



**BOYS & GIRLS CLUB**  
OF TRUCKEE MEADOWS

## EMPLOYEE HANDBOOK

January 1, 2020

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# TABLE OF CONTENTS

<b>ABOUT THIS HANDBOOK.....</b>	<b>4</b>
<b>WHAT DO WE STAND FOR.....</b>	<b>4.</b>
OUR VALUES .....	5
MISSION STATEMENT.....	6
<b>EMPLOYMENT POLICIES.....</b>	<b>6</b>
EQUAL EMPLOYMENT OPPORTUNITY .....	6
HARASSMENT .....	8
DRUG AND ALCOHOL FREE WORKPLACE .....	8-10
SOCIAL ACTIVITIES.....	11
IMMIGRATION AND EMPLOYMENT ELIGIBILITY .....	11
PERCEIVED VIOLATIONS POLICY .....	11
FAMILY AND MEDICAL LEAVE ACT POLICY .....	11-18
STAFFING.....	189
BACKGROUND CHECK AND HIRING EXCLUSIONS .....	19-20
STAFF MEETINGS.....	19
INTRODUCTORY PERIOD .....	20
PERFORMANCE REVIEWS .....	20
CATEGORIES OF EMPLOYMENT.....	20
OVERTIME .....	21
TIMEKEEPING.....	22
PERSONNEL RECORDS.....	22
DRIVER’S LICENSE & DRIVING RECORD.....	22-23
PAY CYCLE AND PAYROLL DEDUCTIONS.....	23
OPEN DOOR POLICY .....	23-24
WHISTLEBLOWER POLICY.....	24
CRITICAL INCIDENT REPORTING REQUIREMENT .....	25-26
TECHNOLOGY ACCESS AND USE.....	26
USE OF CLUB VEHICLES/PROPERTY.....	27
TELEPHONE USE .....	27
CLUB-ISSUED CELL PHONES.....	28
TOBACCO USE .....	28
INTERIOR MAINTENANCE.....	28
PERSONAL EXPENSES.....	28-29
VISITORS.....	29
DRESS CODE.....	29-30
JOB POSTINGS.....	30
BREAKS.....	30-31
LUNCH.....	31
ABSENCES.....	31-32
SEARCH, THEFT, AND AUDIT POLICY.....	32
NO SOLICITATION .....	32
NON-FRATERNIZATION POLICY .....	32
CONTACT SPORTS/PHYSICAL PARTICIPATION POLICY .....	32
SOCIAL NETWORKING POLICY .....	32-34
PROGRAM COVERAGE.....	34
YOUTH DISCIPLINE .....	34
DISCIPLINARY POLICY AND STANDARDS OF EMPLOYEE CONDUCT .....	35-36
CONFLICTS OF INTEREST.....	36
EMPLOYMENT OF RELATIVES .....	36

OUTSIDE EMPLOYMENT .....	36
SEPARATION .....	36
<b>EARLY LEARNING CENTER EMPLOYEES.....</b>	<b>37</b>
TRAINING REQUIREMENTS.....	37
ADDITIONAL EARLY LEARNING CENTER REQUIREMENTS .....	38
<b>EMPLOYEE BENEFITS.....</b>	<b>38</b>
GROUP BENEFITS.....	38
<i>Pension</i> .....	39
<i>HIPAA</i> .....	38
<i>Medical Insurance</i> .....	40
<i>Prescription Drug Insurance</i> .....	41
<i>Long-Term &amp; Short-Term Disability Insurance</i> .....	41
<i>Club Membership for Children of Employees</i> .....	41
PAID TIME-OFF .....	41-45
<i>Holidays</i> .....	42
<i>Full-Time Personal Time-Off Policy</i> .....	42-43
<i>Part-Time Personal Time-Off Policy</i> .....	3
<i>Leaves of Absence</i> .....	43-45
<i>Bereavement Leave Policy</i> .....	45
<i>Jury Duty Policy</i> .....	45
OTHER PROGRAMS AND BENEFITS .....	45
<i>Tuition Reimbursement Programs</i> .....	45
<i>Employee Assistance Program (EAP)</i> .....	47
<i>Military Leave</i> .....	47
<i>Workers' Compensation</i> .....	47
<i>Voting Leave Policy</i> .....	47
<b>RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK .....</b>	<b>48</b>

## **ABOUT THIS HANDBOOK**

The Boys & Girls Club of Truckee Meadows Employee Handbook is expressly intended for the use of the employees of Boys & Girls Club of Truckee Meadows (hereinafter referred to as the "Club"). The Club Employee Handbook sets forth basic policies and guidelines for employee conduct, and contains important summary information regarding employee benefits. If you have specific questions regarding the benefits plans described herein, please refer to the plan documents or summary plan descriptions, or contact Human Resources.

Unless otherwise specified, the benefits described in the Club Handbook apply only to benefit eligible employees of the Club. By contrast, the policies outlined in this Handbook apply to all employees—regular full-time, regular part-time and temporary.

In all cases of interpretation of this Handbook, management decisions are final. The Club reserves the right to change or delete any part of this Employee Handbook at its sole discretion, without prior notice.

NOTHING CONTAINED WITHIN THIS EMPLOYEE HANDBOOK IS INTENDED TO CREATE A CONTRACT FOR EMPLOYMENT, EXPRESSED OR IMPLIED, NOR A GUARANTEE OF CONTINUED EMPLOYMENT FOR A SPECIFIC DURATION.

EMPLOYMENT WITH THE CLUB IS AT-WILL AND THE CLUB EXPRESSLY RESERVES THE RIGHT TO DISCHARGE AN EMPLOYEE AT ANY TIME FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. IN ADDITION, AN EMPLOYEE HAS THE RIGHT TO RESIGN AT ANY TIME FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR THE CLUB'S POLICIES, PRACTICES, OR PROCEDURES SHALL CONFER UPON THE EMPLOYEE ANY RIGHT TO CONTINUED EMPLOYMENT.

## **WHAT DO WE STAND FOR?**

We are part of the Boys & Girls Club Movement, which is a nationwide affiliation of local, autonomous member organizations and Boys & Girls Clubs of America working to help youth members from all backgrounds.

The Boys & Girls Club of Truckee Meadows is recognized as the leading advocate for youth, providing girls and boys with effective diverse programs, including but not limited to, ensuring the safety, comfort, and healthy development of transgender or gender non-conforming staff or members. The goal is to provide services to our members and to demonstrate that caring adults can truly help young people grow into contributing human beings with the necessary skills for living.

Boys & Girls Clubs nationally are united by a common mission to inspire and enable all youth, especially those who need us most, to become responsible, productive, and caring citizens.

The Boys & Girls Club of Truckee Meadows believes the following principles developed by our founders are important and viable: a mission of providing hope and opportunity for youth; a focus on youth from disadvantaged circumstances; a system of informal guidance; opportunities for youth to develop ongoing relationships with caring adults; a unique youth development philosophy; and a commitment to character development that also provides fun, diverse, and interesting experiences for all members.

As a staff member of the Boys & Girls Club of Truckee Meadows, we ask that you understand and appreciate these beliefs and make them your responsibility to uphold.

### **BE GREAT VALUES**

**GENEROUS:** Be polite to staff and other members. Help those around us. Treat others the way you want to be treated. Listen when others are speaking, and speak when it is your turn.

**RESPECTFUL:** Take care of YOUR Club and the equipment. Follow directions. Keep your hands, feet, and objects to yourself. Use your power words: Please, Thank You, and Excuse Me.

**ENCOURAGING:** Use appropriate and positive language at all times. Help other members to belong. Give a friend or staff a compliment.

**ACCOUNTABLE:** Be an example to your peers. Always have a GREAT attitude. Be the BEST you. Take care of your belongings. Where's your Membership Card?

**TRUSTWORTHY:** Be honest to yourself and others. Stay in supervised areas. Respect others valuables and property.

### Mission Statement

The mission of the Boys & Girls Club of Truckee Meadows is to enhance the quality of life for children, ages 6-18, in the Truckee Meadows. We have a commitment to create healthy children, in body and mind, with a sense of competence, usefulness, responsibility, belonging, and influence through diverse programs and community involvement.

### 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, age, national

origin, disability, veteran status, sexual orientation, gender identity or expression, or other protected status. This policy extends to all terms, conditions, and privileges of employment, as well as the use of all Club facilities.

### Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Boys & Girls Club of Truckee Meadows itself is a basic value of Boys & Girls Club of Truckee Meadows. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Chief Executive Officer. Care shall also be taken to ensure unauthorized individuals do not overhear any discussion of confidential information and documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers and board members of Boys & Girls Club of Truckee Meadows may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy Boys & Girls Club of Truckee Meadows such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

### Harassment

It is the policy of the Club to provide, at all times, a work environment free of harassing conduct, better enabling us to focus on and fulfill the mission of the Club. The Club does not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, age, national origin, disability, marital status, veteran status, sexual orientation, gender identify or expression, or other protected status. For these purposes, the term "harassing conduct" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, age, national origin, disability, marital status, veteran status, sexual orientation, gender identity or expression, or other protected status. The term harassing conduct also includes sexual advances, requests for sexual favors, and other conduct of a sexual nature. Any employee violating this policy will be subject to corrective action, up to and including discharge.

### **SO THAT YOU KNOW . . .**

**Harassment** on the basis of race, color, religion, sex, age, national origin, disability, marital status, veteran status, sexual orientation, gender identity or expression, 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 that could be construed as harassment include, but are not limited to:

- degrading any group or class of people;
- assigning less desirable work or working conditions to members of a 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 which could be construed as sexual harassment include, but are not limited to:

- explicit or implicit threats to withhold pay increases, benefits, or working conditions unless sexual favors or sexual activity is granted;
- Virtual conduct, such as the sending of offensive, obscene, or inappropriate text messages; sending of sexually explicit messages or photos over the phone or posting them on social websites;
- promises to improve pay, benefits, or working conditions in exchange for sexual favors or sexual activity;
- demanding sexual favors or sexual activity of another employee;
- subtle pressure for sexual favors or sexual activity of another employee;
- deliberate, repeated, or unsolicited verbal comments, gestures, or physical actions of a sexual nature toward another employee (i.e., vulgar, lewd, or lascivious remarks; hand, facial, or body gestures or movements; unnecessary touching, patting, or pinching); or
- comments, jokes, or slurs that are demeaning or demoralizing, and directed to one gender over the other.

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

## **WHAT TO DO ABOUT HARASSING CONDUCT . . .**

An employee who believes he/she and/or another Club employee has been subjected to harassing conduct should immediately contact his/her immediate supervisor, Human Resource Director, or

the Chief Executive Officer. A prompt investigation will be conducted of each and every complaint and appropriate action taken. Complaints are handled confidentially, to the extent possible. The Chief Executive Officer has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the Chief Executive Officer, the Board President fulfills the investigatory role in this process.

### Consequences of Engaging in Harassing Conduct

This policy applies to all employees of the Club. Any employee, including any supervisor or agent, who is found to have engaged in harassing conduct is subject to appropriate discipline, up to and including discharge.

### No Retaliation or Reprisals

Employees have a duty to report any harassing conduct they either experience or observe. Under no circumstances will a person be retaliated against as a result of filing a report of what he/she perceives to be harassing conduct.

### Drug and Alcohol-Free Workplace

#### A. Pre-Employment Screening

The Club maintains pre-employment screening practices designed to prevent hiring or continued employment of individuals who use illegal drugs, or individuals whose use of legal drugs could create an unsafe work environment. Despite changes in Nevada State Law, this continues to include marijuana. In addition, federal law currently requires substance testing, including for marijuana, for companies who are recipients of federal contracts and grants.

#### B. Use, Possession, or Sale of Drugs or Alcohol

1. It is prohibited for any employee to be "under the influence" of alcohol or marijuana while performing Club activities, or while in a Club facility. The term "Club facility" under this policy includes the grounds surrounding any facility, including parking areas.
2. The use, sale, purchase, transfer, or possession of any illegal drug by any employee, while on a Club facility or while performing Club activities, is prohibited. The presence in any detectable amount of any illegal drug or marijuana in the system of an employee while performing Club activities, or while in a Club facility or vehicle is prohibited. Employees cannot be under the influence of any illegal or legal drug while performing Club activities, or while in a Club facility or vehicle.

For purposes of this policy, "illegal drugs" mean all drugs other than those, which are legal drugs. The term includes prescribed drugs not legally obtained, prescribed drugs not used for the



prescribed purpose, and all illegal drugs or controlled substances such as cocaine, amphetamines, heroin, etc. While marijuana is legal in the State of Nevada, the use of the drug prior to or during work is strictly prohibited.

3. The use or influence of legal drugs may affect the safety of co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the Club facility. Except as provided below, the use of, or being under the influence of, any legal drugs by any employee while performing Club business or while on a Club facility is prohibited. For purposes of this policy, "legal drugs" include only those prescribed drugs and over the counter drugs that have been legally obtained and are being used in the manner and for the purpose for which they are prescribed or manufactured. An employee who uses or is under the influence of a legal drug may continue to work if the Club has determined the employee does not pose a threat to his or her own safety or the safety of co-workers, and that the employee's job performance is not significantly affected by the legal drug. A Medical Review Officer (MRO) may be consulted in reaching a final determination.
4. For purposes of this policy, the term "under the influence" means the employee is affected by a drug or alcohol, separately or in combination, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. The Club shall exercise its sole discretion in deciding whether an employee is "under the influence." The Club may rely on one or more of the following: (1) a professional opinion (such as a doctor, nurse, or psychologist), (2) a laboratory or scientific test, or (3) the observations of a supervisor and a member of the management team.

#### C. Disciplinary Action

Violation of this policy can result in immediate disciplinary action, up to and including involuntary termination, even for a first offense. Non-compliance with a request by a supervisor or a member of management to submit to medical screening, to disclose and explain the nature of any suspected substance, to leave the work area or Club facility, or to comply with any other reasonable request will be viewed as insubordination and will subject an employee to discipline, up to and including termination, for a first-time refusal or any subsequent refusal.

#### D. Searches

The Club may conduct unannounced searches for drugs or alcohol in Club facilities. Searches of Club facilities and property (as distinguished from the personal property of employees) may be conducted at any time. Employees are expected to cooperate in the handling of such searches. Searches of employees and their personal property may be requested when there is reasonable suspicion for the Club to believe the employee may be in violation of this policy. Club lockers or desks, packages, food containers, motor vehicles parked on Club property (including employee

motor vehicles), and any other personal property or areas where drugs or alcohol may be stored or hidden may be subject to search.

Any employee unwilling to consent in advance to searches under this policy is free to voluntarily resign. Any employee who refuses to consent to a search subsequent to the implementation of this policy may be subject to disciplinary action, up to and including termination, even for first refusal.

#### E. Drug and Alcohol Screening

The Club requires a urinalysis, or other drug/alcohol screening, of those persons applying for employment with the Club, or where such workplace/safety or security conditions justify such screening. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination, for first refusal or any subsequent refusal. The Club shall determine the manner in which such testing is conducted, with the goal being that the test results are accurate.

Such a test may be required of all employees involved in any work-related accidents/injuries requiring medical treatment, or when damage to company property equivalent to or in excess of \$500 occurs. The employee will be transported to a drug testing facility immediately following the accident.

#### F. Quarterly Random Drug

In accordance with the Department of Transportation and federal law requiring substance testing, the Boys & Girls Club of Truckee Meadows conducts random drug and/or alcohol screens for all employees, regardless of whether the employee has a Commercial Driver License or not. The club uses a third party to manage the employee selection process.

#### Social Activities

Occasionally, the Club conducts certain social events in its facility, wherein some staff members may be directed to participate. In the event alcoholic beverages are served at any such function, the strict policy of the Club is that staff persons attending the function, whether working or not, shall limit their drinking to non-alcoholic beverages.

#### Immigration and Employment Eligibility

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

#### 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 that apply to the Club and its business operations. If someone 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—he/she has a duty to report the perceived violation, preferably in writing, to the Chief Executive Officer within 24 hours of the observation of such conduct. All inquiries pertaining to perceived violations are 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 violations of Club policy include employee theft, discrimination, and harassing conduct.

Compliance with this Policy is a term and condition of continued employment with the Club. If an employee has any questions with regard to this duty to report perceived violations, he/she should contact the Club's Chief Executive Officer.

### Employee Rights and Responsibilities Under the Family and Medical Leave Act Policy

Boys & Girls Club of Truckee Meadows complies with the Family and Medical Leave Act implementing regulations as revised, effective January 16, 2009. The Club posts the mandatory FMLA Notice and upon hire, provides all new employees with notices required by the U.S. Department of Labor (DOL) on [Employee Rights and Responsibilities under the Family and Medical Act](#). State and federal posters are located at individual site locations, as well as directly outside of the Human Resources office.

The function of this Policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this Policy and applicable law, employees are afforded all rights required by law.

If you have any questions, concerns, or disputes with this Policy, you must contact, in writing, the Human Resources Director or the Chief Executive Officer, located at 2680 East Ninth Street.

#### A. General Provisions

1. In compliance with this Policy, Boys & Girls Club of Truckee Meadows will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

#### B. Eligibility

To qualify for Family or Medical Leave, the employee must meet all of the following conditions:

1. The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations, or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week, or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

#### C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care, and to care for the newly placed child.
3. To care for a spouse, child, or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care, or a condition that requires continuing care by a licensed health care provider.

This Policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three

consecutive days of incapacity, with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity, would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy, are encouraged to consult with the Human Resource Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this Policy, the company may designate all or some portion of related leave taken as leave under this Policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserves, or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty, or who is already on covered active duty, may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities, or 8) additional activities that arise out of active duty, provided the employer and employee agree, including agreement on timing and duration of the leave.

“Covered active duty” means: (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Section 101(a)(13)(B) of Title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice (son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor). This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent, or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means: (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (b), a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness” means: (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and (b), in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in the line of duty on an active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

#### D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this Policy during any 12-month period. The Club will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this Policy. Each time an employee takes leave, the Club will compute the amount of leave the employee has taken under this Policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available. If a husband and wife both work for the Club and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Club and each wish to take leave to care for a

covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

#### E. Employee Status and Benefits During Leave

While an employee is on leave, the Club will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

In the event the employee pays a portion of the health care premium, while on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 1<sup>st</sup> day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

#### F. Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the healthcare provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

#### G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member, must use all paid full-time personal time-off, personal, or sick leave prior to being eligible for unpaid leave. Personal time-off may be run

concurrently with FMLA leave if the reason for the FMLA leave is covered by the established personal time-off policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid full-time personal time-off, personal, or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying emergency must use all paid personal time-off and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid personal time-off (as long as the reason for the absence is covered by the company's personal time-off policy) prior to being eligible for unpaid leave.

#### H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The Club may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, the Club and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition, or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

#### I. Certification for the Employee's Serious Health Condition



The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The Club may directly contact the employee's healthcare provider for verification or clarification purposes using a healthcare professional, an HR professional, leave administrator, or management official. The Club will not use the employee's direct supervisor for this contact. Before the Club makes this direct contact with the healthcare provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Club will obtain the employee's permission for clarification of individually identifiable health information.

The Club has the right to ask for a second opinion if it has reason to doubt the certification. The Club will pay for the employee to get a certification from a second doctor, which the Club will select. The Club may deny FMLA leave to an employee who refuses to release relevant medical records to the healthcare provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Club will require the opinion of a third doctor. The Club and the employee will mutually select the third doctor, and the Club will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

#### J. Certification for the Family Member's Serious Health Condition

The Club will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The Club may directly contact the employee's family member's healthcare provider for verification or clarification purposes using a healthcare professional, an HR professional, leave administrator, or management official. The Club will not use the employee's direct supervisor for this contact. Before the Club makes this direct contact with the healthcare provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Club will obtain the employee's family member's permission for clarification of individually identifiable health information.

The Club has the right to ask for a second opinion if it has reason to doubt the certification. The Club will pay for the employee's family member to get a certification from a second doctor, which the Club will select. The Club may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the healthcare provider designated to provide a

second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Club will require the opinion of a third doctor. The Club and the employee will mutually select the third doctor, and the Club will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

#### K. Certification of Qualifying Exigency for Military Family Leave

The Club will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave

#### L. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Club will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

#### M. Recertification

The Club may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Club may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The Club may provide the employee's healthcare provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

#### N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR Director. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply

with the Club's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

#### O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR Director will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice

#### P. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### Staffing

The Chief Executive Officer shall be responsible for establishing positions reflected on an Organizational Chart; setting forth these positions in writing as job descriptions, deleting or creating positions, and directing Human Resources and the appropriate supervisor to make final selection of personnel for openings. When a position becomes vacant, the Human Resource Director proceeds with recruiting, interviewing, and screening of prospective employees to determine if applicants are qualified. In special circumstances, the final hiring decision rests with the Chief Executive Officer.

The Chief Executive Officer position will be filled by the Board of Directors.

In filling a position in the Club, consideration will be given to current employees and volunteer workers who express an interest in the opening and who may be suitable. However, in order to make the most appropriate selection possible, the Club also may elect to advertise the position or use whatever other means seem reasonable to elicit applications.

Every applicant for an available position must fill out an employment application and submit it within the specified time period. The Club shall review each application and select individuals to be interviewed. If the position to be filled requires any licensing or certification, such requirement will be regarded by the Club as a condition of employment. Any such documentation must be current and in the possession of the applicant at the time employment commences and at all work times thereafter. The nature of investigations and interviews shall be the same for each classification so that each candidate is assessed in the same fashion. All actions taken in the course of recruiting, interviewing, assessing, and hiring shall be carefully documented and kept in a secure place.

Once a tentative selection has been made, any job offer shall be conditioned upon the candidate successfully completing all pre-employment requirements.

## Background Check & Hiring Exclusion Policy

The Boys & Girls Club of Truckee Meadows is committed to selecting and retaining the best staff and volunteers to serve its youth. As part of the initial selection process and on an ongoing basis, Boys & Girls Club of Truckee Meadows will:

1. Conduct criminal background checks of all employees, including minors, board volunteers, volunteers who serve on a standing or enumerated committee, advisor or otherwise. The Club requires all new hires, volunteers as noted above to complete an initial electronic or fingerprint card process if the electronic is not available. The background checks will cover state, federal and nationwide sex offender search.
2. Conduct background checks on all volunteers, including minors who have direct, repetitive contact with Club members.
3. Conduct an annual background check on all current employees, volunteers and board members annually and/or as needed.

Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings shall be personally reviewed by the Chief Executive Officer and reviewed with appropriate personnel. All findings will be considered on a case by case basis. However, the Boys & Girls Club will consider any applicant under the following circumstances as hiring exclusions:

- Refuses to consent to a criminal background check,
- Makes a false statement in connection with such criminal background check,
- Is registered, or is required to be registered on a State or National Sex Offender Registry,
- Has been convicted of a felony consisting of but not limited to:
  - murder,
  - child abuse,
  - a crime against children, including child pornography,
  - spousal abuse,
  - a crime involving rape or sexual assault,
  - arson, or
  - physical assault/battery,
  - has been convicted of a drug-related offense committed within the last five (5) years, or
  - unable to pass the drug test, including marijuana, in accordance with federal

law requirements for recipients of federal contracts/grants.

### Staff Meetings

Ours is an organization which requires and emphasizes communication. That, in turn, means we conduct weekly/monthly meetings, some of which will involve all staff members and some of which may be rather limited, depending upon what needs to be discussed. Our policy is to attempt to schedule meetings during the time those who must be present are already scheduled to be here. Meetings scheduled outside of regular work hours and at which employee attendance is mandated will be considered compensable time.

### 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 and acquainted with the Club. All employees are required to complete the onboarding process within 90 days of employment. The onboarding process consists of a series of checklists to be completed by the employee and supervisor.

During the 90-day introductory period, a new employee's work hours, skills, and general work performance will be evaluated. Successful completion of the introductory period does not give rise or equate to an employment contract for any period of time or a guarantee of continued employment. Employment with the Club is at-will.

### Performance Reviews

Supervisors, in addition to routinely observing employee effectiveness, periodically conduct performance reviews to evaluate an employee's work. Performance reviews provide employees with an opportunity to talk about their job, their performance on the job, and their job goals, as well as discuss any suggestions, questions, or complaints.

Performance reviews are an evaluation and planning tool for both supervisors and employees, and do not necessarily coincide with a pay increase.

Employee performance is evaluated on an ongoing basis. Informal reviews are done in addition to the annual review process.

Your performance review is designed to provide a basis for better understanding between you and your supervisor, with respect to your job performance, potential, and development within the organization.

### Categories of Employment

Regular Full-Time: an employee who works a minimum of 30 hours or more per week.

Regular Part-Time: an employee who works less than 30 hours per week.

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. Temporary employees may work either full-time or part-time, but are not considered "regular" employees.

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

Non-exempt: hourly employees are compensated based on the number of hours worked each workweek and are subject to the minimum wage and overtime provisions of the FLSA and Nevada law.

Exempt: employees (e.g. certain administrative, professional, and executive personnel whose positions meet the FLSA definitions and criteria for exempt status) are exempt from the minimum wage and overtime provisions of the FLSA and are paid on a salary basis.

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

- If a non-exempt employee works more than 40 hours in one workweek, the employee will receive overtime compensation at the rate of one and one-half times the employee's regular rate of pay. All employees who do not make at least one-and-one-half times the applicable state minimum wage will receive overtime compensation for every hour worked over either 40 hours in a week of work, or every hour worked over 8 hours in a workday. Non-exempt employees are not permitted to work overtime unless their supervisor specifically approves such overtime in advance. All overtime, however, must be accurately reported as worked, *whether or not it was required or approved*, and it will be paid accordingly. Repeated or continued working of unapproved overtime and/or failure to report actual hours worked may result in disciplinary action, up to and including termination of employment.
- Exempt employees do not receive overtime compensation.

The failure to work overtime when requested may lead to discipline, up to and including termination of employment.

### Timekeeping

Employee staff identification badges, including name, position, and department, are furnished to Boys & Girls Club employees shortly after hire. Hourly non-exempt employees are required to login into and out of the web clock system. Employees are responsible for accurately recording hours when they arrive and depart from their shift, including logging in and out for lunch breaks, as applicable. Employees are required to advise their supervisor of their departures from and returns

to the premises during the work day. All hourly employees are responsible for their own web clock time and under no circumstances are allowed to login or out for another employee, or let another employee login or out on their behalf. Violation may lead to disciplinary action, up to and including termination of employment.

In the event that an employee fails to login or logout, he/she must notify his/her supervisor immediately so corrective action may be completed.

### Personnel Records

Employees have access to a self-service feature, currently Paycom. The self-service module allows employees to update their personal information, including but not limited to the following:

- name and social security number
- home address
- home telephone number
- marital status
- name change
- beneficiary
- emergency contact
- emergency telephone number
- driver's license status

All personnel records are the property of the Club. Personnel records are maintained in a secure location. Employees may have access to their own personnel record upon request.

### Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid Nevada driver's license and a driving record acceptable to our insurer. Any changes in your driving record involving suspension or revocation of your license must be reported to your supervisor immediately. Any citations received while driving a Club vehicle must also be reported immediately. Failure to do so may result in disciplinary action, up to and including termination of employment.

A physical examination, including an DOT drug screen and successful completion of DMV test, is required by the Department of Motor Vehicles to obtain a Class B Commercial Driver's License. A CDL Class B license is required to drive any vehicle larger than a van. Staff responsible for operating Club vehicles will be subject to periodic random drug screens by the third party administrator.

### Pay Cycle and Payroll Deductions

The workweek begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m. Payday is the fifteenth and the final day of each month. In the event that the fifteenth or final day of the month

falls on a weekend, payday occur on the Friday prior to the fifteenth or final day of the month. Any changes due to holidays or other events, which may interfere with this schedule, will be announced in advance.

If an employee loses or misplaces his/her paycheck, he/she needs to contact human resources immediately in order to verify whether the check has cleared the bank, and to request a stop payment on the check. All reasonable efforts will be made to replace the lost check, as quickly as possible, once we have confirmed the check has not otherwise been cashed.

The Club is required by law to make mandatory deductions from earnings. Amounts withheld may vary according to how much is earned, 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.

### Open Door Policy

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

Open communication between employees and immediate supervisors is encouraged. Employees should feel free to voice ideas, suggestions, or complaints without fear of reprisal or retribution. If employees have ideas, suggestions, or complaints to share, they are directed to follow these simple steps:

- STEP 1: Employees are directed to discuss complaints with their immediate supervisor within 3 working days of the matter causing the complaint. However, if the supervisor is the cause of the complaint, the employee has the right to go to the Human Resource Director. Employees should provide detail and offer possible solutions.
- STEP 2: If the employee is not satisfied with the results of a discussion with his/her immediate supervisor, the employee is directed to take the matter to the next highest supervisor (in other words, their immediate supervisor's supervisor) within 3 working days after meeting with the immediate supervisor.
- STEP 3: If the employee believes the matter remains unresolved, he/she is directed to present the matter in writing to the Chief Executive Officer within 3 working days. The Chief Executive Officer shall consider all matters brought to his/her attention pursuant to this procedure and all decisions made by the Chief Executive Officer shall be final.



In the event of a complaint involving the Chief Executive Officer, the Board President will fulfill the investigatory and decision-making role in this process.

### Whistleblower

You are encouraged to immediately report observations of BGCTM violation(s) of any law, rule, ordinance, regulation, or government contract. The report should be made to your supervisor/manager, higher level manager, or a Human Resources representative so that BGCTM may investigate and correct the situation.

BGCTM prohibits retaliation against any employee because he or she (or a person on his or her behalf) reports or is about to report such a violation to BGCTM or to the government. Knowingly submitting false reports, however, will not be tolerated. We further prohibit retaliation against any employee who participates in a government investigation, hearing, inquiry, or a court action.

If you feel you are the target of retaliation in violation of this policy, you must immediately report the problem to your immediate supervisor/manager, higher level manager, or your Human Resources representative.

BGCTM keeps reports confidential to the extent possible, and discloses information only on a need to know basis. If any employee feels he or she is the target of retaliation in violation of this policy, the employee should immediately report the problem to his or her immediate supervisor, the Area Director, Human Resources, or the Chief Executive Officer.

### Reporting Requirements for Critical Incidents

The Chief Executive Officer will report immediately (no later than 24 hours) to BGCA if there has been a critical incident in the organization involving any of the following events and or issues:

1. 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.
2. A child who may be abducted or missing from a Club site or Club sponsored activity.
3. An instance or allegation of abuse, including child abuse, sexual abuse, exploitation or misconduct against any child by a current employee or volunteer or any Club-related instance by a former employee or volunteer.
4. An instance or allegation of child abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or Club sponsored activity.
5. A known or suspected felony criminal act committed at a Club site or Club sponsored activity.

6. The misappropriation of organizational funds in the amount of \$25,000 or greater or any amount of federal funds.
7. A felony criminal action or civil legal action that would be reportable to an insurance carrier involving the organization, its employees, or volunteers. For an open organization-related court case, report within 24 hours any change in the status of the case.
8. Negative media that could compromise the reputation of the organization or the Boys & Girls Club brand.
9. Any other incident deemed critical by the organization.

If ANY staff witness or have knowledge of any of the above-mentioned events or issues, he/she should immediately inform their supervisor. This process should be repeated until the information has reached the Chief Executive Officer. Upon final review, an evaluation will be made by the Chief Executive Officer, who in turn will determine whether this event/issue needs to be reported to Boys & Girls Clubs of America.

#### Technology Usage Agreement

Access to the internet, social media and email is intended for BGCTM business use. Employees are required to be responsible users and maintain the highest level of professionalism when using the Internet and e-mail BGCTM considers Internet and e-mail access to be a privilege and not a right.

Access to the Internet, social media and email is provided for work-related and educational purposes. Accessing, communicating, displaying, downloading or sending messages, pictures or any other material that is offensive, objectionable, inappropriate, or unlawful is strictly prohibited. Use of another person's user ID and/or password with or without permission is prohibited. Personal use of the internet should be kept to a minimum and is monitored by the Club. To maintain system integrity and to ensure that all employees are using the Internet responsibly, BGCTM may monitor electronic data. Employee data or communications may be monitored without notification. Employees should not expect that files and/or other information communicated or stored on the file servers, computers, networks, external drives, or storage devices are private.

IT Support staff has permission to access IDs and passwords to perform troubleshooting tasks. The IT Support staff has the authority to take ownership of programs, files and individual workstations on the network.

Some employees may be issued a portable device to assist with job duties. Employees will be asked to sign a form stating that they understand that if they lose or damage the device, they are financially responsible for the cost of repair, or of replacing it with a comparable new device, and that the device is to be used for the sole purpose of conducting Boys & Girl Clubs of Truckee Meadow's business.

All employees are required to read and sign the BGCTM Technology Usage Agreement, which clearly states the terms and conditions of using BGCTM technology equipment.

### Use of Club Vehicles/Property

A person shall not be permitted to operate or use any Club vehicle, equipment, or device unless it is properly associated with required work performance. This means, for example, that computers may not be used for personal reasons or for any purpose not directly related to business needs; that vehicles may not be driven except on Club business during the workday; that no one may enter Club premises at any time (but particularly outside of business hours) to use Club equipment for anything other than work-related purposes. Any exception to this policy may be granted only by the Chief Executive Officer.

The Club has a legitimate interest in maintaining the security of its property. Club property includes, but is not limited to, all of its products, equipment, software, email, services, trademarks, patents, policies, documents, files, forms, books, records, library materials, and other resources. It is the responsibility of each employee to report any misuse, theft, or other mistreatment of Club property to the Chief Executive Officer immediately. Breach of your reporting responsibility may result in disciplinary action, up to and including termination. The Club also reserves the right to monitor and inspect, at any time, all Club property including offices, desks, file cabinets, Club vehicles, e-mail, and online databases.

The Club's supplies, copy services, office equipment, and postage meter are for the Club's business and must not be used for personal needs.

Employees who bring personal property to work are responsible for the safekeeping of that property. Therefore, the Club is not responsible for lost, stolen, or damaged personal property.

### Telephone Use

Use of Club telephones is limited to business-related calls, both outgoing and incoming. Employees are to advise family and friends that personal calls should be neither expected nor made. Emergencies, of course, constitute an exception. No cell phone calls should be placed or received while on duty and supervising Club youth.

The Club is aware that many employees use cellular telephones and other wireless communication devices in carrying out their daily duties and responsibilities, and those potential distractions may arise when such devices are used by employees while operating a moving vehicle. Employees'

first priority while operating a motor vehicle is safety. In order to minimize safety risks for employees, members, passengers, and the public at large, the Club has adopted the following policy with respect to use of cellular telephones while operating a moving vehicle. This policy applies regardless of whether the employee is operating a Club-owned vehicle or the employee's own vehicle in the course of employment.

- No employee is to engage in the use of a cellular telephone while operating a motor vehicle that is in motion. In the event that a situation arises where an employee needs to place or receive a cellular telephone call while operating a motor vehicle, the Club requires the employee stop his/her vehicle in a safe location prior to placing or receiving the cellular telephone call.

#### Club Issued Cell Phones

The Club may be required to issue select employees cell phones in order to communicate and perform job functions. Those employees issued cell phones are expected to use discretion at all times. This includes the use of text messaging and email functions on Club issued phones and/or radios. The Club understands that personal correspondence on these devices may occur; however, any use deemed inappropriate by the Chief Executive Officer may result in disciplinary action.

Employees issued Club cell phones should be aware that phone records can be reviewed at any time, and that all phone calls and text messaging can and will be tracked if determined necessary by the Chief Executive Officer.

#### Tobacco Use

Use of tobacco or nicotine based, i.e., e-cigarette products by Club staff and members on the premises or in any Club vehicle is prohibited. Those who wish to smoke or chew must do so away from the premises on their own time.

#### Interior Maintenance

Every job description shall include a provision requiring the employee to keep work areas as clean and orderly as possible. This requirement is imposed as much for safety reasons as it is for appearance and image, not to mention the lesson it communicates to members. This means, but is not limited to, picking litter off the floor, closing drawers, keeping desktops clear, hanging up hats and coats, disposing of beverage cans and cups, etc.

Staff shall be responsible for communicating this policy to Club members and seeing to it they, too, abide by this requirement.

#### Personal Expenses

Reimbursement will not be forthcoming to any employee who incurs a debt or expense on behalf of Boys & Girls Club of Truckee Meadows without written approval in advance from the Director of Operations and/or the Chief Executive Officer. An exception would be unapproved expenses for a valid emergency repair or related incident. However, where no satisfactory reason can be provided to justify an unauthorized expense (such as an emergency), the employee will not be reimbursed.

### Visitors

A busy organization such as ours requires the complete attention of the entire staff during scheduled hours of work. Visits from family, friends, acquaintances, and parents/guardians of youth members, when these visits are strictly personal; must be discouraged in the same manner as incoming telephone calls. A momentary lapse of attention could mean an accident in the program area, not to mention time wasted when staff should be working. Common sense, good judgment, and fairness to the organization should be the guide for everyone in such situations.

### Dress Code

Employees must carefully select apparel when working any particular program, event, or schedule. For example, no one shall wear any item of clothing (or a pin or badge or other adornment) which reflects an image or words which anyone might consider offensive.

All employees must wear a Club-issued staff shirt at all times, in addition to usual and customary public attire, except when engaged in swimming. Early Learning Center employees are required to wear appropriate or assigned clothing at all times. Staff must maintain good personal hygiene. Apparel issued to staff must be clean and well maintained at all times. Staff members are required to wear Club apparel on field trips.

No tank tops, dangling earrings, scarves, hats, cutoffs, mid-drift shirts or distasteful clothing is allowed. Short shorts and short skirts are not permitted. An appropriate length for shorts and skirts is defined as being no shorter than three inches above the top of the kneecap. Due to personal safety issues, programming staff may not wear sandals, flip-flops, any open toe or open heel shoes at any time while on duty.

Employees are expected to use sound business judgment with regard to personal appearance, dress, and grooming to enable them to be most effective in the performance of their duties. The Club recognizes the importance of self-expression and wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry, ear gauges or tattoos, unless they conflict with the employee's ability to effectively perform his/her job.

Factors used to determine whether jewelry, ear gauges, and/or tattoos pose a conflict with the job or work environment include, but are not limited to:

- Safety of self or others.
- Productivity or performance of tasks.

- Perceived offense on the basis of race, sex, religion, etc.
- Community norms.
- Customer complaints.

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions, such as removal of jewelry, applying plugs for ear gauges, covering tattoos, etc. Supervisors and managers, after consulting Human Resources Director/Chief Executive Officer, can impose special dress and grooming requirements necessary for employee safety. An environment of mutual cooperation is the Club's end goal.

Other requirements, if any, will be conveyed to employees by their supervisor at the appropriate time. Staff should at all times use good judgment when wearing any Club apparel when off duty.

Supervisors and administrative personnel are expected to dress in a manner deemed appropriate for their daily business interactions with members, parents, employees, board members, donors, and community partners. Proper attire will be discussed with employees in these positions upon hire, and is subject to change at the discretion of the Chief Executive Officer.

### Job Postings

Career advancement is rewarding for both the employee and the organization. Whenever appropriate, qualified employees are encouraged to apply for positions to new or vacant postings. However, the Club also recruits externally when job openings become available.

Job openings are posted internally via e-mail and externally on the Boys & Girls Club of Truckee Meadows website, or an alternate means of advertising. Employees interested in a particular position should inform their supervisor and submit a Letter of Interest to Human Resources. Human Resources will then forward the letter to the hiring manager.

### Breaks

Ours is a service organization, involving many customers/members. Any time an employee is involved with a customer—whether on the telephone, in the office, or in programming—whatever business is being transacted must be completed to the satisfaction of the customer.

Hourly non-exempt staff working at least 3.5 hours, but less than 7 hours, are provided with a 10-minute uninterrupted break approximately midway through the first half of their shift. Unless an emergency situation, staff need to refrain from conducting personal business, including making and receiving phone calls, e-mails, or text messages during worktime. If you are responsible for answering calls, please wait until you are relieved. In other words, please use common sense and refrain from taking breaks during critical programming times, or when coverage does not allow for the adequate supervision of children.

### Lunch

Hourly non-exempt staff scheduled to work an 8-hour shift are provided with a 10-minute break in the morning, a 30-minute unpaid lunch break, and a 10-minute break in the afternoon. Meal breaks should be coordinated with your immediate supervisor. Employees are required to log in and out for all lunch breaks.

### Absences

The Club's normal business hours vary. Attendance and punctuality are important factors for your success within the organization.

### Notice of Absence

All employees are required to provide notice of absence for illness, tardiness, or any other reason to their supervisor, unless the absence is due to prescheduled leave, such as full-time personal time-off leave. Requests for time-off may be considered, with or without pay, provided the request is reasonable and will not cause a hardship to Club operations.

If an employee will be absent, the employee is required to contact his/her supervisor *prior* to scheduled work time and provide their supervisor with a reason and an estimated duration of their absence. If the absence is due to illness, the supervisor may require a medical note from the employee's attending physician. In an instance of no call/no show for a period of one work day, the employee's supervisor will attempt to reach the employee via telephone call or text. If the employee fails to respond to the call or text on the same day, the Club will presume the employee has voluntarily resigned his or her position.

### Unexcused Absences

Other absences without prior approval or without a reason may result in disciplinary action, up to and including termination of employment.

Failure to provide notice of an absence, as described above, will result in an unexcused absence regardless of the reason. Unexcused absences or any other violation of the absences policy may result in disciplinary action, up to and including termination of employment. No call/no show is considered a voluntary resignation.

### 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 from time to time conducts internal investigations, including inspections, searches, and audits on Club premises.

The Club reserves the right to conduct a routine inspection, search, or audit at any time for Club property or Club-related information. The Club reserves the right to inspect the following, 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. Under certain circumstances, the Club will generally 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 their supervisor immediately. The theft, misuse, or unauthorized removal of Club property will lead to disciplinary action, up to and including termination of employment.

#### Solicitation

Solicitation of any type by employees during working time is prohibited. Distribution of literature of any type or description by employees during working time is prohibited. Violation of any of the above rules will lead to disciplinary action, up to and including termination of employment.

#### Non-Fraternization Policy

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 strictly prohibited from dating or pursuing romantic or sexual relationships with any employee of the Club.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

#### Contact Sports/Participation Policy

Employees of the Boys & Girls Club of Truckee Meadows understand that their safety, as well as the safety of our members, is imperative. The following are steps staff must take to ensure activities are fun and safe for everyone:

- Staff must stay engaged with and maintain visual supervision of participants and bystanders in each program or activity area.
- Staff must refrain from physical interactions during programs or activities, unless that interaction is to protect kids from harm.
- When coaching or leading physical activities with kids, staff may model or demonstrate the desired skill, but must not participate in the physical activity.



- If leading an outdoor recreation activity, staff must take general care and follow all safety protocols taught and reviewed at BGCTM trainings.
- Active participation in the activity, other than outlined above, is prohibited.

Failure to adhere to the guidelines as set forth in this policy will lead to disciplinary action, up to and including termination of employment, and may result in the denial of a workers' compensation claim should one arise.

### Social Networking Policy

The following is the Boys & Girls Club of Truckee Meadows social media and social networking policy. The absence of, or lack of specific reference to a specific site does not limit the extent of the application to this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult your supervisor or upper level management if you are uncertain.

We define social network sites as web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. The nature and nomenclature of these connections may vary from site to site. Examples include, but are NOT limited to Facebook, Myspace, LinkedIn, Twitter, etc.

This policy separates the issues of participation into “personal” and work-related activities.

### Social Network Site Usage

It is inappropriate for employees/volunteers to communicate, regardless of the reason, with current members enrolled in the Club on any public social networking website. This includes becoming “friends” or allowing students’ access to personal web pages for communication reasons (see Non-Fraternization and Conflict of Interest policies). We strongly encourage employees to make all personal social networking accounts “private.” In addition:

1. Personal blogs/posts should include clear disclaimers that the views expressed by the author is the author’s alone and do not represent the views of the Club. Be clear and write in first person. Make your writing clear that you are speaking for *yourself* and not on behalf of the Boys & Girls Club of Truckee Meadows.
2. Information on your blog/posts should comply with the Boys & Girls Club of Truckee Meadows confidentiality and Disclosure of Proprietary Data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. It is imperative you be respectful of our organization, other employees, volunteers, members, partners, and competitors.

4. Be thoughtful when posting items online (i.e., photographs or any other images) as some may be considered offensive to other parties and a violation of other Club policies.
5. Social media activities should not interfere in any way with work commitments. Your online presence reflects the organization. Be aware that your actions captured via images, posts, or comments can reflect on our organization.
6. At no time are you allowed to reference Club youth, parents, employees, or volunteers by name without their or their parents express consent. In all cases, do not publish any information regarding members we serve or their families during the communication. Remember: member information is considered private and confidential.
7. Never post information considered proprietary, copyrighted, defamatory, libelous, or obscene.
8. Respect our audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Boys & Girls Club of Truckee Meadows organization.
9. Use your best judgment. If you are about to publish something that makes you the least bit uncomfortable, carefully review the rules above and consider consequences prior to publishing. If you are still unsure, and it is related to the Club, feel free to consult the Director of Human Resources. Ultimately, however, you have the *sole* responsibility for what you post to your blog, or publish in any form of online social media.
10. You are solely responsible for what you post or publish, and for what others publish on your social networking site. All the above rules apply to comments and blogs posted by others on your site. Please exercise your best professional judgment when posting and monitoring your web-based social networking sites.

The very nature of the internet and social networking sites are they are ever-changing. The Club's guidelines are intended to provide direction if employees choose to use social networking sites and/or blogs for either personal or professional reasons.

While the use of these sites is commonplace, it is important Club employees remember to conduct themselves in an appropriate and professional manner. The goal of this policy is to help staff/volunteers avoid any unintended situations that could adversely affect their employment or service with the Club.

These guidelines are not intended to restrict participation by employees, but rather to provide some level of protection if they choose to engage in online activities. The Club will not apply or interpret this policy so as to violate the National Labor Relations Act.

#### Program Coverage

Every member of the staff is responsible for personal supervision of his/her activity and/or area. Every program area must be supervised by a staff member or adult volunteer. If for some reason supervision of an area or activity must be interrupted for any period of time, the employee must find a responsible adult to oversee his/her designated area during his/her absence prior to leaving. Staff are not permitted to receive or make personal calls during program times. Emergencies would be an exception, of course.

### Youth Discipline

It is strictly against Club policy to resort to physical punishment of any sort when dealing with members. Even in fun, the wise youth leader employs a "hands off" policy. Discipline of members at the Club by staff should reach a happy medium between the strict classroom atmosphere and the informality of the playground. The discipline policies for youth members are provided to each employee as part of his/her orientation. In extreme cases, or in cases of severe danger, dial 9-1-1 on the nearest telephone immediately for emergency assistance.

All staff should be mindful of conduct which could be construed as preferential treatment or excessive devotion of time to any youth or group of youth members. Our members are impressionable. Any hint of partiality could be detrimental to our mission, goals, and objectives

### 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.

The Club has established policies and procedures for the convenience and protection of its employees. A violation of any of these policies and procedures is considered misconduct. Depending on the severity of the misconduct, disciplinary action, up to and including termination of employment, will be acted upon.

Management will determine the appropriate disciplinary action. There is no guarantee that one form of disciplinary action will necessarily precede another. The following is a partial list of examples of misconduct that may result in disciplinary action, up to and including termination of employment:

- On occasion, employees may work with members of the Board of Directors in the course of normal business, but should be mindful this relationship never supersedes their reporting relationship to their supervisor or the Chief Executive Officer.
- Employees and or volunteers are strictly prohibited from transporting Club members in their personal vehicles on or off a BGCTM site for any reason.
- Violation of the Club's equal opportunity or harassment policy.
- Disclosure of confidential Club or employee information to unauthorized parties.

- Behavior resulting in Club member, employee, parent, board member, donor, community partner, or business partner complaints.
- Supplying false or misleading information, or falsifying any Club record.
- Possession of weapons on or off premises while performing Club duties.
- 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 gambling, fighting, horseplay, coercion, intimidation or threats against Club employees, vulgarity, or abusive treatment toward the public or a fellow BGCTM employee.
- Unauthorized possession or removal of property or money belonging to the Club, employees, or a third party.
- Making or publishing false, vicious, or malicious statements concerning an employee, supervisor, or other Club official or its services.
- Destruction or misuse of property, or any other conduct which violates any Club policy or which is not in the best interests of the organization.

### Conflicts of Interest

The basic principle of Conflict of Interest is that employees should avoid any activity, investment, or interest that might reflect unfavorably upon the integrity or good name of the Club, or in any way damage the Club's business or reputation.

Any employee who wishes to engage in outside professional, business, or volunteer activities must be certain the proposed activity does not:

- Interfere with the employee's effective performance of his or her Club duties.
- Make use of any of the Club's proprietary or confidential information.
- Require the use of Club time, resources, facilities or equipment.

Whenever there is a possible Conflict of Interest, the employee should discuss the situation with his/her immediate supervisor.

Violations of this policy will be considered grounds for termination of employment.

### Employment of Relatives

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.

### Separation

The Club appreciates that an employee terminating his/her employment with the Club advise their supervisor at least two weeks prior to the date of departure so an orderly transition can be made. The employment termination process includes turning in all Club-issued property.

## **EARLY LEARNING CENTER EMPLOYEES ONLY**

The following section of the BGCTM Employee Manual applies to employees of our Early Learning Centers:

### Training Requirements

Employees hired to work at a Boys & Girls Club of Truckee Meadows Early Learning Center are required to complete the following mandatory training events within the first 90 days of their employment. The Boys & Girls Club of Truckee Meadows makes every attempt to provide this training to employees at the jobsite; however, if that is not possible, it is the employee's responsibility to independently schedule and attend these trainings prior to their 90<sup>th</sup> day of employment. Employees who fail to complete the mandatory training within the required time period will be considered to have voluntarily resigned their position.

- CPR/First Aid Training/Blood Borne Pathogens (must be completed within the first 90 days of employment and then annually thereafter).
- Child Development/Guidance & Discipline Course.
- Prevention and Control of Communicable Diseases in the Child Care Setting.
- Child Abuse and Neglect.
- Wellness (Obesity/Nutrition/Physical Activity).
- Shaken Baby Syndrome (SBS).
- Sudden Infant Death Syndrome (SIDS).
- Building/Physical Premises Safety.
- Medication Administration and Allergies.
- Emergency Preparedness.
- Signs of Illness.
- Transportation Safety.

In addition to these mandatory courses, all Early Learning Center employees are also required to complete 24 hours of approved continuing education courses each year. Courses must be approved by the Early Learning Center Executive Director.

Failure to complete training requirements will be considered a voluntary resign.

### Additional Early Learning Center Requirements

Early Learning Center employees must also complete and/or obtain the following documentation and/or testing in order to begin and maintain employment at the Boys & Girls Club of Truckee Meadows:

- Written certification of negative tuberculosis test must be obtained by all Early Learning Center employees prior to their first day of employment. Written certification of negative tuberculosis test must be provided to the Boys & Girls Club of Truckee Meadows every two years after the original date of employment.
- Employees of Early Learning Centers must obtain a valid Sheriff's Card, at their own expense through the Washoe County Sheriff's Department, prior to their first day of employment. Sheriff's Cards must be renewed every five years after the original date of employment.

Failure to comply with these additional requirements may result in disciplinary action, up to and including termination of employment.

The Club maintains pre-employment screening practices designed to prevent hiring or continued employment of individuals who use illegal drugs, or individuals whose use of legal drugs could create an unsafe work environment. Despite changes in Nevada State Law, this continues to include marijuana. In addition, federal law currently requires substance testing, including for marijuana, for companies who are recipients of federal contracts and grants. For more information on Club's policies relating to drug and alcohol use, please refer to the *Drug and Alcohol-Free Workplace* section of this Handbook.

## **EARLY LEARNING CENTER EMPLOYEE BENEFITS**

### **GROUP BENEFITS**

- Medical Insurance
- Dental/Vision Insurance
- Prescription Drug Coverage
- Life Insurance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Pension

### **Early Learning Center Paid Time-Off**

For full-time personnel, personal time-off in the employees first year accrues at 3.34 hours per pay period, a maximum of 80 hours annually.

One + years of full-time service, 80-hour maximum per year for Early Learning Center staff, unless otherwise approved by the Chief Executive Officer.

Part-time hourly staff accrue up to 27.50 hours per calendar year, beginning January 1, 2020. Paid time-off will not be approved until the employee has been in his/her position for a minimum on 90 days. Requests for paid time-off can be used for any reason.

#### Early Learning Center Holiday Pay

Full-time employees are paid per the Boys & Girls Club of Truckee Meadows Holiday Schedule.

In the event the request is made for the full annual allotment of 27.50 hours and paid, the part-time employee will waive Holiday Pay for the balance of the current calendar year. Otherwise, regular part-time Early Learning Center staff, excluding substitute teachers, will be paid 5.5 hours or their regular hours on the following holidays:

- Memorial Day
- July 4<sup>th</sup>
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day

#### Early Learning Center for Children of Employees

Early Learning Centers provide pre-K education and care for newborn children to five years old. All employees are eligible to receive one free membership, based on availability at the Center, for each dependent child *living in their home*. We will also waive material fee for each dependent child living in the home. ***In order to receive these discounts and discounts on weekly tuition, the employee must complete and submit a financial assistance packet. Once the packets are submitted, the following discounts will apply to the employee's weekly tuition co-pay:***

- Infants up to three years of age: 25%.
- Three years through five years: 50%.
- Kindergarten age children: 25%.

After five years of employment, there will be no charge for children 3 years through five years of age.

#### BGCTM PENSION

All staff, age 21 or over and who work a minimum of 1,000 per year, will be enrolled in the Boys and Girls Club of Truckee Meadows pension plan. The plan is a non-contributory plan by the

employee. The Club contributes 7% of gross annual earnings. Enrollment dates in January and July of the current calendar year are based on the prior year hours and a minimum age of 21.

#### OTHER TIME-OFF BENEFIT

- Bereavement Leave
- Jury Duty Military Leave
- Workers' Compensation
- Voting Leave

### **BGCTM EMPLOYEE BENEFITS**

#### GROUP BENEFITS

The Club provides certain benefits to all benefit eligible employees, including:

- Medical Insurance
- Dental and Vision Insurance
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Life Insurance @ flat rate for employee (\$10,000)

The following summary descriptions of the Club's employee benefits are included for illustration purposes only and are not meant to provide 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 publication of the Club and the official policy or plan description, the language of the official policy or plan description controls. 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 contribution requirements at any time in accordance with Nevada State Law and the Affordable Care Act.

#### HIPAA

The Club complies with all provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Please see the Human Resources Director for a full description of HIPAA benefits and guidelines.

#### Medical Insurance

The Club offers a health care plan which includes medical, dental, vision, and life insurance coverages. Benefit eligible employees who regularly work 30 hours or more per week and have



worked continuously for the Club for at least 60 calendar days become eligible for coverage on the first of the month after completing the 60-day period. The Club currently pays 100% of all premiums relating to the employee.

Dependent medical insurance is also available. Dependent coverage information will be provided to each eligible employee at the time of enrollment. Employees pay 100% of premiums relating to dependent coverage through automatic payroll deduction.

#### Prescription Drug Insurance

The Club offers prescription drug insurance for all benefit eligible employees who regularly work 30 hours or more per week. Information regarding this benefit will be provided at the time of enrollment.

#### Long-Term & Short Term Disability Insurance

All benefit eligible employees who regularly work 30 hours or more per week are eligible for Long-Term and Short-Term Disability coverage. This coverage becomes effective at the same time as the employee's group health insurance. Information will be provided at the time of enrollment.

#### Pension

Employees, 21 years of age or older and who work a minimum of 1,000 hours or more during their first full year of employment, and 500 hours per year thereafter, are eligible to participate in the pension program. Eligibility and benefits set forth per pension guidelines should be the sole source of reference when handling questions from employees.

#### Club Membership for Children of Employees

All regular, full-time and part-time employees are eligible to receive one free youth or teen membership annually for each dependent child living in their home, ages 6 to 18 years old. Weekly summer fees are also waived on an annual basis for the children of all qualifying employees. However, employees are responsible for all costs associated with their children's memberships for field trips, lanyards, field trip T-shirts, membership cards, sports leagues, or any other additional fees associated with membership at the Club.

#### PAID TIME OFF

## 2020 Holidays

The Club observes the following holidays:

New Year's Day- Wednesday, January 1, 2020
Memorial Day – Monday, May 25, 2020
Independence Day, Observed Friday, July 3, , 2020
Labor Day – Monday, September 7, 2020
Nevada Day – Friday, October 30, 2020
Thanksgiving – Thursday, November 26, & Friday, November 27, 201
Christmas Eve, Thursday, December 24, & Christmas Day, Friday, December 25, 2020

To qualify for Holiday pay, an employee must be a full-time benefit eligible and have been continuously employed by the club for at least 90 calendar days.

### Full-Time Personal Time-Off

Benefit eligible, full-time employees working at least 30 hours per week on a regular basis are eligible for full-time personal time-off. Personal time-off is calculated based on the employee's anniversary date. Employees who begin with the Club as a part-time employee will be eligible for full-time personal time-off beginning the month he/she is promoted or becomes a benefit eligible employee.

Professional Administrative Staff with 5 + years of relevant experience and a degree may have their full-time personal time-off adjusted based their education and experience. The Chief Executive Officer will consider and approve additional PTO. In instances in which the Professional Administrative staff receives an amount greater than their actual years of service, it is understood that the employee's PTO will not be adjusted upward until the employee reaches the actual years of service with the Club as outlined below:

### Minimum Annual Personal Time-Off

- 2080 hours, 40 hours per week= 80 hours of PTO
- 1560 hours, 30 hours per week= 30 hours of PTO
- 1430 hours, 27.50 hours per week= 27.50 hours of PTO
- <1430 hours and based on actual hours worked (1 hour for every 52 hours worked) in a calendar year is the equivalent to a maximum annual benefit= 26.35 hours.
- First year of service after 90+ days of service= 80 hours (10 days) prorated at 3.33 hours per pay period.

Beginning of 2<sup>nd</sup> year to the end of 3<sup>rd</sup> year of continuous service= 80 hours (10 days) full-time personal time-off calculated at the first of the month of the employee's anniversary date, or the first of the month of promotion to full-time.

Beginning of 4<sup>th</sup> to the end of the 5<sup>th</sup> year of continuous service= 120 hours (15 days) calculated at the first of the month of the employee's anniversary date, or the first of the month of promotion to full-time.

Beginning of 6<sup>th</sup> year through the end of the 9<sup>th</sup> year of continuous service= 160 hours (20 days) calculated at the first of the month of the employee's anniversary date, or the first of the month of promotion to full-time.

Beginning of the 10<sup>th</sup> through the end of the 14<sup>th</sup> year of continuous service= 200 hours (25 days) calculated at the first of the month of the employee's anniversary date. or the first of the month of promotion to full-time.

Beginning of the 15<sup>th</sup> year and beyond of continuous service= 240 hours (30 days) calculated at the first of the month of the employee's anniversary date. or the first of the month of promotion to full-time.

Full-time personal time-off cannot be carried over from one anniversary year to the next.

With the approval by the Chief Executive Officer, an employee may be paid their earned full-time personal time-off benefits upon resignation of employment.

Normally, the Club will not issue pay in lieu of paid time-off. However, circumstances may justify an exception, as determined by the Chief Executive Officer.

Requests for full-time personal time-off should be submitted at least two weeks in advance to an employee's supervisor using the Leave Request form. These forms are available through the Human Resource Director. When possible, full-time personal time-off periods will be approved as requested based on work demands. Length of employment will be considered in scheduling Full-time personal time-off where there are conflicting requests.

Full-time personal time-off for exempt employees must be taken in increments of at least 4 hours.

#### Part-Time Personal Time-Off

Part-time employees regularly scheduled <30 hours per week will accrue 1 hour of paid time-off for every 60 hours worked, per calendar year. The employee must complete a Leave Request form for approval by their supervisor. The employee will be allowed to take time-off in increments of their regularly scheduled shift, e.g., scheduled 5 hours per day = 5 hours of earned part-time personal time-off. Personal leave balances are cleared at the beginning of each calendar year. Employees are not paid for any accrued but unused Part-Time Personal Time-Off upon resignation or termination of employment.

#### Leaves of Absence

Personal leave is an extended period of absence from work which the company has granted to an employee for reasons the company, in its sole judgment, believes justify the request. Personal leave of absence may be considered with or without pay, provided that personal time-off is available and once employed for a minimum of 90 days. It may be granted only in circumstances where an employee otherwise is not eligible for any other company leave related to the occasion or required by law.

The employee must apply in writing for leave, giving notice in advance with as much information as possible so the Chief Executive Officer can make an informed decision concerning the request.

The Club has established that the maximum time period for personal leave is 30 days. Each employee request for a personal leave of absence will be carefully considered by the Club. A final decision by the Club is made solely on the basis of the overall merit of the request and its effect upon Club business.

Personal leaves of absence will not be granted to employees who have been with the company for less than one year of continuous work. An employee who is granted personal leave may be able to return to his or her position, or one that is generally an equivalent position, provided the employee returns from such leave in accordance with the following timeframes:

- For employees with one to four years continuous employment, return to work must occur within two weeks (14 calendar days). For employees with five to eight years continuous employment, return to work must occur within three weeks (21 calendar days). Thereafter, the period within which an employee must return to work is one month (31 calendar days).

The length of a leave of absence granted to an employee may be longer than the periods set forth above within which an employee must return to maintain current employment. An employee who returns after an applicable timeframe has elapsed, but prior to the stipulated end of a personal leave, will be offered any position within the company for which that individual is qualified and, if no position is available, be given priority consideration for any subsequent opening. An individual returning after expiration of the leave period will be treated as would be all other new applicants.

Employees needing leave for medical reasons may qualify for the Family Medical Leave Act. The employee should contact the Human Resources Director for the specific requirements for this leave. The Club complies with all federal policies regarding the Family and Medical Leave Act, and related state laws. These policies are fully outlined on the employment law posters, which are displayed prominently on the Club's premises.

### Bereavement Leave Policy

Full-time and Part-time employees will receive up to 3 days of Bereavement pay based on their regular schedule (Example: Part-time employees who normally work 4 hours per day will be paid 4 hours per day of Bereavement Leave) for the death of an immediate family member. Members

of the immediate family include spouses, domestic partners, parents, stepparents, brothers, sisters, children, grandparents, grandchildren, brothers-in-law, sisters-in-law, and parents-in-law.

At the discretion of the Chief Executive Officer, this leave benefit may be applied in the event an employee sustains the loss of a person who was especially close, such as an aunt or a guardian who raised the employee.

The Chief Executive Officer may also grant additional bereavement days of absence without pay for circumstances involving extensive travel or other complicating factors associated with a death in the family.

### Jury Duty Policy

Full-time employees summoned for jury duty are paid their normal rate of pay for a period of up to ten working days per calendar year. Full-time, non-exempt employees required to serve 10 or more days as a juror may be required to use personal time.

Part-time employees will be given time-off without pay while serving jury duty. All employees will receive time-off without pay if summoned to appear in court as a witness.

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 Human Resource Director as soon as possible. Employees are expected to return to work if excused from jury duty during regular working hours.

Boys & Girls Club of Truckee Meadows will make no effort to have service on a jury postponed.

## **OTHER BENEFITS AND POLICIES**

### Tuition Reimbursement Program

The Boys & Girls Club of Truckee Meadows provides a tuition reimbursement program for both full and part-time employees. Education and Career Development is one of the key core areas at the Club. We encourage and support our employees desire to pursue educational courses or a program of study. In order to qualify for the program, you must meet the following minimum requirements:

- Have completed 6 months of service; and
- Be actively employed at the conclusion of the course and when the reimbursement is issued.

Reimbursement for the course will be applied to the calendar year maximum of the year in which the class was completed. Hobby or recreational courses are not covered under the tuition reimbursement policy.

Individuals currently receiving scholarship awards from the Boys & Girls Club are eligible to participate in the Club tuition reimbursement program.

Individuals currently enrolled in the Teach Program through the Early Learning Center program are not be eligible to participate in this program.

In order to apply for tuition reimbursement, the employee must meet all of the above noted requirements. The employee must provide a copy of the course description and or certificate program to the Director of Program Operations for consideration and approval.

The Human Resources Director will review the employee's personnel file to ensure the employee is in good standing and current on all required Leadership University course work for their current position. The Chief Executive Officer must provide final approval on all tuition reimbursement requests.

Once the request for tuition reimbursement is approved, the form will serve as a request for reimbursement to the employee at the *conclusion of the course*. The employee must provide proof of successful completion of the course, including a letter grade of C or better. The employee will be reimbursed through accounts payable and must be actively employed on the date of the reimbursement. Pass/Fail courses are not covered under the reimbursement program.

Maximum allowable amount per calendar year, including books, registration, lab fees, etc.:

- A maximum amount of \$500.00 for vocational, undergraduate, and graduate courses for part-time employees.
- A maximum amount of \$1000.00 for vocational, undergraduate, and graduate courses for full-time employees.

If the employee voluntarily leaves the Club or is terminated for performance issues prior to the reimbursement check being issued, the employee will not be eligible for reimbursement, as outlined above.

#### Employee Assistance Program (EAP)

The Club offers an employee assistance program to all employees. The benefit provided extends to employee family members, provided they reside with the employee. This benefit provides a wide range of services, including, legal, financial, child care, elder care consultation services, work/life home articles, and monthly online services. Employees can access these services via

visiting [bhoptions.com](http://bhoptions.com), or by calling 1-800-280-3782. Services are available in English and Spanish.

### Military Leave

Employees who are required to serve in any branch of the Armed Forces of the United States or the State of Nevada, or are engaged in military reserve service, will be treated in accordance with all applicable federal and state laws.

### Workers' Compensation

Workers' compensation is provided in accordance with Nevada law. Work-related accidents and injuries, no matter how small, should be immediately reported to the Human Resources Director. Appropriate reporting forms must be completed within seven days of the accident or injury.

Following a work-related injury, every effort will be made to return an employee to work as soon as possible.

Employees are to be constantly reminded that they must practice safety when performing their jobs. They must be reminded, also, to promptly advise their supervisor in the event of any safety violations or work hazards.

### Voting Leave Policy

The Club believes each employee should exercise his or her right to vote in any federal or state primary, general, or specific election. The Club will comply with all state and federal laws in relation to voting rights.

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

I have this day received a copy of The Boys & Girls Club of Truckee Meadows Employee Handbook for 2020, and I understand that I am responsible for reading the policies and practices described within.

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED IN THIS EMPLOYEE HANDBOOK. I UNDERSTAND THAT THE POLICIES, PROCEDURES, AND BENEFITS CONTAINED IN THIS HANDBOOK MAY BE ADDED TO, DELETED, OR CHANGED BY THE CLUB AT ANY TIME. I UNDERSTAND THAT NEITHER THIS HANDBOOK NOR ANY OTHER WRITTEN OR VERBAL COMMUNICATION BY ANY CLUB MANAGER OR OTHER CLUB OFFICIAL IS INTENDED TO IN ANY WAY CREATE A CONTRACT OF EMPLOYMENT.

I UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL, WHICH PERMITS THE CLUB TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE. IN ADDITION, I UNDERSTAND THAT I HAVE THE RIGHT TO RESIGN AT ANY TIME, FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NOTHING IN THIS HANDBOOK IS INTENDED TO GUARANTEE EMPLOYMENT FOR A SPECIFIC DURATION. THE CLUB WILL NOT MODIFY ITS POLICY OF EMPLOYMENT-AT-WILL IN ANY CASE.

If I have any questions regarding the content or interpretation of the BGCTM Employee Handbook, I will bring them to the attention of the Human Resource Director.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE  
SIGNATURE: \_\_\_\_\_