method(s) to be used in filling each vacancy.

Each applicant for employment is required to submit a written application and/or resume and other pertinent information regarding training and experience.

An applicant is disqualified from employment by BGC if he/she: 1) does not meet the minimum qualifications for performance of the duties of the position involved; 2) has knowingly made a false statement on the application form; or 3) has committed fraud during the selection process.

Selections are made on the basis of occupational qualifications and job related factors such as skill, knowledge, education, experience, and ability to perform the specific job.

The Executive Director must approve individuals selected for hire through the recruitment and selection process.

### **2.18 Safety Policy**

It is the policy of the Club to make every effort to provide healthful and safe working conditions for all of its employees.

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees and program participants. Employees must report immediately to their supervisors any conditions that in their judgment threaten the health and safety of employees, visitors, or members.

### **2.19 Use of the Club Property**

The Club attempts to provide each employee with adequate tools and equipment for the job being performed, and expects each employee to observe safe work practices and safe and courteous operation of equipment in compliance with all applicable regulations.

Employees assigned tools, equipment, or any Club property are responsible for their proper use and maintenance.

No personal use of any Club property, materials, supplies, tools, or equipment is permitted. If an employee is in doubt about a circumstance, he/she must check with the Executive Director before proceeding. Violations of this policy may result in discharge and possible prosecution.

### **2.20 Club Use after Hours**

Any employee wishing to use the Club facility at times other than regular operating hours must have permission of the Executive Director.

## **2.21 Transportation**

For employees who are 21 or older, a copy of their driver licenses will be kept on file, as well as a completed Motor Vehicle Record (MVR). Pending the completion of a passed MVR, employees will then be placed on the Club's insurance allowing them to then drive Club vehicles. The Executive Director may periodically check the driving records of all employees who are required to use their personal vehicle to conduct Club business or who drive a Club van in the course of Club business. Failure to maintain a safe driving record may be grounds for disciplinary action up to and including termination. In addition, an employee may be required to participate in a defensive driving course if the employee is cited with a moving violation.

All transportation of Club members for Club activities will occur in Club-owned vehicles unless specific permission is granted by the Executive Director or his/her designee. The Club assumes that employees must drive carefully and will comply with all traffic laws and ordinances. The Club will not be responsible for paying fines.

## **2.22 Travel and Reimbursement of Expenses**

It is the policy of the Club that employees be fully reimbursed for necessary and reasonable job related expenses incurred in the authorized conduct of Club business in compliance with the organization's contractual obligations and budget limits. All travel by Club employees for conduct of Club business must be approved in advance. All requests for reimbursement of expenses are subject to requirements of documentation and reasonableness, and will be honored in conformance with adopted policies and procedures.

Costs of personal entertainment, amusements, and social activities are not allowable for reimbursement.

Travel advances/per diem may be issued to employees upon request and with appropriate authorization to cover expenses such as hotels, taxis, meals, tips, etc. Per diem for meals will be based on the number and type of meals to be provided. Additional expenses paid by the employee during travel may be reimbursed when receipts are turned in to the Administrative Office within two weeks and reimbursement is approved by the Executive Director.

For non-exempt employees, the hours spent traveling to and from another city, as well as the hours spent attending the conference, training, and/or assigned functions will be compensated. Time spent sleeping will not be compensated and should not be considered hours worked, unless sleeping is related to employee's responsibilities while traveling. During the week of traveling, a non-exempt employee should flex their schedule as much as possible in order to avoid overtime, unless overtime hours have been preapproved by the Executive Director.

In the event that an employee willfully or carelessly misses travel arrangements and/or an enrolled conference, it may be requested that the employee reimburse the Club for expenses incurred. It will then be evaluated if the employee is capable of traveling for Club business in the future.



### **2.23 Gun Policy**

To ensure that the Club maintains a workplace safe and free of violence for all employees, the Club prohibits the possession or use of dangerous weapons, including firearms, on company property. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

### **2.24 Incident Reporting Policy**

Any employee or volunteer of the Club who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA, and executing the organization's Crisis Communication Plan. The Executive Director will decide when to report safety incidents to the Board of Directors and the Safety Committee. The Safety Committee will conduct an annual review of reported safety incidents. Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple youth
- Inappropriate electronic communications between adults and youth
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers, and/or members
- Physical assaults and injuries, including fights
- Allegations of abuse
- Criminal activity, including theft and robbery
- Alcohol and/or drug use which impacts Club safety and/or operations (see Drug and Alcohol Policy)
- Other incidents Club leadership deem appropriate as communicated to staff in writing.

Additionally, Boys & Girls Clubs of America requires all member Organizations to report the following Critical Incidents within 24 hours

- A major medical emergency with a child, staff or volunteer at a Club site or Club sponsored activity leading to extended hospitalization, permanent injury or death or a mental health crisis with a child requiring outside care.
- A child who may be abducted or missing from a Club site or Club sponsored activity.
- An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation against any child (Club-related or not) by a current employee or volunteer or any Club-related instance by a former employee or volunteer.
- An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or Club sponsored activity.
- A known or suspected felony criminal act committed at a Club site or Club sponsored activity.
- The misappropriation of organizational funds in the amount of \$25,000 or greater or any amount of federal funds.
- A felony criminal action or civil legal action that would be reportable to an insurance carrier involving the organization, its employees or volunteers, or the change in status of an open court case.

- Negative media that could compromise the reputation of the organization or the Boys & Girls Club brand.
- Any other incident deemed critical by the organization.

Additionally, KDHE Childcare Licensing requires all BGC facilities to report the following Critical Incidents within the next business day if they involve a child under our supervision

- A major medical injury
- Fatality
- Vehicle Collision
- Fire
- Missing Child
- Any other incident or accident deemed appropriate by the Executive Director

## **2.25 Prohibition of Private One-on-One Interaction**

The Club is committed to providing a safe environment for members, staff and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following both in programs and outside of Club programs regardless of whether or not work duties are being conducted:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance. If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

## **ONE-ON-ONE INTERACTION POLICY GUIDANCE**

The following guidance should be used when implementing related policies and procedures.

### **Definition of one-on-one interaction**

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight

and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes and hotel rooms. Examples of private contact include but are not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
  - One staff member transporting one member in a vehicle.
  - Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:
    - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
    - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
    - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
    - Public places can include but are not limited to buses, airports, shopping malls, restaurants and schools.

### **Exceptions to policy**

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).
- If the Club member is a family member of an employee or volunteer
- Contact that occurs between children and employees/volunteers that takes place under the authority and guidance of another recognized organization in the community. Examples could include, but are not limited to: church daycare, Big Brothers Big Sisters, Parks and Recreation Sports Leagues.

Employees may request an exception to the 1 on 1 policy through the Executive Director. The Executive Director may make exceptions to the policy based on the criteria above. Should an exception be made, The Club must document the interaction, and disclose the exemption to the Safety Committee and/or Board of Directors.

## **2.26 Child Abuse Prevention Policy**

Boys & Girls Club of Manhattan maintains a zero-tolerance policy for child abuse. Boys & Girls Club of Manhattan implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

### **DEFINITIONS:**

**Child abuse** is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications or messages (e.g., by email, text, or social media).

**Grooming** is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other "accidental" touches.

### **MANDATED REPORTING**

Every staff member or volunteer of the Club who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

### **REQUIRED TRAINING**

The Club conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

#### **Before providing services to young people, and annually thereafter:**

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

**Annually:** • All the policies, including all safety policies, for Boys & Girls Club of Manhattan.

## PHYSICAL INTERACTIONS

Every staff member and volunteer of the Club is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"><li>• Side Hugs</li><li>• Handshakes</li><li>• High-fives and hand slapping</li><li>• Holding hands (with young children in escorting situations)</li></ul>	<ul style="list-style-type: none"><li>• Full-frontal hugs or kisses</li><li>• Showing affection in isolated area</li><li>• Lap sitting</li><li>• Wrestling or piggyback/shoulder rides</li><li>• Tickling</li><li>• Allowing youth to cling to an adult's legs</li></ul>

## VERBAL INTERACTIONS

Every staff member and volunteer of the Club is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"><li>• Positive reinforcement</li><li>• Child-appropriate jokes (no adult content)</li><li>• Encouragement</li><li>• Praise</li></ul>	<ul style="list-style-type: none"><li>• Name calling</li><li>• Inappropriate jokes (adult-only content)</li><li>• Discussing sexual encounters or personal issues</li><li>• Secrets</li><li>• Profanity or derogatory remarks</li><li>• Harsh language that may frighten, threaten or humiliate youth</li></ul>

## ABUSE AND SAFETY RESOURCES

The Club prominently displays BGCA-approved collateral that shares ethics hotline, crisis textline and safety helpline information with members, staff, volunteers and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

## **3. Benefits**

### **3.1 Benefits**

The following summary descriptions of the Club's employee benefits are included for illustration purposes only and are not meant to give the specific details of the benefit plans. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the descriptions contained in this or any other Club publication and the official policy or plan documents, the language of the official policy or plan documents controls in every case. Employees are directed to read their policy and plan documents for detailed information.

The Club may modify or terminate any of its current insurance policies and/or contribution requirements at any time.

### **3.2 Health Insurance and Affordable Care Act**

The Club offers coverage under its health plan to full-time employees. Full-time, as defined under the Affordable Care Act (ACA), are employees who are expected to work, on average, 30 or more hours per week. In order to be in compliance with ACA, the Club must offer insurance to all employees classified as full-time. Full-time employees are eligible for medical, dental, vision, life insurance coverage at the start of the month after completing first 30 days of employment. Premiums for employees are paid in full by the Club. An employee may add dependent coverage at the employee's expense. Employees will receive a policy detailing the health plan.

In order to determine a part-time employee's eligibility, the Club will use a twelve month look-back measurement method. The look-back measurement method is based on Internal Revenue Service (IRS) final regulations under the ACA. Its purpose is to provide greater predictability for Plan coverage.

The look-back measurement method involves three different periods:

- Standard Measurement Period – during this time an employee's hours of work are counted to determine if an employee is eligible for benefits. For the Club, this period will be twelve months, January 1<sup>st</sup> to December 31<sup>st</sup>.
- Administrative Period – during this time, if an employee averages 30 hours or more a week (130 hours a month), this employee will be allowed to enroll or deny coverage. The administrative period will last 30 days and the employee will be eligible for benefits on the first of following month after completing the 30 days.
- Stability Period – during this period an employee is either treated as full-time or non-full-time for Plan eligibility purposes

Example: If an ongoing employee was employed, on average, for at least 30 hours of service per week during the twelve month standard measurement period, the employee is treated as a full-time employee the following year, known as the stability period. During the stability period, an employee is eligible for Plan coverage regardless of the employee's number of hours of work during the stability period, as long as he or she remains an employee.

It should also be noted, that if an employee goes at least 13 consecutive weeks without an hour of service and then earns an hour of service, he or she is treated as a new employee for purposes of determining the employee's full-time status under the look-back measurement method.

The Club defines their seasonal months as May, June, July and August.

### **3.3 Holidays**

The Club observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Equality Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
Independence Day (4 <sup>th</sup> of July)	Day before or after Christmas

If one of the above holidays falls on Saturday/Sunday, the Executive Director or his/her designee will determine the appropriate business day to observe the holiday. Regular full-time employees are eligible for paid holidays immediately upon hire.

Eligible employees will receive a regular day's pay for each holiday. Employees must be at work or be on approved paid leave the day before and the day after the holiday in order to be paid for the holiday. If an official holiday falls within a regular employee's leave time, the employee will be granted the holiday and not charged for a day of leave.

In most instances, if a regular full-time employee is required to work on a scheduled holiday, he/she will be given an alternate day off, preferably within the same work week or work period. An employee subject to the overtime provisions of FLSA who is required to work a full workweek or work period during which he/she takes a paid holiday will receive extra straight-time pay for the eight extra hours worked. A paid holiday is not considered as hours worked for the purposes of determining when an employee has reached his/her maximum allowable hours (40 per week).

### **3.4 Leave Policy**

Leave is calculated according to the calendar year. During the initial year of employment, eligible employees may take a prorated amount of leave. Thereafter, employees will be granted leave as accrued per pay period. Employees are eligible to take leave after successfully completing their first 30 days of employment.

Calculations of leave time for new employees in the first calendar year of service will be calculated as follows: number of full months left in calendar year divided by twelve (12) multiplied by ten (10) and rounded upwards. For example: Hire date of August 15, 2015. Number of months remaining four (4).  $4 \text{ divided by } 12 = 0.33 \times 10 = 3.3 \text{ rounded} = 3 \text{ days of leave for remainder of year.}$

After the completion of a full pay period, employees will accrue four hours of leave each pay period thereafter. Five days (40 hours) can be rolled over to the following year.

All leave taken must be approved by the employee's supervisor and the Executive Director. Requests for leave should be submitted, in advance to the employee's supervisor through the Paycor portal. When possible, leave will be approved as requested based on work demands. Length of employment, as well as the date of submission, will be considered in scheduling leave time where there are conflicting requests. The Executive Director has the right to deny leave requests because of workload or coverage needs.

### **Years of Service Leave Benefits:**

- 0 – 4 years** - Ten days of leave per year
- After 5 years** - Fifteen days of leave per year
- After 10 years** - Twenty days of leave per year.

Any qualifying leave will be charged against an employee's family and medical leave entitlement.

In the event that an employee voluntarily transfers from a leave eligible position, to a position that does not qualify for leave, the employee will no longer be eligible to accrue leave benefits. In the event that an employee transfers from a position that does not qualify for leave to a position that is leave eligible, leave time will accrue starting on the date of transfer, not the original date of hire. If an employee has vacated a position that is eligible for leave, and then at a later date returns to such a position, leave accrual will begin on the date the position was resumed.

### **3.5 Birthday & Anniversary Leave**

Full-time employees will earn 8 hours on their birthday. This leave must be used on their birthday or in their birthday month. Birthday leave cannot be carried over. Each full-time employee will earn one additional day (8 hours) of leave on their anniversary date which must be used by the end of the calendar year.

### **3.6 Funeral/Bereavement Leave**

When a death occurs in an employee's family, all regular full-time employees may request up to five (5) days off with pay for bereavement or to arrange for and attend the funeral services. The employee's relationship to the deceased and necessary travel time are all factors in determining whether or not to grant paid leave and the number of days if granted. All requests for Funeral/Bereavement Leave must be made to the Executive Director.



### **3.7 Emergency Leave –**

Regular full-time employees who have exhausted all personal leave hours may be granted up to three days per year of emergency leave with pay by the Executive Director in the event of a life-threatening illness of a member of the employee's immediate family who requires the employee's personal care and attention. For purposes of emergency leave, family includes spouse, child, parent, brother, sister, grandparents of an employee, employee's spouse, or any relative living in the employee's household. The length of time granted for a specific emergency leave must be approved by the Executive Director in advance and will depend on the circumstances.

### **3.8 Civil Leave**

Regular full-time employees are granted civil leave with pay for jury duty, for serving as a subpoenaed witness in an official proceeding and up to 2 hours of paid leave for the purpose of voting. Employees should make arrangements with their supervisors as soon as a summons is received. A copy of the summons and proof of jury service, including dates and times, should be provided to the Executive Director as soon as possible.

Employees are expected to return to work if excused from jury duty during regular working hours.

### **3.9 Compensatory Leave**

The Club has no legal requirement or obligation to grant compensatory time off to **exempt** employees. The Executive Director may choose to grant compensatory time off to exempt employees who are required to work in excess of 40 hours per week for special projects or in circumstances where substantial extra hours are required, or during weekends or any normally scheduled time off.

The Executive Director may authorize up to one and a half days per month in compensatory time off, to be taken in increments of one workday or less.

Exempt employees should keep records of the extra hours they work, and these will be considered in granting compensatory time off, administrative leave, or leave of absence. Compensatory time must be used in the month accrued. The Club does not pay for these hours upon termination of employment.

**Nonexempt** employees are not eligible for compensatory time off. Nonexempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a work week.

### **3.10 Extended Leave for Illness or Temporary Disability**

This section applies to illness or temporary disabilities which are not related to bona fide, on-the-job, work-related injuries.

Paid Leave. Upon written approval of the Executive Director, an employee may use leave for the purpose of paid absence from duty during an extended illness or temporary disability.

Unpaid Leave of Absence. An employee may be granted an unpaid leave of absence for the purpose of recovery from an extended illness or temporary disability only after exhaustion of all accrued leave and upon written approval of the Executive Director.

During an unpaid leave of absence, an employee accrues no additional leave but retains previously accrued leave and benefit balances and seniority, subject to terms or provisions of benefits programs.

- Pregnancy. Pregnancy is treated in the same manner as any other extended illness or temporary disability.
- Conditions. The Executive Director requires an employee requesting a paid or unpaid leave of absence for extended illness or temporary disability to provide a medical doctor's statement as to the date upon which the employee is no longer able to perform his/her duties and the expected length of the recuperation period as well as a written statement from the employee concerning his/her intentions about returning to work at BGC.
- Reporting Requirements. An employee on extended leave for illness must contact the appropriate supervisor on a regular basis, agreed to in advance, to report on his/her condition. Failure to provide required medical status reports or to contact the office on the schedule required by the Executive Director or the supervisor is grounds for revoking the leave and for taking disciplinary action.
- Maximum Length of Time. The length of time approved for this type of leave will depend upon the nature of the illness or disability and expected recuperation period, the employee's length of service with BGC and past performance record, the organization's needs, and prospect for temporary replacement of the employee or reassignment of the employee's duties. In no case, however, may the extended leave exceed one year.

A doctor's note may be requested prior to approving paid/unpaid leave.

### **3.11 Other Leaves of Absence without Pay**

Leave of absence without pay is an approved absence from duty in a non-pay status. Granting a leave of absence without pay is at the discretion of the Executive Director. Such leave is not authorized unless there is a reasonable expectation that the employee will return to employment with BGC at the end of the approved period. Employees on leave of absence without pay receive no compensation and accrue no benefits. However, previously accrued leave balances, benefits, and seniority are retained during leaves of absence unless otherwise prohibited by the terms or provisions of the benefit programs.

Revocation of Leave without Pay. A leave of absence without pay may be revoked upon receipt of evidence submitted that the cause for granting such leave was misrepresented, or has ceased to exist.

Authorized Reasons for Leave without Pay. A leave of absence without pay may be appropriate for the following reasons:

1. Military service (see also section on this type of leave);
2. Recovery from extended illness or temporary disability (see also section on this type of leave);

3. Educational purposes when successful completion will benefit BGC; or
4. Any other reason which, in the judgment of the Executive Director, merits a leave of absence without pay.

Return to Work After Leave Without Pay. Upon returning to work after an authorized leave of absence without pay, an employee receives an adjusted employment date and adjusted anniversary date which reflect the period of time that the employee used for leave of absence. This adjusted date will be used for the purpose of calculating leave accrual and any other benefits that may be based on longevity.

### **3.12 Family Medical Leave Act**

The Family and Medical Leave Act (FMLA) is a federal law enacted to protect employees' benefits and to provide job protection for medical absences and other qualifying events. Eligible employees are entitled to up to twelve workweeks of job-protected leave for the birth, adoption, or foster placement of a child; for a serious health condition of the employee; or for an employee to care for the employee's family member with a serious health condition. All leave must be exhausted prior to utilizing FMLA.

***Please see the poster, Employee Rights and Responsibilities under the Family and Medical Leave Act posted on the official employee bulletin board and the Department of Labor website. Or, visit with Director of Finance and Employee Benefits for questions.***

### **3.13 Military Leave**

If an employee is called or recalled to active duty, the employee will be granted a leave of absence in accordance with all applicable federal and state laws. Leave of absence will be granted members of reserve forces or the National Guard attending annual training duties. A military leave of absence may be taken as unpaid or may be taken as paid time off if the employee has leave time available.

### **3.14 Retirement**

Any employee is eligible for enrollment in Club's Simple IRA retirement plan at the beginning of a new calendar year if: 1) the employee has earned at least \$5,000 in compensation in the year preceding the new year; and 2) if the employee can reasonably expect to earn \$5,000 in the new year.

### **3.15 Social Security**

All employees of the Club are covered by social security. BGC also contributes to the social security system for each employee

### **3.16 Unemployment Insurance**

All employees of the Club are covered under the Unemployment Insurance program, and the Club pays for this benefit. This program provides payments for unemployed workers in certain circumstances.

### **3.17 Program Benefits**

Club membership, before and after school, in-service days, spring break, winter break and summer program fees are waived for full-time employee's children or stepchildren living with the employee.

### **3.18 Working from Home**

Non-exempt employees are prohibited from working at home and off the clock; such actions are subject to discipline action up to and including termination. On a *very limited* basis, with prior approval from the Executive Director and for a specific work related purpose; non-exempt employees may be granted to work from home.

In order to accommodate the needs of our exempt employees, the Club will permit some employees in specific positions to telecommute and work at home as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation of the organization. Some positions within the organization, by their very nature, do not lend themselves to telecommuting. For example, positions that require the supervision of other employees usually cannot be performed off site since it is an integral part of those positions for the supervisors to be available to answer questions and coach employees in their growth and development. The Executive Director or his/her designee will determine whether a specific job may be performed effectively off site and whether an individual is effective working without supervision at home.

When considering telecommuting, the supervisor and employee are responsible for ensuring that the following conditions are met:

1. Telecommuting does not adversely affect the organization, departmental assignments/projects, customer relations, or other work units;
2. There is adequate and suitable work available for the employee to perform at home with no supervision;
3. The position is appropriate for a telecommuting arrangement; and
4. The employee has maintained a good work record prior to making his/her request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

Employees interested in telecommuting should discuss with their supervisor whether telecommuting is an option in their current position.

In order to be eligible for telecommuting, the employee must have been employed full-time at the Club for at least one full year. The Executive Director has the final approval or denial of all requests.

### **3.19 Flex Time**

The Club recognizes that some situations arise where regular full-time employees are expected to stay late or come in early. In order to maintain a work life balance, the Club will allow adjustments to be made to an employee's regular work week (Sunday to Saturday). In the event that an employee is required to work additional hours in a workday, the employee can flex his/her hours the following day by either coming in late or leaving work early. Working long days or weekends to get off early later in the week is not allowed.

Prior to flexing, employees need to communicate with their supervisor their intentions. In the event that the flex time would cause a hardship on the organization, flexing can be denied.

In a circumstance that an employee needs to flex their schedule on a regular consistent basis, approval must be received by the Executive Director two weeks prior to such intentions. The Executive Director has the final approval of such adjustments and requests.

### **3.20 Infant/Child-At-Work Policy**

The Club understands that there may be occasions when a staff may need to bring their children into the workplace. Requests to bring children to work should be directed to the employee's supervisor. A form will be required to be filled out.

Factors when considering permission to bring children to work may include the age of the child, the length of time involved, the frequency of attendance, the environment, health and safety issues, and the degree of possible interference with other staff. Due to licensing requirements, children who are not Kindergarten eligible will not be allowed in programs so, this will also be taken into consideration. Children with infectious/contagious diseases must not be brought into the workplace. Provision for sick children should normally be made within the context of various forms of leave available to staff. Permission may be withdrawn should a child be disruptive to the workplace.

Requests should be made (preferably in advance) to your supervisor, except in the case of a short visit. The principle of "reasonableness" will apply to both those requesting and those granting permission.

Parents should be sensitive to the needs of colleagues and should not expect others to care for their children. When bringing children into the workplace the needs of other staff should be respected.

Parents must be aware that the ultimate responsibility for the safety of their children rests with them. Children brought to the Club must be under the direct supervision of accompanying parent at all times. Responsibility for all aspects of the child's behavior rests solely with the parent, as does the responsibility for the safety of the children. Bringing your child to work is benefit and not a right.

## **RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK**

I have this day received an ***Electronic*** copy of The Boys & Girls Club of Manhattan (“Club”) Employee Handbook, and I understand that I am responsible for reading the policies and procedures described within it.

I understand that the policies, procedures and benefits contained in this Handbook may be modified by the Club at any time.

I understand that I am expected to follow the policies and procedures outlined in this Handbook. I also understand that any violation of a Club policy, practice or procedure will subject me to disciplinary action up to and including termination.

I understand that my employment with the Club is at-will, which means that the Club may discharge me at any time, for any reason whatsoever, with or without cause and with or without notice. I understand that the Club will not modify its policy of employment-at-will in any case. I understand and agree that, only the Executive Director has the authority to make any such modified agreement and then only in writing signed by the Executive Director.

I understand that nothing within this Handbook or within the Club’s policies, practices, or procedures is intended to create a contract for employment, express or implied, or a guarantee of continued employment for a specific duration.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the immediate attention of Executive Director and/or his/her designee.

Employee’s Name: \_\_\_\_\_

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date