



Camp Manito-wish YMCA
Employee Handbook

Approved by the Executive Committee November 2007



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Welcome to Camp Manito-wish YMCA! Since 1919, Camp Manito-wish YMCA has been providing outstanding camp and wilderness tripping experiences for boys and girls ages 10-18. Located on the shores of Boulder Lake in Boulder Junction, Wisconsin, it is in the heart of the Northwoods surrounded by hundreds of lakes, rivers, streams and state forest land – the perfect place to build skills, memories and friendships that will last a lifetime.

About This Handbook

This handbook has been prepared for the guidance and orientation of employees. Neither the application for employment, this handbook, nor any other practices of Camp Manito-wish YMCA create a contract of employment, express or implied, and none of the policies and practices described in this handbook are meant to imply that the Camp is guaranteeing employment for anyone. Final interpretation and implementation of any of the policies and practices in this handbook are vested solely with Camp Manito-wish YMCA (hereinafter referred to as “Camp Manito-wish YMCA,” “Camp,” “the Camp,” or “Manito-wish”).

To meet changing conditions in different situations, the Camp may change or alter current policies and practices. Such changes may be made even though the handbook is not rewritten and without prior notice. Only the Camp has the authority to amend this handbook, verbally or in writing; however, employee suggestions, ideas and thoughts will be most helpful in maintaining an atmosphere in which everyone can be productive. Employees who have any questions about these policies or practices should contact their supervisor for assistance.

Mission of Camp Manito-wish YMCA

The Camp’s mission is to provide fun, life-enriching experiences for its campers.

The Camp will work to see that all those who are associated with them have a “Manito-wish Experience,” where each participant grows in wisdom, stature, favor with God and favor with one another. (Luke 2:52)

The Camp’s Beliefs

Camp Manito-wish believes that:

1. Each Manito-wisher possesses unique gifts that are of high value to his/her group and should be shared.
2. Each Manito-wisher is challenged physically, socially and emotionally by the trail experience and is afforded the opportunity to lead, which results in strong feelings of self-worth.
3. Each Manito-wisher is placed in a natural setting where a sense of wonder about creation is enhanced and his/her sense of responsibility for the environment increases.
4. The Spirit of God is present in the Manito-wish experience. Therefore, each Manito-wisher has opportunities to recognize this presence in the setting, leadership, program and one another.

Qualities of a Manito-wish Leader

A Manito-wish leader:

1. Builds a shared vision with those they lead.
2. Builds models (tries it...changes it...tries it again).
3. Shares a common space with others.
4. Lets others amplify their abilities.
5. Remembers that followership and leadership go hand in hand.
6. Doesn't collaborate to turn out the lights.
7. Celebrates successful collaborations.

Qualities of a Manito-wish Employee

The Camp seeks employees who are sympathetic to the mission and goals of the Camp Manito-wish YMCA. They should possess the special aptitudes, skills and capacities that are required in their field of work.

In recognition of the purpose of the Camp to serve the needs of society and the individuals within it, employees shall possess a cooperative spirit and develop the goodwill of their associates and the clientele they serve. They shall exhibit the desire and capacity to learn, grow and improve their own abilities.

All employees are to act as a positive role model to program participants (especially children) by demonstrating: 1) respect for individuals and property, 2) responsibility, 3) good judgment, 4) decorum, 5) politeness, 6) neatness of dress, 7) modesty, and 8) refraining from abusive and profane language and the use of alcohol, drugs, and tobacco products while actively engaged in Camp programs.

General Provisions

Employment at Will

The Camp hopes its employees find their employment to be satisfactory and enjoyable. Mutual respect between all parties is essential to the success of all. It is the Camp's goal to have its employees enjoy fair and reasonable treatment, a clean and pleasant working environment and competitive compensation. Employees are encouraged and expected to maintain a commitment to always doing their best work.

It is the Camp's policy to employ the most qualified personnel. Employees are hired and retained, however, for no specific period of time and all employment is considered to be at-will. Either the employee or the Camp has the right to terminate the employment relationship at any time or for any reason or no reason at all. Continued employment is subject to the Camp's requirements and determination as to satisfactory individual performance. Although in most instances the Camp will advise employees prior to termination of any performance or conduct that is not satisfactory, the Camp retains the right to terminate employment at any time without prior notice or reason.

No representative of the Camp, other than the Executive Director or a representative he/she designated, has the authority to enter into any agreement for a specified period of time or make any agreement contrary to the foregoing. Any such agreement must be in writing and signed by the Executive Director or his/her designated representative and the employee. No one has the authority to make any verbal statements to an employee that alters the employee's employment-at-will status.

Purpose of Employee Handbook

The employee handbook is a summary of the policies, procedures, benefits, rules and regulations of Camp Manito-wish YMCA. It has been prepared to help provide for orderly and efficient operations and to achieve the mission and goals of Camp Manito-wish YMCA.

This manual sets forth information that should be used as a guide. Changes in federal, state or local laws, business conditions, policy administration or other such factors may require management to change the policies outlined in the handbook without notice. While the handbook will be updated whenever possible, employees should contact their supervisor if they have any questions. Likewise, employees should use their manual as a guide; it should not be mistaken for being an employment contract. Employment remains at-will and can be terminated by the employee or Camp Manito-wish YMCA with or without reason, and with or without notice, at any time.

The information contained in this handbook applies to all employees, regardless of their employment status. Seasonal employees may have additional policies and procedures related to their jobs and programs, which will be provided to these individuals under separate cover.

Philosophy of Personnel Policies & Practices

The quality and caliber of employees, the effectiveness of their work and their shared enthusiasm for Camp Manito-wish YMCA play a major role in attainment of the Camp's mission and goals.

Because the Camp is a people-centered association, it has a very real concern for the needs, aspirations and opportunities for growth of all employees.

The goal of Camp Manito-wish YMCA's human resources planning and development is to consistently recruit, develop, motivate, reward and retain the most competent employees possible to aid in the achievement of the Camp's mission.

Certain expectations exist on the part of the employee, camp management, and volunteers in such a spirit of cooperative purpose and effort.

Expectations

Employees can expect:

1. Compensation and benefits in relation to services rendered.
2. Work that has been organized so people will want to do it and will derive satisfaction from it.
3. To receive sufficient information to develop an understanding of their role within the structure of the organization.
4. To be trained in their work, receive assistance when necessary, and be provided a reasonable time frame within which to complete assignments.
5. Regular, confidential feedback. Opportunities to share in developing standards of performance and participate in at least one performance appraisal per year.
6. To obtain general knowledge of the purpose of the Camp and its policies, plans, practices and goals, and help the Camp achieve its purpose and improve.
7. Opportunities to develop their abilities and to advance based upon performance and the needs of the Camp.
8. Opportunities to contribute to the development of the Camp and the advancements of its interests, and to gain recognition for such contributions.
9. Leadership that stimulates enthusiasm and confidence, helps employees gain additional experience, and uses a collaborative approach in achieving goals.
10. An institutional reputation for integrity, service, quality, stability and consideration for people, which will stimulate the pride of employees.

The Camp expects from employees:

1. An understanding of the purpose and goals of the Camp and a commitment to help accomplish its objectives.
2. Satisfactory performance of assigned duties and responsibilities, and a continuing quest for improved performance.
3. A cooperative attitude and respect toward co-workers, supervisors, members, volunteers, campers and program participants.
4. Loyalty to the Camp and support of its policies, practices, programs and activities.

5. A cheerful spirit of friendliness.
6. A positive effort to satisfy the needs and desires of all constituents, both present and potential.

Statement of Management Rights

Certain rights and responsibilities are imposed upon Camp Manito-wish YMCA by state and federal rules, legislation and court decisions. Many of these impact the policies and procedures that govern employees. For this reason, a summary of the basic rights and responsibilities of Camp are listed here. These rights and responsibilities include, but are not limited to, the following:

- To manage the employees of Camp Manito-wish, including the hiring, promotion, scheduling, transfer, assignment or retention of employees in positions within Camp Manito-wish and to establish work rules.
- To establish and alter, as needed, employment policies and procedures, including those set forth in this manual.
- To discharge or take other appropriate disciplinary action when necessary.
- The right to terminate agreements should unforeseen circumstances arise, such as needing to shorten Camp programs, staffing changes due to low enrollment or other unanticipated program alterations.
- To schedule overtime work as needed, consistent with the requirements of Camp.
- To develop job descriptions that serve as a guideline and not a rigid limitation.
- To assign employees to specific duties.
- To continuously improve the quality, introduce new methods or facilities, or change existing methods or facilities.
- To fulfill Camp Manito-wish YMCA's obligations in contracting out for matters related to its operations.

Employee Photos

The Camp reserves the right to photograph/film its programs and activities and use these images in various manners.

As a condition of employment, the Camp and/or its agents may use an employee's photograph/likeness/voice in any manner for promotional efforts as it relates to participation within the Camp, without expectation of any reimbursement in connection with its use.

Statement of Policy of Non-Discrimination

The Camp is an Equal Opportunity Employer and is committed to a policy of equal opportunity for all employees. It is the Camp's policy to seek and employ the most qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, gender, national

origin, disability, ancestry, sexual orientation, marital status, or arrest or conviction record, or any other discriminatory basis prohibited by applicable local, state and federal law.

The Camp is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the Camp will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin or any other protected characteristics. Therefore, all employees are encouraged to bring forth any concerns or complaints in this regard to the attention of management by contacting their supervisor or another member of management.

All complaints of harassment will be promptly and confidentially investigated and, where necessary, immediate action will be taken to stop and remedy any such conduct.

Anti-Harassment

It is the Camp's policy that employees and others acting on the Camp's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at The Camp.

Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include: oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status; nonverbal conduct, such as staring, leering, and giving inappropriate gifts; and physical conduct, such as assault or unwanted touching. Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile, or offensive work environment.

Inappropriate Behavior

The Camp's goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated. The Camp reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

How To Report A Violation

Do not assume that the Camp is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to your supervisor or any other member of management.

Investigation And Response

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination) will be taken against those violating the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

Management Responsibility

Every Camp supervisor and manager is responsible for ensuring that the Camp provides a workplace free of harassment and inappropriate behavior and that complaints are handled promptly and effectively. The Camp management must inform their employees about the policy, promptly investigate allegations of harassment, take appropriate disciplinary action, and take steps to assure retaliation is prohibited.

Retaliation Is Prohibited

This policy strictly prohibits any retaliation against an employee or other person who reports a legitimate concern about harassment or other inappropriate behavior.

Application

This policy applies to all employees and to anyone else doing business for or with the Camp. This includes customers, vendors, suppliers, and contractors.

Reasonable Accommodation

Camp Manito-wish YMCA complies with all aspects of the Americans with Disabilities Act and federal, state and local disability laws, and will, therefore, afford any reasonable accommodations to qualified applicants and employees with known disabilities, unless such accommodations would cause a hardship to the Camp. An employee who believes he or she has a disability and may require an accommodation must contact a member of management

Administration

The Board of Directors of Camp Manito-wish YMCA employs an Executive Director to whom it delegates responsibility for the overall administration of the employee handbook. The direct administration of the policies in the handbook and the supervision of staff are the responsibility of the Executive Director. However, these responsibilities may also be delegated to designated representatives, where appropriate.

The Executive Director is authorized to hire, promote and terminate employees; define duties; adjust rates of pay within the budget as approved by the Executive Committee and Board of Directors of the Camp Manito-wish YMCA; and establish procedures subject to the conditions set forth in this policy. He/she may delegate responsibility for the employment of personnel to members of his/her staff, when appropriate.

All matters relating to the interpretation of the employee handbook are referred to the Executive Director or the Executive Director's designated representative.

The employee handbook will be reviewed on an annual basis or as necessary, and may be changed at any time upon approval of the Camp Manito-wish YMCA Board of Directors and/or Executive Committee, with or without notice to the employees. It does not pre-empt or replace applicable laws.

Promoting From Within

The Camp strives to provide opportunities for promoting from within the organization, whenever possible. However, it also supports an open application process when job openings do occur. The Camp supports and participates in the open application process of the YMCA of the USA, when appropriate.

Substance Abuse

The Camp is committed to maintaining a drug-free workplace and providing its employees with a safe, supportive and creative environment in which to work. Substance abuse in any form has a destructive effect on the quality of life for an employee and his/her family. The Camp also has an obligation to its campers and members to provide the highest quality of service; substance abuse by an employee seriously erodes the service that is provided by the employee on behalf of the Camp.

In order to provide employees with a conducive work setting and maintain the fine tradition of providing quality service to all campers and members, the Camp has instituted a **zero-tolerance policy** for drugs and alcohol. Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance. Employees may be disciplined, up to and including termination of employment, for possessing, manufacturing, distributing, dispensing, consuming, testing positive for, being under the influence of, or using any drugs, drug paraphernalia, intoxicants, alcohol, narcotics, or any other controlled substance, on or about the Camp premises or while on Camp business at any time, except at a Camp social function where alcohol is available for purchase and consumption.

Defining of Legal and Illegal Drugs

“Legal drugs” include legally obtained drugs, both prescribed and over-the-counter, that are being used for their prescribed or manufactured purpose. “Illegal drugs” include all controlled substances unlawfully obtained, and prescription drugs not being used for their prescribed purposes.

Definition of “Under the Influence” and Impairment

“Under the influence” is defined as an employee affected by the ingestion of any mind-altering drug (including prescription medication) in an observable and detectable manner that directly or indirectly impairs the employee’s job performance, in the judgment of his or her supervisor. “Impairment” includes, but is not limited to, slurred speech, being uncoordinated, unsteady gait, significant mood change, and impaired attention.

Use of Prescription Drugs on the Job

Prescription drugs may not be brought on Camp property by any person other than the person for whom the drug has been prescribed. Employees must consult with their health care provider about any medication’s effect on their ability to work safely and promptly disclose any such effects to their supervisor. In such cases, employees should not disclose their underlying medical condition unless later asked to do so. In addition, employees should not disclose their use of a medication if such use does not affect their ability to work safely.

Testing

Where there is reasonable cause to believe that an employee is under the influence of illegal drugs or alcohol while working on Camp property or operating a vehicle on Camp business, the employee may be required to promptly submit to a drug test. In addition, employees who are involved in an accident resulting in an injury requiring medical treatment away from the scene of the accident or resulting in significant damage to Company property may be required to take a drug/alcohol test.

Employees sent for a drug test will be referred to a specimen testing site where they will be required to provide a urine specimen. The collected specimen/s will be sent for analysis to a drug testing laboratory that has been certified by the U.S. Department of Health and Human Services. Positive test results will be reviewed by a Medical Review Officer, who will conduct a telephone interview with the employee to determine if anything other than illegal drug use caused the specimen to register a positive result.

Employees suspected of involvement in substance abuse may be placed on suspension with pay until an official determination of involvement has been completed.

All information or records related to testing under this policy will be maintained in compliance with applicable health privacy laws. Employees who are unable to provide supporting documentation for a positive result will be terminated. Negative results will result in reinstatement of employment at the same or an equivalent position. If the employee is indicted and awaiting trial for illegal activities, he/she will be placed on leave without pay until the legal process has been completed.

Responsibility

Supervisors are responsible for taking immediate and consistent action with employees who are in violation of this policy, up to and including termination of employment.

Employees must notify the Camp within 5 days of receiving a drug or alcohol conviction of any type.

Personnel Records, Personal Information, Changes

The Camp maintains personnel records that are important to employees. Each employee's personnel and benefits file will be kept in the Human Resources office. These files are regarded as confidential information and are treated as such. Access to personnel files will be granted on a need-to-know basis and will only be considered for the Executive Director, the employee's immediate supervisor and the employee. Employees may review their personnel file up to 2 times each calendar year and must submit a written request to the Executive Director.

If information on an employee's paycheck is incorrect or if problems arise concerning payroll deductions or other matters, the employee should immediately contact his/her supervisor or the Payroll Administrator.

To ensure that all records are current, it is the employee's responsibility to notify the Payroll Administrator in writing within 10 days of any of the following changes: name, address, telephone number, marital status, beneficiary changes or change in the number of dependents. Failure to notify the Payroll Administrator of these changes on a timely basis could affect the benefits eligibility of the employee or the employee's dependents.

Pay and Employment Practices

Pay Practices

The pay period will be monthly, with paychecks issued on the 20th of each month. For exempt employees, the pay period runs from the 1st of the month through the last day of the month. For non-exempt employees, the pay period runs from the 16th of the previous month through the 15th of the current month.

Seasonal salary rates are based on a seven-day work week, and pay is based upon the number of days of employment (including days off and training). Salaries will be paid at the end of each session worked

Eligible staff members will be provided with remuneration for room, board and laundry, in addition to their wages. Housing is available during the employee's contracted time with Camp. Meal service is available during contracted time when meal service is being provided to programs. Laundry services are available to all staff.

Manito-wish expressly forbids staff members from accepting tips or gifts from anyone. Participants or anyone offering tips should be encouraged to either contribute to the Campership fund or the YMCA World Service fund.

Personal checks up to \$100 may be cashed at the Camp Bank during normal banking hours.

Direct Deposit

Year-round employees are encouraged to participate in the direct deposit of their paycheck into their bank savings or checking account. Direct deposit into the employee's bank account relieves the employee of the worry of making a deposit, allows money to be available to the employee sooner than via regular mail and results in greater efficiencies in payroll administration.

Garnishments, Liens and Wage Assignments

Federal and state laws require the Camp to accept and process legal garnishments, wage assignments and court orders to withhold all or part of an employee's wages to satisfy indebtedness.

All documents that pertain to garnishments, liens and wage assignments may be accepted only by the Executive Director and will be treated confidentially. Employees are expected to handle their financial affairs so as to avoid inconvenience and expense to the Camp and to prevent lost work time.

Employee Valuables

The Camp's safe is available for holding an employee's passport, airline tickets or other valuables, especially while the employee is on the trail. However, employees are encouraged to keep their valuables at home and not bring them to Camp.

Employment Categories

Full-time Employees

Full-time employees are those employees who are employed by the Camp to work a regularly scheduled work week of 35 hours or more per week, or a total of 1,820 hours or more in a fiscal year. Regular, full-time employees are eligible for all benefits.

Part-time Employees

Part-time employees are those employees who are employed by the Camp to work a regularly scheduled work week of less than 35 hours per week, or less than 1,820 hours in a fiscal year. Part-time employees are not eligible for any benefits, except where required by state or federal law.

Regular Employees

Regular status employees are those employees who are not assigned to a temporary or seasonal status. These employees may be eligible for benefits, depending upon whether they work a full-time or part-time schedule.

Temporary/Seasonal Employees

Temporary/seasonal employees are those employees who have been hired for a limited period of time, generally less than 12 months. These employees are not eligible for any benefits.

Casual/On-Call Employees

Casual/on-call employees are those employees who do not have a regular work schedule, but rather work a flexible schedule based upon availability and workload. These employees are not eligible for any benefits.

Internship/Fellowship Employees

Depending upon the nature of the internship/fellowship, these employees will be classified in one of the employment categories referenced above upon commencement of their employment.

Working Hours and Location

The employee's supervisor will specify the work hours for his/her particular position. There is to be no deviation from such hours without the consent of the employee's immediate supervisor. All schedules will be governed by applicable laws and the needs of the Camp.

Employee Classifications

Camp Manito-wish follows the system used by the YMCA of the USA for recognition and classification of professional employees. These classifications pertain only to the YMCA of the USA and do not necessarily correlate to a Camp Manito-wish job title. Following are the criteria for each classification:

General Employee

Non-exempt regular and temporary employees, and part-time exempt employees.

Staff Associate

All new entrants in full-time exempt, professional program, administrative and/or technical positions. This classification also applies to re-entrants who are not YMCA Senior Directors.

YMCA Director

Employees may achieve YMCA Director status by meeting the following requirements:

- Completing: 1) Principles and Practice (7-day training), 2) YMCA Group Work (2-day management module), and 3) Volunteerism in the YMCA (2-day module).
- Completing one year as a full-time professional in a program, administrative and/or technical position.
- Receiving a recommendation from their supervisor.

YMCA Professional Director

Employees may achieve YMCA Professional Director status by meeting the YMCA Director requirements, and:

- Completing at least 4 additional management modules, totaling at least 11 days of training.
- Receiving a recommendation from their supervisor.

YMCA Senior Director

Employees may achieve YMCA Senior Director status by meeting the YMCA Director and Professional Director requirements, and:

- Completing at least 4 additional management modules, totaling at least 11 days of training.
- Receiving a recommendation from their supervisor.
- Possessing a Baccalaureate Degree from an accredited College or University.

After completing each level, candidates should submit evidence of meeting the requirements to the Staff Development Division at the YMCA of the USA in Chicago.

Employment Policy

The Camp Manito-wish YMCA selects employees who: 1) meet the necessary standards of educational and occupational qualifications, 2) can effectively advance the objectives of the YMCA, 3) have the capacity for personal and professional growth, and 4) can become a viable part of the organization.

All employment practices shall be consistent with federal, state and local laws, and other such acts and regulations that control the employment relationship.

Minors under the age of 18 are not allowed to work for the Camp in any capacity without a work permit. This is not only an association policy, but required by the State of Wisconsin. The Camp will not employ anyone under the age of 16.

Job Descriptions

A job description should be written and made available for every position within the Camp. At a minimum, job descriptions should include the duties of the position, experience required, education required, physical requirements and accountability. New employees or employees who transfer to a new position will be provided a job description at the time of hire or transfer.

Job descriptions should be rewritten whenever there is a significant change to any of the qualifying factors, and the updated job description should be provided to the employee.

Performance Reviews

Factors taken into consideration during a performance review are typically based upon productivity and overall job performance. An effective performance review will measure the employee's performance against Camp standards, assess and identify the employee's strengths and opportunities for development, and establish a plan for growth, both professionally and personally.

Reviews for regular-status employees generally take place in November (the beginning of the fiscal year). During this meeting, the employee and his/her supervisor will discuss the employee's performance over the past year and develop goals and performance standards for the upcoming year.

Seasonal employees will, at a minimum, receive a verbal review. They generally receive a written receive at the end of their employment agreement and periodically as the schedule allows (e.g., at the end of each camp session).

Salary Adjustments

Salary adjustments are generally based on merit, performance and/or promotion and are typically based, at a minimum, upon the results of the employee's annual performance review. Adjustments may be made more often, such as in the case of promotion or high merit. The amount of money budgeted annually by the Camp for its salary expense is influenced by the local cost of living index, the relationship to competition and the financial resources of the camp.

Returning seasonal employees will generally receive increases each year.

Overtime

Non-exempt employees are covered by the provisions of the Fair Labor Standards Act and other applicable wage and hour laws, and are eligible for compensation of time and one half for hours worked in excess of 40 per week. There may be times when it will be necessary for employees to work overtime. The employee's supervisor will notify him/her as early as possible regarding scheduling needs. Prior authorization from the employee's supervisor must be obtained whenever overtime is worked. It is important to note that hours paid as holiday, sick, vacation, inclement weather or funeral leave do not count as hours worked when computing overtime eligibility.

Exempt employees are not covered by the provisions set forth in the Fair Labor Standards Act and, therefore, are not eligible for compensation for hours worked in excess of 40 per week. The Camp will not make any pay deductions from exempt employees that are not permitted by law.

Exempt employees will be promptly reimbursed for any improper deductions once recognized. Exempt employees who have questions about any pay deductions should contact the Payroll Administrator.

Timesheet Regulations

It is important that accurate records of hours worked are kept so paychecks will be correct. For this reason, all hourly employees are required to accurately record their time each workday.

Each employee will be required to verify that the hours on his/her timesheet are accurate by signing the timesheet. Timesheets should be signed by the employee's immediate supervisor prior to being submitted for payment.

Salaried employees must notify the Payroll Administrator whenever they have taken any time off.

Attendance/Tardiness

The Camp places great emphasis on good attendance. Frequent absence or tardiness places an extra burden on co-workers. Only when an employee is dependably on the job can the Camp carry out its schedules and meet the needs of its customers. Each employee's individual contribution is important to the efficient functioning of the organization.

Regular attendance is expected of each employee. It is the responsibility of each employee to arrive on time each day, fully able and ready to work at the beginning of his/her shift. It is important to note that an employee's absence record will be taken into consideration for reviews, promotions or transfers.

Employees who will be late or absent from work should notify their supervisor as early as possible, but no later than ½-hour prior to the start of their shift. If an employee is absent due to an accident or illness, management may request he/she submit a release from a licensed physician prior to returning to work.

Employees who leave the premises during paid working hours without the permission of their supervisor, other than to tend to business matters or go to lunch, will be considered to have voluntarily terminated their employment. Any employee who fails to report for work 2 consecutive work days without giving notice will be considered to have voluntarily resigned his/her employment.

The Camp may require that employees submit a release from a licensed physician prior to returning to work after they have been absent for at least 3 consecutive days, or for each absence when all available paid time off (vacation, sick or otherwise) has been exhausted.

Rules and Regulations

No Solicitation/No Distribution

It is the Camp's policy that there be no solicitation during working time. No employee may engage in solicitation, nor may any employee willingly accept solicitation on behalf of any club, society, religious organization, political party or similar association for any other purpose during actual working time of either the solicitor or the person being solicited. "Actual working time" means the time during which an employee is required to be performing work duties; working time does not include the time before the employee's scheduled work day begins, the time after the employee's scheduled work day ends or the employee's break or lunch period.

Employees may not distribute literature in working areas at any time. "Working areas" include all areas of the premises except the lunchroom and parking lot.

Confidentiality

An employee's job responsibilities may lead him/her to have access to confidential Camp and customer information. This may include information concerning the Camp's financial status, business practices, and/or customer records and data. As more fully described below, this information is to remain confidential and is not to be disclosed to any unauthorized persons inside or outside of the Camp.

More specifically, an employee cannot, in any capacity, acquire by improper means, use or disclose, or cause to be used or disclosed, any Protected Information learned or acquired while employed by the Camp to those people or entities that could cause harm to the Camp, including, but not limited by, remuneration, competitors, customers and suppliers. In the event an employee is uncertain whether the use or disclosure of Protected Information to a specific person or entity would violate this policy, the employee must seek permission from the Camp for the use or disclosure prior to any use or disclosure to the specific person or entity in question.

"Protected Information" means all confidential or proprietary information of any kind relating to the business, operation and administration of the Camp and its affiliate entities. Protected Information also includes customer lists, financial information, policy or procedure manuals, computer software and systems, programs, marketing materials and information, operating systems and procedures, and strategic, operational and long-range plans and planning procedures, other than information that is defined and interpreted as "trade secrets" in accordance with applicable state law. This policy in no way diminishes the Camp's protection and enforcement rights of its "trade secrets," as that phrase is defined and interpreted in accordance with applicable state law. This policy also does not diminish any individual agreements that may have been executed between the employee and the Camp.

Ethics

Employees must maintain the highest ethical standards in the conduct of Camp affairs. The intent of this policy is that each employee will conduct the Camp's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

The following is a summary of the Camp's policy with respect to: (1) gifts, favors, entertainment, and payments given or received by employees, (2) potential conflicts of interest, and (3) certain other matters as described below.

Gifts, Favors, and Payments Given by the Camp

Gifts, favors and payments may be given to others at the Camp's expense if they meet all of the following criteria:

- They are consistent with accepted business practices,
- They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff,
- They are not in violation of applicable law and generally accepted ethical standards, and
- Public disclosure of the facts will not embarrass the Camp.

Gifts, Favors, Entertainment and Payments Received by Camp Employees

Employees shall not seek or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose, nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or are a competitor of the Camp. Employees may, however, accept for themselves and members of their families common courtesies usually associated with customary business practices. These include, but are not limited to:

- Lunch and/or dinner with customers or vendors, occasionally including spouses as long as the invitation is extended by the vendor.
- Gifts of small value from customers or vendors (e.g., calendars, pens, pads, knives, etc.).
- Tickets to events (such as sports, arts, etc.) are acceptable if offered by the customer or vendor. These are not to be solicited by the employee.
- Day outings, such as golf, are acceptable with prior approval from management. The customer or vendor must be in attendance.
- The receipt of alcoholic beverages is left to the discretion of the employee. Such items should never be solicited.
- Gifts of perishable items usually given during the holidays (e.g., flowers, candies, hams, cookies, nuts, etc.) are acceptable.
- It is never permissible to accept a gift in cash or cash equivalent (such as stocks) or other forms of marketable securities of any amount.
- Members of management should not accept gifts of more than limited value from employees who report to them.

Conflicts of Interest

Employees should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the Camp. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with the Camp are to act in the best interest of the Camp. Each employee shall make prompt and full disclosure in writing to his/her supervisor of any potential situation which may involve a conflict of interest. Such conflicts include:

- Directors, officers, other volunteers and employees of Camp Manito-wish YMCA, Inc. shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to Camp Manito-wish YMCA, Inc.
- No director, officer, other selected volunteer or other selected employee specified by the Chief Executive Officer, shall accept gifts, gratuities or favors of any kind from any person, firm or corporation doing business or seeking to do business with Camp Manito-wish YMCA, Inc. which could reasonably be expected to influence, or create the appearance of influencing his or her actions affecting Camp Manito-wish YMCA, Inc. This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.
- Without full and complete disclosure to and approval by the executive committee of Camp Manito-wish YMCA, Inc., no director, officer, other volunteer or selected employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to Camp Manito-wish YMCA, Inc. or which could reasonably be expected to affect his or her independent judgment or action with respect to transactions between Camp Manito-wish YMCA, Inc. and such other entity. If such a position exists, it must be disclosed to the Chief Executive Officer and to the Chairman of the Board of Directors.
- Each director, officer, other volunteer and selected employee shall provide the executive committee of Camp Manito-wish YMCA, Inc. with a full and complete written disclosure of all facts of any transaction or situation that may be subject to any reasonable doubt concerning the possible existence of a conflict of interest by the director, officer, other volunteer or selected employee.
- Annually, the Executive Director shall send, or cause to be sent, a copy of this resolution, together with an explanation, and a copy of a disclosure statement/questionnaire to all directors, officers, other selected volunteers and selected employees who shall complete and return a copy of the disclosure statement/questionnaire to the executive director.
- The Executive Director shall submit a confidential report to the executive committee concerning any potential conflict of interest of any director, officer, other selected volunteer and selected employee, together with his/her recommendations concerning the same.
- Each new director, officer, other selected volunteer and selected employee shall participate in a similar procedure immediately upon assumption of his or her responsibilities.

Compliance with Applicable Laws and Regulations

The Camp has a long and proud tradition of ethical business behavior. To maintain this tradition, employees are expected to conduct their job duties and business affairs in full compliance with applicable laws and regulations. The Camp strongly encourages employees to talk to supervisors, managers or other appropriate personnel when in doubt about the best course of action in a particular situation. Employees should report violations of business or work-related laws, rules, regulations or the Camp Ethics policy to any Camp supervisor or the Executive Director. The Camp strictly prohibits retaliation for the making of any such reports.

Participation in Law Enforcement Actions

The Camp will not take any adverse action against an employee in retaliation for providing to a law enforcement officer or law enforcement agency any truthful information relating to the commission or possible commission of a federal or state offense.

General Camp Guidelines

Maintenance

All facilities and equipment owned or leased by Camp Manito-wish are in quality working order unless notified otherwise. In case of facility or equipment wear, breakdown, failure or malfunction the immediate supervisor of that equipment shall be notified and/or a maintenance request form and/or near-miss/accident report form shall be filled out as needed within 24 hours notice.

Cleaning Supplies

Cleaning supplies for all Camp facilities are located in the Salt Mine, in the lower level of Nash Lodge. The Manito-wish Leadership Center, Leadership Lodge, Schwartz Lodge and Smith Leadership Village all have their own cleaning supplies.

If cleaning supplies are low or depleted, employees should complete a Maintenance Request Form or contact the Maintenance Department.

Personal Use of Camp Facilities and Equipment

Employees may use Camp resources during off-duty and free-time hours, provided that:

- Campers and program participants have first rights over use of all equipment and facilities.
- The individual staff member is currently qualified to use the particular program resources (e.g., waterfront, climbing wall).
- The individual staff member has permission from the facility/equipment supervisor prior to using it. This includes ALL facilities and equipment, including equipment repair tools, any recreational equipment and any electronic equipment that is Camp property.
- All safety procedures for facilities and equipment have to be met at all times (see appropriate Program Director for details).
- When using the waterfront for swimming, boating or any other purpose, certified guards must be present and the procedures must specify when guards must be out of the water.

Staff shall not willfully alter, mutilate, abuse or waste property, equipment or supplies belonging to Camp or located on Camp property. If, in the course of normal business use, an employee notices that any equipment, machine, tool, or vehicle appears to be damaged, defective or in need of repair, he/she should notify the supervisor or maintenance department in writing as soon as possible.

Laundry

During the summer season (June - August) every camper and staff member has at least 2 opportunities to bring laundry in each week. The following must be followed to ensure efficient operation of the laundry:

- Campers should clearly mark all clothes, place them in cabin laundry bags and take them to the laundry.
- Staff assigned to cabins should help campers get their clothing to the Laundry once a week and combine with weekly sweeps of the “Lost Pine” and the laundry’s lost and found items.

Washers and dryers are available for staff use in the utility room of Schwartz Lodge.

Mail

U.S. Mail services are available to all staff from May through September. Letters can be mailed by using the mail box on the Program Office Deck, and mail can generally be picked up in the Program Office Mail room after 11:30 a.m.

Trading Post

While employed by Camp, staff members may purchase items such as clothing, postcards, stamps, pens, stationery, personal care items, etc. from the Trading Post at a 25% discount (canoe paddles can be purchased from the Trips Department). These items will be charged to the employee’s account and must be paid no later than the end of each session or upon termination of employment. Payments can be made to the Camp Bank by cash, check, Visa or Master Card.

Personal Property

Manito-wish does not provide liability insurance covering staff personal property, or secure areas for the storage of personal valuables. Staff are strongly discouraged from bringing possessions of great value to Camp.

Appliances

Items such as TVs, phones and other types of electronic sound equipment, electronic games or communication devices are allowed in staff living areas only; they are not allowed in the camper cabin areas. Small, electric grooming devices are acceptable. If music is used in any of the program areas, laundry, offices or kitchen, the volume is expected to remain at a low, non-offensive level. Personal appliances may be used and kept in staff housing and must not interfere with Camp programming.

Musical Instruments

The camp encourages staff members to bring musical instruments, but cannot provide insurance against their loss or damage.

Recreational Equipment

Staff members are welcome to bring equipment such as tennis rackets, fishing gear, mountain bikes and tripping-related equipment to camp, although the Camp cannot provide insurance against loss or damage. All personal equipment and usage must comply with Camp policies and procedures.

All equipment must be stored in the staff's own personal space or their vehicle. At no time may any gear be stored in camp facilities, unless given direct approval from immediate supervisor.

Bicycles

The personal use of bicycles is allowed at Camp; however, employees are responsible for their personal bicycle at all times. Safety protocol must be followed at all times and helmets and closed-toed shoes must be worn while riding. Bicycle racks are provided and must be used at all times, unless the bike is left at the employee's vehicle.

Staff are not allowed to have extra passengers on their bike, nor are they allowed to interfere with programs, campers or program participants. Bikes may only be ridden in designated areas. The Trail Bike program area is not a resource for bike repair.

Aquatic Equipment

Personal equipment may be stored in the employee's living quarters or vehicle as long as it is not obtrusive to campers, program participants or any other party. Personal watercraft can be stored on or in the employee's vehicle, on the south bay boat rack or in a location designated by a Program Director.

Firearms

Staff members are strongly discouraged from bringing personal firearms or archery equipment on the premises. Such equipment, if brought at all, must be stored in a locked location designated by a Program Director.

Pets

Pets are not allowed on the premises (other than service dogs). Individual exceptions must be requested of a Program Director and approved in advance of arrival at Camp. These exceptions, if made, will take into account the community setting and the population being served.

Visitors

The Manito-wish community will be limited to the camper/program participant and staff population, with visitor limitations imposed for reasons of space, cost and safety of the current population, and insurance factors. Camp cannot accommodate visitors (including campers' parents), overnight guests or guests for meals, other than for official camp visitors cleared through a Program Director.

Visitors to Camp will be able to participate in Visitor Sunday meals only on an advance reservation basis, up to capacity (not all Sundays are Visitor Sundays). A small meal fee will be charged to cover the cost of food. Staff members should arrange to see visitors during off-duty hours and limit unexpected visits during on-duty times to short periods only. Insurance

limitations demand that visitors not use camp equipment. Visitors are not allowed to walk in the cabin areas of camp while camper sessions are in progress.

Child Abuse Prevention

Child abuse is harm to a child for which there is no reasonable explanation. It includes non-accidental physical injury, emotional or verbal abuse, neglect, sexual molestation, and purposeful or inadvertent exposure to materials, conduct, or events that are inappropriate for the age and development of the child/children in question. Camp Manito-wish YMCA will not tolerate inappropriate behavior as stated above and will act in accordance with Wisconsin State Law should an incident occur.

While the Camp encourages positive and appropriate relationships with its campers/students, it also suggests that employees and volunteers avoid being alone with a camper. Out-of-camp contact with campers (such as baby-sitting) is discouraged and the Camp will take prompt and immediate action upon receipt of any allegations. Upon hire, the Camp will provide a training session on child abuse that will describe appropriate and inappropriate relationships with campers.

For purposes of implementing this policy, the following definitions will be used:

1. **Child** - Any person under the age of 18.
2. **Child Abuse** - “Abuse” means the following:
 - a. Physical injury inflicted on a child by other than accidental means. This includes, but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm as defined under s.939.22(14) of the Wisconsin State statutes;
 - b. Sexual intercourse or “sexual contact” under s.940.225(5)(a) or s.948.02 of the state statutes;
 - c. Sexual exploitation of children as defined in s.940.203 or s.948.05 of the state statutes;
 - d. Permitting or requiring a child to engage in prostitution as defined in s.944.30 of the state statutes;
 - e. Emotional damage, which means harm to a child’s psychological or intellectual functioning, which is exhibited by severe anxiety, depression, withdrawal or continued aggressive behavior, or a combination of these behaviors, which is caused by the child’s parent, guardian, legal custodian or other person exercising temporary or permanent control of the child and for which the child’s parent, guardian or legal custodian has failed to obtain the treatment necessary to remedy the harm, s.48.981 (1) (cm); or
 - f. Forced viewing of sexual activity as defined in s.940.227 of the state statutes.
3. **Child Neglect** - “Neglect” means failure, refusal or inability on the part of the parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing,

medical or dental care, or shelter so as to seriously endanger the physical health of the child.

The above behaviors are strictly prohibited by the Camp Manito-wish YMCA employees or volunteers and are unlawful under Wisconsin statutes. Additionally, employees must ensure that this behavior is not allowed to occur between campers.

The affectionate touch and warm feelings of security and acceptance that appropriate touching brings is an important factor in helping a child grow into a loving and peaceful adult. Gentle touching, hugging and holding are important and memorable parts of the camp program experience; however, Camp employees and volunteers need to be sensitive to each person's need for personal space - not everyone wants to be hugged. Training sessions will be sponsored for Camp employees and program volunteers on the subject of appropriate touch, inappropriate touch, and child sexual abuse.

Reporting Procedures

An employee or volunteer who either suspects or has good reason to believe that child abuse/neglect involving a member or program participant has occurred shall adhere to the following procedures in sequential order.

1. Orally report the situation immediately to his/her immediate supervisor, the Camp Director, and the Executive Director (or Camp Director if the Executive Director is unavailable), and complete an Incident Report Form (available in the Administration Office).
2. The supervisor shall gather and document all facts to be reported and immediately contact the appropriate Wisconsin Social Service Agency, sheriff or local police department with the following information: name, address, age and phone number of the child; nature and extent of injuries or description of neglect; parent or caretaker's name, address and phone number if different from the child's; and any other information that might help establish the cause of the abuse/neglect. In cases where an employee is directly named in the case, Social Services and the Executive Director will be contacted.
3. The Supervisor receiving the initial report, with the assistance of the Executive Director, is responsible for confirming the facts reported and the condition of the child. This will be done immediately, on the same day the report is received. The Executive Director will then review the incident with the President of the Board of Directors.
4. A decision will be made by the Executive Director and the Board President as to how the child's parents or legal guardian will be notified of the report. A report will always be discussed personally with parents by the Executive Director.
5. In the event the reported incident involves a Camp employee or program volunteer, the Executive Director should, without exception, suspend the person from all activities involving the supervision of children; reassignment to administrative functions may be appropriate. Suspension of employees may be with or without pay until the individual is cleared or allegations are proven.
6. Regardless of where or under what circumstances the alleged incident took place, if an employee is involved, it will be considered job-related and affecting job performance.

7. Reinstatement of an employee or program volunteer will occur only after all allegations have been cleared to the satisfaction of the Executive Director and investigating agency. All employees and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters relating to abuse or suspected abuse only with the Executive Director or the investigating agency. Employees and volunteers may not contact the children or parents involved in an alleged child abuse incident without the permission of the Executive Director.

Outside Employment

Full-time exempt employees may not engage in outside work for personal remuneration without having received prior authorization from the Executive Director.

Employment of Relatives

Individuals related by blood or marriage, or who reside in the same household, may not report to one another or be in a position of authority over one another. Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of employment of one another.

This policy also applies to employees who marry or become part of the same household while employed at the Camp.

Personal Views

Employees are free to express their full liberties as citizens, including the right to express their personal convictions on social, economic, religious and political issues. However, employees must refrain from giving the impression that views expressed and positions taken by them are those of either Camp Manito-wish YMCA or their co-workers.

Expenses

Employees who submit accurate receipts on a timely basis will be reimbursed for expenses according to the following guidelines:

1. Transportation (except to and from work) and telephone calls made on Camp business.
2. The reasonable cost of meals when the employee's attendance is required.
3. Travel expenses, including air fare and hotel, on approved business trips.
4. Employees are encouraged to utilize camp vehicles for Camp business. However, employees who use their personal vehicle on Camp business will be reimbursed for their mileage at an amount not to exceed the current IRS mileage rate.
5. Attendance at conferences, seminars, and conventions, and their associated registration fees, in the event prior approval was received from the Executive Director.
6. Payment of membership dues and related expenses in professional societies, service clubs, or community organizations in cases where the membership in such a professional society or group is deemed by the Executive Director to be advantageous to the Camp's interests.

7. The Camp strongly encourages furthering educational goals. Tuition expenses will be reimbursed (based upon availability of funds) at 100% if:
 - a. The course is job-related,
 - b. The employee provides proof he/she received a grade of “C” or better, and
 - c. Approval was received from the Executive Director *prior* to registering for the class.

The registration fees will be paid by the Camp on a course-by-course basis after the above criteria have been met.

Moving Expenses

Current employees who are required to move because they have accepted an exempt, full-time position within the Camp will receive reasonable reimbursement for moving their family and household furnishings. Reimbursement for other reasonable “settling in” expenses related to the move may be made upon receiving prior approval of the Executive Director, and must be included in the letter of understanding.

Prior to any expenses being incurred, supervisors of newly hired exempt employees are responsible for explaining to those employees the types of relocation expenses that are authorized for reimbursement. Employees moving to the area must submit for approval at least 2 quotes for moving expenses prior to incurring those expenses. These employees are responsible for accurately reporting, documenting, and providing receipts to their supervisor for the authorized relocation expenses within 2 months of their move.

Deposits required to hold the employee’s property until his/her arrival are *not* eligible for reimbursement.

Development and Training

The Camp recognizes the quality of work is directly related to the continuing career-growth and training opportunities for employees. Though it believes that professional development is the primary responsibility of the individual, the Camp recognizes its obligation to employees to provide them with timely and effective training experiences, mutually-based upon the Camp’s goals and the employee’s needs.

Consequently, periodic consultations between employees and their supervisors to identify training and career development needs will be conducted, most likely at the same time as the annual appraisal.

Expenses related to career development and other training opportunities that have been pre-approved by the employee’s supervisor will be paid in full by the Camp.

Service Recognition

Employees will receive an award for completing 5 years of summer service. In addition to distributing awards for 5 years of service, a specially designed staff pin will be given to all employees at a designated time during the summer.

Personal Appearance/Dress Code

Appearance is very important in portraying a favorable image to employees, customers, business clientele and the general public. Employee attire should always be neat, clean and in good repair. Soiled or untidy clothing should not be worn. Shoes must provide safe, secure footing and offer protection against hazards.

Employees who work in an area that requires special protective clothing (e.g., safety shoes or safety glasses) must abide by these requirements.

Inclement Weather/Emergency Closings

In the event the Executive Director or his/her designated representative elects to close the Camp due to inclement weather or an emergency, every attempt will be made to notify employees by telephone. Unless otherwise requested, employees are not expected to work during an emergency closing.

Employees are responsible for notifying their supervisor when they are unable to work due to inclement weather. In the absence of the Camp being 'officially' closed, employees who do not report for work due to inclement weather will be charged one day of vacation or personal leave time.

Generally, those employees living on Camp property will be expected to work during inclement weather.

Speaking to the Media

All inquiries from the media should be referred to the Executive Director. Employees may not speak to the news media, under any circumstances, as an official or unofficial spokesperson of Camp Manito-wish YMCA without receiving prior clearance from the Executive Director. (The Director of Marketing and Communications is exempted from this policy only when speaking to the media regarding the promotion of the Camp and its programs.)

Should an employee receive a request from the media, he/she should respond: "I have no authority to respond to your request. You should refer your question to the Executive Director."

Personal Use of Camp Property

Employees may not directly or indirectly use or allow the use of property, equipment or supplies belonging to the Camp or located on the premises for any purpose other than non-profit business, unless special permission is obtained from the Executive Director. Furthermore, no employee shall willfully alter, mutilate, abuse or waste any property, equipment or supplies belonging to the Camp or located on Camp property.

If, in the course of normal business use, an employee notices that any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair, he/she should notify the supervisor or maintenance department in writing as soon as possible.

Personal Use of Telephones

Employees are discouraged from making an excessive number of personal local phone calls. Any personal long distance calls will be billed to the employee by the finance office each month, and payment must be made upon receipt of the bill.

Personal Use of Photocopier

Employees are discouraged from using the camp's photocopying equipment for personal use. Discretion is to be used for making occasional limited numbers of personal copies.

Personal Use of Letterhead

Employees may not use official stationery and envelopes when it could be construed either as direct solicitation for funds or expressing personal opinions that could be interpreted as a position or statement of the Camp.

Safety

The prevention of accidents and injuries to employees, customers and the general public shall be totally integrated into all aspects of the working environment. Everyone will be held accountable in maintaining a safe and healthy environment and ensuring that all safety rules, regulations, and precautions are adhered to. Each employee must follow the rules and regulations for his/her own safety and for the safety of his/her co-workers. Employees who are injured or become ill as a direct result of their work should immediately contact their supervisor.

The Camp's philosophy about safety is that it is a condition of employment; therefore, employees are required to comply with the safety rules and regulations at all times.

General Safety Rules

It is important that employees comply with all safety rules and practices all the time. They should never allow conditions that may create a safety hazard, and they are obligated to ensure that no action by them endangers themselves or their co-workers or results in the destruction of anything, including equipment and customer property. Personal protective equipment will be provided and should be used when deemed necessary.

Order must be maintained at all times to facilitate safe work operations and for the protection of employees. Work areas must always be neat, orderly and clean. Employees should remain alert and be sensitive to noises around them. Read and obey all signs, labels, danger notices and other warning devices; these should not be removed without proper approval.

Safety is the Employee's Responsibility

Employees should immediately notify their supervisor of any unsafe work conditions or practices. Any violation of the safety rules is considered to be unsatisfactory job performance and will be treated accordingly.

Under no circumstances should an employee risk injury in carrying out his/her assigned work. Employees should ask their supervisor about anything they do not understand and should not take any chances. Employees who notice a co-worker working in an unsafe manner should talk to him/her about it. If the individual continues this unsafe practice, the employee is obligated to inform his/her supervisor – doing so may save a life or prevent a serious accident.

Fire Prevention

Employees should know the location of the fire alarms and fire fighting equipment in their area. “No Smoking” restrictions must be carefully observed.

Employees should ensure that electrical panels, aisles, fire lanes, fire escapes, extinguishers, sprinkler control valves, stairs and exits are not blocked or obstructed. Fire doors should not be blocked or tied open.

Bloodborne Pathogens

The Camp will comply with all OSHA requirements for training employees on Bloodborne Pathogens Standards. In so doing, it will make an exposure determination, prepare an exposure plan, train employees, make available the Hepatitis B vaccine (when necessary), and take other action regarding labeling, waste disposal and follow-up in the event an employee is exposed to blood or other potentially infectious material.

Lifting and Handling Materials

Employees should follow good lifting practices and lift with their legs, not with their back. If the object is too heavy or bulky, the employee should ask for assistance. The stacking of items should be done in a safe manner.

Machinery Operation

Employees must be thoroughly trained in the operation of the machinery for their job. Machinery must be in good working condition at all times. Employees should contact their supervisor if they are concerned with the condition of a piece of equipment.

Equipment should never be operated unless all appropriate guards are in place. The guards and safety devices are for the employee’s protection and should be used as required.

AIDS

On motion and second, it was moved that the Board of Directors of the Camp Manito-wish YMCA adopt the following AIDS policy. It was unanimously approved on April 30, 1988.

Whereas, the disease AIDS represents a major health threat to Americans of all ages; and

Whereas, the YMCA has from its beginning been dedicated to promotion of the good health of its members; and

Whereas, the national YMCA has called upon its member associations to take a proactive stance regarding AIDS education,

The Board of Directors of Camp Manito-wish YMCA endorses this concept and hereby establishes the following policies:

Staff members will have significant formal AIDS education during training week utilizing outside resources as available and appropriate.

Staff will answer camper's questions about AIDS with facts as presented in the training programs.

The Director may arrange ongoing staff or camper educational programs on an individual or group basis as a response to specific concerns or situations.

Any actions necessitated by the identification of a camper or staff member carrying the AIDS virus will be made by the Director, President and chairman of the Risk Management Committee, with legal counsel. Primary concerns would be awareness, education, safety, compassion and confidentiality.

The staff and Risk Management Committee will continually monitor safe practices to limit exposure to all potentially communicable diseases, including AIDS.

Summary

By following these rules, the Camp's safety goals will be achieved and maintained. The safety of each and every employee is the Camp's foremost concern. Employees who have any questions or concerns regarding safety should contact their supervisor.

Security

Maintaining appropriate security in Camp facilities, such as keeping access to certain areas locked, is every employee's responsibility. Employees should familiarize themselves with all relevant security information, which may be obtained from their supervisor. Employees who become aware of a theft or other security problem, or observe anything suspicious (such as people removing items from the building), should immediately notify their supervisor.

It is also important that employees avoid having personal valuables at the workplace and safeguard their personal belongings, as the Camp is not liable for their loss or damage.

Workers' Compensation

Employees are protected by a Workers' Compensation (WC) policy owned by the Camp. WC coverage protects employees against financial loss due to an injury or illness arising out of or in the course of employment, as provided by Wisconsin law. Regardless of the severity, all work-related injuries and/or illnesses must be reported to the employee's supervisor within 24 hours of its occurrence.

The Camp will pay the injured/ill employee full wages for all scheduled work time on the date of the injury. The first 3 days after the work injury/illness are not paid by Workers' Compensation Insurance unless the required time off the job exceeds 7 days. The Camp will pay employees for the time they were regularly scheduled to work during this 3 day period if the absence will not exceed 7 days, as determined by the physician's report at the time of injury.

Return to Work Policy

The Camp is committed to utilizing its resources to provide a safe work environment for all employees. If a work-related injury does occur, the Camp is committed to returning the injured worker to productive employment as soon as possible.

The Camp will make every effort to provide transitional work assignments or project work until an injured employee is able to resume his/her normal duties. All modified work is on a temporary basis and is intended to facilitate a return to the employee's regular work duties when medically feasible. This program will be managed and monitored to ensure the employee reaches his/her end of healing and is able to return to his/her regular work assignment as quickly as possible

The Return to Work Policy will be implemented and monitored in the same manner as any other Camp policy. Refusal to participate in the modified/restricted duties and/or failure to follow the Return to Work Policy may result in Workers' Compensation benefits being limited and/or suspended.

Parking

It is recommended that employees keep their cars locked while in the parking lot. The Camp does not assume responsibility for any damage to or theft of any automobile or personal property left in any automobile in the Camp parking lot.

Tobacco Use

Smoking or the use of tobacco products is prohibited on all Camp property and within its offices, including on-site housing. Storage of tobacco products in personal vehicles is allowed.

Background Checks

Criminal background checks will be conducted on all employees.

Vehicle Use

Whenever possible, Camp vehicles are to be used when driving on Camp-related business. Employees who use their personal vehicle for business reasons must receive prior authorization from their supervisor. Employees must receive approval from the Executive Director before using camp-owned or camp-rented vehicles for personal reasons.

Only Camp Manito-wish employees are allowed to drive Camp-owned or Camp-rented vehicles. No campers or program participants shall be given rides in personal vehicles unless an emergency situation dictates an exception and the director gives permission.

All employees who drive on Camp business must have a valid drivers' license and vehicle liability insurance in the minimum amounts required by law. Vehicles without this coverage are not authorized for Camp use. A copy of the employee's license and his/her most recent insurance statement must be provided to the employee's supervisor before driving on Camp business. Periodic Department of Motor Vehicle printouts may be required as proof of an employee's current driving record.

Any employee who has his/her driver license revoked or suspended must notify his/her supervisor within 24 hours of the revocation/ suspension and immediately discontinue operation of any vehicle on Camp business. Employees who receive a traffic violation/ticket while driving a personal vehicle on Camp business are fully responsible for that expense and must report that infraction to their supervisor within 24 hours of the occurrence.

Driver Safety Rules

- Employees may not operate a vehicle on Camp business when their ability to do so safely has been impaired by illness, fatigue, injury and the like.
- All drivers and passengers **must** wear a seatbelt, even if the vehicle is equipped with air bags.
- All equipment being transported must be firmly secured within the vehicle.

When using a personal vehicle for Camp business, **the employee assumes all liability for the vehicle**. The Camp does not assume any liability for any damage or loss to the employee's vehicle. The employee is wholly responsible for any damage that may occur to his/her personal property/vehicle or any public or private property in the operation of his/her vehicle for Camp business. If an employee receives parking or speeding tickets or any other citation for a driving violation while on Camp business and driving a Camp-owned, Camp-rented or personal vehicle, the individual is responsible for payment of any fines.

Staff members must park their vehicles within designated parking areas and restrict vehicle use to off-duty hours. Staff members loaning vehicles to their fellow staff members must assume all liability for their own vehicle's use; Camp insurance provides no coverage.

Any accident that occurs in the course of an employee's job duties, regardless of how minor, must be reported to the employee's supervisor within 24 hours of the accident.

Personal Cellular Phones

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Camp phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are expected to limit their personal phone calls during work time.

The Camp will not be liable for the loss of personal cellular phones brought into the workplace.

Rules of Conduct

Unacceptable Conduct

Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient work environment. The following, although not exhaustive, lists examples of types of conduct that are not acceptable in the workplace. Because it is impossible to list every conceivable area of unacceptable conduct, these guidelines can be amended by the Camp within its total discretion.

- Drinking alcoholic beverages, being intoxicated while working, or the use or possession of unlawful drugs at the work location or off the work location while on duty.
- Possession of weapons on Camp premises.
- Allowing unauthorized persons (including family or friends) to enter the premises, unless prior authorization has been received by management.
- Insubordination or the refusal to follow the direct order of a supervisor or member of management.
- Falsifying an employment application, employment records or other Camp information.
- Theft or misappropriation of property belonging to the Camp or other employees.
- Any form of dishonesty.
- Falsifying a timesheet.
- Fighting, immoral conduct, threats, intimidation or harassment of customers or employees, or any violation of the Workplace Violence policy.
- Violation of the Internet and E-mail policy.
- Absence for 2 consecutive workdays without proper notification.
- Absenteeism or habitual tardiness.
- Gambling on Camp premises.
- Sleeping while on the job.
- Misuse or unauthorized use of Camp property.
- Engaging in conduct that creates an unsafe, hostile work environment.
- Discourteous treatment of customers or fellow employees, or the use of profanity or threatening language.
- Harassment of any nature.

The Camp reserves the right to add to, modify, or eliminate any rule when circumstances require a change, or at its own discretion. Any discipline of FLSA exempt employees will comply with applicable FLSA rules and regulations.

Personal Conduct

The following statements represent general guidelines for conduct within the Manito-wish tradition for responsible community behavior. The Camp's core values of caring, honesty, respect, and responsibility must be understood and followed to maintain a healthy community.

Appearance

Appearance, speech, actions and personal hygiene reflect directly upon the employee and Camp Manito-wish YMCA and are a primary source of good public relations. Employees can make friends for Manito-wish by their attitudes in approaching their daily duties on the job, as well as during off-duty hours. Courtesy, helpfulness, promptness and a consistent attitude of friendliness on the part of all employees is essential.

Language

Staff members will not use profane or abusive language at any time. Staff members should not welcome, encourage or participate in any such conversations and should not tolerate its use by campers or peers. Appropriate language is required at all Camp programs and functions.

Rights and Privileges of Others

Manito-wish expects each staff member to fully respect the individual and property rights of all members of the Camp's community. Specifically, each staff member should consciously safeguard each camper and program participant's right to an enriching experience. The physical, mental or sexual abuse of any member of the Manito-wish community or the violation of personal privacy shall not be tolerated at any level.

Self-discipline

Staff members shall at all times discipline themselves and their own actions so as to provide campers and program participants with a positive image of what it means to be a mature and responsible member of an ethical community.

Staff Sexual Conduct Policy

Employees are asked to restrict all public displays of affection while participating in a Manito-wish program or function and should keep in mind that displays of affection may cause discomfort and disruption within the Camp's community if they are made with the intention greater than friendship. Employees should restrict their personal relationships to their time off, off of Camp property and away from Camp programs and functions.

Cohabitation

Cohabitation (living together or sharing space in a sexual relationship when not legally married) is not permitted on Camp property. The Camp's respective living (sleeping) areas are for the privacy of employees and their assigned roommates. Visiting friends or staff members are not allowed to reside at Camp unless approved by a Program Director.

Camper Discipline

When campers are behaving in a physically or emotionally destructive manner towards themselves, fellow campers, the staff or any property that is not their own, the following procedures should be adhered to. The Camp's core values of caring, honesty, respect and responsibility should always be a part of the decisions that are made.

- a. The most immediate staff person will encourage amends to be made between camper and camper or camper and staff, and inform the camper's counselor and direct supervisor of the interaction.
- b. Time-outs of a reasonable length - 5, 10 or 15-minutes - may be used as a means of discipline with a camper. When the time-out is completed, incorporate the camper back into activity.
- c. At the staff person's discretion (or the discretion of the appropriate supervisor), a constructive detail may be assigned to the camper.
- d. If these initial interactions are not successful in changing the behavior, the appropriate Sectional assumes responsibility for the situation, followed by the Program Director, Camp Director and Executive Director. Parents may be contacted to assist with the process.
- e. Any stealing, destructive vandalism, use of cigarettes, alcohol or other non-prescribed drugs, or fighting that results in physical damage, will be reported immediately to the Camp Director and/or Executive Director.
- f. Any physical reprimand is inappropriate and must be reported to one of the Directors immediately.
- g. The only acceptable non-positive physical contact with a camper is that which restrains that camper from hurting him/herself or another person.
- h. Corporal punishment is never acceptable and will be dealt with as any other breach of personnel policy.

Youth under the age of 18 who have staff or adult chaperones are entitled to disciplinary action on their own. If they do not have their own staff or adult chaperones, the above procedures should be followed.

Workplace Violence and Prevention

The Camp is committed to preventing workplace violence and maintaining a safe work environment. The Camp has adopted the following policy to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on the Camp premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the Camp premises without prior authorization from management.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence should be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employees,

as well as threats by customers, vendors, solicitors, or other members of the public. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. **If an immediate threat exists or develops, 911 should be called immediately.** When reporting a threat of violence, the employee should be as specific and detailed as possible.

The Camp will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Camp may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment.

Internet and E-mail

The Camp uses the Internet and e-mail in order to conduct business in a quick and efficient manner. Each employee with access to the Internet or e-mail is responsible for seeing that the Internet and e-mail system is used properly and in accordance with the following policy. Questions concerning the policy should be directed to the employee's supervisor, a member of management or a Network Administrator.

- The internet and e-mail system is part of the Camp's business equipment and technology platform and is to be used only for Camp purposes unless otherwise noted. The only circumstances under which the Internet and e-mail systems can be used for other purposes are during meal periods or before or after regular working hours.
- At no time should any subject matter of a sexual nature, or any other nature that would violate the Camp's Anti-Harassment Policy, be viewed.
- Information and messages that are sent or received via e-mail are to be disclosed only to authorized individuals.
- There should be no expectation of personal privacy in any matter created, received or sent using the Camp's computer systems. The Camp, in its discretion, reserves the right to monitor and to access any matter created, received or sent from the Internet or e-mail system at any time and with no prior notice.
- Messages sent during working hours should be sent only with good business reason for doing so. Copies should be forwarded only for good business reasons.
- Each employee is responsible for messages that are sent from his or her accounts. Employees with e-mail passwords should not share their password with anyone other than their supervisor or the Network Administrator. Employee accounts can be accessed at any time for verification that information being created, received or sent via the Internet or e-mail system is being created, received or sent for good business reason, to check that personal e-mail is not being sent during working hours, and to ensure that the information contained within personal messages does not compromise, libel or slander the Camp in any way.

- All e-mail must follow the Camp policy regarding solicitation and distribution.
- No e-mail that constitutes intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation or disability should be created, sent or received at any time. The Camp's policy against harassment applies fully to the Internet and e-mail system.
- The Internet and e-mail system is not a secure, one-way communication tool and information sent over it may be intercepted and read by unauthorized individuals. Employees must take every precaution to protect proprietary and confidential information about the Camp and its clients/customers.
- Employees who become aware of misuse of the Internet or e-mail system should promptly contact their supervisor, a member of management or the Network Administrator.
- E-mail attachments should not be opened unless they have a business purpose and are received from a known source. Attachments should be sent only with good business reasons. Attachments received via personal e-mail may be forwarded only to a personal home e-mail address. Personal or non-business related e-mail should not be forwarded to other internal employees or the employees of another business, organization or person with business relations with the Camp.
- Employees should not copy or distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, downloaded information) through the Internet or e-mail system or by any other means unless they have confirmed in advance from appropriate sources that the Camp has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the Camp, as well as legal action by the copyright owner.

Downloading Software

Employees who want to install software on a Camp computer must contact their supervisor or the Network Administrator and request to have the software installed. Employees are prohibited from installing any software on any Camp computer without receiving prior approval from their supervisor or the Network Administrator.

Resignation/Termination

Exempt employees who wish to leave their employment with the Camp are asked to provide written notice to their supervisor at least 4 weeks prior to their last day of work. Non-exempt employees who wish to leave their employment with the Camp are asked to provide written notice to their supervisor at least 2 weeks prior to their last day of work. All employees are employed "at-will" and either the employee or the Camp can terminate employment at any time, with or without notice.

In the event of termination and proper written notification was submitted, employees who have returned all Camp property will be paid for any accrued but unused Paid Time Off. Employees who fail to provide the requested amount of notice or fail to return all Camp property forfeit the payout of their accrued but unused Paid Time Off. Should an employee have a negative balance in his/her Paid Time Off bank, the amount of Paid Time Off that was taken but not earned will be

deducted from the employee's last paycheck. Paid Time Off may not be used to extend the termination date. Employees who terminate within their first 3 months of employment are not entitled to any Paid Time Off pay.

The employee's final paycheck will be issued on the next regularly scheduled payday.

Leaves of Absence

Family and Medical Leave

What is the Family and Medical Leave Act?

The family and medical leave act was established at the federal and state levels to help balance the needs of families and the demands of the workplace. Eligible employees may take up to 12 weeks of job-protected leave for qualifying family and/or medical situations per calendar year. Upon returning from leave, an employee is entitled to be restored to his/her original position or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment, including duties and responsibilities.

Family and Medical Leave Act governed at the federal level is referred to as “FMLA,” while the Family and Medical Leave Act governed at the state level in Wisconsin is referred to as “WFMLA.” While the purpose of the leaves is similar, there are slightly different eligibility requirements and lengths of leave available between the two plans. Family and medical leave taken under this policy may be covered by federal law, state law or both. Whenever possible, state and federal leaves taken by employees under this policy will run concurrently, provided the eligibility requirements for both have been met. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this policy.

Employees must utilize their accrued vacation time, holidays and sick time during an FMLA absence. Any paid time used will not be available at a later date and will not extend or result in additional family and/or medical leave being available to the employee. If an employee suffers a work-related injury that qualifies as a “serious health condition,” family and medical leave will run concurrently with Workers’ Compensation leave. Family and medical leave will also run concurrently with any disability-related leave if the employee’s condition qualifies as a “serious health condition.”

What are the Eligibility Requirements?

For FMLA purposes, an eligible employee:

- must have completed at least 12 months of service,
- must have worked a minimum of 1,250 hours during the 12-month period prior to the start of the FMLA leave, and
- must be employed at a worksite with 50 or more employees, or
- must be employed with 75 miles of an employer worksite with a total of 50 or more employees.

Employees are considered to be eligible under WFMLA if they have worked for the Company for 52 weeks, with a minimum of 1,000 hours worked during the previous 52 weeks. There is no worksite proviso for WFMLA.

What are the Types and Amounts of Leave Available?

Provided the eligibility requirements have been met, employees are generally allowed up to 12 work weeks of unpaid leave, regardless of the number of events giving rise to leave entitlement during a calendar year, for any one or combination of the reasons listed below.

- **Birth of the eligible employee's child and to care for a newborn child.** Leave must be taken all at once unless previously agreed upon by the Camp. WFMLA allows for 6 weeks of family leave; FMLA allows up to 12 weeks of family leave
- **Placement with the eligible employee of a child for adoption or foster care.** Leave must be taken all at once unless previously agreed upon by the Camp. WFMLA allows for 6 weeks of family leave; FMLA allows up to 12 weeks of family leave.
- **To care for an eligible employee's spouse, child or parent with a serious health condition.** Leave may be taken all at once or on a reduced or intermittent leave schedule. Please refer to the section on Documentation from a Health Care Provider for more details. WFMLA allows for 2 weeks of leave and recognizes parents-in-law as family. FMLA allows for 12 weeks of leave and does not recognize parents-in-law as family.
- **Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job.** Leave may be taken all at once or on a reduced or intermittent leave schedule. Please refer to the section on Documentation from a Health Care Provider for more details. WFMLA allows for 2 weeks of leave; FMLA allows for 12 weeks of leave.

When is Documentation from a Health Care Provider Necessary?

When leave is requested for a "serious health condition," written documentation from a health care provider must be provided. A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care that requires a continuing schedule of treatment by a health care provider. Medical leave may be taken all at once or in smaller increments where medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another position to better accommodate the employee's treatment or care. If an employee takes leave in less than full day increments, the employee will receive reduced compensation that is consistent with the hours the employee actually worked.

If the employee is requesting leave to care for a qualified family member with a "serious health condition," the employee must provide the Camp with written documentation from the family member's health care provider stating the employee is needed to care for the family member. This leave may also be taken on a reduced or intermittent schedule. In that instance, the employee may be temporarily transferred to another position. If the employee takes leave in less than full day increments, the employee will receive reduced compensation that is consistent with the hours the employee actually worked.

Failure to provide the Camp with timely and responsive documentation from a health care provider within 15 days of request may result in denial of leave.

Will the Employee be Required to Provide Additional Documentation?

The Camp may request that an employee provide written documentation from a health care provider chosen and paid for by the Camp. If the original documentation and the second conflict, a third health care provider will be agreed upon and documentation obtained. The opinion of the third health care provider will be binding. The Camp reserves the right to request that an employee re-certify as to the continuation of the serious health condition at various points in time, as permitted by law.

When Should the Employee Notify the Camp of the Need for Leave?

When possible, employees are asked to notify the Camp at least 30 days before the date of the anticipated leave. In an emergency situation, notice must be given as soon as possible, but no later than 48 hours after the occurrence of the reason for leave. Failure to make timely notification of the need for leave may result in the delaying of leave until proper notification is received.

What Happens to the Employee's Benefits While on Leave?

Employees may elect to continue health care coverage while on family or medical leave by submitting the employee portion of the payment to the Camp. Dental and short-term disability coverage can be continued in the same manner. Employees who fail to pay their portion of the premium risk loss of coverage during their leave. The Camp should be notified as soon as possible of an employee's decision as to whether or not they wish to continue these benefits during their leave. Life insurance coverage will remain in force at no cost to the employee throughout the duration of his/her FMLA leave. Employees on family and medical leave will not be eligible for any holiday pay. All paid time off accruals will cease during any leave of absence, regardless of whether it is a paid or unpaid leave.

What Happens When the Employee is Ready to Return from Leave?

At the conclusion of an employee's family or medical leave, he/she will be returned to his/her former position or, if the position has been filled, to equivalent employment with equivalent pay, benefits and other terms and conditions of employment. If the employee wants to return to work prior to the expiration of the leave, the employee must notify his/her supervisor of his/her intent at least 2 business days before returning to work. If the reason for the leave was due to the serious health condition of the employee, the employee must provide the Camp with a release from his/her physician prior to returning to work. If a release is not received, the employee's return to work will be delayed until it is received. Reinstatement of employment is not guaranteed for employees who do not return to work upon the expiration of their family and medical leave.

What if the Employee Fails to Return from Leave?

In the event an employee fails to return to work following a family or medical leave, the employee's last day of employment will be his/her last day of eligibility for FMLA leave. In this situation, the Camp reserves the right to recover from the employee 100% of the health insurance premiums paid on the employee's behalf during his/her FMLA leave.

What if the Employee Fails to Meet the Policy Requirements?

Should an employee fail to meet the requirements of this policy for family or medical leave, his/her leave may be denied or delayed until the requirements are met.

The Camp's Family and Medical Leave Act Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws. This Policy does not repeat every provision of the FMLA's or WFMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law may be found with other employment-related postings.

Employees who have any questions about Family and Medical Leave should contact their supervisor.

Military Leave

These are absences required because an employee is a member of the U.S. Military, National Guard or other defense service and is ordered to active duty or active duty for training. Employees first entering the service also have certain statutory rights to reemployment that are different from the provisions relating to leave. The Camp will comply with all applicable statutes regarding military leave.

The employee's length of leave will be determined by his/her orders and the appropriate statute. During active duty, the employee will not receive any pay from the Camp. The employee may elect to utilize accrued vacation time during the military leave. In that case, the employee will receive full pay for the vacation time, in addition to the military pay.

Time spent on military leave will be considered continuous service if the employee returns to work within the time set by law. The employee may elect to continue group life and medical insurance during the time on military leave; however, full insurance premiums must be paid by the employee on a pre-paid basis or will be deducted from any salary payments from the Camp during the leave. The employee will not be entitled to short-term disability or long-term disability while on active military duty.

Personal Paid Leave of Absence

Employees with at least 90 days of continuous employment may be granted up to 3 days of paid leave per calendar year to take care of personal business of an urgent nature. All personal leaves with pay must be pre-approved by the employee's supervisor and may be taken in only half-day or full-day increments.

Regular Leave of Absence

Regular status full- and part-time employees who wish to take an unpaid leave of absence must submit a written request, for approval by the Executive Director prior to commencement of leave.

Absence from work for a period of 30 days or less is considered "regular" time off and does not qualify as a leave of absence. To ensure comparable treatment for all employees, supervisors should consult with the Executive Director whenever an employee requests additional time off in excess of one week.

Employees who are absent from work more than 30 continuous days and are not covered by sick time, vacation time or Family and Medical Leave may utilize an initial leave of absence of up to

90 days. A request may be submitted to the Executive Director for an unpaid leave of absence in excess of 90 days. The maximum amount of time an employee will be allowed on a leave of absence is one year.

All employee benefits will be cancelled during a non-FMLA leave of absence; however, employees may elect to continue their health and/or dental insurance during their leave of absence through COBRA continuation coverage. The Camp will discontinue its contributions to the Retirement Plan during an employee's leave of absence. Service will be considered continuous as long as the employee returns to the Camp at the end of his/her leave. Unless prior arrangements have been made in writing for an extension of a leave of absence, employees who fail to return to work at the end of their leave will be considered to have **voluntarily resigned** their position with the Camp.

Benefits

The following summary of benefits is intended only to provide a brief description of some of the benefits available to eligible employees. Summary Plan Descriptions, which explain these benefits and the eligibility requirements for these benefit programs in greater detail, are available from the Camp. The Camp reserves the exclusive right to change or terminate any benefits or related policy at any time, in accordance with applicable law.

Benefits Philosophy

Employee benefits represent a significant part of an employee's compensation package. The Camp's benefits program is intended to enhance the work environment and is responsive to the understanding that employees have different needs depending on their age, marital status and dependents.

Descriptive materials regarding the Camp's benefits are provided to employees during their initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the Camp. All benefits provided by the Camp are based upon a November 1st through October 31st fiscal year.

Benefits Eligibility

All full-time, regular employees are eligible to enroll in the benefit plans at the time of their employment. However, full participation may be subject to meeting the plan requirements of specific coverage or by restrictions, detailed in other parts of this manual. Subject to the amount of benefits offered to full-time employees of the Camp, there will be no interruption of benefits for employees in the same classification who have transferred from another YMCA.

For the purpose of determining benefits eligibility (when years of service are the basis for awarding the benefits), continuous full-time employment in any YMCA (local or national) is to be counted. Years of service are counted from the original date of full-time employment and continue to accrue, as long as that employment remains full-time and continuous.

Participation in the YMCA Retirement Plan is a condition of employment for eligible employees. To be eligible to be enrolled in the Retirement Plan, employees must be 21 years old and must have completed 1,000 hours of service during each of any two 12-month periods of time, beginning with their date of hire. Those 2 years do not have to be consecutive, and they may be shared among more than one YMCA in each of the two 12-month periods. Employees will automatically be enrolled in the Plan once they meet the eligibility requirements. Once enrolled, employees are fully vested and entitled to the benefits the Fund provides.

Part-time and/or temporary employees are eligible for only the benefits specifically noted below.

Legally Mandated Benefits

The Camp complies with state and federal provisions regarding employee benefits, such as:

Social Security (FICA)

All employees are required to participate jointly with the Camp in the federal Social Security Program.

Unemployment Compensation

Unemployment insurance was established to provide security for those individuals who find themselves unemployed through no fault of their own. Employees are eligible for Unemployment Compensation in the manner and to the extent provided by the Wisconsin Unemployment Compensation Law. The cost for unemployment compensation is paid by the Camp.

Health and Dental Insurance

The Camp encourages its employees to maintain a healthy lifestyle, which will assist in developing a more productive work force and improving overall health.

Regular status employees regularly scheduled and actively working 30 or more hours per week may elect to enroll in the health insurance plan made available to employees through the Camp. Dental insurance coverage is available to regular status full-time employees and part-time exempt employees. Coverage begins the first of the month following a 30-day waiting period. Employees who initially waive enrollment in the health and/or dental insurance plan but later wish to enroll in the Camp's plan/s must complete an enrollment form and be subject to underwriting.

Under the health insurance plan, the Camp currently pays 90% of the employee only premium for regular status full-time exempt and non-exempt employees and regular status part-time exempt employees, and an additional \$750 towards other coverage (e.g. family, spouse, children). Premiums are deducted from the employee's paycheck on a pre-tax basis. Employees who waive enrollment in the health insurance plan may be eligible for reimbursement of up to \$750 per year towards other health insurance coverage (e.g., health insurance through the employee's spouse).

The Camp pays 100% of the total monthly dental insurance premium for all eligible employees.

A "dependent" is classified as being the employee's legal spouse, child or step-child. Coverage is available for children and step-children younger than age 19 who *are not* full-time students, and for children and step-children younger than 23 who *are* full-time students.

Coverage ends at midnight on the employee's last day of employment or last day of benefits eligibility. Eligible employees and family members may elect to continue their health and/or dental insurance coverage through COBRA continuation coverage. This information will be provided to eligible participants as required by law.

All rights and benefits under the health and dental insurance plans are subject to the provisions of the Summary Plan Descriptions, which may be amended from time to time.

All seasonal staff members are expected to have medical care with hospitalization coverage during inclusive dates of employment. Camp can provide coverage for those not already insured that has a \$150.00 deductible for the first \$2,000.00 of cost associated with a single illness.

COBRA Continuation Coverage

Federal and State law requires eligible employees and/or their family members be offered the opportunity for a temporary extension of eligible benefits in certain cases where coverage would otherwise end. The employee and/or his/her eligible family members are responsible for paying 100% of the monthly premium for COBRA Continuation Coverage.

Paperwork explaining COBRA continuation coverage and how to enroll will be provided to employees and/or their dependents when they have experienced a qualifying event. A qualifying event is described as being: 1) end of employment (other than gross misconduct), 2) reduction in hours of employment, resulting in loss of eligibility, 3) death of the employee, 4) enrollment in Medicare, 5) divorce or legal separation, or 6) loss of dependent child status.

Retiring full-time regular employees who are at least 55 years old and have 5 or more years of continuous service will be able to continue on the Camp's health insurance plan, until the age of 65, by paying the entire premium on a monthly basis.

Long Term Disability

Following a 30-day waiting period, full-time employees who become totally disabled due to an accident or illness may apply for long-term disability insurance. The Camp pays 100% of the premium for this benefit.

Coverage begins after 90 days (13 weeks) of disability and may be offset by other insurance coverage. A summary plan description will be provided to eligible employees. All long-term disability claims are subject to review and approval by the insurance provider.

Camp Holidays

The following is a list of potential Camp closings due to holiday:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

When the Camp is closed, it is up to the employee's supervisor to determine, based upon the needs of the organization whether or not the employee will be allowed to work. Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday.

Paid Time Off

Camp Manito-wish YMCA believes that Paid Time Off ("PTO") is beneficial to the health and welfare of employees and should be taken on an annual basis. Immediate supervisors are responsible for scheduling and documenting PTO for their employees, taking into consideration employee requests and work schedule demands. The ability to meet work requirements, seniority and previous priorities are the deciding factors in honoring PTO requests.

PTO must be taken within the fiscal year (November 1 - October 31).

Employees working in regular full-time and part-time positions are eligible for PTO, which will be awarded on November 1st of each year. PTO is not available to temporary employees. PTO is paid at the employee's current rate of pay and is based upon continuous and regular employment. The amount of continuous service the employee has as of October 31st will determine his/her PTO eligibility for the following year.

While the amount of actual PTO granted to an employee is based on length of employment, PTO is earned in the same year as it is taken for regular full-time exempt and non-exempt employees, and regular part-time exempt employees. Upon completion of one year of continuous service, regular part-time non-exempt employees earn PTO by working 1,560 hours in the previous fiscal year.

PTO cannot be utilized in increments of less than 2 hours. Compensation is not granted in lieu of PTO, nor is compensation paid for unused PTO not taken during the fiscal year. Employees who provide appropriate notice of resignation of employment and who have returned all Camp property will be paid for ½ of any accrued but unused PTO available as of the employee's last day of employment with the Camp.

PTO may be scheduled by the supervisor or the employee after the employee has provided notice of resignation. In the event of an employee death, ½ of all earned and unused PTO will be paid to the employee's spouse or estate.

PTO is based upon regularly scheduled work hours. A PTO day equals the same paid hours as a work day. Computation of pro-rated PTO is based upon the number of PTO hours owed times the employee's hourly rate of pay.

PTO Accrual for Non-exempt Employees (during first year of employment)		
Non-exempt Employees	Full-time	Part-time
Year of Hire	Remaining Holidays	---

PTO Accrual for Non-exempt Employees as of October 31st (following completion of first fiscal year of service)		
Less than 1 year of service	16 days ¹	---
1-5 years of service	21 days	5 days ²
6-10 years of service	26 days	10 days ²
11-15 years of service	28 days	12 days ²
16+ years of service	31 days	15 days ²

¹Following 6 months of continuous service.

²PTO eligibility for part-time employees is determined by *working* 1,560 hours in the previous fiscal year. Hours worked do not include PTO hours. Part-time employees must complete one continuous full year of employment as of October 31st to earn PTO for the following year.

Example – A regular full-time, non-exempt employee hired on August 8, 2006 is eligible for 1 day of PTO (Labor Day) in FY 2006, but is eligible for 16 day of PTO in FY 2007.

PTO Accrual for Exempt Employees (during first year of employment)		
Exempt Employees	Full-time	Part-time
Year of Hire	Remaining Holidays	Remaining Holidays

PTO Accrual for Exempt Employees as of October 31st (following completion of first fiscal year of service)		
Less than 1 year of service	16 days ¹	13 days ¹
1-2 years of service	21 days	16 days
3-5 years of service	26 days	21 days
6-10 years of service	31 days	26 days
11-15 years of service	33 days	28 days
16+ years of service	36 days	31 days

¹Following 6 months of continuous service.

²PTO eligibility for part-time employees is determined by *working* 1,560 hours in the previous fiscal year. Hours worked do not include PTO hours. Part-time employees must complete one continuous full year of employment as of October 31st to earn PTO for the following year.

When an employee transfers from another YMCA, employment will be considered continuous if there is no break in service. Vacation eligibility will be based upon the original date of continuous service with the YMCA and will be prorated for the first fiscal year based upon the employee’s effective date of hire with Camp Manito-wish YMCA.

Sick Time

Sick time is available to regular status full-time exempt and non-exempt employees, and regular status part-time exempt employees. The amount of sick time available to an employee is based upon the employee’s most recent date of hire and is calculated on a fiscal year basis. Hence, an employee’s years of continuous service as of October 31st of each year will determine his/her sick time eligibility for the following year.

Sick time may be used only for the employee’s illness, and/or doctor and dental appointments for the employee. The sick time benefit should not be viewed as a holiday or vacation to which the employee is entitled, regardless of whether or not he/she needs it. Sick time can be carried over, up to a maximum of 30 days.

The Camp reserves the right to request a note from an employee’s physician to establish reason/s for the employee’s absence. The Camp may also require employees to submit a release from a licensed physician prior to returning to work after they have been absent for at least 3 consecutive days, or for each absence when all available paid time off (vacation, sick or otherwise) has been exhausted.

Employees wishing to utilize paid sick time in conjunction with an unpaid leave of absence must utilize all of their paid time off prior to commencing an unpaid leave of absence. Sick pay will be coordinated with long-term disability benefits, if necessary.

Sick Time Accrual for Non-exempt Employees (during first year of employment)		
Non-exempt Employees	Full-time	Part-time
If hired between November 1 st – April 30 th	3 days	---
If hired between May 1 st – October 31 st	---	---

(following completion of first fiscal year of service)		
Less than 1 year of service	5 days ¹	---
1+ years of service	10 days	---

¹Following 6 months of continuous service.

Sick Time Accrual for Exempt Employees (during first year of employment)		
Non-exempt Employees	Full-time	Part-time
If hired between November 1 st – April 30 th	3 days	---
If hired between May 1 st – October 31 st	---	---

(following completion of first fiscal year of service)		
Less than 1 year of service	5 days ¹	3 days ¹
1+ years of service	10 days	8 days

¹Following 6 months of continuous service.

Sick time will be paid based upon the number of hours the employee is regularly scheduled to work.

When an employee transfers from another YMCA, employment will be considered continuous if there is no break in service. Eligibility for sick time will be based upon the original date of continuous service with the YMCA and will be prorated for the first fiscal year of employment, based upon the employee’s date of hire with the Camp Manito-wish YMCA.

Seasonal employees are eligible to receive four paid sick days each season. Sick leave may not be carried over from one season to another.

Time off – Seasonal Staff

Manito-wish recognizes that time-off must be provided for each staff member if they are to create a fruitful experience for all members of the community. Therefore, Manito-wish will strive to see that each seasonal staff member receives a total of 2 non-consecutive hours off each day. Additionally, seasonal staff members will be off at least 24 hours every 2 weeks, in blocks of not less than 12 consecutive hours. Staff are expected to be in Camp at all times, with the exception of authorized time off.

Days off will begin at 5:30 p.m. and end at 5:30 p.m. the following day. Nights off will begin at 5:30 p.m. and end at 12:30 a.m.

Exceptions to this policy will be dictated by job obligations (such as trail) and program type. Schedules for on-duty nights will be posted in the program office. All Camp absences must be approved by the appropriate supervisor, regardless of the reason for the absence.

- a. **Periods Off-Duty:** All staff members will be considered “on-duty,” except during authorized off-duty hours. All absences from Camp must be authorized by the appropriate supervisor, and proper sign-out/in procedure must be followed.
- b. **Counselors Den:** All staff members may use the counselors’ den during time off or-free time. Off-duty counselors may use the den’s overnight sleeping facilities.

Bereavement Leave

Full-time exempt and non-exempt employees may be granted up to 5 days of paid bereavement leave due to the death of an immediate family member. The Executive Director will take into consideration a number of factors when determining the amount of time off the employee will be allowed to take including, but not limited to, the need for out-of-town travel and responsibility for handling funeral arrangements. The term “immediate family member” includes the employee’s spouse, child/step-child, parent/step-parent, sibling and step-sibling.

The Executive Director may allow eligible employees to take up to 2 days of paid bereavement leave due to the death of the employee’s son- or daughter-in-law, mother- or father-in-law, sister- or brother-in-law, grandparent, aunt and uncle.

Paid bereavement leave due to the death of the employee’s significant other, close personal friend, or relative not named in the family list will be decided by the Executive Director on a case-by-case basis.

At the supervisors discretion, seasonal employees may be granted up to 3 days of paid emergency leave per season due to the death or illness of a family member, or urgent personal business.

Jury Duty

Employees called for jury duty will be granted up to 5 days of paid time off at their regular rate of pay. Employees may retain any compensation received from the government. Employees are expected to return to work on days in which they are excused from jury duty prior to the end of their normal work day.

Jury duty pay is subject to the normal federal, state and other payroll taxes. Employees must immediately notify their supervisor upon receipt of notification for jury duty service so appropriate staffing arrangements can be made. Employees must provide proof of jury duty in order to be paid for that time.

Retirement Plan

Eligible employees may elect to participate in the YMCA Retirement Fund. The Retirement Fund is a defined contribution pension plan that provides retirement, disability and death benefits. A description of the eligibility rules and benefits is provided in the Fund's Summary Plan Description. Administrative information is provided in the Fund's Administrative Manual. The terms and conditions of the Plan control in every case.

Participation in the YMCA Retirement Plan is a condition of employment for eligible employees. To be eligible to be enrolled in the Retirement Plan, employees must be 21 years old and must have completed 1,000 hours of service during each of any two 12-month periods of time, beginning with their date of hire. Those 2 years do not have to be consecutive, and they may be shared among more than one YMCA in each of the two 12-month periods. Employees will automatically be enrolled in the Plan once they meet the eligibility requirements. Once enrolled, employees are fully vested and entitled to the benefits the Fund provides.

The Camp currently contributes 12% of an eligible employee's salary to the retirement plan on a monthly basis, pursuant to the terms of the Special Agreement with the YMCA Retirement Plan. Participants may make additional after-tax or tax-deferred contributions to the Fund via payroll deduction, to provide increased benefits at retirement.

No contribution will be made for participants on a leave of absence if the employee will not be compensated during the leave. Otherwise, contributions are required and will be calculated based upon the employee's gross earnings. Participants who terminate their employment with the Camp and are re-hired by the YMCA within 12 months can resume participation in the Fund. These employees' contributions will continue to vest throughout that 12 month period of time.

The Camp reserves the right to amend its participation in the Fund at any time within the terms and conditions of the Plan. The Fund may also amend the Plan at any time. Complete information regarding the YMCA Retirement Fund is available from the Finance Office or designated employee.

Program Participation and Fees

Regular full-time and part-time exempt employees and their dependent family members are eligible to participate in Summer Camp with no program fee, and they may participate in Outpost, Leadership Camp, and facility usage at ½-off the program fee. These discounts do not pertain to participation in adult trips or alumni events.

Regular full-time exempt and non-exempt and part-time exempt employees of other YMCAs may take advantage of a 50% discount for Summer Camp programs, and a 25% discount on Outpost trips and Leadership Camp. These discounts do not pertain to participation in adult trips or alumni events.

Part-time, non-exempt employees of Camp Manito-wish and other YMCAs will receive a 20% discount off of Summer Camp program fees, Outpost trips and Leadership camp. These discounts do not pertain to participation in adult trips or alumni events.

Acknowledgement Form A

I understand and acknowledge that this Employee Handbook provides guidelines and information but that this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that my employment and compensation can be terminated at the option of either the Camp or me, at any time and for any reason. I understand that this Handbook and the Acknowledgement Form do not vary or modify the at-will employment relationship between the Camp and me.

I further understand that the employment policies and practices of the Camp are subject to modification, revocation, suspension, termination or change by the Camp at any time with or without notice. Furthermore, such policies and practices contained in this Handbook do not constitute a contract between the Camp and me. I understand that the Camp will apply such policies and practices to particular situations as it deems to be in the best interest of the Camp.

Without limiting the foregoing representations, I certify that I have reviewed, understand and acknowledge the policies of the Camp and their applicability to my employment with the Camp, including the following:

- | | | |
|--------------------------------|-------|-----------|
| 1. Employment at Will | _____ | (Initial) |
| 2. Sexual/Workplace Harassment | _____ | (Initial) |
| 3. Confidentiality | _____ | (Initial) |
| 4. Internet & E-mail | _____ | (Initial) |
| 5. Child Abuse Prevention | _____ | (Initial) |
| 6. Code of Conduct | _____ | (Initial) |

This copy of the Acknowledgement Form should remain in the Employee Handbook.

Acknowledgement Form B

I understand and acknowledge that this Employee Handbook provides guidelines and information but that this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that my employment and compensation can be terminated at the option of either the Camp or me, at any time and for any reason. I understand that this Handbook and the Acknowledgement Form do not vary or modify the at-will employment relationship between the Camp and me.

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|--------------------------------|-------|-----------|
| 1. Employment at Will | _____ | (Initial) |
| 2. Sexual/Workplace Harassment | _____ | (Initial) |
| 3. Confidentiality | _____ | (Initial) |
| 4. Internet & E-mail | _____ | (Initial) |
| 5. Child Abuse Prevention | _____ | (Initial) |
| 6. Code of Conduct | _____ | (Initial) |

Employee Name (please print)

Employee Signature

Date

After you have read, initialed and signed this page, please detach this page from the handbook and return it to your supervisor.