



BOYS & GIRLS CLUBS
of the ANTELOPE VALLEY

Through these doors Lives are transformed!



EMPLOYEE HANDBOOK

&

TRAINING MANUAL

2026

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WELCOME

Dear Team Member,

With immense pride and excitement, we extend a warm welcome to you, the newest member of the Antelope Valley Boys & Girls Club family! Your decision to join us signifies not just a career choice but a commitment to being a positive force in the lives of young individuals, and for that, we are truly grateful.

At the core of our impact lies the remarkable strength of our numbers: over 5,000 registered members, 37 locations spanning the Antelope Valley, Mojave and Cal City and a team of more than 500 dedicated employees and volunteers. Together, we are a collective force, working passionately to shape the future of our community through outcome-based youth programs.

Founded in 1991, Boys & Girls Clubs of the Antelope Valley is not merely an organization; it's a beacon of hope and opportunity. As one of the Antelope Valley's largest youth-serving agencies, we take pride in providing a safe haven for learning and growth. Here, we forge ongoing relationships with caring, adult professionals who serve as mentors, providing life-enhancing programs and character development experiences that leave an enduring impact.

Our goal is simple but profound: to offer hope and opportunity to every young person who walks through our doors. We believe in creating an environment where dreams are nurtured, where potential is unlocked, and where futures are shaped. Together, we are not just an organization; we are a movement dedicated to making a tangible difference in the lives of those we serve.

As a member of the AVBGC family, you play a pivotal role in this transformative journey. Your contribution adds to the collective strength that propels us forward. We take pride in offering free and low-cost programs, ensuring accessibility for all and embodying the spirit of community and inclusion.

Your decision to be part of our family is not just a career move; it's a choice to be part of something bigger than yourself. We welcome you as we continue to inspire, uplift, and empower the incredible young minds that make up the heart and soul of the Antelope Valley Boys & Girls Club.

Once again, welcome to the heartbeat of impact. We are honored to have you with us.

In Service to Youth,



Jay Duke
Chief Professional Officer
Antelope Valley Boys & Girls Club

ABOUT US

Mission Statement

To enable all youth, especially those who need us the most, to reach their full potential as productive, caring and responsible citizens.

Commitment to Inclusion

We believe every kid has what it takes. The mission and core beliefs of Boys & Girls Clubs fuel our commitment to promoting safe, positive and inclusive environments for all. Antelope Valley Boys & Girls Club supports all youth and teens- of every race, ethnicity, gender, gender expression, sexual orientation, socio-economic status and religion- in reaching their full potential.

About this Handbook

This Employee Handbook is expressly intended for the use of the employees of the Antelope Valley Boys & Girls Club (hereinafter referred to as “AVBGC” or “Club”). **It is designed to serve as a guide for employees and does not create a contract of employment.**

This Employee Handbook sets forth basic policies and guidelines for employee conduct and contains important summary information regarding employee benefits. **It is not intended to be, nor should it be interpreted as, a comprehensive or exhaustive list of all Club policies, procedures, rules, duties, or expectations. Employees may be subject to additional policies, procedures, training requirements, or directives communicated through program manuals, site-specific procedures, supervisory instructions, or other official communications.**

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

In all cases of interpretation of this Handbook, Management decisions are final. AVBGC may modify any part of this Employee Handbook at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Club handbooks or employee personnel policy manuals.

All Club employees are expected to follow the policies, procedures, and standards of conduct outlined in this handbook, as well as any other applicable Club policies or directives. Any violation of Club policy, practice, procedure, or expectation will subject an employee to corrective or disciplinary action, up to and including termination of employment.

If you have specific questions regarding the benefits plans described herein, please refer to the plan documents or summary plan descriptions, or contact Mina Ontiveros. If you have specific questions regarding the contents of this Handbook, please contact **Human Resources at hr@avbgc.org.**

Reporting safety, harassment, or legal concerns does not require adherence to the standard chain of command.

Antelope Valley Boys & Girls Club Organizational Chart

BGCA NATIONAL								
⇅								
Board Of Directors, and/or Chief Professional Officer Must Approve, And Be Aware Of, Any Communication From Local Level To National Level.								
BOARD OF DIRECTORS								
⇅								
Any Communication To The Board Of Directors Is To Go Through The Chief Professional Officer								
CHIEF PROFESSIONAL OFFICER - JAY DUKE								
⇅								
Any communication to the CPO is to go through the Executive Director's								
EXECUTIVE DIRECTORS (ED) - STACEY MANSON/SALLY ALTOBELLI								
The Executive Director is the ONLY person(s) who will approve of any communication between District level staff and Program Directors/Coordinators. Communication made without the ED's knowledge or approval may be subject to disciplinary action up to and including termination.								
DIRECTOR OF OPERATIONS (DOO) – Armando Villalobos								
Regional Directors should communicate with the DOO when dealing with issues and situations that may arise with these locations.								
REGIONAL DIRECTORS (RDs) – Regional Directors are the conduit between the Club's anchor sites and the surrounding school based locations. Program Directors should communicate with the RD's when dealing with issues and situations that may arise within their locations.								
Regional Director: Cherisse Sanders, WUSD			Regional Director: Jacqueline Villasueca, LancSD			Regional Director: David Pedraza, PSD		
SCHOOL PERSONNEL								
⇅								
PROGRAM DIRECTORS								
Program Director: Jesse Silvera, MUSD	Program Director: Lorenzo Williams, LSD	Program Director: Efren Pineda, LSD	Program Director: Sandra Lopez, LSD	Program Director: Cecilia Ramirez, LSD	Program Director: Carmen Morales, PSD	Program Director: Steven Reyes, PSD	Program Director: Paula Cruz, PSD	Program Director: Melissa Camacho, PSD
Program Director: Hector Cortes, WUSD	Program Director: Austina Burns, WUSD	Program Director: Romina Rojas, WUSD	Program Director: Shakayde Carroll, WUSD	Program Director: David Olson, WUSD	Program Director: JaQuay Bangs, TTC	Program Director: JaQuay Bangs, Main		
Information is given to Program Directors by the Executive Director and then given back to Site Coordinators and Program Support Staff. Each area, as noted, is covered by one or the other. When you need to contact your assigned Supervisor and they are not available (landline, email or cell phone), then call the other listed Program Director – We all work as a team. Program Directors are the ONLY ones to communicate with School personnel unless otherwise instructed. For issues or concerns that cannot be addressed with the Program Director, the DOO Executive Director will be available to Club staff.								
⇅			⇅			⇅		
SITE COORDINATORS, LEAD SUPPORTS, & PROGRAM SUPPORT								
This level communicates with Program Directors on EVERY issue related to work. Each site's 'team' works together to seamlessly incorporate the programmatic elements required for the after-school program, including the completion and submission of any requested paperwork. It is expected that each person helps the other. There is no 'one' person that is to do all the work... from cleaning to implementing programs... all are equally responsible for expectations being met and goals achieved. However, Site Coordinators are responsible for giving guidance and direction to Program Support Staff.								

Boys & Girls Clubs of the Antelope Valley Site & Contact Directory

Whitney Mac Center

45404 N. Division, Lancaster CA 93535
Club (661) 951-1400 | Fax (661) 951-1322
Regional Director: David Pedraza
Director: JaQuay Bangs | (661) 744-6360

Anaverde Hills WUSD – 2902 Greenbrier St., Palmdale
Cell (661) 317-7329 | Regional Director: Cherisse Sanders
Director: Shakayde “KD” Carroll

Cottonwood WUSD – 2740 West Ave P-8, Palmdale
Cell (661) 202-4013 | Regional Director: Cherisse Sanders
Director: Shakayde “KD” Carroll

Del Sur WUSD – 9023 West Ave H, Lancaster
Cell (661) 317-7332 | Regional Director: Cherisse Sanders
Director: Hector Cortes

Esperanza WUSD – 40521 35th St. West, Palmdale
Cell (661) 202-4603 | Regional Director: Cherisse Sanders
Director: Shakayde “KD” Carroll

Gregg Anderson WUSD – 5151 West Ave N-8, Palmdale
Cell (661) 247-9431 | Regional Director: Cherisse Sanders
Director: Romina Rojas

Hillview WUSD – 40525 Peonza Ln, Palmdale
Cell (661) 416-5257 | Regional Director: Cherisse Sanders
Director: Austina Burns

Joe Walker WUSD – 5632 West Ave L-8, Quartz Hill
Cell (661) 220-8170 | Regional Director: Cherisse Sanders
Director: Austina Burns

Leona Valley – 9063 W Leona Ave, Leona Valley
Cell (661) 974-0036 | Regional Director: Cherisse Sanders
Director: Shakayde “KD” Carroll

Quartz Hill WUSD – 41820 50th St West, Quartz Hill
Cell (661) 916-6123 | Regional Director: Cherisse Sanders
Director: Hector Cortes

Rancho Vista WUSD – 40641 Peonza Lane, Palmdale
Cell (661) 208-5564 | Regional Director: Cherisse Sanders
Director: Romina Rojas

Sundown WUSD – 6151 W Ave J-8, Lancaster
Cell (661) 974-4357 | Regional Director: Cherisse Sanders
Director: David Olson

Valley View WUSD – 3310 W Ave L-8, Lancaster
Cell (661) 825-7843 | Regional Director: Cherisse Sanders
Director: David Olson

Teen Tech Center

727 Lancaster Blvd, Lancaster CA 93534
Cell (661) 201-1977 | Regional Director: David Pedraza
Director: JaQuay Bangs | (661) 744-6360

Sierra LancSD – 747 W Ave J12, Lancaster
Cell (661) 612-5248 | Regional Director: Jacqueline Villaescusa
Director: Efren Ledesma

Sunnydale LancSD – 1233 W Ave J8, Lancaster
Cell (661) 922-0717 | Regional Director: Jacqueline Villaescusa
Director: Lorenzo Williams

Chaparral PSD – 37550 50th St East Palmdale
Cell (661) 655-2770 | Regional Director: David Pedraza
Director: Steven Reyes

Cimarron PSD – 36940 45th St East, Palmdale
Cell (661) 208-1462 | Regional Director: David Pedraza
Director: Steven Reyes

Desert Rose PSD – 37730 27th St. East, Palmdale
Cell (661) 236-9478 | Regional Director: David Pedraza
Director: [Melissa Camacho](#)

Dos Caminos PSD – 39175 Palm Tree Way Palmdale
Cell (661) 317-1886 | Regional Director: David Pedraza
Director: Carmen Morales

Golden Poppy PSD – 37802 Rockie Ln, Palmdale
Cell (661) 208-1493 | Regional Director: David Pedraza
Director: Steven Reyes

Joshua Hills PSD – 3030 Fairfield, Palmdale
Cell (661) 361-0959 | Regional Director: David Pedraza
Director: Paula Cruz

Palm Tree PSD – 326 East Ave. R, Palmdale
Cell (661) 317-7336 | Regional Director: David Pedraza
Director: [Melissa Camacho](#)

Quail Valley PSD – 37236 58th St E, Palmdale
Cell (661) 208-1916 | Regional Director: David Pedraza
Director: Paula Cruz

Summerwind PSD – 39360 Summerwind Dr, Palmdale
Cell (661) 317-7338 | Regional Director: David Pedraza
Director: Carmen Morales

Tamarisk PSD – 1843 East Ave. Q-5 Palmdale,
Cell (661) 361-0438 | Regional Director: David Pedraza
Director: Paula Cruz

Desert View LancSD – 1555 W Ave H10, Lancaster
Cell (661) 436-6640 | Regional Director: Jacqueline Villaescusa
Director: Lorenzo Williams

Jack Northrop LancSD – 835 E Ave K4, Lancaster
Cell (661) 816-0272 | Regional Director: Jacqueline Villaescusa
Director: Cecilia Ramirez

Joshua LancSD – 43926 2nd St East, Lancaster
Cell (661) 974-4978 | Regional Director: Jacqueline Villaescusa
Director: Efren Ledesma

Monte Vista LancSD – 753 E Ave K2, Lancaster
Cell (661) 934-3902 | Regional Director: Jacqueline Villaescusa
Director: Cecilia Ramirez

New Vista Middle LancSD – 1235 W Kettering St, Lancaster
Cell (661) 934-3902 | Regional Director: Jacqueline Villaescusa
Director: Sandra Lopez

Piute Middle LancSD – 425 E Ave H11, Lancaster
Cell (661) 840-2406 | Regional Director: Jacqueline Villaescusa
Director: Sandra Lopez

Yucca PSD - 38440 2nd St East, Palmdale
Cell (661) 208-5220 | Regional Director: David Pedraza
Director: [Melissa Camacho](#)

Cal City Middle MUSD – 9736 Redwood Blvd, California City
Cell (661)674-5363 | Regional Director: Jacqueline Villaescusa
Director: Jesse Silvera

Hacienda MUSD – 19950 Hacienda Blvd, California City
Cell (661) 674-5363 | Regional Director: Jacqueline Villaescusa
Director: Jesse Silvera

Mojave MUSD – 15800 O St, Mojave
Cell (661) 866-3606 | Regional Director: Jacqueline Villaescusa
Director: Jesse Silvera

RPU Elementary MUSD – 9124 Catalpa Ave, California City
Cell (661) 855-1143 | Regional Director: Jacqueline Villaescusa
Director: Jesse Silvera

Administration/Office Staff:

Ana Martinez, Teen Tech Center Coordinator II
(661) 201-1977 | amartinez@avbgc.org

Angelica Ramirez, Teen Tech Center Coordinator I
(661) 201-1977 | aramirez@avbgc.org

JaQuay Bangs, Teen & Community Program Director
(661) 744-6360 | jbangs@avbgc.org

Cherisse Sanders, WUSD Regional Director
(661) 974-0311 | csanders@avbgc.org

Jacqueline Villaescusa, LancSD/MUSD Regional Director
(661) 409-1224 | jvillaescusa@avbgc.org

David Pedraza, PSD/Teen & Community Program Regional Director
(661) 612-2126 | dpedraza@avbgc.org

Carmen Morales, PSD Program Director
(661) 917-1077 | cmorales@avbgc.org

Daizhana Lenard, WUSD Program Specialist
(661) 816-0173 | dlenard@avbgc.org

Steven Cheatam, WUSD Program Specialist
(661) 936-0257 | scheatam@avbgc.org

Estella Martinez, PSD Program Specialist
(661) 934-2251 | emartinez@avbgc.org

Tyler Reed, PSD Program Specialist
(661) 936-0356 | treed@avbgc.org

Erick Aguilar, PSD Program Specialist
(661) 409-1312 | eaguilar@avbgc.org

Employee Name, PSD Program Specialist
(661) 267-2582 | @avbgc.org

Michellae Burton, LancSD Program Specialist
(661) 749-3724 | mburton@avbgc.org

Nichole Roque, LancSD Program Specialist
(661) 936-4489 | nroque@avbgc.org

Paula Cruz, PSD Program Director

(661) 974-1476 | pcruz@avbgc.org

Steven Reyes, PSD Program Director

(661) 874-5207 | sreyes@avbgc.org

Melissa Camacho, PSD Program Director

(661) 503-6836 | mcamacho@avbgc.org

Lorenzo Williams, LancSD Program Director

(661) 655-4949 | lwilliams@avbgc.org

Sandra Lopez, LancSD Program Director

(661) 770-5573 | slopez@avbgc.org

Cecilia Ramirez, LancSD Program Director

(661) 936-2819 | cramirez@avbgc.org

Efren Ledesma, LancSD Program Director

(661) 365-4899 | eledesma@avbgc.org

Jesse Silvera, MUSD Program Director

(661) 776-0531 | jsilvera@avbgc.org

Romina Rojas, WUSD Program Director

(661) 744-6528 | rrojas@avbgc.org

Shakayde “KD” Carroll, WUSD Program Director

(661) 816-0977 | scarroll@avbgc.org

Austina Burns, WUSD Program Director

(661) 234-1456 | aburns@avbgc.org

Emmanuel Bobo, WUSD Program Specialist

(661) 744-7289 | ebobo@avbgc.org

David Olson, WUSD Program Director

(661) 365-7135 | dolson@avbgc.org

Hector Cortes, WUSD Program Director

(661) 936-5179 | hcortes@avbgc.org

Jahriel Caldwell, WUSD Program Specialist

(661) 365-2080 | jcaldwell@avbgc.org

Natalie Hardiman, WUSD Program Specialist

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Fernando Gutierrez, WUSD Program Specialist

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Sofia Gonzalez, MUSD Program Specialist

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Jeannette Williams, Procurement Director

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Jessica Plasencia, Marketing & Data Coordinator

(714) 812-0930 | marketing@avbgc.org

Kimberly Slaughter, Data Specialist

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Lakiesha Alford, Grants Coordinator

(310) 526-1397 | lalford@avbgc.org

Dennis Orantes, HR Specialist

(661) 866-7513 | hrrsupport@avbgc.org

Rochelle Capers, HR Compliance Specialist

(661) 655-8238 | hrcompliance@avbgc.org

Claudia Galindo, Director of Human Resources

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Armando Villalobos, Director of Operations

(661) 208-5320 | avillalobos@avbgc.org

Dominic Parker, Executive Assistant

(661) 816-0978 | dparker@avbgc.org

Sally Altobelli, Co Executive Director

(661) 839-7618 | saltobelli@avbgc.org

Stacey Manson, Co Executive Director

(661) 860-6016 | smanson@avbgc.org

Mina Ontiveros, Chief Financial Officer

(661) 267-2582 x201 | montiveros@avbgc.org

Jay Duke, Chief Executive Officer

(661) 609-7836 | duke@avbgc.org

AV Boys & Girls Club DLC/WMC Office 45404 Division St
661-267-2582 (office) | 661-951-1322 (fax) | www.avbgc.org | kids@avbgc.org
Mailing Address: P.O. Box 10047, Lancaster, CA 93584

EMPLOYEE CLASSIFICATIONS

Employment At-Will

Employment with AVBGC is at-will. This means that both AVBGC and the employees may terminate employment at any time for any reason whatsoever, with or without cause, and with or without notice. Nothing in this employee handbook is intended to create a contract for employment, express or implied, nor a guarantee of continued employment for a specific duration. AVBGC also has the right to promote, demote, transfer, assign or reassign you to different jobs or duties. Although other terms and conditions of your employment may change, this at will employment relationship will remain in effect throughout your employment at the Club. No facts or circumstances arising out of your employment, including acceptance of employment, length of employment or any Club policy, procedure or practice whether written or verbal including wage increases, promotions, performance reviews, representations, oral or implied agreement can alter the at will employment relationship or acquire the Club to have “just cause” to terminate an employee or otherwise restrict the Clubs right to terminate employee at will. No one other than the chief professional officer has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy.

Equal Employment Opportunity

AVBGC is an equal opportunity employer. AVBGC is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, AVBGC does not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, veteran status or other protected status. This policy extends to all terms, conditions and privileges of employment, as well as the use of all Club facilities. No form of unlawful discrimination, including unlawful harassment, will be tolerated.

Employee Civil Rights - Nondiscrimination Required Notices

The AVBGC is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. In accordance with Federal Law and AVBGC Civil Rights Policy, this organization prohibits discrimination and harassment based on an individual’s sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color, national origin, ethnicity and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District. Harassment is intimidation or abusive behavior toward a member or employee that creates a hostile environment and that can result in disciplinary action against the offending Member or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, AVBGC programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in AVBGC programs or activities.

It is the intent of the District that all such policies are read consistently to provide the highest level of

protection from unlawful discrimination in the provision of educational services and opportunities.

For inquiries or complaints related to discrimination or harassment based on a member's sex (Title IX); sexual orientation or gender identity (Title 5, CCR 4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact: Program Directors.

For inquiries or complaints related to employee-to-employee discrimination or harassment, contact:
Claudia Galindo, Director of Human Resources (661) 267-2582
Stacey Manson & Sally Altobelli, Executive Director (661) 267-2582
Offices are located at: 867 West Lancaster Blvd, Lancaster, CA 93534

Categories of Employment

Introductory Period: The first 90 days of employment for new employees of AVBGC is considered an introductory period. The introductory period **includes an initial training/trial phase and** provides a new employee the opportunity to become familiar and acquainted with AVBGC objectives, history and requirements. During this time, a new employee's work hours, skills, and general work performance will be evaluated.

Successful completion of the introductory period does not give rise or equate to an employment contract for any period of time or a guarantee of continued employment. Employees are free to resign their employment at any time, with or without cause, and the Club is free to terminate an employee's assignment at any time, with or without cause. Employment with AVBGC is at-will.

Regular Full-Time: an employee whose regular work schedule averages 30 hours or more and who is not on introductory status.

Regular Part-Time: an employee whose regular work schedule averages less than 30 hours and who is not on introductory status. A regular part-time employee is not eligible for benefits, unless specifically provided for in this Handbook, or defined as being eligible in the specific employee benefit plan description.

Seasonal: All part-time positions with AVBGC are seasonal. Employees are considered terminated at the end of the school year and will be required to re-apply for the following year, unless agreed otherwise, or asked to work the summer session. AVBGC is not obligated to rehire past employees.

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

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

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

Exempt employees (e.g. certain administrative, professional and executive personnel whose positions meet the FLSA definitions and criteria for exempt status) adhere to the salary and overtime provisions as set forth by the FLSA.

Immigration and Employment Eligibility

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

School-Year/Seasonal Employment

Employment with the Club is based on the school calendar (August-June). This means that the Club is closed when the school is closed. This includes--for example--Winter & Spring Breaks as well as CDE recognized holidays and individual school and school district "student free days." No employee is guaranteed the opportunity to work when school is not in session. Additionally, the Club may close at certain school site programs for the entire length of summer. All regular-part time employees are terminated unless otherwise discussed with a supervisor. However, this discussion is not a guarantee and summer employment is based on the availability of work. Employees will only be selected to work through the summer primarily based on their ability to perform the job efficiently at the discretion of Club supervisors. The opportunity to work at the Club during the summer does not promise a set amount of hours or days of work. All Club employees will be expected to re-apply **and then** be re-accepted for a position for each new school year. There is in no way guaranteed re-employment. Employees are not automatically entitled to placement in a comparable open position or any other Club position that is available.

PREHIRE, ONBOARDING, ORIENTATION & TRAINING

Screening Policy

The Antelope Valley Boys and Girls Club is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks, and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS:

The Antelope Valley Boys and Girls Club conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers' including partners and minors, who have direct repetitive contact with minors. Additional screening components, such as motor vehicle record checks, are conducted only when relevant to the duties of the position.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive local criminal search that includes either a statewide or country level criminal search, depending on jurisdiction (*a current list of jurisdictions can be found at www.bgca.net/childsafety*).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry, or credit checks.
 - Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.
- Motor Vehicle Record (DMV) checks are conducted only for employees or volunteers who are authorized or expected to operate a vehicle on behalf of the Club, including transporting members, driving for program activities, or operating vehicles for work-related duties.

For these individuals:

- A DMV record check will be completed prior to authorization to drive on behalf of the Club.
- The Club may conduct continuous monitoring or periodic re-checks of driving records to ensure ongoing compliance with safety and insurance requirements.
- Driving eligibility is contingent upon maintaining an acceptable driving record as defined by Club standards and insurance carrier requirements.
- Individuals whose driving record no longer meets eligibility criteria may have their driving privileges suspended or revoked and may be reassigned or subject to further review.

DMV record reviews will not be conducted for individuals who do not drive on behalf of the Club, and such records will only be accessed and used for legitimate business and safety purposes. For additional details regarding transporting members, please refer to the Transportation Policy.

- All background check findings shall be considered when making employment or volunteer decisions, and Antelope Valley Boys and Girls Club will not employ potential staff or engage potential volunteers if such individual:
 - Refuses to consent to a criminal background check.
 - Makes a false statement in connection with such criminal background check.
 - Is registered, or is required to be registered, on a state or national sex offender registry.
 - Has been convicted of a felony consisting of:
 - Murder
 - Child abuse
 - Domestic violence
 - Abduction of human trafficking
 - A crime involving rape or sexual assault
 - Arson
 - Weapons
 - Physical assault or battery
 - Drug possession, use or distribution in the last five years.
 - Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING:

The Antelope Valley Boys and Girls Club will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

Reference Check Policy

AVBGC is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process, AVBGC will conduct reference checks in accordance with the following policy:

AVBGC will conduct reference checks on any candidate for employment or volunteer with direct, repetitive interaction with young people. We will inquire with any potential candidate for employment or potential volunteer as to previous Boys & Girls Club experience. Should candidates for employment or volunteer service in a role that has direct, repetitive interaction with young people have previous experience with a Boys & Girls Club, confirmation that the candidate is eligible for rehire/volunteering will be obtained from all previous Boys & Girls Clubs the candidate worked at prior to extending an offer for employment or volunteer service.

Our Club will also provide an accurate assessment of a potential candidate's eligibility for rehire/volunteering when asked by other Boys & Girls Clubs. AVBGC will seek an applicant's written authorization to verify any and all information contained in the applicants' application for employment or voluntary service. All reference check findings will be considered when making employment or volunteer decisions. It is the policy of our Boys & Girls Club that an employee or volunteer will be automatically ineligible for employment or volunteer service if such individual: A) Refuses to consent to reference checks; or B) Is found to have given false information during the application process. If after a candidate is hired or appointed to a voluntary position there is any discovery of false information on the application, the employee or volunteer will be subject to immediate dismissal.

Educational Standards

As a youth serving organization, we know how important our role is supporting the educational needs of our youth. All Boys & Girls Club employees will be administered a paraprofessional assessment test to determine their instructional aide/educational qualifications for a position with the Club. As after-school program

providers, we are expected to assist in the educational needs of our youth and employees are expected to be capable of such assistance. Employees who do not pass this test either before or during employment may be asked to re-take the assessment, or deemed unqualified for the position. Allowing the opportunity for a “re-take” is at the discretion of the hiring staff and is not guaranteed. Employees may be asked to re-take this assessment at any time throughout employment, as deemed necessary by administrative staff, or the serving school district.

CPR First Aid Certifications/TB Testing

As stated in the employee job description, new employees are required to have in-person, CPR and First Aid certification, and negative TB (tuberculosis) test results at the time of hire unless alternative arrangements are made with the Director of Human Resources. Existing employees are required to maintain CPR certifications and submit renewals when necessary. This also applies to TB testing.

Staff and Volunteer Onboarding

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

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

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

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

A complete check of an employee’s DMV report may be requested. A negative report that results in a candidate’s inability to qualify with the company’s insurance coverage to drive a company vehicle may disqualify the candidate from employment consideration.

Any violations during an employee’s tenure with the company, that immediately disqualifies the employee from the company’s insurance coverage, may result in that employee’s immediate termination.

Orientation

New or returning employees will be given an introductory orientation and online training within the first two weeks of employment (paid). Please take that time to ask questions and gain clarity on your responsibilities as a Club team member.

Training

Aside from the 90 day ‘introductory period’, there is a two week (10 working days) ‘trial period’. During the first two weeks of employment, staff will be closely trained and evaluated to determine their qualification(s) for

continued employment. During this two-week period, on-site and hands-on training will take place. Employees may be removed within the two week trial period (or after) if expectations are not met.

Employees are urged to access this Handbook as much as needed to understand employee policies and procedures. In an effort to provide as much training as possible all staff will be required to register for and utilize the National Boys & Girls Club website, [BGCA.Net](#), as a tool for professional growth. As an employee of the Antelope Valley Boys & Girls Club, you have the benefit of accessing this website to further your knowledge on BGC Programs and other aspects of youth development. Several training and Club materials are offered through this website and can answer several questions you may have on handling difficult situations or guidance on the implementation of our current programs. The "Spillet Leadership University" provides learning opportunities specifically designed for Boys & GirlsClub staff. This website is for your own professional development and further advancement within the organization. Any **voluntary** trainings taken **on any learning management system** will be on your own time and unpaid unless otherwise assigned/approved by a supervisor. Please send in verification of any completed trainings as we do add those to your personnel file, and reference them during staff evaluations. Additional paid trainings may be assigned throughout the year (both mandatory and optional as determined by Club Administration) and will be given advance notice. **All required or mandatory trainings will be paid in accordance with applicable law.**

ANTI-HARASSMENT, DISCRIMINATION & RETALIATION

Harassment, Discrimination, and Retaliation Prevention Policy

The Antelope Valley Boys & Girls Club is an equal-opportunity employer. We are committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on the following:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned), and sexual orientation;
- National origin;
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and above);
- Sexual orientation;
- Military or veteran status;
- Reproductive health decision-making;
- Use of cannabis/marijuana off the job and away from the workplace; and
- Any other basis protected by federal, state, or local law ordinance or regulation.

AVBGC also prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

In addition, AVBGC also prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy.

Harassment

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

SO THAT YOU KNOW . . .

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

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

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

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

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

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

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

- comments, jokes, or slurs that are demeaning or demoralizing, and directed to one gender over the other.

WHAT TO DO ABOUT HARASSING CONDUCT . . .

An employee who believes he or she and/or another Club employee has been subjected to harassing conduct should immediately contact Human Resources [at hr@avbgc.org](mailto:hr@avbgc.org). A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Complaints will be handled confidentially, to the extent possible. The Human Resource Department has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the Human Resource Department, the Board of Directors will fulfill the investigatory role in this process.¹

Sexual Harassment Policy

It is the policy of AVBGC to maintain a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or Members is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, gender identity, gender expression or sexual orientation, is a violation of State and Federal laws and violation of this policy.

The AVBGC considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending member. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to members enrolled in Kindergarten and grades one through three, inclusive.

Any member or employee of the AVBGC who believe that she or he has been a victim or sexual harassment is urged to bring the problem to the attention of the proper authority (whether in an office or by phone) so that appropriate action may be taken to resolve the problem.

AVBGC prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complaint is further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

The California Education Code Section 212.5 defines sexual harassment as any verbal, visual, or physical conduct of a sexual nature by someone from or in the work or educational setting. Sexual harassment includes, but is not limited to:

- Verbal conduct such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, or spreading rumors about or rating others as to sexual activity or performance.
- Visual conduct such as displays of sexual suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures.
- Physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking or normal movement, assault, or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report or participate in an investigation or proceeding on a claim of sexual harassment.

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Non-Discrimination

AVBGC is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in AVBGC operations. AVBGC prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of the organization, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by the California Fair Pay Act and federal law. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, AVBGC is not obligated to disclose the wages of other employees.

Harassment Prevention

AVBGC's policy prohibiting harassment applies to all persons involved in the operation of the organization. AVBGC prohibits harassment, disrespect, or unprofessional conduct by any employee of the organization, including supervisors, managers, and coworkers. The club's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by a sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Responding to and Reporting Hate-Motivated Incidents and Crimes

AVBGC is committed to providing a safe learning and working environment that is free from discrimination and harassment. Hate-motivated incidents and crimes jeopardize both the safety and well-being of all members and staff.

- "Hate-motivated incident" means an act or attempted act which constitutes an expression of hostility against a person, property, or institution because of the target's real or perceived race, color, national origin, religion, inability, sex, sexual orientation, or gender- identity.

- “Hate-motivated crime” means a “hate-motivated incident” that has been investigated by law enforcement and determined to be criminal in nature and a violation of the law.

Employee shall:

- Support the AVBGC’s efforts to prevent hate-motivated incidents/crimes by learning to recognize the indicators of such actions and effectively taking steps to intervene immediately when such actions occur.
- Understand their individual responsibility to report such situations/incidents to the Program Director and or Site Director.
- Share responsibility for creating an environment where members and staff know that hate-motivated incidents/crimes are not tolerated.
- Encourage anyone alleging that he or she is a target of, or a witness to, a hate motivated incident/crime to report such an incident.
- Cooperate in any investigation of a hate-motivated incident/crime.
- Guard against any actions that could be considered retaliatory against anyone who has made a report or is participating in an investigation of a hate-motivated incident/crime.
- Sexual harassment training will be provided to all new employees. Training will need to be completed within the first 6 months of employment, but may occur sooner. This training will be provided every two years of employment for all Club employees. A separate training will be provided for management employees.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, AVBGC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor and human resources and discuss the need for an accommodation. AVBGC will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee, or unpaid intern who requires accommodation for a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact their supervisor and human resources to discuss the need for accommodation. If the accommodation is reasonable and will not impose an undue hardship, AVBGC will make the accommodation.

To ensure a clear understanding of your accommodation needs and the desired outcome, **all accommodation requests** must be submitted electronically via email or in print to your supervisor or human resources.

AVBGC will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or coworkers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor or to the Director of Operations, Human Resources, or the administration executives as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact your supervisor, the director of operations, or human resources. Please provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

AVBGC encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Director of Operations, Executive Directors, and Human Resources so AVBGC can try to resolve the complaint.

HR Managers, other human resource employees, and any adult employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

When AVBGC receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. AVBGC will reach reasonable conclusions based on the evidence collected.

The Antelope Valley Boys & Girls Club will maintain confidentiality to the best of its ability. However, AVBGC cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If AVBGC determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. AVBGC will also take appropriate action to deter future misconduct.

Any employee determined by AVBGC to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for

the misconduct.

No Retaliation or Reprisals

The Antelope Valley Boys & Girls Club strictly prohibits retaliation against any individual who, in good faith, reports a concern, files a complaint, participates in an investigation, provides information, or otherwise assists in any workplace complaint or review process. Retaliation in any form is a serious violation of Club policy and will not be tolerated.

Retaliation includes, but is not limited to: intimidation, threats, coercion, harassment, discrimination, adverse employment actions, changes in work assignments, reduction of hours, exclusion from meetings or opportunities, negative treatment, or any conduct that would discourage a reasonable person from raising a concern or participating in a process. Retaliation may also include subtle or indirect behaviors, such as sudden or unexplained changes in attitude, communication style, or treatment toward an individual after learning of their complaint or participation in a process. Examples include becoming dismissive, cold, hostile, exclusionary, unusually critical, or otherwise altering interactions in a manner that would reasonably make an individual feel discouraged, uncomfortable, or penalized for raising a concern.

This protection applies regardless of whether the concern involves alleged misconduct by a Club employee, supervisor, volunteer, member, parent, vendor, or any third party connected to Club operations. Individuals are protected from retaliation even if an investigation determines that the reported concern was unsubstantiated, provided the report was made in good faith.

Employees have a responsibility to promptly report any conduct they believe may be retaliatory. Reports may be made to a Program Director, Regional Director, Director of Operations, Human Resources, or any member of leadership without fear of reprisal. The Club will promptly review all reports of suspected retaliation and will take appropriate corrective action when warranted.

Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment, regardless of position or tenure.

Uniform Complaint Procedures

These same uniform complaint procedures may be used to file complaints with the AVBGC or to appeal AVBGC decisions which concern unlawful discrimination under the following federal/state laws: Section 504 of the Rehabilitation Act of 1973 or Title II of the American with Disabilities Act of 1990 (ADA) for the charges of discrimination/harassment based on sex including charges of sexual harassment and Title VI of the Education Amendments of 1964 for charges of discrimination based on race, color or national origin. Section 4900, etc., seq. includes sexual identification, gender identity, ethnic identification and ancestry.

Written complaints may be mailed to:

Rochelle Capers

Human Resources Compliance Specialist

Antelope Valley Boys & Girls Club

P.O. Box 10047, Lancaster, CA 93584

ADMINISTRATIVE & WORKPLACE POLICIES

Personnel Records

It is very important for employees to keep their personnel records up to date. AVBGC directs employees to notify the Director of Human Resources immediately if there is a change in status, including but not limited to the following:

- name and social security number
- home address
- home telephone number
- number of dependents
- beneficiary
- emergency contact
- emergency telephone number
- driver's license status (if applicable)
- additional education

Employees are required to report any situation or incident that may affect their employment with AVBGC or may have an impact on AVBGC image, including but not limited to any criminal charges, whether occurring on or off duty, to the Director of Human Resources, within five (5) days of the event. All personnel records are the property of the Antelope Valley Boys & Girls Club.

Employee Personal Property/Supplies

Employees are discouraged from bringing personal property to work. Your personal property is not covered by the Clubs insurance and the Club accepts no responsibility for its loss, theft or damage. Additionally, the Club does not expect any employee to provide supplies in any form. Employees who choose to purchase or provide any activity, supplies, or “treats” must gain prior approval from their supervisor. Supply requests can be made in advance to your supervisor and approved as necessary. Please submit supply requests at least two weeks in advance to allow time for requests to be approved/filled. It is the intention of the Club to provide our employees with all of the necessary supplies and resources they need to conduct a seamless and high quality program for the youth we serve. **By bringing personal property onto Club premises, employees acknowledge it may be subject to inspection consistent with this policy.**

Search, Theft and Audit Policy

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

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

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

If an employee becomes aware of any theft, misuse or unauthorized removal of Club property, he or she is directed to notify their Program Director immediately. The theft, misuse or unauthorized removal of Club property is cause for immediate discipline, up to and including termination from employment.

Opening Mail

Please be advised that under no circumstances should AVBGC mail be opened by any staff member. Please make sure that the regular mail is distributed to your Supervisor. If you're at the Lancaster Site (Whitney Mac), please make sure to give it to a Supervisor. Any violations of this policy will result in repercussions.

"Non-profits are regulated by high government and accounting expectations, the simple task of mail distribution is included in audits and is something we must take seriously."

Financial Reporting and Transactions

AVBGC employees must comply with prescribed accounting policies and procedures at all times. Staff will do their part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation. Staff will not make false or misleading entries in any books, records or reports, invoices, time-sheets, expense reports or aid others in doing so. Staff will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unlawful, unethical, or inappropriate purpose.

AVBGC Records

AVBGC employees shall not create, in any manner, false, misleading, or artificial documents or entries in AVBGC accounts, time reporting records or other manual or electronic records. Records and related documents must be maintained in accordance with relevant laws and regulations.

Use of AVBGC Facilities

Employees shall not use AVBGC's facilities, equipment, or supplies for other than AVBGC authorized purposes. Employees shall not use or attempt to use their position to secure unwarranted privileges for themselves or others.

Fundraising

Staff may not conduct unauthorized fundraising activities while working on School or Site property or in connection with AVBGC sponsored programs. AVBGC is limited to the number of official fundraising events they may conduct each year and must be conducted only with the full awareness of and approval of the Executive Director(s).

Outside Employment

AVBGC recognizes that employees may choose to engage in employment or business activities outside of their role with the Club. Outside employment is permitted provided it does not interfere with the employee's job performance, availability, work schedule, or create a conflict of interest with AVBGC.

Availability and Scheduling

- Employees are expected to maintain the availability required for their assigned role.

- If outside employment will affect an employee’s availability for scheduled shifts, meetings, trainings, or other job responsibilities, the employee must notify their supervisor as soon as possible.
- Work schedules are based on program needs, staffing requirements, and operational priorities. AVBGC cannot guarantee schedule changes, reduced hours, or flexibility to accommodate outside employment.

If outside employment results in:

- Scheduling conflicts
- Reduced availability that does not meet position requirements
- Attendance or reliability concerns
- Declining job performance

AVBGC may adjust the employee’s schedule, hours, assignment, or position based on operational needs. Employees must continue to meet all performance, attendance, and availability standards.

Conflicts of Interest

- Employees may not use their position, authority, or influence at AVBGC to obtain outside employment, clients, business opportunities, or personal financial gain.
- Employees may not participate in or influence any Club decision involving the interests of an individual or organization with whom they have a current or prospective employment or financial relationship.
- Employees must disclose any outside employment or business activity that could create an actual or potential conflict of interest so the situation can be reviewed and addressed appropriately.
- Employees may not promote or solicit personal services, businesses, or outside opportunities through their role at the Club or during work hours.

Performance Expectations

- Outside employment must not interfere with an employee’s ability to perform their duties safely, effectively, and reliably.
- Failure to maintain required performance, attendance, or availability standards may result in corrective action, up to and including separation from employment.

Workers’ Compensation

AVBGC’s Workers’ Compensation insurance applies only to injuries or illnesses arising out of and in the course of employment with AVBGC. It does not cover injuries or illnesses related to outside employment or business activities.

Membership of Employees’ Children and Family Members

AVBGC welcomes employees’ children and encourages their participation in Club programs. Employees’ children, as well as other family members or children with whom an employee has a close personal relationship (e.g., relatives, guardianship relationships, or children for whom the employee regularly provides care), must meet the same enrollment requirements and expectations as all members.

All children enrolling in the Club must:

- Complete required enrollment forms or online registration
- Meet age requirements (TK–12, unless otherwise specified by program or grant)
- Follow all Club and school site policies
- Adhere to drop-off and pick-up procedures
- Pay applicable registration or program fees
- Follow all behavioral expectations

All members will be held to the same standards regardless of their relationship to an employee.

Site Placement and Supervision - To avoid potential conflicts of interest and minimize distractions, the organization will make reasonable efforts to assign employees to a site other than the one their child or related member attends.

If an employee's child, relative, or closely connected member attends the same site:

- The employee should not be assigned to supervise or work directly with that member's group whenever possible.
- Any behavioral concerns or disciplinary actions must be addressed by another staff member or supervisor.
- Employees must maintain professional boundaries and may not provide special privileges, access, or exceptions.

Club leadership reserves the discretion to adjust staff assignments or schedules if a family or personal relationship creates a conflict of interest, supervision concern, or operational challenge.

Work Hours and Child Care Expectations

Employees who are scheduled to work during Club hours must arrange for appropriate drop-off and pick-up of their children or related members so that their work responsibilities are not interrupted. This includes planning for early dismissals, illness, or disciplinary situations.

Employees are expected to remain fully engaged in their job duties and may not leave their assigned responsibilities to manage their child or related member during their shift unless directed by a supervisor.

Site and District Restrictions

Employees must communicate with their supervisor in advance if requesting to bring their child or related member to a Club site other than their usual location.

For school-based sites, children who do not attend the host school may not be permitted to attend due to school district or grant restrictions.

All members must be properly signed in and out, and attendance records must comply with all grant and program requirements.

Fees and Program Participation

Fee-based programs (such as Club Genius or similar enrichment programs) require advance registration.

As a courtesy, employees may bring their registered children or approved family members to designated *main* Club sites during their scheduled work hours without additional daily fees. Attendance outside of scheduled work hours requires standard enrollment and fee procedures.

Additional accommodations may be considered for special circumstances but require prior supervisor approval.

Personal Relationships & Outside Contact with Members

Staff may not arrange or participate in contact with members outside of Club programs, activities, or work hours unless the interaction is part of an approved Club event or has been authorized by leadership.

Any pre-existing relationship with a member or their family (such as a relative, neighbor, family friend, or family acquaintance) must be disclosed to Club leadership upon hire, upon assignment or placement at a site, or immediately if the relationship becomes known at any time thereafter. Disclosure allows leadership to ensure

appropriate supervision, maintain professional boundaries, and prevent favoritism or the appearance of a conflict of interest.

Staff should not develop personal friendships or social relationships with members or their families outside of the professional Club setting. Creating or engaging in personal relationships may unintentionally blur professional boundaries, create perceptions of favoritism, or result in conflicts of interest.

Staff are strongly discouraged from providing outside services to members or their families, including but not limited to babysitting, tutoring, transportation, coaching, or similar services. These arrangements may create conflicts of interest, the appearance of favoritism, or blurred professional boundaries.

If an employee chooses to engage in outside services with a member or family, the employee must:

- Notify Club leadership in advance
- Clearly inform the parent/guardian that the arrangement is private and not connected to the Club
- Maintain professional boundaries at all times

Professional boundaries must be maintained at all times. Staff should avoid:

- Socializing with members or families outside of Club programs
- Sharing personal contact information
- Connecting on personal social media accounts
- Providing special access, privileges, paid services, gifts, favors, or transportation.

Any personal contact, outside service arrangement, or relationship with a member or family must be disclosed to Club leadership in advance. Such situations are strongly discouraged, as they may create conflicts of interest, perceptions of favoritism, or blurred professional boundaries.

Employees may not solicit or promote personal services, businesses, or outside opportunities through their role at the Club or during work hours.

Club leadership reserves the discretion to adjust staff assignments, schedules, or site placements if an existing or potential personal relationship may interfere with professional responsibilities, create a conflict of interest, or impact the Club environment.

Failure to disclose a pre-existing or developing personal relationship, or failure to maintain appropriate professional boundaries, may result in corrective action, up to and including termination.

For additional information regarding inappropriate boundaries, please refer to the following policies: Interactions with Members, Staff Boundaries & Appropriate Interactions.

For additional information regarding transportation, please refer to the Transportation Policy.

Fraud Risk Monitoring

The Board defines fraud as the intentional unlawful misappropriation of assets rightfully insured to the Antelope Valley Boys & Girls Club. The Board further states that fraud in any form, or the appearance of fraud, is unacceptable to the maintenance of the public trust that is critical to the success of the Club. It is the responsibility of every employee, volunteer, and board member to be vigilant in protecting the integrity of Club assets.

Any suspicion of fraud is to be immediately reported to the President of the Board or the Treasurer of the Board.

All reports of fraud or impropriety shall be immediately escalated to the President who will, as soon as reasonably possible, convene a meeting of board members to investigate the allegations. If such investigation supports the basis of the allegation, the President will file a report with the applicable Federal or State authorities.

If the initial investigation supports the allegations, the employee or volunteer in question shall be immediately suspended from participation in any Club activity and barred from any unescorted access to Club facilities pending the outcome of a full investigation. In the case of a salaried employee, pay will be continued until the investigation is complete. If the fraud is found to be committed by a client(Club member/parent/vendor), that client will receive a lifetime ban from all Club facilities, premises and activities.

PROFESSIONAL CONDUCT & WORKPLACE BEHAVIOR

Code of Conduct

At AVBGC it is critical that all employees strive for excellence in the public service that they provide. As an employee of AVBGC, you are expected to conduct yourself fairly, honestly, and with the highest integrity. This means treating co-workers, members, parents, district partners, and other stakeholders with respect, and in a manner consistent with how you would expect to be treated.

This also means being respectful of AVBGC's resources and property. Recognizing that each of us plays a critical role in members' success, striving for excellence is not only a personal commitment, but a responsibility that all Club employees share. Employees are required to comply with all Club policies, procedures, supervision standards, and safety requirements at all times. Failure to meet these expectations, including failure to follow direction, exercise sound judgment, or uphold professional standards, may result in corrective action up to and including termination of employment.

This Code of Ethics provides general guidelines for employees to follow in carrying out their responsibilities. AVBGC expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, or professional and business relationships of the organization. All employees must fully cooperate in internal reviews, investigations, or administrative processes. Providing false, incomplete, or misleading information, withholding information, or interfering with an investigation is strictly prohibited and may result in disciplinary action up to and including termination.

Employee and Member Relations: AVBGC employees are entrusted with the physical and emotional well-being of every member. Therefore, employees shall treat members with respect and care and must remain aware of their roles as public servants, role models, and contributors to youth development. Employees shall not exploit, harass, discriminate against, endanger any member, or require members to perform work or activities that could be detrimental to their health or safety.

Because employees are entrusted with the care and supervision of minors, conduct that compromises or has the potential to compromise youth safety, supervision, boundaries, or well-being will be treated as a serious violation of this Code and may result in immediate disciplinary action, up to and including termination, regardless of intent.

Actions and Conduct of AVBGC Employees: AVBGC employees must conduct themselves in a manner consistent with Club standards both during and outside of working hours when behavior may reasonably impact the employee's effectiveness, professional judgment, credibility, or the reputation of the Club. Conduct that negatively affects the Club's operations, members, relationships, or public trust may result in disciplinary action.

This Code is consistent with statutes addressing conflicts of interest and supplements those provisions of law.

Character Expectations - Living Our Values

AVBGC embraces the core character values reflected in our youth programming. Employees are expected to model the following principles:

Trustworthiness. Trustworthiness is being honest, telling the truth, keeping promises and being loyal so people can trust you. Do not lie, cheat, falsify records, or misrepresent information. Demonstrate integrity and moral courage, even when difficult.

Respect. Respect is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting or making fun of others who are different in looks, ability, race or religion. A respectful person is polite, does not use bad language and never uses violence.

Responsibility. Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers and always do their best. They don't give up easily, especially when others are counting on them. They are accountable for the consequences of their choices; they don't blame others for their mistakes. They reach out to others for help when needed.

Fairness. Fairness is playing by the rules, taking turns, sharing and listening. Fair people do not take advantage of others, consider all sides before they decide and don't blame others unjustly. Do not show favoritism or engage in unfair treatment.

Caring. Caring is being kind, helpful and generous to everyone. Caring people are not selfish; they are considerate and always think about how their conduct affects others. They have compassion and empathy; they care how others feel and they are charitable and forgiving. They do good deeds without thought of reward.

Citizenship. Citizenship is doing your share to help your family and make your community a better place. Good citizens are good neighbors. They cooperate with others, obey laws and rules, respect the authority of parents, teachers and others, and they protect the environment.

Performance and Conduct Expectations

Failure to demonstrate the character standards outlined above in daily conduct, decision-making, interactions, supervision of youth, or compliance with Club procedures may be considered a violation of this Code of Conduct.

Enforcement and Disciplinary Standards

Employees are expected to strictly adhere to this Code of Ethics and all Club policies. Violations of this Code, related policies, safety procedures, or professional standards may result in corrective action, up to and including immediate termination of employment. The Club reserves the right to determine appropriate corrective action based on the severity of the conduct, risk to youth, prior history, and overall circumstances.

Nothing in this policy alters the at-will nature of employment.

Staff Boundaries & Appropriate Interactions

At AVBGC, our responsibility is to create a safe, professional, and supportive environment for every member. Maintaining clear and consistent boundaries with youth is essential to protecting our members, our staff, and the integrity of our program.

Professional Boundaries

Staff must maintain professional relationships with members at all times.

- Do not share information about your personal life, relationships, social activities, or personal beliefs.
- Avoid conversations about sensitive topics such as politics, religion, sexual topics, or other adult matters unless part of an approved curriculum and directed by leadership.
- Do not communicate with members using personal phones, social media, personal email, gaming platforms, or through personalized or sealed notes/letters, or any form of communication that could be interpreted as private or personal.
- Do not give gifts, money, food, or special privileges without supervisor approval.
- Do not take photos or videos of members using personal devices. Do not allow members to grab, use, or view personal devices.
- Do not engage in secretive behavior with members (e.g., asking them not to tell anyone about a conversation or activity).
- Avoid favoritism or any behavior that could be perceived as overly personal or exclusive.
- Staff may not arrange or participate in contact with members outside of Club programs or work hours. Any pre-existing relationship with a member or their family (such as family, neighbor, or family friend) must be disclosed to leadership to ensure appropriate boundaries are maintained and to prevent favoritism or the appearance of a conflict of interest.

Supervision Expectations

Staff should never be alone 1:1 with a member.

- Maintain visibility and supervision at all times.
- Conversations with members should take place in open, observable areas.
- Do not meet with members behind closed doors.
- Members should never be isolated from the group without leadership awareness and approval.

Restroom Expectations

- Staff and members should never use the restroom at the same time.
- If a separate adult restroom is available, staff must use it.
- If only a shared restroom is available, staff should announce themselves and must ensure the restroom is cleared of members before entering and secure the door.
- Staff should never enter a restroom while members are inside, unless there is a suspected medical concern or immediate safety need. In those situations, two staff members should enter together whenever possible.
- Restrooms should always be checked and cleared at the end of the day prior to closing/leaving.

Physical Interaction

- No initiating physical contact.
- Side hugs, high-fives, or fist-bumps are only appropriate if initiated by the member and done in open view of others.
- Never engage in tickling, full hugs, sitting on laps, or any overly familiar physical contact.
- Staff should immediately and appropriately redirect members if they attempt to jump on, hang on, or engage in any physical behavior that involves climbing, pulling, or prolonged physical contact with staff.

Reporting Boundary Concerns

- If you witness, experience, or become aware of any behavior that may be inappropriate or a boundary concern:
- Report it immediately to your Site Coordinator or Program Director.
- If you are unsure whether a situation is inappropriate, report it anyway.
- Early reporting allows leadership to address concerns and protect everyone involved.

If site leadership is not available, or if you feel uncomfortable reporting directly to them, you may contact:

- Armando Villalobos, Director of Operations | avillalobos@avbgc.org | 661-208-5320
- Claudia Galindo, Director of Human Resources | hrdirector@avbgc.org | 661-518-7879
- Rochelle Capers, Human Resources Compliance Specialist | hrcompliance@avbgc.org | 661-655-8238
- Dennis Orantes, Human Resources Specialist | hrrsupport@avbgc.org | 661-866-7513

Reporting concerns is a professional responsibility and helps maintain a safe environment for members and staff.

Key Takeaways

- Maintain professional boundaries at all times
- Avoid 1:1 situations
- Never be in the restroom at the same time as members
- Keep interactions observable and appropriate
- When in doubt, report concerns immediately

Standards of Job Performance and Conduct

The orderly and efficient operation of the Club requires employees to observe certain standards of job performance and conduct. When job performance or conduct does not meet the Club standards, the Club in its sole discretion as it deems appropriate in cases of lesser misconduct, will in good faith provide employees with a reasonable opportunity to correct the deficiency. If the employee fails to make the correction, he/she will be subject to discipline, up to and including termination. The Club may also decide, in its sole discretion to issue a written warning (personnel notation) or impose a period of probation or suspension prior to terminating the employee. A practice of employee discipline does not imply that progressive discipline is required or that employment may be terminated only for cause.

AVBGC has established policies and procedures for the convenience and protection of its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following: verbal warning, personnel notation, suspension without pay, demotion, and termination. Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate termination, without notice.

Management will determine the appropriate disciplinary action. There is no guarantee that one form of disciplinary action will necessarily precede another. Any conduct which violates Club policy or which is not in the best interest of the organization will be subject to discipline, up to and including termination. The following is a partial list of some examples of policy violations or misconduct:

- Disclosure of confidential Club or employee information to unauthorized parties;
- Behavior resulting in Club member, vendor or employee complaints;
- Supplying false or misleading information or falsifying any Club record;
- Possession of weapons on or off premises while performing Club duties;

- Immoral or indecent conduct; soliciting persons for immoral purposes;
- Insubordination, including but not limited to, refusing to obey an order or directive of a supervisor or Club official;
- Disruptive conduct including: gambling; fighting; horseplay; coercion; intimidation or threats against Club employees; vulgarity; abusive treatment to the public or fellow employees;
- Theft or unauthorized possession or removal of property or money belonging to AVBGC, employees, or a third party;
- Making or publishing false, vicious or malicious statements concerning an employee, supervisor, or other Club official, or its services;
- Excessive tardiness or absenteeism;
- Destruction or misuse of property;
- Any other conduct, which violates any Club policy or which is not in the best interests of the organization.

Failure to follow the policies and procedures expected of employees as outlined in this handbook will result in disciplinary action, up to and including termination. These guidelines are not intended to be all inclusive.

Collaboration and Teamwork Policy

At AVBGC, collaboration and teamwork are essential to our success. We are committed to fostering a work environment where employees respect, support, and work together effectively to achieve shared goals. Every employee is expected to contribute to a positive and cooperative work environment by demonstrating professionalism, mutual respect, and effective communication in all interactions.

Professional conduct includes treating all colleagues with respect, regardless of their role, experience, or opinions, and maintaining a positive attitude while addressing conflicts constructively. Open, honest, and respectful communication is essential to fostering a cooperative work environment. Each employee is accountable for their contributions to team efforts.

Collaboration also involves seeking clarification or assistance when needed to ensure success, offering support to colleagues when possible, and creating an inclusive environment where all voices are valued and heard.

Disagreements or conflicts should be handled professionally and promptly, with an emphasis on constructive problem-solving. If conflicts cannot be resolved independently, employees are encouraged to follow the Grievance/Conflict Resolution Procedures.

Failing to meet the expectations of collaboration and teamwork can disrupt the work environment and negatively impact team success. Examples of unprofessional behavior include disrespectful or dismissive communication, refusing to collaborate, or engaging in actions that create conflict or undermine team morale. Such behavior will not be tolerated and may lead to corrective or disciplinary action. This can include verbal or written warnings, performance improvement plans, suspension, or termination of employment, depending on the severity of the issue and repeated policy violation(s).

Workplace Gossip Policy

Purpose: This policy is established to maintain a respectful, productive, and positive work environment, free from the adverse effects of workplace gossip. Gossip is harmful and detrimental to our organizational culture, and this policy aims to prevent and address it effectively.

Policy Statement:

1. Definition of Gossip- Gossip is defined as the sharing of unverified, derogatory, or personal information about colleagues, superiors, or the organization itself, which is intended to harm, embarrass, or undermine the reputation of individuals or the organization.

2. Prohibition- Gossip in the workplace is strictly prohibited. All employees are expected to refrain from engaging in, encouraging, or participating in gossip.

3. Consequences-Violation of this policy may result in disciplinary actions, up to and including verbal or written warnings, suspension, or termination of employment, depending on the severity and recurrence of the offense.

Guidelines for Implementation:

1. Reporting Gossip- Employees are encouraged to report instances of workplace gossip, either anonymously or by identifying themselves, through established reporting channels. Reports will be treated confidentially to the extent permitted by law. To make a report, please follow the procedures outlined in the Grievance/Conflict Resolution Procedures Policy.

2. Investigation- Upon receiving a report, HR or management will conduct a prompt and thorough investigation to ascertain the veracity of the claim and determine the appropriate course of action.

3. Protection Against Retaliation- No employee who reports workplace gossip in good faith will face retaliation. Retaliation against any employee for reporting gossip is a violation of this policy and will be dealt with accordingly.

4. Education and Awareness- The organization will provide ongoing education and training to employees to raise awareness about the negative impacts of gossip and promote a culture of open communication and conflict resolution.

5. Positive Reinforcement- Encouraging positive behaviors, such as respectful communication and teamwork, will be a priority. Employees demonstrating these behaviors will be recognized and rewarded.

6. Policy Review- This policy will be reviewed regularly to ensure its effectiveness in preventing workplace gossip and maintaining a positive work environment. Updates will be made as needed to address emerging issues.

Anti-Bullying Policy

The AVBGC is committed to providing a safe working and learning environment; will not tolerate bullying or any behavior that infringes on the safety or well-being of members, employees, or any other persons within the AVBGC's jurisdiction; and will not tolerate retaliation in any form when bullying has been reported.

AVBGC policy continues to require all sites and all personnel to promote among members and staff mutual respect, tolerance, and acceptance.

Bullying behaviors may include, but are not necessarily limited to, the following:

- Verbal: Hurtful name calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.

- Emotional: Rejecting, terrorizing, extorting, defaming; intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyber bullying: Sending insulting, threatening, or harassing messages by phone, e-mail, Web sites, or any other electronic or written communication.

Bullying, intimidation, or harassment by employees or members is strictly prohibited. Any violation of this policy will result in corrective action, up to and including termination of employment or removal from Club programs.

Conflict of Interest.

The basic principle of conflict of interest is that employees should avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of AVBGC or in any way damage AVBGC's business or reputation. Employees shall not make or influence a decision which will benefit the employees' outside employment, business, or personal finances or benefit a family member or personal friend.

AVBGC employee will not accept any gifts, money, or favors which might reasonably be interpreted as an attempt to influence their actions with respect to AVBGC business. It will be presumed that gift(s) valued in excess of \$100 during a calendar year from any single person or organization constitutes an attempt to influence official Club business.

Employees shall not offer gifts, money, or favors which might be interpreted as an attempt to influence the official actions of another employee or service provider with respect to AVBGC business.

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

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

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

Confidentiality Policy

During their employment, Club employees have access to confidential information related to AVBGC and, particularly, its members. Except with the express permission of the Human Resource Department, employees may not at any time during or after their employment, use, duplicate, or disclose by any means, any such information to any unauthorized person or Club entity. Moreover, the very fact that an individual is served by AVBGC must be kept private and confidential; disclosure can be made only under specific conditions described below for reasons relating to law enforcement and fulfilling AVBGC's mission. As such, employees shall not disclose any information about a person, including the fact that he or she is or is not served by AVBGC to anyone outside of AVBGC unless authorized by the parent or your Program Director or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions and activities. Employees of the AVBGC shall not disclose confidential information acquired by them in the course of their employment with the AVBGC, or use such information for speculation or personal gain.

- No information requested by someone outside AVBGC may be given over the telephone.
- No information about individuals or records may be released to state, federal or other agencies that enable the identification of any person by name, address, Social Security number or other coding

procedures. If records are inspected by an outside agency, the individual(s) who inspects the records must be specifically authorized to do so by the Executive Director. The taking of notes or removal of records is specifically prohibited in such cases.

- Staff may not disclose confidential information about members.
- Staff may not discuss any individual's record with unauthorized individuals, whether on or off duty.

In addition, employees may have access to sensitive information related to AVBGC staff, including but not limited to personnel files, payroll records, performance evaluations, disciplinary actions, health information, personal emails, personal phone numbers, and other employment-related records. Such information is strictly confidential and may not be disclosed, shared, or discussed with anyone who does not have any authorized access. Unauthorized access to, or disclosure of, staff information is a serious violation of policy and will result in disciplinary action, up to and including termination.

Confidential information must never be used for personal reasons, including but not limited to harassment, intimidation, retaliation, or inappropriate personal contact with members, staff, volunteers, vendors, or others connected to AVBGC. Using private information such as phone numbers, addresses, or other personal details to contact or engage in sexual, romantic, or otherwise inappropriate communication is strictly prohibited. Any such misuse will be treated as a severe violation of policy and may also result in legal action.

Employees must exercise the highest level of discretion when handling any sensitive or confidential information, whether related to members, staff, vendors, or the organization as a whole. This obligation continues after employment ends.

Whistle-Blowers Protection Policy

The Whistleblower Protection Policy is being implemented at the Antelope Valley Boys & Girls Club to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the Antelope Valley Boys & Girls Club, any staff member or volunteer who reports waste, fraud, or abuse, the individual making the report will not be fired or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

There are several ways to make a report of suspected waste, fraud, or abuse:

- Visit the [L.A. County Fraud Hotline](#) page.
- Send an email to kids@avbgc.org
- Submit a report in writing to Human Resources, or Club Administration.

Reports made to the Antelope Valley Boys & Girls Club office will be investigated immediately and confidentially. Once a report had been investigated, here is how we will follow up to report on our findings:

- Provide the person filing a report with a summary of our findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to deal with any criminal activities.

False Reporting

All employees of the Antelope Valley Boys & Girls Club are expected to report incidents, concerns, or violations honestly and in good faith. Reports should be based on accurate and truthful information to the best of the reporter's knowledge.

Any individual found to have knowingly made a false report will be subject to termination of employment. False reporting refers to knowingly providing false information. Good-faith reports, even if unsubstantiated, will not result in discipline.

Non-Fraternization

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems and possible complaints of harassment, all Club employees at the supervisory level and higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any other Club employee.

AVBGC strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.

During non-working time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.

Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.

Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to AVBGC's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace.

When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, AVBGC will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

The provisions of this policy apply regardless of the sexual orientation of the parties involved. Any concerns about the administration of this policy should be addressed to the Director of Human Resources.

In addition, all Club employees are strictly prohibited from socializing with members while off duty or dating or pursuing romantic or sexual relationships with any Club members. Club employees are also strongly discouraged from dating or pursuing romantic or sexual relationships with any Club volunteers or parents.

Employment of Relatives

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

Club Representation | Dress Code, Uniform, & Hygiene Policies

Personal appearance plays an important role in the public's perception of an employee as an individual as well as a Club Representative. Employees are expected to dress using good judgment in selecting apparel appropriate to their functional position and avoiding extremes in makeup, hairstyles, and clothing. Employees who come to work dressed in a manner that is inconsistent with this policy will be sent home to change, and any time missed will be considered an unexcused absence.

Working with Club Members is an important responsibility. Staff serve as role models and need to be cognizant that their actions and words are viewed by children and parents alike. All staff are expected to display a positive attitude at ALL times. In that regard, careful consideration of appropriate language, demeanor, appearance, body language, and attire is critical. Please keep in mind the following:

- Face masks should be worn IF required by county or local districts or as a personal preference.
- Daily attire should be clean-cut jeans, Club T-shirt, and name badge. Two Club Shirts will be given upon employment along with one long-sleeve shirt or one hoodie during the fall/winter months. Additional shirts can be purchased or replaced for **\$10 each**. (long-sleeve for **\$12**) Additional sweatshirts can be purchased for **\$20 each**.
- Club t-shirts, or sweatshirts should be visible at all times (front and back). Exceptions will be made for outside activities when additional layering is appropriate. Reflector vests may be required in outside settings for easy visibility of staff.
- All staff are required to wear a name badge. Staff must not alter their badges where their picture is no longer visible. Replacements will cost \$5 each.
- Personally purchased Club clothing or alterations must be approved by a Unit Supervisor.
- Any clothing or accessories that would present a safety hazard are not acceptable.
- Sagging pants, sweats, leggings/yoga or form-fitting clothing, worn or torn pants/shorts are strongly **PROHIBITED** - (if applicable) shorts/skirts/dresses must pass the fingertips test.
- No open-toe or backless shoes or sandals (this includes crocs). Staff must wear sports shoes when providing recreational activities. Practical options should be considered for ongoing mobility and physical activity.
- No bandannas, no hats or beanies with logos (excluding Club logos and solid colors). Club hats are available for purchase for **\$15 each**.
- For the safety of staff and members, **no oversized jewelry on your person— including your nails, no facial piercings, no long nails exceeding ¼” in length**, etc.
- Staff must conceal **INAPPROPRIATE** tattoos and body art, including unnatural marks on the skin.
- Staff must refrain from using inappropriate language or displaying inappropriate language or graphics on attire (including drug, alcohol, and tobacco advertisements, weapons, profanity, hate speech, gang affiliation, violence).

- All shirts and badges will be returned upon ending your employment. If not returned, you will be assessed a charge for shirt replacements. It is understood that the **staff shirt** is not to be worn in free time.
- National or cultural flags, face paint, or body art displayed in a manner that could distract from program or create an unwelcoming environment for other staff, Club members, parents, or partners of AVBGC, is prohibited.
- Clothing, accessories, or displays of any kind that promote political affiliations, ideologies, or movements, including but not limited to slogans, symbols, or flags, unless part of a Club-approved activity, is prohibited.
- Cultural clothing and religious attire are respected and may be permitted as long as they do not interfere with job responsibilities, required dress code as stated above, or contradict safety requirements. Staff must notify their supervisor in advance if they wish to wear cultural garments during scheduled events.

NO LOGOS will be acceptable on clothing or accessories unless otherwise approved as a Club affiliate, by the Executive Director. Examples may include a local school district, donor, sponsor, etc.

Dress code violations and/or misrepresentation of AVBGC may result in disciplinary action, including but not limited to: sent home without pay, schedule reduction, suspension, transfer, or termination.

Uniform Expectations

As representatives of the Antelope Valley Boys & Girls Club, it is important that we maintain a professional and positive image both inside and outside of work. Club uniforms should be worn only while performing official Club duties or during scheduled work hours. Employees should not wear Club uniforms while off duty or when engaging in personal activities, including visiting public establishments unrelated to Club business. This helps ensure that staff are not perceived as being "on the clock" or representing the Club in a personal capacity, and it protects both you and the organization from potential reputational or liability concerns.

When leaving work or before running personal errands, please take a moment to change out of your uniform. Whether arriving to or leaving from your site, or wearing your uniform in public areas, always maintain a level of professionalism that reflects the standards of the Antelope Valley Boys & Girls Club.

Staff are required to wear a Club t-shirt, long-sleeve shirt, or hoodie, clean-cut jeans & name badge. The following rules apply to Club uniforms:

- Employees will be issued two staff shirts upon hire.
- Employees are required to sign for the uniforms and return them upon separation or termination of employment.
- Basic maintenance and care of the uniforms are the responsibility of the employee; uniforms should be clean, unwrinkled, and free from stains at the beginning of an employee's shift. If a uniform becomes soiled mid-shift, an employee may be asked to change if necessary. (If necessary, loaner shirts may be available upon request)
- Uniforms should only be worn at work or in the course of an employee's duties.
- When a new garment is necessary due to wear and tear, employees may be required to turn in the old garment.

If wearing your Club uniform in public outside of your work hours, please be mindful of the following expectations:

1. **Professional Conduct:** Remember that while in uniform, you are representing our Club. Please conduct yourself in a manner that reflects our values and standards of professionalism and respect.
2. **Appropriate Behavior:** Avoid engaging in any behavior that could be viewed as inappropriate or could reflect poorly on the Club. This includes public interactions, use of language, and actions that could be seen by others. Remember that we are role models while we are in our Club shirts.
3. **Uniform Maintenance:** Ensure that your uniform is kept clean, neat, and in good condition when worn in public. A tidy appearance helps maintain our professional image.
4. **Social Media:** Be cautious about appearing in photos or videos on social media while in uniform, especially if the content may be perceived as unprofessional.

We trust that you understand the importance of these expectations and appreciate your cooperation in helping us maintain the standards of our Club as trusted Youth Development Professionals.

Please note, any misrepresentation of the Club while in Club uniform will be subject to review and may lead to disciplinary action, up to and including termination of employment.

Upon separation or termination from the Club, all uniforms must be returned in good condition no later than the employee's last day of work. Failure to return company-issued uniforms or other property may result in payroll deductions with the employees's authorization to cover the cost of replacement. Deductions will comply with CA labor codes and will not exceed the reasonable cost of the uniforms provided.

Personal Hygiene

Antelope Valley Boys & Girls Club is committed to providing a clean, healthy, and respectful workplace environment. This policy aims to establish standards for personal hygiene to ensure the well-being and comfort of all employees and members.

All employees are expected to maintain appropriate oral and bodily hygiene. Accessories should not interfere with an employee's ability to work.

- Hair (including facial hair) should be clean and neat.
- Staff should ensure that clothing is clean and in good condition.
- Staff are encouraged to use perfumes or colognes in moderation to avoid overwhelming scents. Excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Unit Supervisors are responsible for enforcing dress and grooming standards for their departments. Any employee whose appearance does not meet these standards may be counseled.

Continuous violation of this policy may result in being sent home without pay or disciplinary action, up to and including termination, depending on the severity and recurrence of the issue. Employees are encouraged to report concerns regarding personal hygiene to their supervisor or Human Resources.

Staff experiencing health issues that may impact personal hygiene are encouraged to seek support from their supervisor or Human Resources. Reasonable accommodation will be made for employee's sincerely held religious beliefs and disabilities when such accommodations do not cause an undue burden. If you would like to request an accommodation or have other questions about this policy, please contact your supervisor or Human Resources.

Falsification of Documents

AVBGC maintains a zero-tolerance policy regarding the falsification of records or documents. Employees are strictly prohibited from knowingly submitting, creating, altering, or assisting in the falsification of any official documentation, including but not limited to:

- Doctor's notes or medical certifications,
- Timecards or attendance records.
- Employment applications or resumes.
- Licenses, certifications, or credentials.
- Any HR, payroll, or internal Club documentation.

Falsification of records is considered a serious violation of AVBGC policy and will result in immediate disciplinary action, up to and including termination of employment, regardless of position or tenure.

AVBGC reserves the right to verify the authenticity of any documents submitted. Employees found to have submitted false documentation may also be subject to legal consequences, especially if the falsification results in harm, financial loss, or violates state or federal law.

School Site Compliance

As part of our partnerships with local school districts, the Antelope Valley Boys & Girls Club operates in alignment with the policies and expectations set by each district and school site.

School districts reserve the right to request that Club staff be reassigned to another school site or removed from a specific school or district if they determine that such action is in the best interest of the school community.

If a district or school determines that an employee may no longer work at a specific site or within their district, AVBGC will review the circumstances and determine the appropriate course of action in accordance with Club policies and operational needs.

When feasible, AVBGC will explore reassignment opportunities within another school site or district. However, reassignment is not guaranteed and will depend on available positions, staffing needs, and the nature of any policy violations or performance concerns.

If no suitable placement is available, or if the circumstances involve a violation of Club or District policy that warrants further action, employment may be ended in accordance with AVBGC policies.

Site Access and Visitation Policy

To maintain the safety, security, and operational efficiency of all AVBGC programs, staff are not permitted to visit any program site or school campus other than the one to which they are officially assigned during their scheduled shift.

This includes, but is not limited to, visiting other sites to:

- Pick up or drop off another employee.
- Socialize or pay a personal visit.
- Access any school campus or Club facility for non-assigned duties.

Such visits are considered unauthorized and are strictly prohibited during work hours.

Staff may only enter other sites with prior written authorization from their supervisor or a member of AVBGC leadership. Site leadership must also be informed in advance of any approved visit by their Program Director.

Violations of this policy may result in disciplinary action, up to and including termination.

Parent relations

All staff are responsible for greeting parents who come to the Club sites and for being polite and helpful at all times. This is basic customer service. When addressing complaints, Site Coordinators or the staff members working with the parents should try to be as understanding, helpful and friendly as possible. Staff members are required to inform parents of issues that pertain to their child (Site Coordinators). If a child is having issues at the Club, it is important to let the parents know so they are always up-to-date concerning their child's situation. This includes positive incidents involving their child such as if their child has been particularly helpful or kind as these comments will be appreciated by parents. Parents need to be informed ahead of schedule of ongoing trips/events occurring at the Club. All Program Support staff should inform their Site Coordinator of incidents/highlights involving a member at the time of occurrence to ensure effective communication. Communication with parents regarding the behavior of their children, or plans to address concerns should always be communicated face-to-face, or over the phone with the legal parent/guardian only. Written notes, relayed messages and voicemails are not an acceptable means of communicating concerns. If you're ever unsure of how to address a concern, please reach out to supervisors for additional support.

No Solicitation

AVBGC does not permit solicitation of any kind, including the collection of funds, pledges, circulation of petitions, distribution of non-Club literature and other similar types of activity during working time by either employees or outsiders. This includes utilizing the professional or mentor relationships that may be developed with Club members, parents, staff, etc. to recruit business outside of the Club.

YOUTH SAFETY PROCEDURES & EXPECTATIONS

Working with Youth – Safety and Risk Awareness Policy

Working with children is an incredibly rewarding experience and central to our mission as a youth-serving organization. However, it is important to recognize that engaging with children and youth can also present certain risks. Children are naturally unpredictable, and each child may have unique needs, behaviors, or circumstances that can occasionally lead to challenging or even physically unsafe situations.

The organization is committed to maintaining the highest level of safety and support for both employees and participants. When an incident occurs that results in, or could result in, physical harm or distress, medical attention will be provided immediately if needed. In all such cases, follow-up interventions—including behavior support plans, additional staffing, or, when appropriate, removal from the program—will be considered in collaboration with school district partners and with the child’s best interest in mind. Removal from the program is not the first or preferred course of action; our mission is to provide support and guidance to youth whenever possible.

Employees who feel uncomfortable or unsafe in a particular situation may request a transfer or reassignment. However, by accepting employment with a youth-serving organization, employees acknowledge that some physical interactions or unexpected behaviors from children cannot be fully prevented. It is the responsibility of all staff to establish and maintain appropriate boundaries, to use approved behavior-management strategies, and to respond to physical incidents in a calm and safety-focused manner to prevent escalation or injury.

As youth development professionals, staff are not responsible for diagnosing or determining a child’s mental health or fitness to attend the program. Such determinations require consultation with behavioral specialists, interventionists, and school administrators to ensure the child receives the appropriate support services.

Child Abuse Prevention Policy

It is AVBGC policy that all employees shall comply with state law regarding child abuse reporting. Pursuant to State law and AVBGC policy, ALL AVBGC employees are mandated reporters of suspected child abuse/neglect. State law applies to ALL AVBGC employees, including: certificated employees, employees of child care centers, instructional aides, teachers’ aides.

Definitions:

- Physical Abuse – Physical injury (external or internal) Sexual Abuse – Sexual assault or sexual exploitation.
- Neglect – The negligent treatment or maltreatment of a child by a person responsible for the child’s welfare indicating harm or threatened harm to the child’s health or welfare.
- Willful Cruelty or Unjustifiable Punishment – A situation where any person willfully causes, inflicts or permits unjustifiable physical pain or mental suffering, or a caregiver willfully causes or permits the child to be placed in a situation in which the child’s person or health is endangered.
- Mental Suffering, Emotional Well-Being – Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child or that his or her

emotional well-being is endangered in any way may report the known or suspected instance or child abuse.

Reporting Procedures: Must report immediately with the following, 1) a telephone report and 2) a written report. The written report must be mailed within 36 hours. Suspected child abuse reports and information contained therein are confidential.

FREQUENTLY ASKED QUESTIONS (WRITTEN TO SCHOOL OFFICIALS BUT APPLIES TO AVBGC SITE STAFF AS WELL)

EMPLOYEES WHO HAVE REASONABLE SUSPICION OF CHILD ABUSE MUST REPORT THE SUSPECTED ABUSE, SO WHAT DOES A “REASONABLE SUSPICION” MEAN? Reasonable suspicion means it is objectively reasonable for a person, based on facts that could cause a reasonable person, drawing on his/her experience, to suspect child abuse. You may ask a child “what’s wrong?” and get a response that leads to reasonable suspicion.

MAY AN EMPLOYEE USE ANY SOURCE OF INFORMATION TO ACQUIRE REASONABLE SUSPICION OF ABUSE? Yes, an employee can use any source, such as the victim, friend, third parties, and oral/written words.

IF AN EMPLOYEE HAS REASONABLE SUSPICION, MAY THE EMPLOYEE INVESTIGATE AND CONFIRM THE CHILD ABUSE? No, the employee should not attempt to verify that the abuse occurred.

DOES CHILD ABUSE ONLY INCLUDE PHYSICAL AND/OR SEXUAL ABUSE? No, child abuse can also include neglect (failure of caregiver to protect the child or provide adequate food, shelter, medical care or supervision), mental cruelty, life endangerment (willfully causing a child to endure mental suffering or placing the child in a situation where his mental or physical health is in danger) and cruel or inhuman “corporal” punishment or injury (resulting in a traumatic condition).

DOES AN EMPLOYEE’S KNOWLEDGE OF A MEMBER’S PREGNANCY OR S.T.D. IN AND OF ITSELF REQUIRE THE EMPLOYEE TO FILE A REPORT? No, unless sexual abuse is suspected, such as the pregnancy or STD was the result of forced or coerced sexual activity, one partner is under the age of 14, or one partner is 21 or older. However, if you are not certain of the facts, it is best to report.

WHEN TWO OR MORE EMPLOYEES HAVE REASONABLE SUSPICION OF CHILD ABUSE, CAN THEY AGREE ONE WILL MAKE THE REPORT? Yes. A joint report may be submitted by one of the two employees per mutual agreement. However, each employee must ascertain that the report was made, because reporting is an individual duty.

MAY AN EMPLOYEE WAIT UNTIL THE END OF THE DAY OR WEEK TO REPORT? No, the law requires that the report by phone call be made immediately or as soon as possible and the written report mailed within 36 hours. Even if the 36 hour time limit has lapsed, the employee must still file the written report.

SHOULD A PRINCIPAL PROVIDE A TEACHER CLASS COVERAGE, WHEN NEEDED, SO THAT THE REPORT CAN BE MADE IMMEDIATELY OR AS SOON AS PRACTICAL? Yes, the law states that the report must be made immediately or as soon as possible.

MAY REPORTS BE MADE TO SCHOOL POLICE? No, the law requires that reports must be made to a child protective services agency, not school police. The law specifically states that school police is not a child protective agency.

HOW SHOULD STAFF RESPOND TO A PARENT/ALLEGED PERPETRATOR WHO IS REQUESTING INFORMATION ABOUT THE REPORT (I.E. WHO, WHAT, WHERE, WHEN, AND WHY)? Child abuse reports are confidential; therefore, staff should not provide the parent with specific information concerning the report. The parent/alleged perpetrator should be referred to the appropriate child protective services agency. The law specifically states that school police is not a child protective agency

DOES A LAW ENFORCEMENT OFFICER OR SOCIAL WORKER HAVE ACCESS TO THE CHILD'S SCHOOL RECORDS WHEN INVESTIGATING CHILD ABUSE ALLEGATIONS? No, unless they have parent's consent, subpoena, or court order; however, they may request to interview anyone in the course of the child abuse investigation.

DURING A CHILD ABUSE INVESTIGATION, MAY DCFS OR THE LOCAL LAW ENFORCEMENT AGENCY TAKE THE CHILD VICTIM INTO PROTECTIVE CUSTODY? Yes, a law enforcement official or a DCFS worker may take a Member into protective custody. The law does NOT require law enforcement to accompany DCFS when taking the child into custody.

WILL THE DISTRICT DEFEND AN EMPLOYEE IF HE/SHE IS SUED AS A RESULT OF FILING A CHILD ABUSE REPORT? Yes, the District will defend an employee who makes a report consistent with District policy against any lawsuits that may be the result of the report.

DOES THE LAW PROVIDE ANY PROTECTION AGAINST LAWSUITS FOR FILING MANDATED REPORTS? Yes, the law provides that mandated reporters shall not be civilly or criminally liable for reporting the suspected child abuse.

CAN IMPROPER CONDUCT ON A CAMPUS CONSTITUTE BOTH CHILD ABUSE AND SEXUAL HARASSMENT? Yes, a school may have a dual duty to report child abuse and respond to allegations of sexual harassment.

HOW DOES A SCHOOL GET ADDITIONAL CHILD ABUSE REPORTING FORMS? Additional reporting Forms § 8572 (employees). DOJ 900 (medical professional) may be obtained from DCFS (800-540-4000).

ARE SCHOOL OFFICIALS REQUIRED TO KEEP LOGS OR COPIES OF CHILD ABUSE REPORTS? No. Child abuse reports are confidential. Copies and logs of child abuse reports maintained at the school site would be considered pupil records and would therefore be accessible to the parent/legal guardian of the child. Therefore, they should not be maintained by school personnel. Individual reporters may retain a copy to keep in their personal files.

SHOULD INCIDENTS OF CHILD ABUSE BE NOTED ON THE MEMBER'S HEALTH RECORD? No. Incidents of child abuse must be reported to the appropriate child protective services agency. Recording such information on the Member's health card does not satisfy mandated reporting laws. Also, the health record is a pupil record, accessible to parents/legal guardians, school staff and others. Recording incidents of child abuse on the health card would destroy the confidential nature of the information and may compromise an investigation.

KNOWING THAT EVERY SITUATION IS DIFFERENT, WHAT ARE SOME EXAMPLES OF NEGLECT, WILLFUL CRUELTY OR UNJUSTIFIABLE PUNISHMENT, AND MENTAL SUFFERING/EMOTIONAL WELL-BEING?

Mandated Reporting

Facts and circumstances may differ, so when a mandated reporter is not sure whether or not to file a report, she/he should contact the Child Protective Services Hotline at 1-800-540-4000. Some general examples of neglect might include the following:

General examples of neglect might include: the failure to provide adequate food, shelter, and clothing appropriate to the climatic and environmental conditions; the failure to provide, whether intentional or otherwise, supervision or a reliable person(s) to provide child care; leaving a child alone for an excessive period of time given the child's age and cognitive abilities; or holding the child responsible for the care of siblings or others where beyond the child's ability

General examples of willful cruelty or unjustifiable punishment might include: chaining the child to furniture; forcing the child to eat or drink excessively as punishment; or cruel or unusual actions used in the attempt to gain submission, enforce maximum control, or to modify the child's behavior.

General examples of mental suffering/emotional mistreatment, which is not required to be reported, might include the following: repeated negative acts or statements directed at the child; exposure to repeated violent, brutal, or intimidating acts or statements among members of the household; rejection of the child; encouraging the child to steal or engage in other illegal activities; or encouraging the child to use drugs and/or alcohol..

CHILD ABUSE HOTLINE 1 (800)540-4000

Mail written report within 36 hours to: 3075 Wilshire Blvd., 5th Floor

Los Angeles, CA 90010 Or File Online at

<https://mandreptla.org/index.asp?OpenStatus=Return>

Interactions with Members

At AVBGC, our priority is to create a safe, inclusive, and supportive environment for every child. Staff must maintain professional boundaries and refrain from discussing personal or sensitive topics with youth, including but not limited to gender identity, sexual orientation, religion, politics, legal or medical matters, and personal beliefs or lifestyle choices. These topics are outside the scope of a staff member's role and should not be addressed unless part of an approved curriculum and with supervisory support. If a member brings up a sensitive topic, staff should respond with empathy and neutrality, avoid offering personal opinions, and refer the matter to their Program Director. Staff must never challenge, invalidate, or express judgment toward a member's identity, experience, or personal beliefs. Comments, whether verbal or nonverbal, that question or critique a member's identity or choices are not appropriate and go against our core values of inclusion, respect, and youth development. Our role is to uplift youth, create a space where all members feel seen, safe, and supported, and model the highest standards of professionalism and compassion. Failure to adhere to this policy may result in disciplinary action, up to and including termination.

Physical:

Always remember that your actions could be interpreted differently by someone else even if they are genuinely harmless and innocent. While we all understand the desirability of cultivating positive relationships with members, staff is advised to refrain from situations such as the following:

- Meeting with a Member alone behind closed doors.

- Meeting Members off campus for anything other than an AVBGC approved activity, or without the approval of a supervisor.
- **Staff must never transport Club members in personal vehicles unless expressly approved in advance by Club leadership due to extenuating circumstances.**
- Using the restroom while a member occupies the same restroom.
- Calling Members at home except in an emergency situation.
- Providing Members with a personal telephone number.
- Using Social Media, gaming platforms, or any other communication tools as a way to contact, interact with, or engage with Members, or using member photos on a personal profile without prior approval from a supervisor.
- Physical interactions of any kind, unless deemed necessary for the safety of themselves or others. (Side Hugs/High fives/Pats on the back are only acceptable when initiated by the child, are deemed appropriate and necessary, and done in plain sight of other staff.)

Verbal and Emotional

Language of a sexual, foul, vulgar, or provocative nature has no place in the Club, even among staff who are alone on the Club premises. Personal relationships between staff are not to be discussed in front of or with the members. Employees must not discuss their personal life, social life (parties, drinking, etc.), or any personal information of this kind with members or in front of the members. Profanity is strictly prohibited at all times. This includes during conversations, jokes, arguments, or any other interaction, whether intentional or incidental. Violations of this expectation may result in disciplinary action, up to and including termination.

Inappropriate Boundaries

Staff are expected to maintain professional boundaries with all members at all times. The following behaviors are strictly prohibited as they may be considered inappropriate or boundary violations:

- **Giving members gifts, money, drinks, food, etc., without supervisor approval. Providing such items independently may create safety risks (including allergies or medical conditions), liability concerns, and perceptions of favoritism or boundary violations.**
- Favoring one member over others in a way that could be perceived as inappropriate.
- Engaging in secretive behavior with members (e.g., asking them not to tell anyone about a conversation or activity).
- Initiating or asking for physical contact
- Sitting on laps, tickling, full hugs, shoulder or back rubs, or other overly familiar physical contact.
- Engaging in discussions about personal, romantic, or adult topics with members, including one's own relationships, family issues, or private life.
- Engaging in discussions about personal political views, religious beliefs, or other controversial topics.
- Taking photos or videos of members using personal devices.
- Communicating with members via personal phones, social media, or any other platform.
- Allowing members to grab, use, or view personal devices.
- Name-calling or nicknames.

Please note that this is not an exhaustive list. Any conduct or communication, whether verbal, physical, written, or digital, that is deemed inappropriate or unprofessional by AVBGC leadership may be grounds for disciplinary action, including termination, regardless of whether the behavior is intentional or unintentional.

If you witness, experience, or are made aware of any potentially inappropriate behavior or boundary concern, whether initiated by a staff member, parent/guardian, or Club member, it is your responsibility to immediately report it to your Site Coordinator and Program Director. If you are ever unsure whether a behavior is inappropriate or poses a boundary concern, it is always best to report it promptly for clarification and guidance.

Problems with members

If problems of a serious nature occur with the members such as sexual activity/bullying/fighting/racism/harmful thoughts or actions, you must contact a senior staff member as soon as possible. If trivial matters or disputes occur between members, you should handle the matter yourself or ask another staff member to assist you. Always report issues (no matter how large or small) to the Site Coordinator.

Prohibition of Private One-on-One Interaction Policy

The Antelope Valley Boys and Girls Club is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all on-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below)
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Staff must never transport Club members unless expressly approved in advance by Club leadership due to extenuating circumstances. Should transportation be approved, staff must never transport one Club member at a time.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

One-on-One Aide Policy

Policy Statement

The Boys & Girls Clubs of The Antelope Valley recognizes that certain members may require individualized, One-On-One support to fully and safely participate in Club programming. One-On-One aides are permitted under the following controlled and pre-approved circumstances and must always operate under observable, documented, and supervised conditions.

Purpose

The Purpose of this policy is to ensure the safety and inclusion of all members, including those with disabilities

or special needs who require individualized support, while maintaining compliance with the Club's prohibition of private One-On-One Interaction Policy. This policy establishes clear guidelines for the approval, supervision, and monitoring of One-On-One Aides within the after-school program.

Scope

This policy applies to all staff, volunteers, contracted aides, and external service providers who support members in a One-On-One capacity during club hours, off-site events, or Club-sponsored activities.

Authorization Approval

- **Pre-Approval Required:** All one-on-one aides must be approved in advance by Regional Directors.
- **Documentation:** Written documentation must include the member's need for an aide, the duration and nature of support, and the identity of the aide.
- **Parental And Professional Input:** Approval must be supported by written input from the member's parent or guardian, and when applicable, an educational or healthcare professional.
- **Background Checks:** All aides (whether staff, contracted, or external) must pass a background check (provided by AVBGC) and complete required mandated reporter training prior to any engagement with members. An exception may be made if the contracted agency certifies that aides meet Boys & Girls Club background and mandated reporting requirements.
 - To initiate the background check, please provide the potential aide's email address to AVBGC's Volunteer Coordinator, Jessica Placencia (marketing@avbgc.org), along with the aide's full name, assigned site, scheduled days / times of support, and the name of the child they will be providing services to.
 - Jessica will then send the individual a link to complete the background check process.
 - Once the aide has been cleared, Jessica will notify the PD and RD, who will update the site schedule to reflect the aide's approved times of support with the child.

Supervision and Visibility Requirements

- One-on-one interactions must occur in observable and interruptible settings whenever possible.
- Aides should work with members in areas with clear sightlines, such as rooms with windows, open doors, or designated visible zones within club facilities.
- Aides are not permitted to remove a member from observable settings unless explicitly authorized by club leadership for safety, medical, or toileting purposes.
- Supervising staff must perform regular visual or verbal check-ins during all periods of one-on-one support.
- Site Coordinators must ensure that all aides, counselors, volunteers, or third-party individuals are signed in and out each day.
 - This information should also be documented in the nightly notes to ensure accurate records of support times and which student(s) they worked with that day.
 - It is the PDs responsibility to ensure SCs are well informed and follow this process thoroughly.

Toileting and Personal Care Assistance

When toileting or personal care support is necessary:

- Assistance must be explicitly authorized in writing by both the parent or guardian and club leadership.
- Only trained and authorized aides may provide toileting or personal care assistance.
- Such activities must occur in accessible, private, but safe settings.
- Two-person or "open-door" protocols should be used whenever possible (e.g., a second staff member nearby or on standby).

Emergency and Exceptional Circumstances

If an emergency or immediate safety concern arises requiring temporary private contact, the aide must:

- Notify or attempt to notify another staff member immediately before the interaction;
- The staff must document the event as soon as possible; and
- Report the situation to program directors at the earliest opportunity.

Monitoring and Compliance

Regional directors and program directors will monitor the performance and compliance of all one-on-one aides through:

- Periodic unannounced check-ins; and
- Ongoing communication with staff, parents, or guardians.
- RDs will ensure PDs follow up with families 2–3 weeks post-referral and adjust support strategies as needed.
- Program removal should be a last resort, used only after exhausting all other interventions.
- By guiding and coaching PDs through complex behavior challenges and identifying opportunities for staff training, RDs help ensure site practices reflect AVBGC’s values of safety, equity, and positive youth development.

Field Trips

AVBGC field trips are considered high-supervision activities. All staff assigned to a field trip are responsible for maintaining the safety, accountability, and supervision of members at all times.

Permission Slips and Authorization Verification - Prior to the field trip, staff must verify that each member in attendance has a completed and approved field trip permission slip and any required waivers, medical information, or special authorization forms on file. Members without proper authorization may not attend the field trip under any circumstances. Staff must also ensure that all documentation is accessible during the trip and be prepared to reference it if needed.

Supervision and Ratios - Staff must maintain required supervision ratios at all times (may vary by district or specified needs):

- TK/K: 5 members to 1 staff
- Grades 1–8: 8 members to 1 staff

Staff must remain with their assigned group and may not leave members unattended for any reason.

Kid Counts and Group Accountability - Maintaining an accurate kid count is required at all times. Staff must verify their count:

- Before departure
- During transitions
- Upon arrival at each location
- At scheduled check-in times
- Before boarding transportation
- Prior to returning to the site

Any discrepancy must be reported to the Field Trip Coordinator immediately.

Communication Expectations - Staff must follow all communication procedures established by the Field Trip Coordinator, including:

- Attending required pre-trip briefings
- Checking in at designated times throughout the trip
- Notifying the Coordinator before any movement, restroom break, or transition
- Immediately reporting any safety concerns, injuries, or behavioral issues

Texting or personal communication methods may not be used unless directed by leadership.

Restroom Procedures - Restroom use must follow school district supervision guidelines. Staff must:

- Notify the Field Trip Coordinator before taking members to the restroom
- Maintain supervision and accountability for all members
- Conduct kid counts before and after restroom use
- Never allow members to enter restrooms unsupervised

Transportation - Staff must ensure members board and exit transportation according to established procedures and must verify attendance before departure. Staff may never transport members in personal vehicles unless expressly approved in advance by Club leadership due to extenuating circumstances.

Professional Conduct - Staff are responsible for maintaining active supervision, appropriate boundaries, and constant awareness of their assigned group. Any incident, concern, or unusual situation must be reported immediately.

Failure to follow field trip supervision requirements may result in removal from field trip participation and/or corrective action.

Reporting Missing Children

As a result of the passage of Senate Bill 570, Section 49370 has been added to the Education Code of the State of California and became effective on January 1, 2000: “The Legislature hereby declares its intent in enacting this article to require that specified person, including school teachers, school administrators, school aides, school playground workers, and school bus drivers, report missing children to a law enforcement agency in a timely manner ...”

PROGRAM PROCEDURES & EXPECTATIONS

Supervision and Facilities Policy

SUPERVISION:

The Antelope Valley Boys and Girls Club is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 or over) is present when supervising members.
- Must always maintain proper supervision ratios and maintain line-of-sight supervision.
- Must never leave program spaces unattended, even for short periods. If a personal emergency arises, another authorized staff member must be notified to cover the space.
- Must never delegate supervision to junior staff or volunteers without prior approval from Club leadership.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, critical incidents, safety concerns, inappropriate behavior, or student/staff misconduct. (e.g., low staffing, aggressive behavior, restroom misuse, etc.)
- Must ensure to be actively engaged with youth members at all times. (e.g., maintain active supervision of all assigned youth at all times, including proper positioning, visual scanning, and movement throughout the workday.)
- Prohibited from taking naps or sleeping during their scheduled shift.
- Must never use electronic devices such as cell phones or other communication devices while supervising members unless for Club purposes, as defined in the Technology Acceptable Use Policy.

Failure to report supervision concerns or critical incidents in a timely manner may result in disciplinary action up to and including termination.

ENTRANCE AND EXIT CONTROL:

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.

Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION:

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK:

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

Member & Staff Restroom Policy

The Antelope Valley Boys and Girls Club is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

Members should only use the restroom in groups of 3 or more, or 1 at a time (required for LancSD). Restroom breaks should always be monitored by Staff, waiting outside of the restroom. Members should never be “sent” to the restroom without staff supervision or “line of sight”. Periodic restroom checks should take place (when the restroom is not in monitored use) to ensure cleanliness and avoid the risk of members leaving their Club group without permission (hiding in restrooms). Restrooms should always be checked and cleared at the end of the day prior to closing/leaving.

- Staff and members should never use the restroom at the same time.
- If a separate adult restroom is available, staff must use it.
- If only a shared restroom is available, staff should announce themselves and must ensure the restroom is cleared of members before entering and secure the door.
- Staff should never enter a restroom while members are inside, unless there is a suspected medical concern or immediate safety need. In those situations, two staff members should enter together whenever possible.
- When using restrooms at public facilities during field trips, a minimum of three youths will be escorted by one staff member, who will wait outside the main entrance of the restroom.
- Restrooms should always be checked and cleared at the end of the day prior to closing/leaving.

What to do:

Check to see if any member is occupying the bathroom prior to entering. This should be done outside the restroom entrance by asking loudly and clearly “Is there anyone in the restroom?” repeat this another time to be sure there is no response before entering. If members are present, please wait outside until all members are out. If no members are present, please close the outer door once you’ve entered to be sure members cannot enter while an adult is in the restroom. Should the door open, ask the person to identify themselves. If it’s a member, ask them to wait outside; Leave the outside door open as you exit the bathroom.

RESTROOM MONITORING:

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain authority supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

On-Site Member Policy:

Club staff should monitor and maintain the restroom policy for all Club members. These policies should include:

- A system for allowing a minimum number of members to use the restroom at one time.
- A system that requires members to gain permission for use of the restroom prior to leaving a supervised area.
- A system that tracks those members who have left the group to use the restroom, maintaining an appropriate member count at all times.
- Refraining from allowing members of largely different age groups (elementary/teens) to occupy the restroom at the same time.
- When on a school site, Club staff should accompany all members while walking to and from the restroom (preferably with the use of supervised scheduled restroom breaks when possible).

Parents/visitors should refrain from using the restrooms unless there is an emergency situation and it is approved by the staff member in charge. The same procedures will apply for any adults using a shared restroom.

Classroom Management Plan

Prevention:

- The best way to prevent concerns/behavior issues at the Club is to keep members informed and engaged at all times.
- Club Members should be aware of Club Rules and given reminders when needed. This means all Staff must also be well informed on Club Rules and School Policies, when necessary.
- Children's attention may wander if they are not motivated or interested in the activities we are offering. Make the proper adjustments to be sure members are always having a great time while at the Club.
- Be a role model for the behavior you expect to see within your group of members.
- Use your weekly Program Plan guide to reference age appropriate activities and be sure you are fully prepared for the day before students arrive at the Club.
- Always be clear with expectations and directions for members during the day. The less you allow for "downtime", the less our members will

Understanding:

- As youth workers, it is extremely important that you understand that a child's needs will vary.
- When possible, work on understanding why a child might present difficult behavior or reluctance to listen. These issues may stem from other concerns and it is our role to provide as much support as possible to each of our members.
- When possible, allow parents/caregivers to provide insight on positive approaches and successful tools that work for their child.
- For ongoing issues, notify your Program Director to initiate an individualized strategy.

Implementation:

- Use fun tools that help gather members' attention when needed "class, class", "the clap", "waterfall" (can be found in AVBGC Program Plans/BGC Back pocket Guide)
- Never move forward with an activity or discussion until you have gathered the attention of your entire group. Discuss why you are waiting for everyone's attention.
- When presented with disruptions, use positive responses when asking members for their attention.
- When possible, remove the child from the group setting to discuss expectations and understand their behavior
- If issues with a particular member persist, discussions with the Site Coordinator, Supervisor and parents should take place.
- When necessary, the implementation of an individual behavior/support plan can be used.

Positive Reinforcement:

- Point out positive behavior whenever possible.
- Provide encouragement to ALL members, regardless of past behavior issues. Small progress is a big deal.
- Utilize reward strategies for members such as "treasure box" & "Junior Staff". Resources can be referenced in the Program Plan.
- It is always important to ensure that every member feels safe and heard while in our programs. Always offer opportunities for members to share ideas and their thoughts on the programs we offer.
- Circumstances between each member may vary. Do your best to understand the behavior before providing redirection.
- Use kind words not only in your group setting, but also with co-workers and school staff to help set the standards of Club Representation.

If you are ever unsure of how to approach a situation or gain proper respect & attention of your group, please reach out to your Program Director for guidance.

Playground Rules

- Follow all school rules.
- Always treat others with respect.
- Choose nice and respectful words when speaking to others.
- Always keep your hands and feet to yourself.
- Play only in designated areas on the playground. No children are to play behind or between buildings or anywhere where they are not visible by Club staff.
- Playing is never allowed in the restrooms. Please clean-up after yourself when finished using the restroom.
- Climbing of fences, poles, trees or buildings and throwing of rocks is never permitted.
- Bicycles, skateboards, skates, rollerblades, and scooters are not to be used on any part of the school

grounds. Please walk them on or off campus.

- No sitting on playground balls or tetherballs.
- Benches and tables are not to be stood on or moved.
- No playing in bare feet, socks, or sandals.
- No Free Play – Always use structured activities.

Be Safe – Play Fair – Have Fun

Playground Activities Not Approved

AVBGC does not approve of the following activities on the after- school playground: field hockey, tackle football, contact type games, roller hockey, skateboarding (exception, AVBGC planned activities), roller skating (must be organized), monkey bars, animals, or motor vehicles.

Activities Not Approved

Office of Environmental Health and Safety. AVBGC does not approve of the following types of activities: Sharp darts or arrows, throwing of an object at a person, dunking pupils or employees into water tanks, destruction of old automobiles using a hammer or other means, animal or mechanical rides, trampolines, climbing walls, bungee jumping equipment, gyroscopes, or giant slides.

Personal Property of Members

To provide optimal playground safety and to comply with school and District policies, it is necessary at times to confiscate or store personal property of Members. Follow-up investigations frequently link such thefts to the failure of staff to temporarily “hold” the items in secured locations such as locked cabinets, locked drawers, or locked ball boxes.

Personnel are reminded that they assume full responsibility for the care and secure storage of all property they store or confiscate. Confiscated toys, trading cards (baseball, Pokémon, etc.) electronic games, etc. are to be expeditiously directed as follows:

- Items posing a danger to the child or to others are to be immediately turned in to the principal.
- Items prohibited by the school and/or District policy are to be turned in to the principal as soon as reasonably possible.
- All other items are to be immediately secured (locked) in a safe place and returned the same day to the owners upon their departure from the program or to their parents/guardians.

A record including the following information should be maintained of all items confiscated:

- Name of owner
- Description, quantity, and condition of item(s)
- Date and time of confiscation
- Date, time and to whom the item(s) is directed or returned

Disruption of Class work or Extracurricular Activities (California Education Code, Section 44811)

Any parent, guardian, or other person whose conduct, in a place where a school employee is required to be in the course of his or her duties, materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

Snack & Meal Program

Order snacks from Program Director (NOT ALL SITES)

- Adjust orders according to participation, seasonal needs and /or special events, etc. to avoid excessive leftovers. A minimum of one week's notice must be given for adjustments.
- The number of Members served snacks/meals cannot exceed the number of Members in attendance.
- It is the employee's responsibility to track the inventory of snacks.
- Staff must comply with all Food Service /HACCP Handling Procedures

Student Wellness Policy

Purpose

The Antelope Valley Boys & Girls Club (AVBGC) is committed to ensuring the health and well-being of all students in our care. This policy outlines the procedures staff must follow when a student is feeling unwell while attending our program.

Policy

When a student reports feeling unwell, AVBGC staff will take the following steps to ensure their safety and comfort:

1. Assessment & Nurse Consultation

- If a school nurse or other qualified medical personnel is available, staff will contact them for an assessment of the student's condition.
- Staff will follow the nurse's recommendations regarding the student's ability to continue participation in the program.

2. Parental Notification & Student Accommodations

- If the nurse determines that the student should go home, staff will contact the student's parent or guardian for pickup.
- If the student cannot be picked up immediately, they will be provided with a quiet and comfortable space to rest until a parent or guardian arrives.
- If the student is deemed well enough to return to the program, but still requires a quieter environment, they will be offered a quiet space to regroup before rejoining activities.

3. Commitment to Care

- AVBGC does not turn away students who are feeling unwell, as they are expected to remain safely in our care after school until a parent or guardian can pick them up.
- Staff will provide appropriate supervision and support while ensuring the student's comfort and well-being.

Implementation & Review

All AVBGC staff members will be trained on this policy to ensure consistent implementation. This policy will be reviewed periodically to align with best practices and the needs of the students and families we serve.

Club Trips

On Club trips employees should never share a room/bed/blanket/etc. with a member or a co-employee unless a staff supervisor has asked them to do so under special circumstances. Staff must be extra vigilant of members and should not let them wander out of sight. All staff must strictly follow the protocol established prior to the trip, including gathering all permission slips and emergency contacts prior to departure and ensuring accurate kid counts at all times by the use of a trip roster. If questions arise as to the appropriate procedures, staff must contact a staff supervisor for advice.

Transportation Policy

The Antelope Valley Boys and Girls Club is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Antelope Valley Boys and Girls Club only provides transportation to and from the Clubhouse, for field trip purposes and various approved off-site locations. The Club only transports youth in Club vehicles, District transportation or other vehicles approved by Club leadership.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Permission slips must be collected in advance for all youth attending a field trip, including children of staff.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles/
- Must ensure that at least three individuals are present when transporting members. If one child remains unattended child to be dropped off, two adults (18 or over) must be present in the vehicle.
- Staff must never transport Club members in personal vehicles unless expressly approved in advance by Club leadership due to extenuating circumstances.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

VEHICLE:

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid-kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

SHARED-USE RESTROOMS (District policy may supersede this policy)

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” when using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain

outside the restroom door to provide auditory surveillance.

- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recover from an emergency.

Emergency Operations Plan Policy

EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
 - Fire
 - Weather (tornado, flooding, hurricane, etc.)
 - Lockdown (for interior or exterior threat)
 - Bomb threat
 - Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members.
- Developed and shared with local first responders, such as fire departments and law enforcement agencies.

EOP ANNUAL REVIEW

The Antelope Valley Boys and Girls Club leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

FIRST AND CPR TRAINING

The Antelope Valley Boys and Girls Club maintains a minimum of one CPR or first-aid-trained staff on site during all operating hours when members are being served.

Know AVBGC Program Policies

All Club employees are expected to review AVBGC membership forms, as well as the Parent Handbook (both can be found at avbgc.org or MyClubHub). In an effort to provide accurate information to parents about

AVBGC and to keep our staff informed on Club policies, we encourage frequent visits to our Club website and questions for clarification to be directed to the Program Directors. All Club employees are expected to have reliable access to the internet and email, which should be checked daily for any updates. Most Club correspondence will come via email, including schedules changes and program information, and it is the employee's responsibility to check for daily changes.

You are encouraged to primarily communicate with your supervisor. Please respect the operations of each school campus and avoid disrupting their daily activities. If you have any questions, concerns, or comments, feel free to reach out to your Program Director. They will be the main point of contact for any program or school-related issues and will handle communication with school personnel. If you need to contact a school site, please email or phone your Program Director for any inquiries or issues. Any interaction with school personnel beyond casual pleasantries requires prior approval from your supervisor to ensure a smooth process. Failure to comply with these guidelines may result in consequences ranging from suspension to termination.

Volunteers/Visitors

All volunteers and visitors must have prior approval from the Volunteer Coordinator and/or the Program Director to be on-site. Inquiries regarding Volunteering for the AVBGC should be directed to the Volunteer Coordinator for screening and placement. Club Employees do not have the ability to approve visitors or volunteers without confirming with their supervisor and following the proper volunteer processing procedures.

Assigned volunteers are expected to adhere to all of the rules and safety policies outlined in the Volunteer Application, including youth volunteers/visitors. Club Employees are responsible for understanding and implementing these policies for all potential volunteers/visitors. School volunteers/visitors who extend their stay into the after-school program are expected to follow these same procedures.

Tips for Sharing Space with the Regular School Day

Effective classroom management is crucial for maintaining a positive and productive environment within the Club's after-school program, especially when sharing a classroom with teachers who utilize the space during the school day. To ensure smooth coexistence and create a seamless transition between school hours and the after-school program, the following strategy is recommended:

Open Communication:

- Establish open lines of communication between Boys & Girls Club staff and teachers. Regularly communicate schedules, activities, and any special requirements or changes that may impact the shared classroom.
- Encourage respectful dialogue and collaboration, ensuring that both parties understand each other's needs and concerns.

Clearly Defined Spaces:

- Clearly identify and communicate with students which spaces within the classroom can be used for after-school activities. This prevents confusion and helps maintain order during transitions.
- Designate specific areas for Boys & Girls Club activities, supplies, and storage, while ensuring school materials are organized and secure.

Respect for School Materials:

- Instruct Boys & Girls Club staff to treat all school materials and resources with respect. Ensure that school materials are not tampered with, damaged, or moved without prior approval.

- Encourage staff to create a culture of care for shared resources by setting an example and teaching children about responsible behavior.

Seamless Transitions:

- Be sure to note any conditions within the classroom at the start of Program that could be of concern.
- Provide a clear protocol for setting up and tidying the classroom, ensuring that it's ready for the after-school activities and ready for the school day at closing.
- Use visual cues, such as checklists, to help students transition efficiently between different activities.

Flexibility and Adaptability:

- Foster a flexible attitude among Boys & Girls Club staff. Be prepared to adjust activities, schedules, and setups based on school needs and unforeseen circumstances.
- Model adaptability for students, teaching them the importance of cooperation and understanding when sharing a space with others.

Behavior Expectations:

- Establish consistent behavior expectations for members in the shared classroom. Reinforce positive behaviors such as respect, responsibility, and cooperation.
- Implement a behavior management system that encourages children to take ownership of their actions and maintain a peaceful atmosphere. Example: Treasure Box, Club Bucks, etc.

Conflict Resolution:

- Utilize the **Conflict Resolution Protocol** for addressing any issues that may arise between Boys & Girls Club staff, school teachers, or children. Encourage open communication and collaboration in resolving conflicts.

Regular Meetings:

- Conduct regular meetings between Boys & Girls Club staff and teachers to discuss ongoing collaboration, address concerns, and brainstorm solutions.
- Keep all stakeholders informed about upcoming events, changes to schedules, and any other relevant information.

Professionalism and Role Modeling:

- Lead by example, displaying professionalism, respect, and cooperation at all times. Boys & Girls Club staff should demonstrate the behavior they expect from the children they serve.
- Create an environment that promotes positive role modeling, fostering a sense of unity and shared responsibility.

By implementing this comprehensive classroom management strategy, the Club can effectively coexist with teachers in shared spaces, creating a harmonious environment that benefits both the students and the school.

Keys & Closed Campus Policy

- School keys should only be issued to Club Staff who have been approved by the district to receive keys.
- Always keep school keys on your person, not on a table.
- Do not take school keys home, unless assigned otherwise.
- Never give school keys to a Member.

- Doors should always be locked when leaving a classroom
- All school campuses have a “Closed Campus Policy”, meaning all school gates must remain locked while not in use for safety purposes.

General Club Rules (For Club Members)

The following rules are intended to promote a safe, respectful, and positive environment for all Club members. Our goal is to guide, support, and teach positive behavior. While consequences are sometimes necessary, we strive to first understand each situation and provide the support a child may need to be successful in our program.

Progressive Guidance & Support

Failure to follow Club rules may result in one or more of the following interventions, depending on the nature and severity of the behavior:

- **Verbal Reminder & Reflection:** Conversation with staff about behavior and expectations.
- **Time-Out / Reflection Break:** Opportunity to calm down and discuss better choices.
- **Written Apology or Behavior Acknowledgement Form:** A chance for the member to reflect on their actions and take accountability.
- **Parent Communication & Support Plan:** Staff will meet with the parent/guardian to discuss supports and next steps.
- **Temporary Suspension or Attendance Hold:** If needed for safety or to access additional supports (such as a 1:1 aide or counseling referral).
- **Removal from Program:** Used only when all interventions and supports have been exhausted, or when a serious safety concern exists.

Behavior Acknowledgement Forms are issued as a learning and reflection tool — not as punishment — to help members understand the impact of their actions and the importance of Club expectations. Receiving multiple **Behavior Acknowledgement Forms** may lead to a parent meeting to discuss how we can best support your child’s continued success and ensure a safe environment for all members.

Individualized Consideration

The Club recognizes that every child is unique and that behaviors may stem from individual needs or circumstances. Staff will review each situation carefully and collaborate with families, **school district partners**, and support agencies when appropriate to develop a plan that best supports the child’s safety, growth, and success in the program.

When safety concerns arise, a **temporary attendance hold** may be placed to allow time to develop an appropriate support plan or referral (such as connecting to school-based services or a 1:1 aide).

All determinations will take into account **district policies and expectations**, ensuring that decisions are consistent with both Club and district guidelines.

We are committed to maintaining a safe environment for all members. Acts of **violence, bullying, threats, or harassment** will be taken seriously and reviewed immediately by Club leadership to determine the best course of action. The Club may determine whether alternative supports or suspension/removal from the Club is appropriate based on the individual circumstances and the needs of all children involved.

CLUB RULES & EXPECTATIONS

- Follow all school and Club rules — school policies supersede Club rules when on school campuses.
- Use kind and respectful language; no profanity or inappropriate words.
- No intimidating, bullying, violent or threatening behavior

- Keep hands, feet, and objects to yourself — no physical or verbal confrontation.
- No cameras, cell phones, or electronics in Club areas (unless approved). The Club is not responsible for lost or damaged items.
- Keep backpacks in designated areas — not in play or activity zones.
- No drugs, tobacco, or alcohol.
- No gum, sunflower seeds, or open food outside designated eating areas.
- Use indoor voices inside Club buildings; running is for gym or outdoor spaces only.
- Dress appropriately — no clothing with obscene language, images, or that is overly revealing.
- No weapons or objects that can be used as weapons are permitted.
- Treat all Club property and school facilities with care and respect. Parents may be held responsible for damage caused by their child.
- Clean up after yourself and help maintain a clean, safe environment.
- Show respect to staff, volunteers, and other members at all times.
- Members suspended or removed from school may not attend the Club during their school suspension period.
- Removal from one Antelope Valley Boys & Girls Club location applies to all AVBGC sites.

AVBGC Classroom Management Plan

Prevention:

- The best way to prevent concerns/behavior issues at the Club is to keep members informed and engaged at all times.
- Club Members should be aware of Club Rules and given reminders when needed. This means all Staff must also be well informed on Club Rules and School Policies, when necessary.
- Children’s attention may wander if they are not motivated or interested in the activities we are offering. Make the proper adjustments to be sure members are always having a great time while at the Club.
- Be a role model for the behavior you expect to see within your group of members.
- Use your weekly Program Plan guide to reference age appropriate activities and be sure you are fully prepared for the day before students arrive at the Club.
- Always be clear with expectations and directions for members during the day. The less you allow for “downtime”, the less our members will

Understanding:

- As youth workers, it is extremely important that you understand that a child’s needs will vary.
- When possible, work on understanding why a child might present difficult behavior or reluctance to listen. These issues may stem from other concerns and it is our role to provide as much support as possible to each of our members.
- When possible, allow parents/caregivers to provide insight on positive approaches and successful tools that work for their child.
- For ongoing issues, notify your Program Director to initiate an individualized strategy.

Implementation:

- Use fun tools that help gather members’ attention when needed “class, class” or “the clap” (can be found in AVBGC Program Plans/BGC Back pocket Guide)
- Never move forward with an activity or discussion until you have gathered the attention of your entire group. Discuss why you are waiting for everyone’s attention.
- When presented with disruptions, use positive responses when asking members to
- When possible, remove the child from the group setting to discuss expectations and understand their behavior

- If issues with a particular member persist, discussions with the Site Coordinator, Supervisor and parents should take place. Program Directors are responsible for reaching out to parents.
- When necessary, the implementation of an individual behavior/support plan can be used.

Positive Reinforcement:

- Point out positive behavior whenever possible.
- Provide encouragement to ALL members, regardless of past behavior issues. Small progress is a big deal.
- Utilize reward strategies for members such as “treasure box” & “Junior Staff”. Resources can be referenced in the Program Plan.
- It is always important to ensure that every member feels safe and heard while in our programs. Always offer opportunities for members to share ideas and their thoughts on the programs we offer.
- Circumstances between each member may vary. Do your best to understand the behavior before providing redirection.
- Use kind words not only in your group setting, but also with co-workers and school staff to help set the standards of Club Representation.

If you are ever unsure of how to approach a situation or gain proper respect & attention of your group, please reach out to your Program Director for guidance.

Basic Opening Procedures: (May Vary Per Site)

- Contact your Unit Supervisor when arriving onsite (text is ok)
- Contact your Program Director if any support staff are a no-show (Program Coordinators/Site Coordinator)
- Set up all projects planned for the day according to the Program Plan.
- Take out all materials necessary (i.e. tech/media, arts & crafts project, books, etc.)
- Prepare the sign in sheet and review from the night before. Make corrections if needed
- Inspect the following: (must be checked throughout the day)
 - Kitchen
 - Bathrooms
 - Computer Lab
 - Games room
 - Outside

Basic Closing Procedures: (May vary per site)

- All members home safe and properly signed out
- Computer Lab shut down/locked
- All rooms checked/Locked
- All lights turned off
- All trash taken out/picked up off floor
- Extra food put away/Ice Chests/coolers dumped
- Kitchen/food prep area cleaned
- All expired food thrown out
- All trash taken to the dumpsters
- Front desk clean/organized
- All necessary paperwork completed and secured
- Bathrooms checked/cleared - toilets flushed
- All games put away and accounted for
- All TV's/game systems off
- Barriers put up
- Daily notes complete (may be done at home if arranged with your supervisor)
- Exterior doors checked/locked

- Interior doors checked/locked
- All lights off
- Contact your supervisor when all kids and staff have left AVBGC (text is ok)
- Check phone messages
- Alarm set, where necessary

Activity Calendars & Program Plans

At the beginning of each week, Club staff will be given a “Program Plan”. This is to help you plan your daily/weekly/monthly activities. Please remember that although each site has its own interests, we do want all the sites to run seamlessly. We encourage new ideas from all staff.

Along with the calendar, you will receive an attached packet that will have a master copy with instructions for activities. Site Coordinators (or other assigned staff) will be responsible for picking up the Program Plan and activity items on Monday, or the first day of the week. Please send requests for additional items two weeks in advance to your Program Director. We cannot guarantee that all requested items will be approved for purchase, but we encourage thinking out of the box and will do our best to accommodate the needs of each specific site.

The calendar should be posted in a readily available area, so that your kids can tell what is planned for the week. The packet should be kept in an area that can be accessed easily. Each staff person should be included in the planning of the day and be aware of the activities. Rotations and activities are mandatory.

Please understand, the calendars are guidelines to help you plan and follow through the day successfully. It is expected that you will build on them to each site’s member interest and take into account that site's limitations. You are to implement the Program Plan and follow rotations. Homework/Power Hour is for homework assistance and is NOT a promise of homework completion. Each activity has a learning element and follows Quality Standards and BGCA Core Program areas. We are NOT a free play site and each activity will be supervised with staff expected to engage and interact with the members.

Grant Reports

CSBG (Community Service Block Grant)

CSBG is a 12 month grant which provides AVBGC with funding for participants who meet the required financial guidelines.

- Staff are required to collect proof of residence, proof of income and a completed membership form from each member attending AVBGC site. (Some sites will not apply)
- Based on the financial guidelines, membership applications for those who qualify need to be copied and submitted to the main office on a weekly basis.
- Financial guidelines must be posted on-site.
- Questions regarding CSBG should be directed to your Program Director.

OJJDP (Office of Juvenile Justice Delinquency Prevention) - MENTORING

Targeted members are paired with staff or volunteer mentors based on compatibility and interests, and then tracked on a number of different behaviors according to the individual needs of each participant.

- Mentors should provide constructive and appropriate guidance as needed and track each child’s progress.
- Each site may be required to track up to 10 youth for the Mentoring Program. Ask your Program Director for more information.
- Case management files should be kept and maintained on site for all members participating in the program, containing all the required forms provided by AVBGC. Files should be locked in a secure location and not accessible to members.
- OJP reporting is a group effort and should be a shared responsibility with all Club staff.

- Reports must be submitted to your Program Director quarterly. Advanced notice will be given.

Throughout the year, AVBGC may have additional grant opportunities. All staff are expected to comply with grant expectations as they are assigned.

PROP 49 ASES & ELO-Programs

After-school Education and Safety & Expanded Learning Opportunities Programs

The after-school Education and Safety (ASES) Program is the result of the 2002 voter-approved initiative, Proposition 49. This proposition amended California Education Code (EC) 8482 to expand and rename the former Before and after-school Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after-school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9). Funding is designed to: (1) maintain existing before and after-school program funding; and (2) provide eligibility to all elementary and middle schools that submit quality applications throughout California.

The Expanded Learning Opportunities Program (ELO-P) provides funding for after-school and summer school enrichment programs for transitional kindergarten through sixth grade.

“Expanded learning” means before school, after-school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

Daily Expectations - ASES & ELOP

(Applies to all sites and staff unless otherwise stated)

- Above all else, safety of our members is the top priority and responsibility of ALL staff.
- Enrichment and outcome based activities must be provided daily that are in-line with Quality Standards.
- ALL members must have a completed membership application in MCH (MyClubHub) submitted prior to attending.
- In special circumstances where paper applications are approved, completed applications are to be brought back to the main office for processing no later than Monday of the following week. Printouts of emergency contacts will be provided through MCH.
- Ensure all members are PROPERLY signed in on a daily basis. This includes the child's full name, time in/out (not initials, or check mark). Sign in sheets will be provided.
- Keep an inventory of forms needed on a daily basis, i.e. Early Release/Late Arrival Forms, suspension forms, incident reports, medical authorization forms, citations, emergency contact forms, etc. Copies or requests for copies should be submitted well in advance.
- Maintain a 20:1 ratio for 1st-6th grade and 10:1 for TK/Kindergarten, informing the supervisor when numbers drop below ratio, and contacting a supervisor if the numbers are above the usual count and additional staff is needed.
- When supervising a group, maintaining an accurate “kid count” is required at all times, especially during transitions to ensure all members are accounted for.
- Maintain high and steady attendance, contacting parents of members who stop attending and recruiting members to the program when numbers drop below the expected count.
- Keep a waiting list if necessary allowing members to be replaced with those on the waiting list if attendance requirements are not met (prior warning to the parent must be given).

- It is the responsibility of the Site Coordinator to properly track all Club members attending their site and ensure the above information is completed fully, and accurately, with the assistance of all support staff.

Observation Protocol

AVBGC Program Directors and Program Specialists are visiting sites on a regular basis. To ensure that AVBGC complies with the mandates of federal, state, and District regulations governing these grants, these visits will be to verify attendance, check-out procedures*, observe any potential safety issues and ensure quality programs at the site. AVBGC Program Directors and Specialists may be used as resources and problem solvers.

*Please note: According to state legislation governing these programs, elementary schools must have parents or guardians sign Members out. At middle schools, waivers are to be on file for those Members whose parent or guardian has given them permission for the Member to sign themselves out.

In the event that visiting personnel find issues, they will try to resolve the issue with the site coordinator at the school site. If the issue requires more attention, it will be brought to the attention of the Program Director or Executive Director.

Club staff are expected to follow all procedures in compliance with grants. Failure to do so may result in corrective action or termination

For detailed instructions on how to submit these reports, please contact your Program Director. Information on these reports will be provided accordingly

Boys & Girls Club National Programs

POWER HOUR – MAKING MINUTES COUNT

A comprehensive homework help and tutoring program, POWER HOUR is designed to raise academic proficiency of Club members ages 6 – 17 and to encourage members to become Self-Learners.

NATIONAL YOUTH OF THE YEAR

The NATIONAL YOUTH OF THE YEAR PROGRAM is designed to promote and recognize service to Club and community, academic performance and contributions to family and spiritual life.

SMART GIRLS

An outgrowth of the popular and effective SMART Moves program, SMART Girls is a health, fitness, prevention/education and self-esteem enhancement program for girls ages 9 – 14. The program is designed to encourage healthy attitudes and lifestyles that will enable early adolescent girls to develop to their full potential.

PASSPORT TO MANHOOD

Passport to Manhood promotes and teaches responsibility while reinforcing positive behavior in male Club members ages 11 – 14. Passport to Manhood consists of 14 small-group sessions, each of which concentrates on a specific aspect of manhood through highly interactive activities. Each participant is issued his own ‘Passport’ to underscore the idea that he is on a journey of maturation and personal growth.

JUNIOR STAFF CAREER DEVELOPMENT

Junior Staff Career Development is a comprehensive, small-group program that assists Club members ages 11-18 in exploring a career in youth or human services, particularly Boys & Girls Club work. Through hands-on experiences with helping others in AVBGC and community, field trips to other service organizations and

one-on-one guidance from Club staff, youth prepare for a future role as a human services professional or volunteer leader in their community.

GOALS FOR GRADUATION

Goals for Graduation, a Project Learn resource, introduces academic goal setting to Club members ages 6-15 by linking their future aspirations with concrete actions today. In goal-setting sessions with Club youth development professionals, members set achievable “Know-I-Can” Goals, more challenging “Think-I-Can” Goals, and yearly “Believe-I-Can” goals.

PROJECT LEARN

Project Learn reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at AVBGC. Through Project Learn, Club staff use all the areas and programs in AVBGC to create opportunities for these high-yield learning activities, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help and tutoring and games like Scrabble that develop young people’s cognitive skills.

TRIPLE PLAY - Healthy Habits

Empowering youth to eat right is a generation-changing, life-enhancing program goal, and Triple Play’s nutrition component, called Healthy Habits, covers the power of choice, calories, vitamins and minerals, the food pyramid and appropriate portion size.

BGCA Core Program Areas

Character & Leadership Development: We empower youth to support and influence their community, sustain meaningful relationships, develop a positive self-image, participate in the democratic process and respect their own and other's cultural identities.

Education, Technology & Career Development: We offer youth the opportunity to work on their homework each day after-school, one-on-one tutoring, college and vocational preparation, and Junior Staff opportunities. Access to a state-of-the-art computer lab and Internet Safety lessons prepare youth for the 21st century.

Health & Life Skills: We want our Club members to develop the capacity to engage in positive behaviors. Programs include health & hygiene; bullying prevention; drug, tobacco, and alcohol prevention; teen pregnancy prevention; conflict and anger management; and peer mediation.

The Arts: Performing arts and visual arts enable youth to develop their creativity and cultural awareness.

Sports, Fitness & Recreation: These programs develop fitness, a positive sense of leisure time, reduction of stress, appreciation for the environment, and social and interpersonal skills.

Member and Employee Security

Staff’s Responsibilities:

- Report to the Main Office or other designated office prior to proceeding to assigned work areas.
- Lock doors when working alone before or after hours.
- Establish and maintain a buddy system when working in isolated areas and/or traveling to and from parking areas at the start and close of hours. (This is required for all staff scheduled until closing)
- At least two staff members will be present until closing **AT ALL TIMES**. This also includes the event a child is picked up late from the program. It is expected that employees can make accommodations when this occurs to be sure that member and employee security is maintained.
- Exercise stringent control of assigned site keys.
- Secure all personal valuables.
- Report any person loitering in or adjacent to parking areas, etc., and/or sitting in a parked car.

- Instruct Members to avoid strangers and provide strategies for avoiding contact with strangers.

TECHNOLOGY, MEDIA & COMMUNICATIONS

Technology Acceptable Use Policy

Before any member, staff member, or volunteer is allowed to use Club technology equipment or a personally owned device in connection with Club activities, they (and for members, their parent/guardian) must read and sign the Technology Acceptable Use Policy and return it to the Club. Under this policy, the following principles apply:

Club devices include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play or record audio or video, input text, upload or download content or media, and transmit or receive messages or images.

Personally owned devices shall include any and all user-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes include program activities, career development, homework, communication with experts or authorized Club participants, staff communication, training, incident reporting, member check-in, and other approved Club operations.

Users are expected to act responsibly and thoughtfully when using technology resources and must ask a supervisor or staff member if unsure whether a use is permitted.

Authorized use: Personally owned devices may only be used for Club purposes, during approved times, and in approved locations.

The Club expressly prohibits use of devices in locker rooms, restrooms, or any area where there is an expectation of privacy.

No user may use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by the Club, may lead to disciplinary action including but not limited to:

- confiscation of device
- suspension
- termination of membership, employment, or volunteer assignment
- restriction of technology privileges
- referral to law enforcement if applicable

Monitoring and inspection: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review:

- files stored on Club-owned devices or networks
- any personally owned device brought to the Club

Parents/guardians will be notified before a member device inspection and may be present. Parents/guardians may refuse inspection; however, the member may then be prohibited from bringing personal devices in the future.

Staff and volunteers may refuse device inspection; however, refusal may result in disciplinary action up to and including termination or dismissal.

Loss and damage: Users are responsible for keeping devices with them at all times. The Club is not responsible for the security, condition, loss, damage, misuse, or theft of any personally owned device brought to the Club.

Communication Standards: Users must be aware of the appropriateness of communications when using Club or personally owned devices.

Inappropriate communication includes but is not limited to:

- Obscene, profane, vulgar, rude, inflammatory, threatening, sexual, or disrespectful language or images
- Information that could cause disruption or harm to an individual or the Club environment
- Personal attacks or discriminatory remarks
- Harassment or stalking behavior
- False or defamatory information
- Content promoting destruction of property or creation of weapons

If a user is told to stop sending communications, they must cease immediately.

Inappropriate communication is prohibited in public or private messages and online postings.

Cyberbullying: Users may not use technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. Such conduct constitutes cyberbullying and is prohibited.

Examples include but are not limited to:

- Harassing or threatening messages
- Online rumors
- Embarrassing images or fake profiles

Any cyberbullying that disrupts the safety or well-being of the Club community is subject to disciplinary action.

Network and System Security: Users may not:

- attempt to gain unauthorized access to any network or system
- log in through another person's account
- access another person's files
- spread viruses or disrupt systems
- use Club technology to engage in illegal activity

Monitoring and inspection: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, the Antelope Valley Boys and Girls Club reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices must access the internet through the Club’s content-filtered wireless network and may not connect through cellular or outside providers while on site.

The Club reserves the right to monitor communication and internet traffic and to manage or restrict access to websites, portals, networks, or services. Users must follow Club procedures to access internet services.

Loss and damage: Users are responsible for keeping the personal device with them at all times. AVBGC is not responsible for the security and/or condition of the users personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Digital citizenship: All users must conduct themselves online in a manner consistent with the Club’s Code of Conduct. Behavior that violates the Code of Conduct online will result in the same consequences as if it occurred in person.

All users who wish to use a Boys & Girls Club device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all users annually.

Use of Club Technology: Club technology and systems are Club property and may only be used for approved Club purposes, during approved times, and with appropriate supervision. No user may access or use Club technology without prior authorization.

Staff and Volunteer Communication with Members:

Staff and volunteers may never use personal devices to communicate directly with a single Club member. All communications must include an additional staff member and at least two members, including during overnight events.

Password and Access Security: Devices used for Club purposes must lock and require authentication using the strongest available security features. At minimum, devices must require a password of at least six characters or numbers, or biometric authentication where available.

Parent/Guardian Responsibility (Members Only): While the Club restricts access to inappropriate material, supervision of internet usage cannot always be guaranteed. Because the internet contains a wide range of material, some content may not align with family values. Parents/guardians who wish to restrict access beyond this policy should instruct their child accordingly.

Use of Electronics

AVBGC may provide computers, cell phones, printers, walkie-talkies and other electronic devices to its employees to perform their job functions. The security and confidentiality of digital communications and systems—including, but not limited to, Club-issued cell phones, email access, login credentials, and passwords—must be maintained at all times. Under no circumstances should this information be shared with others, regardless of role or intent. These devices and all related materials, including software, are AVBGC **property and may be used for AVBGC business only**. Only software that is authorized by AVBGC may be used, copied or installed on AVBGC equipment. All data contained on AVBGC’s electronic devices belong to

AVBGC and cannot be altered without specific written authorization. No data stored on AVBGC's electronic devices is to be released to any person or outside organization. ANY suspicious content such as texts messages or emails, should not be opened and must be reported immediately upon discovery to the Technology Specialist and Executive Director for review. Employees working from home are required to use only AVBGC devices in order to maintain the expectations of our Personal Identifiable Information (PII) Policy. **Employees are not to use AVBGC phone for personal use.** Any employee making personal calls on the company cell phone, or calls unverifiable, will be charged 50 cents per minute. The employer reserves the right to raise the charges as the phone company changes their charges. The employee will be charged for these calls even if the company was not charged. The employee must pay for these calls immediately or make arrangements with payroll to have increments deducted from their check until the charges are paid.

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

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

Digital Security & Responsible Technology Use

Purpose: This policy establishes guidelines for identifying, avoiding, and reporting digital security threats and for the safe, responsible use of AVBGC technology, including organization-issued mobile devices managed via Ivanti Mobile Device Management (MDM) and AI tools. All employees must comply to protect youth, staff, and organizational data. This policy applies to all employees, contractors, interns, and volunteers who access AVBGC systems, devices, data, or facilities.

Expectation of Privacy

All technology systems, networks, accounts, and devices provided by the Antelope Valley Boys & Girls Club (AVBGC), including organization-issued mobile devices managed through Ivanti Mobile Device Management (MDM), are the property of AVBGC and are intended primarily for work-related purposes. Employees should have no expectation of privacy when using Club-issued devices, systems, applications, networks, email accounts, or internet access.

AVBGC reserves the right to monitor, review, access, and audit usage of organization-owned devices, systems, and data at any time, with or without notice, to ensure compliance with organizational policies, protect organizational data, maintain system security, and investigate potential misconduct or security threats. This may include, but is not limited to, monitoring device activity, application usage, network traffic, and stored information.

Use of AVBGC technology constitutes acknowledgment and acceptance of these monitoring practices.

Data Preservation and Removal of Information

Information created, received, stored, or transmitted using AVBGC systems, accounts, or devices—including organization-issued mobile devices managed through Ivanti Mobile Device Management (MDM)—is considered organizational property when it relates to Club business.

Employees may not intentionally delete, alter, conceal, transfer, or remove data, records, communications, documents, photos, or other information related to Club operations without authorization from leadership or in accordance with established records management practices.

This includes, but is not limited to, information stored on Club-issued devices, cloud storage, email accounts, messaging platforms, shared drives, or any applications used for Club-related work.

Employees are prohibited from removing or transferring Club data to personal devices, accounts, or storage platforms without prior authorization. Additionally, employees must not delete or attempt to delete data in order to avoid review, investigation, or monitoring.

Upon request, during investigations, or upon separation from employment, employees must fully cooperate with AVBGC in preserving and returning all Club-related data and devices. AVBGC reserves the right to recover, access, or remotely manage data stored on organization-issued devices as necessary to protect organizational interests.

Identifying Phishing Emails & Potential Scams - Employees must remain vigilant for suspicious emails, messages, or digital communications. Common indicators include:

- Unexpected requests for personal, financial, or login information.
- Poor spelling/grammar or unusual formatting/branding.
- Sender addresses that don't match the display name or organization.
- Urgent or threatening language prompting immediate action.
- Links or attachments from unknown or suspicious sources.

Best Practices for Avoiding Suspicious Links/Downloads

- Do not click links or open attachments from unknown or unverified senders.
- Hover over hyperlinks to preview the destination before clicking.
- Download software, apps, or files only from approved sources, with Admin approval.
- Keep operating systems, browsers, and security software up to date.
- Avoid entering credentials on unfamiliar websites or pop-ups.

Safe & Responsible Use of AI Tools and Digital Platforms - Employees may use AI tools for business purposes only when authorized. Responsible use includes:

- Never entering confidential, proprietary, or personal data (youth/staff PII, health, HR, financial) into external AI tools without prior approval.
- Reviewing outputs for accuracy, bias, and appropriateness before use.
- Avoiding reliance on AI for final decisions where human judgment is required.
- Complying with copyright/IP and data-protection regulations.
- Using company-approved platforms; avoid unverified third-party apps.

Organization-Issued Mobile Devices & Ivanti MDM - AVBGC issued devices are owned by AVBGC and managed by Ivanti Mobile Device Management (MDM) to protect data and ensure compliance.

What Ivanti MDM does:

- Enrollment & Configuration: IT/Administration enrolls devices and pushes approved apps, email/Wi-Fi/VPN settings, and security controls.
- Security Enforcement: Screen locks, encryption, OS/app updates, anti-malware, and blocking/removal of high-risk or unapproved apps.
- Network & Content Protections: May route traffic through secure services and filter unsafe sites.
- Location & Inventory: Enables device location/status for loss/theft response, asset tracking, and operational logistics.
- Remote Actions: IT may lock, locate, or wipe a device if lost/stolen, upon separation, or when a security risk is detected.

Your responsibilities:

- MDM enrollment is mandatory and may not be removed, disabled, or bypassed.
- No personal use is permitted; there is no expectation of privacy on AVBGC-owned devices.
- Do not install unapproved apps, alter security settings, or jailbreak/root devices.
- Location Services must remain enabled at all times on all AVBGC-managed devices to ensure security and recovery capabilities.
- Keep the device updated; protect it physically and digitally; do not share the device or credentials.
- When not in use during non-working hours, devices should be powered off or securely stored until work resumes.
- Report loss/theft within 1 hour to IT and a supervisor so the device can be locked/located/wiped.
- Return the device and all accessories upon request or separation from employment.

BYOD (personal devices) for AVBGC work is not permitted unless explicitly authorized under a separate written policy.

Meetings, Recording, and Audio Devices:

- AirPods/earbuds/headphones: Do not use on-site, or during meetings, that involve sensitive topics (HR, youth matters, incidents, confidential finances, or partner negotiations). Use a private room or approved wired/Club headset if needed.
- Recording: No audio/video recording of meetings or conversations without prior authorization.
- Confidentiality in shared spaces: Be mindful of who can see/hear screens and discussions; use screen privacy and close doors as needed.

Handling Youth & Staff Information (Data Protection):

- Store AVBGC files only in approved systems (e.g., Google Drive in designated shared folders).
- Do not save youth/staff PII to personal cloud accounts, personal email, texting apps, or personal devices.
- Follow media consent rules, no photos/videos of youth without appropriate permissions and approved uses.
- Use Club email/approved channels for work communications; avoid personal accounts/phone numbers.

Accounts, Passwords, & MFA:

- Use unique, strong passwords; never share credentials.
- Enable multi-factor authentication (MFA) wherever available.
- Lock screens when unattended; set auto-lock to 2–5 minutes.
- Avoid public Wi-Fi for sensitive work unless using AVBGC’s approved VPN.
- Disable password autofill for sensitive systems where feasible.

Hardware & Physical Security:

- Keep laptops/phones with you or locked away; never leave devices visible in cars or unattended in open areas.
- Use cable locks/cabinets as provided. Report lost/stolen devices immediately.

Prohibited Uses (Examples):

- Bypassing, disabling, or tampering with Ivanti MDM or other security controls.
- Installing unapproved apps or storing AVBGC data in personal accounts or unapproved tools.
- Sharing youth/staff PII via personal email, SMS, or social media.
- Harassment, discrimination, illegal activity, or unprofessional communications using AVBGC systems.
- Recording or photographing youth/staff without authorization and consent.
- Connecting devices to unknown computers/USB chargers that could inject malware.

Protocols for Reporting Digital Security Incidents - All employees must promptly report suspected security incidents, including phishing attempts, suspicious links, malware infections, unauthorized account access, data loss, or lost/stolen devices.

- Immediate Action: Do not respond/click/download if suspicious; disconnect from unknown networks.
- Report To: Notify Administration immediately and complete an incident report.
- Preserve Evidence: Don’t delete suspicious messages; forward them as attachments to IT for investigation.
- Follow Up: Cooperate with Admin/HR (password resets, scans, MDM actions) and complete any required training refreshers.
- Lost/Stolen Devices: Report to your supervisor immediately so Administration can lock/locate/wipe and notify leadership if data exposure is suspected.

Training & Awareness:

- Required completion of assigned information-security training and periodic refreshers, when assigned.
- Spot-check phishing simulations or tabletop drills may be conducted to strengthen readiness.

Compliance & Enforcement:

Failure to adhere to this policy, including refusal to enroll in Ivanti MDM, mishandling data, or bypassing security controls, may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

Cell Phone Policy

To maintain a professional, productive, and distraction-free workplace, personal cell phone use during work hours is not permitted unless prior approval is obtained from your supervisor. Employees are expected to remain focused and avoid distractions caused by personal devices.

Using cell phones for social media, calling or texting, checking voicemails, entertainment (e.g., videos or games, etc.), taking photos or recording videos/audio, or any non-work related activity is **strictly prohibited** and will not be tolerated. Use of headphones, earbuds, or wearable communication devices while supervising members is also prohibited unless expressly authorized for work purposes or as a documented accommodation.

Use of personal cell phones while supervising youth poses a serious safety concern and directly impacts the ability to maintain proper supervision of Club members. Staff must remain alert, mobile, and fully attentive to their surroundings to ensure staff and member safety at all times. Even brief or momentary phone use while supervising members is not permitted, as supervision requires continuous active monitoring. Employees must immediately discontinue personal phone use if members enter their supervision area.

Employees may not use personal devices to photograph, record, livestream, or otherwise capture images, video, or audio of members, staff, or Club activities at any time. Staff may not allow members to use a staff member's personal device for any reason. Unauthorized recording or device use involving members may result in immediate removal from duty pending review.

Personal phone use is permitted only in legitimate emergency situations. Employees must notify their supervisor as soon as reasonably possible if emergency use occurs during work time. Emergencies do not include routine personal matters that can reasonably wait until a break or the end of a shift.

Violations of this policy or misuse of cell phones during work hours will result in further disciplinary actions, including termination of employment. Violations that impact supervision, member safety, confidentiality, or privacy may result in immediate disciplinary action, up to and including termination, even for a first offense. Failure to report observed unsafe device use may also result in corrective action.

Workplace Recording & Photography Policy

The Antelope Valley Boys & Girls Club is committed to maintaining a professional and safe work environment that protects the rights of employees, Club members, and organizational operations. This policy establishes clear guidelines regarding video, audio, and photography recording in the workplace and is intended to prevent unauthorized recordings.

Employees may not engage in the following activities while on duty, in the workplace, or while performing job-related duties offsite.

Video or Audio Recording Without Authorization

- Employees may not record conversations, meetings, or workplace activities (including video or audio recordings) without prior written authorization from management.
- Secretly recording conversations without consent from all parties is illegal in California and may result in disciplinary and legal action.

Photography Without Authorization

- Employees may not take photos of members, co-workers, or workplace environments without prior written approval from management.
- Capturing or sharing images of confidential documents, sensitive data, or proprietary information is strictly prohibited.

Live Streaming & Social Media Posting

- Employees may not live stream, post, or share workplace-related videos, photos, or audio recordings on social media or other public platforms unless explicitly authorized.
- Employees are prohibited from sharing images of co-workers without their express consent. Employees are prohibited from sharing images of Club members without their parent or guardians express consent.

Use of Personal Devices for Unauthorized Recording

- The use of personal smartphones, tablets, cameras, or other recording devices for non-business purposes while on duty is not permitted.
- Any business-related recording must be done on company-approved devices and with prior management approval.

Violating this policy will result in disciplinary action, up to and including termination of employment, as well as potential legal consequences.

Data Privacy & Information Security Policy

The Antelope Valley Boys & Girls Club (AVBGC) is committed to protecting the privacy, confidentiality, and security of employee, applicant, and organizational information. This policy outlines how personal information is collected, used, stored, and protected. This policy applies to all applicants, employees, volunteers, and contractors.

Collection of Personal Information

AVBGC collects personal information necessary for employment, payroll, benefits administration, identification, security, and operational purposes. This may include, but is not limited to:

- Full name
- Home address
- Phone number(s)
- Email address(es)
- Date of birth
- Social Security number
- Driver's license information
- Emergency contact information
- Employment eligibility documentation (I-9 documentation)
- Payroll and tax information
- Direct deposit banking information
- Background check information
- Photographs used for employee identification badges
- Timekeeping records
- Device geolocation data related to timekeeping
- Medical or accommodation-related information where required

Personal information is collected directly from employees, through employment forms, through ADP, or through authorized third-party service providers.

Use of Personal Information

Personal information is used solely for legitimate business purposes, including:

- Payroll processing and tax reporting
- Benefits administration
- Identity verification and employee identification badges

- Timekeeping and attendance tracking
- Workplace safety and security
- Compliance with federal, state, and local laws
- Internal recordkeeping and HR administration

AVBGC does not sell, trade, or rent employee personal information.

Information may be shared only:

- With ADP or authorized payroll/HR service providers
- With background check vendors
- With insurance carriers (e.g., workers' compensation or benefits providers)
- With government agencies as required by law
- With school districts when required for compliance or safety purposes

Geolocation Data

The organization's timekeeping system may record date, time, and geolocation data when employees clock in or out using approved devices.

Geolocation data is collected solely for:

- Verifying work location
- Ensuring timekeeping accuracy
- Fraud prevention
- Workplace security
- Policy compliance

Location data is not used for continuous employee tracking and is collected only at the time of clock-in or clock-out.

Employee Photographs & Identification Badges

AVBGC may take and maintain employee photographs for identification badges, internal directories, and security purposes.

Badge photos are:

- Used solely for identification and security
- Not used for marketing or promotional purposes without separate written consent
- Stored securely in internal systems

Data Protection & Security

AVBGC maintains administrative, technical, and physical safeguards designed to protect personal information from unauthorized access, disclosure, alteration, or destruction.

Security measures may include:

- Password-protected systems
- Role-based access controls
- Secure payroll and HR platforms (e.g., ADP)
- Locked file storage for paper records
- Device management and security protocols
- Limited access to sensitive HR records

Employees with access to confidential information are required to maintain its confidentiality and use it only for authorized business purposes.

Confidential Information Responsibilities

Employees who access, handle, or manage personal information as part of their job duties must:

- Protect confidential information from unauthorized disclosure
- Not access employee records without legitimate business need
- Not share personal data through unsecured communication channels
- Report any suspected data breach, unauthorized access, or security incident immediately to Administration

Unauthorized access, disclosure, or misuse of personal information may result in disciplinary action, up to and including termination.

Data Retention & Destruction

Personal information is retained only for as long as necessary to fulfill its business purpose or comply with legal requirements.

Records will be securely destroyed in accordance with applicable retention schedules and privacy laws when:

- Employment ends
- Legal retention requirements expire
- Information is no longer necessary for business purposes

Destruction methods may include secure shredding, digital deletion, or vendor-certified destruction services.

Employee Rights

Employees may request to:

- Review certain personal information maintained in their personnel file
- Update or correct inaccurate personal information
- Ask questions regarding data handling practices

Requests should be directed to Human Resources.

AVBGC prohibits retaliation against any employee who raises concerns about data privacy, security practices, or suspected breaches.

Reporting Data Concerns

Any employee who becomes aware of:

- Unauthorized access to personal data
- Lost or stolen devices containing sensitive information
- Suspected phishing or cyber threats
- Accidental disclosure of confidential information

Must immediately notify Administration or Human Resources.

Prompt reporting allows the organization to mitigate risk and comply with legal obligations.

COMPLIANCE, REPORTING & INVESTIGATIONS

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

GENERAL INCIDENT DESCRIPTION:

Safety incidents can include but are not limited:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults(18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club-affiliated program or trip.

INTERNAL INCIDENT REPORTING:

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING:

The Antelope Valley Boys and Girls Club follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the

protection and safety of youth. Types of incidents reported include but are limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

INCIDENT INVESTIGATION:

The Antelope Valley Boys and Girls Club takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be compiled with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING:

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- a. Any insistance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- b. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- c. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- d. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- e. Any failure to comply with requirements set forth by child care licensing agencies or organizations.
- f. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- g. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- h. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- i. Negative media attention that could compromise the reputation of the Member Organization of the Boys

& Girls Club of America brand.

- j. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

AVBGC On-Site Incident Reporting Expectations

All staff are responsible for maintaining a safe environment for members and staff. Prompt reporting of concerns allows leadership to assess situations, provide guidance, and take appropriate action. All frontline staff are mandated reporters and are expected to report all incidents, concerns, and unusual situations immediately.

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Mandated Reporter Responsibilities:

As mandated reporters, staff are legally required to report any known or suspected child abuse or neglect.

If a staff member has reasonable suspicion of abuse or neglect:

1. Ensure the immediate emotional and physical safety of the member.
2. Notify the Site Coordinator immediately, who will then follow up with the Program Director.
3. Site Leadership will gather additional information and determine next steps.
4. If directed, staff may be required to make a mandated reporter call to Child Protective Services (CPS). Leadership will provide additional support throughout this process, or make the call on behalf of staff.
5. Please ensure the call is documented and, when appropriate, complete a follow-up incident report to provide Club leadership with the case number.
6. Information related to suspected abuse or neglect must be kept strictly confidential and shared only with Site Leadership. Staff must not discuss the situation with other staff, members, parents, or anyone outside of leadership in order to protect the privacy and safety of the child.

Los Angeles County Child Abuse Hotline: (800) 540-4000

Mandated reporter obligations are individual legal responsibilities and must be reported the same day the suspicion arises.

What Must Be Reported

Staff must report any situation that involves safety, behavior concerns, or anything that is unusual, unexpected, or outside normal site operations.

This includes, but is not limited to:

- Injuries, medical concerns, or safety hazards
- Member conflicts or behavioral incidents
- Concerning statements made by a member or staff
- Situations involving staff conduct
- Parent or visitor concerns or confrontations
- Supervision or ratio concerns
- Any situation that feels unusual, inappropriate, or not typically seen or discussed on-site

If you are unsure whether something should be reported, report it.

Immediate Reporting Process

- Ensure the immediate safety of all members and staff.
- Report the situation immediately to the Site Coordinator, Specialist or Director.
- The Site Coordinator will notify a Specialist or Director to receive further guidance.
- Do not wait until the end of the day to report concerns or situations you're unsure of or unfamiliar with.

All incidents must be documented using the AVBGC Incident Report on the same day the incident occurs. Additional written statements or documentation may be required as directed by leadership or HR.

Staff Role During a Concern or Incident

Frontline staff are responsible for:

- Maintaining supervision and keeping the program operating safely
- Providing first aid, when appropriate.
- Following direction provided by the Site Coordinator, Specialist, Director or Regional Director
- Providing factual information if asked to complete a statement
- Reporting any additional information that becomes known
- Assisting leadership when requested, which may include being present as a witness during member conversations or statement collection

The Site Coordinator is responsible for assessing the situation, escalating the incident as needed, and ensuring that appropriate medical care is obtained, including contacting a parent/guardian, school nurse, medical provider, or emergency services when necessary.

Staff should not:

- Conduct their own investigation
- Question other staff or members beyond immediate safety needs
- Attempt to resolve serious concerns independently

Confidentiality and Professional Conduct

All incidents, reports and concerns must be treated as confidential. Staff must not:

- Discuss incidents with other staff, members, or parents
- Share opinions, assumptions, or personal interpretations
- Speculate about what may have happened
- Discuss the situation outside of leadership
- Maintaining confidentiality protects members, staff, and the integrity of the review process.

If questions arise from staff or others, the appropriate response is: "Please speak with the Site Coordinator or Director. They are handling the situation."

Documentation Expectations - If asked to complete a report or statement:

- Document only what you personally observed, heard, or were told
- Use factual, objective language
- Include specific times, locations, and actions when possible
- Do not include opinions, assumptions, or conclusions
 - Documentation Example (Objective vs. Biased)

- Appropriate (Objective): “At approximately 4:10 PM, Member A and Member B were involved in a verbal disagreement near the activity tables. Staff observed raised voices and separated both members. Member A stated, ‘He took my materials.’ Member B stated, ‘I thought they were free to use.’ No physical contact occurred. The Director was notified at 4:25 PM.”
- Inappropriate (Biased): “Member A became aggressive and started an argument because he was upset and could not control himself. Member B did nothing wrong.”
- Documentation must reflect only observable facts, direct quotes, and actions taken. Avoid opinions, assumptions, or judgmental language.
- Provide any relevant supporting information when requested, such as screenshots, call logs, schedules, or other time-stamped information that may help establish a timeline
- All documentation must be completed the same day unless otherwise directed.
- Staff will be provided adequate time and accommodations after programming hours to ensure reports are completed thoroughly and accurately.

Accountability: Reporting concerns, completing required documentation, fulfilling mandated reporter duties, and maintaining confidentiality are required job responsibilities. Failure to report concerns, delays in reporting, or discussing incidents outside of leadership may result in corrective action.

Key Expectation: If something is unusual, concerning, or outside normal operations — report it immediately to the Site Coordinator or additional leadership (Specialist, Program Director, Regional Director, Director of Operations, or Human Resources) and complete an AVBGC Incident Report.

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Perceived Violations Policy

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

Examples of perceived violations of law include violations of child labor laws, wage-hour regulations and unlawful discrimination or harassment. Examples of violations of Club policy include employee theft and breach of AVBGC’s Confidentiality or No Solicitation Policy.

Moreover, AVBGC also expects and encourages its employees to report any questionable accounting or auditing concerns to AVBGC’s Executive Director(s) or Chief Professional Officer. Employees may confidentially and anonymously submit their concerns, in writing, to P.O. Box 10047 Lancaster, CA 93584, Attention: Executive Director. When necessary, appropriate or when financial irregularities are involved, employee concerns will be forwarded to AVBGC’s Board of Directors Audit Committee. Compliance with this policy is a term and condition of continued employment with AVBGC. If employees have any questions with regard to this duty to report perceived violations, they may contact AVBGC’s Human Resource Department

Administrative Leave Policy

Administrative leave may be used when an incident or allegation involving a staff member requires investigation and their continued presence could affect safety, supervision, confidentiality, or program integrity. Administrative leave is a temporary administrative measure used to allow the organization to conduct a fair and impartial review. Placement on administrative leave does not imply that a policy violation occurred and should not be interpreted as disciplinary action.

Administrative leave may only be approved by the Director of Operations, Director of Human Resources, or Executive Director. Site-level staff may not independently place employees on administrative leave.

The employee will be notified privately by two authorized leadership representatives. Communication must remain neutral and non-accusatory. Details of allegations will not be discussed on-site. Employees will be informed that HR will follow up with next steps.

Human Resources will contact the employee within 24 hours to confirm leave status, expectations, and next steps. Employees must remain off-site and available during scheduled work hours for investigation participation. All investigation-related communication will be handled through HR.

During any period of administrative leave, the employee is expected to remain available for inquiries, interviews, or meetings related to the investigation. Employees must ensure their contact information remains current and that they are reachable during regular business hours.

Employees placed on administrative leave:

- Must not report to any Club site.
- Must remain available for calls, statement submission, or in-person meetings during their regularly scheduled time
- Must not contact staff, families, or youth regarding the matter.
- May only communicate with Human Resources unless otherwise directed.
- Must refrain from engaging in any work-related activities, representing the Club, or accessing Club systems, records, email, or other resources unless explicitly authorized in writing by Human Resources.

All parties must maintain strict confidentiality. Staff should not discuss investigations or share information with others. Failure to maintain confidentiality may result in corrective action.

The Club reserves the right to modify the terms of administrative leave, including pay status, duration, or conditions, based on the needs of the investigation and applicable law.

Employees may return to work only after clearance from Human Resources and authorized leadership following a final determination.

Availability During Administrative Leave

During periods of paid administrative leave, employees are expected to remain reasonably available during their normally scheduled work hours. This includes being reachable by phone or email and being able to participate in meetings, interviews, or investigative discussions as requested by Human Resources or authorized leadership.

Employees may be required to participate in virtual or in-person meetings as part of the investigation process. If an in-person meeting is necessary, employees must be reasonably available to report to the HR office during normal business hours with reasonable notice from Human Resources.

Employees should not travel or make arrangements that would prevent them from participating in scheduled investigative meetings during their regular work hours while on paid administrative leave.

If an employee is unable to attend a scheduled meeting or respond to investigative requests, they must notify Human Resources as soon as possible and provide a reasonable explanation so that the meeting may be rescheduled if appropriate.

Failure to remain reasonably available, failure to attend scheduled meetings without reasonable justification, or failure to cooperate with the investigation may result in the employee's administrative leave transitioning from paid to unpaid status and may also result in additional disciplinary action, up to and including termination of employment.

Human Resources will determine and communicate any changes to administrative leave status.

Pay Status During Administrative Leave

Employees will be paid for any work shifts that were already scheduled and published at the time the administrative leave begins. Additional leave time beyond those scheduled hours will be unpaid unless otherwise approved by Human Resources or executive leadership.

In some circumstances, the organization may authorize a limited period of paid administrative leave while an initial review is conducted. Any extension of paid administrative leave must be approved by Human Resources or executive leadership.

If the organization determines that no policy violation occurred, employees will be compensated for scheduled hours they would have worked during the leave period that were not previously paid.

Employees are expected to cooperate promptly and fully with any investigation. Failure to participate in the investigative process, failure to respond to reasonable requests for information, or actions that delay the investigation may result in administrative leave being unpaid or may result in additional disciplinary action.

Human Resources will determine and communicate the pay status of administrative leave. See the *Release From Work & Reporting Time Pay Policy* for additional details regarding pay requirements.

Employees are expected to cooperate promptly and fully with any workplace investigation. This includes responding to reasonable requests for information, participating in interviews, and providing truthful and complete information. Failure to participate in the investigative process, refusal to provide requested information, knowingly providing false or misleading information, or actions that intentionally delay or obstruct an investigation may result in administrative leave becoming unpaid and/or additional disciplinary action, up to and including termination.

Failure to comply with administrative leave expectations or investigation procedures may result in disciplinary action, up to and including termination.

Grievance/Conflict Resolution Procedures

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

Open communication between employees and immediate supervisors is encouraged. Employees should feel free to voice ideas, suggestions, or complaints without fear of reprisal or retribution. If an employee wishes to remain completely anonymous, feel free to send a letter with your idea, suggestion, or complaint to our administrative office at P.O. Box 10047, Lancaster, CA 93584. Otherwise, if employees have ideas, suggestions, or complaints to share, they are directed to follow these simple steps:

- STEP 1: The employee is directed to discuss complaints with his or her immediate supervisor within 3 working days (if practical) of the matter causing the complaint. An employee should provide details and offer possible solutions. Most matters can be resolved at Step 1.
- STEP 2: If the employee is not satisfied with the results of a discussion with their immediate supervisor, the employee is encouraged to take the matter to the next higher supervisor, the Regional Director. If the employee is not satisfied with the results of a discussion with the Regional Director, the employee is encouraged to take the matter to the next higher supervisor, the Director of Operations, or consult with HR within 3 working days, if practical, after meeting with the immediate supervisor. HR is available as an additional resource to support the resolution process and provide guidance.
- STEP 3: If the employee believes that the matter remains unresolved, he or she is directed to present the matter in writing to the Executive Director within 3 working days, if practical. The Executive Director shall consider all matters brought to their attention pursuant to this procedure and all decisions made by the Executive Director shall be final.

In the event of a complaint involving the Executive Director or another administrator, another Club official will fulfill the investigation process. **Please contact human resources via email or phone at hr@avbgc.org or (661) 267-2582 x105 for guidance in this process.**

When scheduling an appointment to discuss complaints, employees should be aware that meetings will be conducted individually to maintain privacy and ensure thorough documentation of each perspective.

Conflict Resolution

AVBGC is committed to maintaining a positive, respectful, and collaborative work environment. Open communication, professionalism, and timely resolution of concerns are essential to supporting our staff and providing a safe, consistent environment for the youth we serve.

Employees are expected to address concerns promptly, respectfully, and through appropriate channels.

Expectations for Professional Communication - All staff are expected to:

- Communicate respectfully and professionally at all times
- Address concerns directly and constructively when appropriate

- Focus on problem-solving rather than assigning blame
- Maintain confidentiality and avoid discussing workplace disputes with individuals who are not directly involved
- Refrain from gossip, negative talk, or comments that undermine team members or site culture

Unprofessional communication, ongoing conflict, or behavior that disrupts the work environment may be addressed through coaching or corrective action.

Informal Resolution - Whenever possible and appropriate, employees are encouraged to first attempt to resolve concerns directly with the individual involved in a respectful and professional manner.

If an employee is not comfortable addressing the issue directly, or if the concern is not resolved, the employee should notify their immediate supervisor.

Supervisor and Leadership Support - Supervisors and leadership are responsible for:

- Listening to concerns objectively
- Facilitating respectful conversations between staff when appropriate
- Providing coaching and guidance to support resolution
- Addressing behavior that does not align with AVBGC expectations

Leadership may implement strategies such as mediation, coaching, schedule adjustments, or reassignment when necessary to support a positive work environment.

Escalation Process - Employees should escalate concerns to the next level of leadership or Human Resources when:

- The issue involves their direct supervisor
- The concern cannot be resolved at the site level
- The situation involves harassment, discrimination, retaliation, or a hostile work environment
- The conflict is ongoing or affecting program operations, staff morale, or member safety

Employees may report concerns to Human Resources at any time.

Confidentiality and Non-Retaliation - Concerns will be handled as confidentially as possible. Employees who raise concerns in good faith are protected from retaliation. Any form of retaliation will be addressed promptly and may result in disciplinary action.

Documentation and Accountability - Leadership may document conflict-related concerns, coaching conversations, or corrective actions when necessary. Failure to participate in good-faith resolution efforts, ongoing unprofessional behavior, or refusal to follow communication expectations may result in progressive corrective action.

Commitment to a Positive Culture - All employees share responsibility for maintaining a respectful and supportive workplace. Conflict that is addressed early, professionally, and through appropriate channels helps ensure a healthy work environment and allows our teams to remain focused on what matters most — serving our Club members. For additional information related to supportive and respectful environments, please refer to the Collaboration and Teamwork Policy.

Open Lines of Communication

Employees are encouraged to bring their comments, questions, or complaints to their supervisor's attention as soon as practicable. If the employee's supervisor does not resolve issues, the employee may request a meeting with the Director of Operations, Armando Villalobos, or Co-Executive Directors, Stacey Manson & Sally Altobelli.

Employees with questions or concerns regarding biometric data privacy or timekeeping technology may also contact Human Resources directly. See the Biometric Data Privacy Policy in the Technology, Media & Communications section for additional information.

WORK HOURS, COMPENSATION, PAYROLL, & TIMEKEEPING PROCEDURES

Timekeeping Policy

The organization utilizes an Employee ID number timekeeping system through ADP to accurately record employee work hours. The system includes geolocation features to verify that employees are clocking in and out from their assigned worksite or an approved work location. All non-exempt employees are required to record their own work time using their assigned Employee ID number at the designated timekeeping device or kiosk at their assigned site/office location.

Employees are responsible for accurately recording all work time, including start time, end time, and meal periods/breaks where applicable. Recording time for another employee or allowing another employee to record your time is strictly prohibited. Employees are responsible for maintaining the confidentiality of their Employee ID number. Sharing an Employee ID number is prohibited.

Employees must also accurately record meal periods by clocking out and clocking back in using the designated timekeeping application when beginning and ending their lunch break. Employees are also required to certify at the end of each shift that all required rest breaks and meal periods were taken, as prompted by the ADP timekeeping system.

Clock-In and Clock-Out Expectations

Employees may clock in no earlier than five (5) minutes before their scheduled start time and must clock out at the end of their scheduled shift unless otherwise approved by a supervisor. Employees must clock in and out at their assigned work location unless otherwise authorized. The ADP system uses geolocation to confirm the employee's location at the time of the punch. Clock-ins or clock-outs made outside of the assigned worksite or an approved location are subject to review, adjustments, or disciplinary action.

Employees will always be paid for all time actually worked in accordance with California law.

Meal Period Duration and Compliance

Employees are expected to take their full scheduled meal period. When a one-hour meal period is scheduled, employees must remain off duty for the full duration of the meal break unless otherwise directed by a supervisor due to operational needs.

Employees must clock out at the start of their meal period and clock back in when returning from lunch using the approved timekeeping device or application. Time records must accurately reflect the actual start and end of the meal period.

Minor variations of a few minutes may occur due to operational factors; however, meal periods that are consistently shortened, skipped, or extended without supervisor approval may be reviewed and addressed through coaching or corrective action.

Employees may not perform work duties during their meal period. If an employee is required to work during their meal period, the employee must notify their supervisor immediately so the time can be properly recorded and addressed in accordance with California labor law.

Supervisors are responsible for ensuring employees are provided the opportunity to take their required meal periods and that time records accurately reflect meal period compliance.

Grace Period and Tardiness

A five (5) minute grace period is provided before and after the scheduled start time. The purpose of the grace period is to allow for normal delays related to arriving at the timekeeping kiosk, brief traffic within the facility, or other minor, occasional circumstances. It is not intended to extend or adjust an employee's scheduled start time.

Employees are expected to be present, ready to work, and in their assigned area at their scheduled start time.

If an employee clocks in up to five (5) minutes before their scheduled start time, they will be paid for their actual clock-in time. Employees should not clock in more than five (5) minutes prior to their shift unless approved by a supervisor.

Repeated early clock-ins, even within the five-minute window, will be reviewed and addressed to ensure schedules and staffing needs are followed.

Clock-ins more than five (5) minutes after the scheduled start time will be recorded and paid based on the employee's actual clock-in time and will be considered tardy.

Consistent clock-ins after the scheduled start time, even within the grace period, may be addressed through coaching or corrective action.

Repeated tardiness or timekeeping concerns may result in corrective action in accordance with the organization's attendance standards.

Missed Punches and Time Corrections

If an employee forgets to clock in or out, or needs to request a correction to their time record:

1. The employee must submit a time correction request through the Time Kiosk/ADP application.
2. The request will be routed to the employee's direct supervisor for review.
3. If at a school site, the Site Coordinator (or designated site lead) must verify the employee's actual arrival and/or departure time before the correction is approved.
4. Corrections will be entered only after verification.

Failure to follow the time correction process may result in delays in payroll processing.

Repeated Missed Punches or Timekeeping Issues

Employees are expected to use the approved method for timekeeping consistently and accurately.

Repeated missed punches, late entries, unauthorized early clock-ins, location discrepancies, or failure to follow timekeeping procedures will be addressed through progressive corrective action, which may include:

- Coaching or reminder
- Written warning
- Further disciplinary action, up to and including termination

Corrective action will not result in the withholding of pay for time actually worked.

Prohibited Practices

The following are strictly prohibited:

- Clocking in or out for another employee
- Allowing another employee to record your time
- Sharing or using another employee's Employee ID number
- Falsifying time records
- Working off the clock
- Clocking in earlier than authorized without supervisor approval
- Clocking in or out from a location other than the assigned worksite or an approved location without authorization
- Attempting to bypass, manipulate, or disable the system's location or security features

Violations may result in disciplinary action, up to and including termination.

Supervisor Responsibilities

Supervisors are responsible for:

- Reviewing and approving time records and correction requests
- Ensuring Site Coordinator verification for missed punches
- Monitoring attendance and timekeeping compliance
- Addressing patterns of tardiness or timekeeping issues promptly

Site Coordinator / Lead Staff Responsibilities

Site Coordinators and Lead Staff play a critical role in ensuring accurate and compliant timekeeping at each location. In addition to their supervisory duties, they are responsible for:

- Maintaining possession and secure storage of the designated timekeeping iPad or device during program hours
- Ensuring the timekeeping device is accessible to staff at the start and end of each shift
- Monitoring that all assigned staff clock in and clock out using their own Employee ID number
- Verifying that staff complete their punches before leaving the site
- Ensuring staff do not share Employee ID numbers or enter time for another employee
- Addressing immediate timekeeping concerns or discrepancies with staff and notifying the Program Director as needed
- Confirming and verifying arrival/departure times when time correction requests are submitted

Site Coordinators and Lead Staff are strictly prohibited from entering time for another employee or permitting staff to share Employee ID numbers. Failure to enforce timekeeping procedures or allowing ID misuse may result in corrective action.

Transition from Manual Timekeeping

Manual sign-in sheets and employee-entered time will no longer be the primary method of time reporting once biometric timekeeping is implemented, except in limited situations approved by Human Resources. Employees approved for an alternative timekeeping method must follow the process established by Human Resources.

Schedules/Work Hours

Upon employment, all employees will be inputted into the "ADP" scheduling system. Schedules will be sent via email through the scheduling program. Please be aware, schedule changes and other notifications may also come from ADP, so it is highly recommended that employees allow for notifications from this program and keep updated on any changes.

Work schedules are based on the operational needs of the Club and may be changed without notice. This includes days when school is not in session due to winter, spring and summer break. During peak work-load periods, it may be necessary for an employee to work longer, depending on operational requirements. Year round work is not guaranteed for regular part-time, seasonal or temporary employees. Regular part-time employees may be terminated during the months of June-August when school is no longer in session. Due to the potential change in needs, placement at a particular Club site or consistent work hours are not guaranteed to any employee. Hours are given based on the needs of the organization, performance and dependability. All regular part-time employees are expected to re-apply for each new school year. Employment is not guaranteed to returning employees.

Meal and Rest Breaks

All staff are required to take their scheduled lunches and breaks. Employees who work 4 consecutive hours are entitled to a 10-minute paid rest break, and employees who work more than 6 hours are entitled to two paid 10-minute rest breaks. All 10-minute breaks must be taken on-site unless otherwise approved by a supervisor. During rest breaks, employees are relieved of all work duties and are not required to supervise members, monitor radios, answer phones, or perform any work-related tasks.

Employees who work over 5 hours are entitled to a half-hour lunch break (off the clock), unless otherwise agreed with their supervisor. Employees may request a working lunch in which they remain on the clock and are compensated. Meal waivers do not apply if the employee is scheduled to work more than 6 hours.

Employees must clock out and clock back in using the ADP timekeeping kiosk, iPad, or approved timekeeping application when beginning and ending their lunch period to ensure that meal periods are properly recorded. Meal periods must be uninterrupted and taken off the clock unless a working lunch has been approved in advance by a supervisor.

Due to operational factors such as late parent pick-ups, delayed site closures, or other unforeseen circumstances that may extend a shift, employees scheduled to work six (6) hours are required to take a meal period and are not permitted to waive their meal period. Meal period waivers may only be considered when an employee is scheduled to work less than six (6) hours and more than five (5) hours, and must be approved in advance by a supervisor.

Breaks are not to be taken at the beginning or end of the workday to offset arrival or departure times. Ten-minute breaks must be taken separately and cannot be combined or accumulated to create a longer break period.

During breaks and meal periods, employees may not take Club property with them unless specifically authorized. This includes, but is not limited to, Club phones, radios/walkie-talkies, iPads, attendance or sign-in sheets, keys, or any other operational materials.

Employees must come prepared for their scheduled shift with their own meals, snacks, and beverages as needed. Food delivery services (including Uber Eats, DoorDash, or similar services) or any outside food or package deliveries to school sites are not permitted unless specifically approved by site leadership.

Food and beverages may only be consumed in designated staff areas. Employees should not eat or drink in front of members, except for water, unless medically necessary and approved by leadership.

At the time of clock-out each day, employees must complete the break acknowledgment in the ADP kiosk, confirming whether all required rest and meal breaks were provided and taken. Employees are responsible for ensuring their acknowledgment is accurate and truthful.

If a rest or meal break is missed, late, interrupted, or unable to be taken for any reason, the employee must notify their Program Director, Regional Director, or Human Resources the same day the missed break occurs. Staff will be compensated appropriately as required by California law, and leadership will follow up to ensure breaks are provided moving forward.

Employees who do not comply with lunch and break requirements, fail to accurately report break information, or do not follow related expectations may be subject to corrective or disciplinary action, up to and including termination.

Supervisor Contact Outside of Scheduled Work Hours (Shift Coverage)

The purpose of this policy is to balance operational needs with respect for employee work-life boundaries while ensuring programs remain adequately staffed. Supervisors should not routinely contact employees outside of their scheduled work hours, and non-urgent administrative communication must take place during scheduled work time.

Supervisors may contact employees outside of scheduled work hours only for the purpose of offering an available shift due to a call-out, unexpected absence, changes to their schedule, or other staffing needs. Accepting or declining a shift is voluntary, and employees are not required to respond to calls or messages outside of their scheduled work hours. Declining or not responding will not result in discipline or retaliation. Any contact should be limited, professional, and not excessive.

Once a shift is accepted, the employee assumes responsibility for that shift and will be added to the schedule accordingly. All applicable policies apply once a shift is accepted, including attendance expectations and call-out procedures. Accepting a shift and later calling out may result in corrective action consistent with existing attendance and performance policies.

Whenever possible, supervisors should make reasonable efforts to contact staff within the Club's normal business hours.

Contact outside of normal business hours is permitted only in true emergencies, such as immediate safety concerns, program or schedule changes, facility issues, or situations requiring urgent leadership awareness. In these cases, communication must be limited to essential information, and additional leadership (Program Director, Regional Director, Executive Director, or Human Resources) must be notified as soon as possible.

Supervisors are responsible for using appropriate judgment, respecting employee boundaries, and applying this policy consistently. Failure to follow this policy may result in corrective action.

Early Release Due to Low Attendance

Staffing levels are scheduled based on enrollment and anticipated attendance. When daily attendance (ADA) is lower than expected and staffing exceeds program needs, employees may be released early to maintain operational efficiency, appropriate supervision, and program accountability.

Early release decisions are based on attendance levels, staff-to-student ratios, and program coverage needs. Early release may occur once sufficient supervision, closing procedures, and program responsibilities are fully covered.

Selection Process

Early release will be determined using a fair and consistent method, such as:

- A rotation system to ensure equitable opportunities over time, and/or
- A volunteer process, when operationally appropriate

If there are not enough volunteers, early release may be assigned based on the established rotation.

Early release due to lower kid counts is based solely on operational needs and will not be used as a form of discipline or performance management.

Scheduling and Communication: When attendance trends consistently decline at a specific time, early release rotations may be reflected in weekly schedules. All early release plans remain subject to change based on daily attendance, safety needs, and program coverage.

Supervisors will communicate early release decisions to staff and provide direction regarding any remaining duties prior to departure. Staff must complete assigned closing or preparation tasks, check in with their supervisor, and accurately clock out at the time they stop working.

Pay: Employees will be paid for actual hours worked. Early release may result in fewer hours than originally scheduled and does not guarantee a minimum number of hours per shift, except where required by applicable law or prior written agreement.

Release From Work and Reporting Time Pay Policy

This policy establishes consistent procedures for situations in which employees are sent home from work or released early from a scheduled shift. The goal is to ensure fairness, compliance with California wage and hour laws, and clear expectations regarding pay status.

Employees are expected to work their full scheduled shift unless released by a supervisor or due to an approved reason. When an employee is sent home, pay status depends on the reason for the release and applicable law.

Non-Disciplinary Release

Employees may be sent home for operational or non-disciplinary reasons, including but not limited to:

- Low attendance or reduced program need
- School closures or district directives
- Safety concerns or emergencies
- Site closure or facility issues
- Scheduling adjustments
- Lack of work

Employees will be paid in accordance with California reporting time pay requirements.

Disciplinary Release

Employees may be sent home early due to policy violations, including but not limited to:

- Dress code violations that cannot be corrected on-site
- Excessive tardiness or failure to report to work as scheduled
- Arriving late without notice when the shift has already been reassigned
- Cell phone misuse during program hours
- Failure to follow the approved daily program schedule or lesson plans
- Failure to lead or facilitate required program activities after coaching or direction from the Site Coordinator or Program Director
- Refusal to complete assigned program duties or responsibilities
- Performance concerns that significantly disrupt site operations or the ability to safely and effectively run the program

Pay will be determined based on hours worked and reporting time pay laws. Being sent home for disciplinary reasons does not automatically eliminate pay owed.

Disciplinary release may also result in additional corrective action up to and including termination.

Administrative Leave

Employees may be placed on administrative leave when:

- An investigation is pending
- Safety concerns exist
- Confidential review is required
- The employee's presence may interfere with fact-finding

Examples of situations that may warrant administrative leave include, but are not limited to:

- Allegations of misconduct involving youth
- Harassment, discrimination, or retaliation allegations
- Physical altercations or threats
- Safety incidents or failure to report, requiring investigation
- Allegations of dishonesty, theft, or misuse of Club property
- Situations where the employee's presence could influence witnesses or disrupt the investigation

Administrative leave may be:

- Paid, or
- Unpaid (where legally permitted)

Administrative leave is not disciplinary unless stated otherwise in writing. For additional details on Administrative Leave, please refer to the Administrative Leave Policy under the *Compliance, Reporting & Investigations* section.

Employee-Initiated Early Departure

If an employee requests to leave early for personal reasons, illness, or emergencies:

- Pay is only for actual hours worked.
- Reporting time pay does not apply if the employee voluntarily leaves.

Emergency Closures or Uncontrolled Events

If work is interrupted or cannot begin due to circumstances beyond the employer's control, such as:

- Natural disasters
- Utility failures
- Government closure orders
- Threats to safety

Pay will be handled according to applicable law. Reporting time pay may not apply when operations cannot start or continue due to such uncontrollable events.

School or Program Closures

If a school district or facility cancels programming after employees have reported to work:

- Staff will be paid according to reporting time pay rules unless an exception applies.
- Staff may be reassigned duties where appropriate.

Tardiness or Failure to Meet Shift Requirements

If an employee arrives late and cannot fulfill their scheduled duties, the supervisor may:

- Adjust the schedule
- Reassign duties
- Send the employee home

Pay will follow reporting time pay requirements where applicable.

Reporting Time Pay

In accordance with California Industrial Welfare Commission Wage Orders:

If a non-exempt employee reports to work as scheduled but is sent home early or given less than half their scheduled shift:

- The employee must be paid for **half of the scheduled shift**,
- **Minimum:** 2 hours pay
- **Maximum:** 4 hours pay

This requirement generally applies unless:

- The employee requested to leave
- The employee did not report as scheduled
- Work cannot begin or continue due to threats to employees or property, or other circumstances beyond employer control

Failure to follow workplace policies may result in disciplinary action up to and including termination. This policy does not alter at-will employment status.

Pay Cycle and Payroll Deductions

All employees will be entered into the Club's Employee Portal "ADP". Once hired, you will be sent a notification via email to set up your online employee portal ADP. This system will be used to submit payroll information and time records for payroll processing. Please be sure to follow all instructions properly.

Most important to remember, you are responsible for completing and submitting your hours worked in a timely manner. Bi-monthly time records must be maintained by all employees. Employees must electronically approve their time-card and verify that the hours are accurate; employees must also verify any/all changes or corrections to their time-sheets.

The pay period begins on the 1st and ends on the 15th, and begins again on the 16th and ends the last day of the month. In accordance with California Labor Codes, wages earned between the 1st and 15th must be paid no later than the 26th, and wages earned from the 16th to the last day of the month must be paid no later than the

10th of the following month. While AVBGC aims to issue paychecks in five (5) business days after the last day of the pay period, employees should be aware that delays due to holidays, processing, or banking schedules may affect the exact payday. **Please do not contact your supervisor before payroll dates about receiving your check.** Any changes due to holidays or other events, which may interfere with this schedule, will be announced in advance. Direct deposit is available through ADP. If you are interested in Direct Deposit or would like to make changes to your direct deposit, please contact HR at hrrsupport@avbgc.org or hrdirector@avbgc.org for assistance.

Employee's who request a physical paycheck must pick it up at the Whitney Mac Center, 45404 Division St., Lancaster, CA 93535. By requesting a physical check, the employee agrees to retrieve the check within ten (10) calendar days of issuance. If the employee does not pick up the check within that timeframe, AVBGC will mail the check to the employee's address on file. It is the employees responsibility to ensure that their address on file is accurate and up to date.

Employees who do not submit and approve time-cards on-time, may have their hours estimated based on AVBGCs knowledge of time worked. For accurate processing, please remember to submit your hours on time every pay period. Instructions on how to properly fill out your time-card will be provided by ADP upon enrollment in the online employee portal as well as reviewed during the initial orientation.

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

In addition to mandatory payroll deductions, AVBGC is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders.

Each employee must verify that their paycheck is correct every payday; any problems should be directed to the payroll office immediately for resolution. Employees should also periodically verify that the information on their payroll checks is correct. Any changes that need to be made must be communicated to the Director of Human Resources, so that the proper information can be forwarded to payroll.

Payroll Classification

All employees will be classified as either exempt or non-exempt under the Fair Labor Standards Act (FLSA) and California law. Exempt employees are paid a fixed salary and are not eligible for overtime. Non-exempt employees are paid hourly and are entitled to overtime pay in accordance with state and federal law. Employees will be informed of their classification at the time of hire or if their status changes.

For information regarding pay changes resulting from transfers or demotions, see the *Demotions, Transfers, and Pay Adjustments Policy* in the Performance, Discipline & Separation section.

Overtime

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

Non-Exempt Employees: Non-exempt employees are eligible for overtime pay in accordance with California and federal law. Overtime compensation will be paid as follows:

- Daily Overtime: One and one-half times the employees regular rate of pay for (a) all hours worked over eight (8) hours in a single workday, and (b) the first eight (8) hours worked on the seventh consecutive day of work in a workweek.
- Weekly Overtime: One and one-half times the employee's regular rate of pay for all hours worked over forty (4) hours in a workweek.
- Double Time: Two times the employee's regular rate of pay for (a) all hours worked over twelve (12) hours in a single workday, and (b) all hours worked over eight (8) hours on the seventh consecutive day of work in a workweek.

Non-exempt employees are not permitted to work overtime unless their supervisor specifically approves such overtime in advance. All overtime must be accurately reported as worked, *whether or not it was required or approved*, and it will be paid accordingly.

Exempt Employees: Exempt employees are paid on a salary basis and are not eligible for overtime compensation.

Operations and leadership staff may need to remain on site beyond their scheduled hours when necessary to ensure the safety of staff, youth, and property, as well as to oversee proper site closure in the event of an emergency.

While we strive to minimize overtime to support a healthy work-life balance, we fully recognize and support additional time worked when addressing urgent or time-sensitive matters. Employees should never hesitate to report hours worked beyond their regular schedule when resolving critical issues such as incidents, reports, or parent & school communication. All additional time must be accurately reflected on your timecard. In any instance where overtime is necessary, staff must notify their supervisor as soon as possible to ensure appropriate support and documentation.

In circumstances where staying on site after scheduled hours is essential to ensure safety and compliance, please reach out to your supervisor/RD/DOO to provide notice. Overtime worked will be considered part of your responsibility to ensure it is accurately recorded according to payroll procedures.

Benefits and Deductions

Eligible employees may participate in AVBGC benefit programs, subject to plan terms and eligibility requirements. Employee contributions to benefit premiums will be deducted from payroll in accordance with the employee's benefit elections. Additional information regarding available benefits will be provided separately.

Complaint Procedure

Employees who have concerns or complaints regarding their payroll, time records, or deductions should contact the Human Resources Department immediately. AVBGC is committed to resolving payroll concerns promptly and fairly. No employee will face retaliation for raising a good-faith payroll-related concern.

AVBGC reserves the right to modify, amend, or terminate the payroll policy(ies) at any time, subject to compliance with applicable laws. Employees will be notified in writing of any material changes.

Mileage Reimbursement Policy

AVBGC will reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. Staff will be reimbursed for the mileage incurred for the business use of their personally owned vehicles

based upon the per mile rate established by the state of California. Reimbursement is based on the principle that the employee should be reimbursed for all official business mileage accumulated in a privately owned vehicle. This excludes commutes from home to the regular place of work unless pre-approved by the Supervisor, Director of Operations, or Executive Director.

In order to receive reimbursement, staff must submit a valid driver's license and adequate personal auto insurance coverage. Mileage will be reimbursed at the current IRS standard rate. Staff may claim reimbursement for the following types of travel:

- Travel between work sites or offices
- Travel for business meetings
- Work-related errands or off-site work activities
- Training sessions or seminars attended for work purposes
- If another staff member travels as a passenger with the staff member on the same trip in the same personally owned vehicle, the passenger cannot claim mileage. [Per IRS.gov section 1.32.1.7.5 (03-22-2023) Privately Owned Vehicle (POV)]
- Any fraudulent documentation or information of the above policy will result in disciplinary action, including termination per the AVBGC's Fraud Risk Monitoring policy and Falsification of Documents Policy, of the AVBGC Employee Handbook.

Normal commuting from home to the usual place of work, personal errands or non-work-related trips, and any travel not pre-approved by management are not eligible for reimbursement

Mileage reimbursement forms must be submitted on the last day of the month. Reimbursement will be processed through payroll.

Personal Vehicle Use Policy

Purpose: To ensure the safe, legal, and insured operation of personal vehicles if an employee is required to use their personal vehicle to perform Club-related duties, including travel between sites, attending meetings, or picking up supplies. This policy is intended to reduce liability risk, maintain compliance with insurance requirements, and protect both the employee and the Club.

Authorized Use - Employees may use their personal vehicles for Club-related business only when:

- Such travel is required as part of their regular job duties (e.g., Regional Directors, Program Directors, Program Specialists, Site Coordinators, Office Staff, Human Resources, or any other staff approved by their supervisor to use a personal vehicle for work-related travel).
- Travel is approved by a supervisor or is necessary to perform Club-related responsibilities.
- The employee meets all insurance and licensing requirements outlined below.

Personal vehicle use for non-Club purposes (including commuting, personal errands, or transporting non-employees) is not considered authorized Club travel.

Driver and Vehicle Requirements - Employees who drive for Club-related purposes must:

1. Hold a valid California driver's license.
2. Maintain personal auto insurance that meets or exceeds California's minimum liability coverage requirements.
3. Maintain a driving record that is acceptable to the Club's insurance carrier.

4. Ensure that the vehicle used for Club business is safe, legally registered, and in good working condition.
5. Participate in all assigned safety trainings pertaining to vehicle operation and safe driving.
6. Notify the Club immediately if:
 - Their driver's license is suspended, revoked, or restricted.
 - Their insurance coverage lapses or changes.
 - They are involved in an accident while performing Club-related duties.

NOTE: All employees who may be required to use their personal vehicle for Club-related business will be subject to a DMV driving record check prior to authorization and may be re-checked periodically thereafter. Employees will be required to sign an acknowledgment form confirming their understanding of this policy and authorizing the DMV check.

Insurance and Liability

- The **employee's personal auto insurance** is **primary** for all incidents occurring while using their personal vehicle for Club business.
- The Club's insurance may provide **secondary coverage** only in limited circumstances, as determined by the carrier.
- The Club is **not responsible** for damage, theft, or loss to an employee's personal vehicle or personal property.
- Employees are responsible for **all fines, citations, or penalties** incurred while driving for Club business.

Mileage Reimbursement

Employees authorized to use their personal vehicle for Club business may be eligible for mileage reimbursement, in accordance with the Club's **Mileage Reimbursement Policy**. Mileage for normal commuting to and from the employee's regular worksite is not reimbursable unless otherwise specified by contract (e.g., MUSD Mileage Agreement).

Accidents and Reporting - If an accident occurs while conducting Club business, the employee must:

1. Contact emergency services if necessary.
2. Notify their direct supervisor as soon as possible.
3. Complete an **Incident Report** within 24 hours.
4. Cooperate fully with insurance or Club investigations.

Safety Expectations - Employees operating vehicles for Club business must:

- Obey all traffic laws and regulations.
- Never operate a vehicle under the influence of drugs, alcohol, or medications that impair driving ability.
- Refrain from texting or using a handheld device while driving.
- Ensure that all occupants wear seat belts at all times.

Failure to follow these guidelines may result in disciplinary action, up to and including termination.

BENEFITS, LEAVES & ACCOMODATIONS

PLEASE NOTE: IT IS THE EMPLOYEES RESPONSIBILITY TO SUBMIT FOR ANY OF THE FOLLOWING TIME OFF, REQUESTS FOR COVERAGE INFORMATION AND HOLIDAY/SICK PAY.

Group Benefits

- Health Insurance
- Dental/Vision Insurance
- 401(k) Retirement Plan
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Vacation
- Employee Assistance Programs (EAPs)

Note: Insurance benefits do require employee contribution. Pension Plan requires a vesting period. Please see the Director of Human Resources for details.

Full-Time Employee Benefits

AVBGC provides certain benefits to all regular **full-time** employees only, including:

- Health Insurance
- Dental/Vision Insurance
- 401(k) Retirement Plan
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Vacation
- Paid Holidays
- Employee Assistance Programs (EAPs)

California Requirement:

- 40 hours of Sick Leave (After 90 days of employment)

AVBGC may modify or terminate any of its current insurance policies and/or contribution requirements at any time. Please note: Full time Employee Benefits do require employee paid contributions.

Part-Time Employee Benefits

AVBGC provides certain benefits to all regular **part-time** employees only, including:

- Vacation; Please see Vacation Policy for details.
- The Club offers a 401(k) retirement plan with employee contributions available shortly after hire and employer contributions for eligible employees who meet age and service requirements; Please see 401(k) Retirement Plan for details.
- Employee Assistance Programs (EAPs); Please see Employee Assistance Programs (EAPs) for details.

California Requirement:

- 40 hours of Sick Leave (After 90 days of employment)

Health Insurance

AVBGC offers medical coverage for all eligible employees who average 30 or more hours a week (this does not make employees eligible for full-time status). The insurance becomes effective following completion of the eligible employee's orientation period (30 calendar days) and then completion of eligibility period, (60 calendar days). Please contact human resources for more detail and eligibility requirements at hr@avbgc.org.

The Club covers 100% of the Bronze Plan for only the employee. Spouse/Dependent coverage is also available and coverage information will be provided to each eligible employee at the time of enrollment. Eligible employees pay 100% of premiums relating to spouse/dependent coverage.

Dental/Vision Coverage

AVBGC offers dental/vision coverage for all eligible employees who average 30 or more hours a week (this does not make employees eligible for full-time status) and covers 50%. The insurance becomes effective following completion of the eligible employee's introductory period, (60 calendar days). Please contact human resources for more detail and eligibility requirements at hr@avbgc.org.

Spouse/Dependent dental insurance is also available and coverage information will be provided to each employee at the time of enrollment. Employees pay 50% of premiums relating to spouse/dependent coverage.

401(k) Retirement Plan - Part Time & Full Time Staff

The Club offers a 401(k) retirement savings plan to help employees prepare for the future. Below is an overview of how eligibility and employer contributions work.

Employee Contributions:

- You may begin contributing to the 401(k) plan on the first day of the month following your hire date.
- You may choose how much to contribute from your paycheck, subject to IRS limits. Participation is voluntary, and you may change your contribution amount according to plan guidelines.

Employer Contributions: The Club provides employer contributions once certain eligibility requirements are met.

The Club will contribute:

- 3% of your eligible earnings (non-elective contribution), plus
- An additional matching contribution of up to 4% of your earnings, based on your own contributions.

To Qualify for Employer Contributions - You must meet both of the following conditions:

1. Be 21 years of age or older, AND
2. Complete 1,000 hours of service within your first year of employment.

If you do not meet the eligibility requirements during your first year, your eligibility will be reviewed again at the beginning of the next plan year (July 1).

At that time, if you:

- Are at least 21 years old, AND
- Worked at least 1,000 hours during the previous plan year (July 1 – June 30),

Then you will become eligible for the employer's 3% contribution and up to a 4% employer match based on the employee's contribution, beginning that plan year.

If you do not meet these requirements, you may still continue contributing your own money to the 401(k) plan.

For additional details about the 401(k) plan, enrollment, contribution limits, or investment options, please contact Human Resources.

Long-Term & Short-Term Disability Insurance

AVBGC offers Long-Term & Short-Term Disability Insurance for all eligible employees who average 30 or more hours a week (this does not make employees eligible for full-time status) and covers 50%. The insurance

becomes effective during open enrollment. Please contact human resources for more detail and eligibility requirements at hr@avbgc.org.

Employee Assistance Programs (EAPs)

AVBGC is committed to supporting the overall well-being of its employees. As part of this commitment, AVBGC offers an Employee Assistance Program (EAP) to help employees and their immediate household members address personal challenges that may affect their work or personal lives.

All employees who have completed 90 days of employment are eligible for EAP services starting the first of the month after eligibility is met. EAPs include: 3 counseling sessions, Toll-Free Crisis Line, Legal & Financial Resource Center, Active Daily Living Resource Center, Weekly Webinars on wellness, Free Kits, and Consumer Discounts, and are at no cost to employees.

All EAP services are strictly confidential. No identifying information will be shared with AVBGC without the employee's explicit written consent, except where required by law (e.g., danger to self or others).

For additional EAP information or inquiries, please email HR at hrsupport@avbgc.org.

Vacation Policy (2026-2027)

Vacation is provided to eligible employees to support rest, wellness, and work-life balance. Vacation eligibility is based on an employee's employment status (full-time or part-time). Vacation is frontloaded annually each January based on the employee's current employment status and conditions outlined below. Once vacation is granted, it is considered earned and will not be reduced *during the calendar year*. Status changes will affect future years. Any applicable carryover limits and payout provisions outlined in this policy will still apply.

FULL-TIME EMPLOYEES

- 1 week (40 hours) after 1 year of full-time employment
- 2 weeks (80 hours) after 3 years of full-time employment
- 3 weeks (120 hours) after 6 years of full-time employment
- 4 weeks (160 hours) after 10 years of full-time employment

PART-TIME EMPLOYEES

- 1 week of unpaid personal time off is available each calendar year during the first and second year of part-time employment.
- 1 week of paid vacation after 3 years of part-time employment. Annual hours will be provided based on position: Program Support Staff will receive 20 hours, and Site Coordinators and Lead Support Staff will receive 25 hours.
- 2 weeks of paid vacation after 7 years of part-time employment. Annual hours will be provided based on position: Program Support Staff will receive 40 hours, and Site Coordinators and Lead Support Staff will receive 50 hours.
- Vacation eligibility and future allotments are based on the employee's current employment status and position. Changes in status or position will affect future vacation eligibility and annual hour allotments.

Vacation Eligibility and Frontloading Schedule

Vacation eligibility is earned upon completion of the applicable service milestone based on the employee's employment status (full-time or part-time). When an employee completes a required service milestone (years in-service):

- The applicable vacation amount will be granted at the employee's anniversary date.

- Beginning the following January, the employee's annual vacation allotment will be frontloaded each January based on their employment status and completed years of service in that status as of January 1.

Employment Status Changes

A change in employment status during the calendar year affects future vacation eligibility (not what was frontloaded for the current year). Vacation balances are maintained in hours and will be used and deducted based on the employee's current work schedule at the time leave is taken. For example:

Part-Time to Full-Time

If an employee moves from part-time to full-time during the calendar year:

- Any unused vacation or personal time previously granted under part-time status will be retained and carried forward to future years.
- Years of service completed while part-time do not count toward full-time vacation tier eligibility.
- Eligibility for full-time vacation tiers will be based solely on completed years of service as a full-time employee, beginning on the effective date of the status change.
- When the employee completes the required full-time service milestone, the applicable full-time vacation amount will be granted at the employee's anniversary date.
- Any "carried forward" time will not be "in addition to" what is applied during full-time status.
- Beginning the following January, vacation will be frontloaded annually based on the employee's full-time status and completed full-time years of service, or what existed as a part-time employee prior to the status change.
 - For example, an employee who has worked in a part-time status for three years and received one week of vacation will retain that one week of vacation upon moving to full-time status, applied based on full-time hours (40 hours). Service toward full-time vacation accrual begins at the time of the status change. Any increased vacation eligibility will be based on years of service in a full-time role. In this example, the employee would not become eligible for two weeks of full-time vacation until they have completed three years in full-time status.

Full-Time to Part-Time

If an employee moves from full-time to part-time during the calendar year:

- Any unused vacation previously granted for the year will be retained and will not be reduced.
- Beginning the next January, vacation eligibility and frontloaded amounts will be determined under the part-time vacation schedule based on **total years of service with the organization.**
- Beginning each January thereafter, vacation will be frontloaded annually based on the employee's part-time status and total years of service.
 - Example: A full-time employee with 8 years of service who changes to part-time during the year will keep their remaining three weeks of vacation for that year. Starting January 1 of the following year, they will receive two weeks of vacation under the part-time schedule.

****Other factors related to employment status changes, role changes, or administrative considerations may affect vacation eligibility or amounts. Any exceptions or adjustments will be determined by HR/Administration**

Vacation Requests and Use Full-Time & Part-Time

- Vacation requests must be submitted at least two weeks (14 days) in advance through the ADP employee portal.
- Vacation may be taken in half- or full-day increments for exempt (salary) employees and in hourly increments for non-exempt (hourly) employees.
- Vacation requests are limited to a maximum of 10 consecutive workdays unless otherwise approved by Administration.

- Once approved, supervisors are responsible for adding the time off to the appropriate Google Calendar or scheduling platform and setting an away message for Club email accounts (full-time staff only).
- Employees are encouraged to use vacation during the calendar year, preferably during scheduled breaks that align with the school calendar and Club site closures. Requests outside of these periods may be approved or denied based on operational needs, staffing levels, blackout dates, and conflicting requests.

Carryover and Automatic Payout

- A maximum of 40 hours of unused vacation may be carried over into the following calendar year.
- Any vacation balance exceeding 40 hours as of December 31 will be automatically paid out on the first payroll of the new year.
- Employees may request additional vacation payouts during the year. Such requests must be submitted in advance and are subject to approval by leadership.

Holiday Pay (Full-Time Staff Only)

- Paid Holidays include 12 days: New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, **Christmas Eve** and Christmas Day.
- Other school closure days may be non-working days but are not paid unless the employee is scheduled and approved to work. If work is required, prior approval from a Direct Supervisor and/or Executive Director is required. A log of hours worked and projects completed must be submitted. Employees will be compensated at their regular rate of pay unless otherwise required by law.

Paid Sick Leave

An employee who, on or after January 1, 2024, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

All Club employees are provided up to five (5) days or forty (40) hours of paid sick leave per year, whichever is greater. Employees may begin using paid sick leave beginning on the 90th day of employment.

The Club provides paid sick leave on a front-loaded basis each year. Because the full annual allotment is granted at the start of the benefit year, unused sick leave does not carry over into the following year.

Paid sick leave may be used upon the oral or written request of an employee for themselves or a family member for:

- Diagnosis, care, or treatment of an existing health condition
- Preventive care
- Specified purposes if the employee or a family member is a victim of domestic violence, sexual assault, stalking, or other qualifying act of violence
- Jury duty or to appear in court under a court order as a witness in a judicial proceeding

Paid sick leave is only payable for time that an employee was scheduled or otherwise expected to work and missed due to a qualifying reason, or for approved sick leave requested in advance for a scheduled workday. Sick leave is not paid for days or hours an employee was not scheduled or expected to work.

The Club may limit use of paid sick leave to forty (40) hours or five (5) days in each year of employment, consistent with applicable law.

Employees are responsible for submitting sick leave hours in the timekeeping system on the day of the absence or, if not practicable, no later than the end of the applicable payroll period in which the absence occurred. Failure to submit sick leave within the applicable pay period may delay payment until the following payroll cycle. Repeated failure to follow timekeeping procedures may result in corrective action.

The Club may request reasonable documentation verifying appropriate use of leave when permitted by law.

Unused paid sick leave is not paid out upon separation of employment, regardless of the reason for separation, in accordance with California law.

Retaliation or discrimination against an employee who requests or uses paid sick leave is strictly prohibited. An employee may file a complaint with the Labor Commissioner if they believe they have been retaliated against or discriminated against for exercising paid sick leave rights.

Other Approved Time Off (unpaid)

- Jury Duty
- Bereavement Leave
- Victim Leave
- Witness Leave
- Military Leave
- Workers' Compensation
- Voting Leave
- Maternity Leave
- Reproductive loss

Please note the following:

Jury Duty

The Antelope Valley Boys & Girls Club encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Supervisors as soon as possible to make scheduling arrangements. You may opt to use available paid leave in place of unpaid leave in accordance with applicable law.

The Fair Labor Standards Act (FLSA) does not require payment for time not worked, including jury duty. This type of benefit is generally a matter of agreement between an employer and an employee (or the employee's representative).

The Club reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Club will not retaliate against employees who request or take leave in accordance with this policy.

Bereavement Leave

The Fair Labor Standards Act (FLSA) does not require payment for time not worked, including attending a funeral. This type of benefit is generally a matter of agreement between an employer and an employee (or the employee's representative). Please discuss options with the Director of Operations or Executive Director.

Regular employees will be provided with five (5) days of unpaid leave upon the death of a member of their immediate family. Members of the immediate family are defined as a parent, spouse, domestic partner, child, sibling, grandparent,

grandchild, parent-in-law, corresponding step-relatives, and spouse's immediate family. Additional unpaid leave may be requested and will be considered on a case-by-case basis.

Employees may choose to use any available accrued sick leave or vacation time to cover for bereavement leave. Bereavement leave does not have to be taken at once, but must be completed during the three months after the death of the person for whom you are taking leave. Proof of death may be required.

Victim Leave

AVBGC is committed to supporting employees and their families who are victims of domestic violence, sexual assault, stalking, or certain other qualifying crimes. This policy outlines the rights and responsibilities of employees who need time off to address issues related to their victimization. This policy applies to all employees, including part-time and seasonal staff, who are victims of qualifying crimes or whose immediate family are victims. Victim leave is unpaid unless otherwise required by law. Employees may choose to use any available accrued vacation or sick leave during their time off.

Time off under this policy may run concurrently with leave provided under the federal Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) if the reason qualifies under those laws. This policy does not provide additional leave beyond what is allowed under FMLA/CFRA, but it does provide leave for situations not covered by FMLA/CFRA.

Employees who are victims, or family members who are victims, of domestic violence, sexual assault, stalking, or other qualifying crimes are entitled to take reasonable time off to:

- Seek medical attention for injuries resulting from the crime.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Participate in safety planning, relocation, or other actions to increase safety.
- Seek legal assistance or attend court hearings related to the crime.

Employees must notify their supervisor or human resources as soon as it is practical for the need for leave under this policy. If advance notice is not possible due to an emergency, the employee or designated person must provide certification supporting the reason for the leave within a reasonable time. Acceptable documentation includes:

- Police reports
- Court orders
- Documentation from a medical professional, counselor, or advocate.
- Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

Information related to your request for leave will be maintained as confidential and will not be disclosed except as required by law.

AVBGC will not discriminate or retaliate against you due to your status as a victim or for requesting or obtaining leave in accordance with this policy.

AVBGC will provide reasonable accommodations to employees who are, or whose family members are, a victim of a qualifying act of violence to ensure their safety while at work, provided the accommodation does not create an undue hardship on the Club. Reasonable accommodations may include the implementation of safety

measures such as:

- A transfer, Reassignment, or modified schedule.
- A change in telephone number or workstation, or installed lock.
- Assistance in documenting domestic violence, sexual assault, stalking, or other qualifying acts of violence that occur in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying acts of violence.
- Referral to a victim assistance organization.

Upon receiving a request, the Club will engage in a timely, good faith, and interactive process with you to determine effective, reasonable accommodations. If you no longer need an accommodation, you must notify the Club that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

The Club may require recertification every six months.

Family Members are defined as a parent, spouse, domestic partner, child, sibling, grandparent, grandchild, parent-in-law, corresponding step-relatives, or designated person (as defined under applicable law).

Witness Leave

The Antelope Valley Boys & Girls Club realizes that, on occasion, employees may be subpoenaed or otherwise compelled to serve as witnesses in a judicial proceeding. In such cases, you will be provided unpaid leave to attend.

Upon receiving a subpoena (or other document compelling your attendance), notify your Supervisors as soon as possible to make scheduling arrangements. You may opt to use available paid leave in place of unpaid leave in accordance with applicable law.

The Club reserves the right to require you to provide proof of the need for leave to the extent authorized by law.

The Club will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

Reproductive Loss Leave

AVBGC will provide employees up to five days of unpaid time off for a reproductive loss event, which includes a miscarriage, failed surrogacy, stillbirth, unsuccessful “assisted reproduction” (such as artificial insemination or embryo transfer), or failed adoption. An employee who has worked for the Club for at least 30 days at the time of the request and who would have been a parent had the loss not occurred may request the leave.

The leave may be taken at any time within the three-month period following the reproductive loss event, and the five days do not need to be taken consecutively. However, if an employee is on or chooses to take alternate statutorily provided/protected leave, such as pregnancy disability leave or leave under the California Family Rights Act, they may take reproductive loss leave within three months of the conclusion of that leave. In the case of multiple reproductive loss events in a 12-month period, the total amount of leave for this purpose can be limited to 20 days within that 12-month period.

While leave can be unpaid, the employee is permitted to use certain other leave balances otherwise available to them, including accrued and available paid sick leave.

Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, the Antelope Valley Boys & Girls Club will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A pregnancy-related disability is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job, or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with your manager/supervisor about your eligibility for these leaves.

Notice and Leave Request Process:

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to

obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain a leave request form from your manager or supervisor or human resources department and return the completed form to the human resources department. If the need for leave is unforeseeable and you will be absent more than three days, contact human resources by telephone and request that a leave form be mailed to your home, to your email, or to your ADP portal. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available vacation during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the Club, you may also be required to obtain a second and third certification from another health care provider at AVBGC's expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the Club. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

The Club may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Benefits

If the Club provides you with health benefits under a group health plan, the Club will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken pregnancy disability leave. If you do not return to work at the end of your pregnancy disability leave, the Club may recover the payment for your premiums under certain circumstances.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Club. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Retaliation

The Club will not retaliate against employees who request or take leave in accordance with this policy.

Maternity Leave

The Antelope Valley Boys & Girls Club provides eligible employees with up to three (3) months of unpaid maternity leave for the birth of a child and initial bonding period.

Employees may choose to use available accrued paid sick leave, vacation, or other applicable paid time off during this leave in accordance with Club policy.

Employees must provide reasonable advance notice of the need for leave when foreseeable and may be required to submit medical certification supporting the leave request.

This employer-provided maternity leave runs concurrently with any applicable protected leave under federal or state law, including but not limited to the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL), when eligibility requirements are met. In some cases, these laws may provide additional protected leave beyond the Club's maternity leave period.

Employees are expected to maintain communication with their supervisor and Human Resources regarding leave dates, extensions, and return-to-work status.

Family and Medical Leave Act

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Antelope Valley Boys & Girls Club provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

To qualify for FMLA leave, you must:

- Have worked for the Club for at least 12 months, although that time need not be consecutive;

- Have worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is defined as a calendar year, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child or parent with a serious health condition;
- To care for your own serious health condition that makes you unable to perform the essential functions of your position; or
- A qualifying exigency or a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave, to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in this policy:

- Spouse means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- Parent means a biological, adoptive, step, or foster parent, or any individual who stood in loco parentis to you when you were a child.
- Next of kin for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or a covered service member, you must first consult with the Club regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Club.

Notice

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including requests for absences under this policy. Failure to provide appropriate notice may result in the delay or denial of leave. Please reach out to your supervisor or human resources for leave

request forms.

Certification

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from human resources. When you request leave, the Club will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Club may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may delay further leave until it is provided.

The Club also reserved the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you may use available paid leave during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave, and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in you receiving more than 100% of your salary. If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to use accrued paid leave. However, where state laws permits, you may elect to use accrued paid leave to supplement these benefits.

Leave Increments

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Club will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Club may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child may be taken in a single block or intermittently with the Club's approval. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Maintaining Coverage During Leave

Your health insurance coverage will be maintained by the Club during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Payment of Premiums

Alternatively, at our option, the Club may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Club may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the Club, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Club will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Club is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Interaction with State and Local Laws

Where state or local laws intersect with the FMLA, the Club will comply with the law that is the most favorable to you.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action, up to and including termination.

Designation of Leave

If the Club becomes aware of any qualifying reason for FMLA leave, the Club will designate it as such. You may not refuse FMLA designation under this policy.

Retaliation

The Club will not retaliate against employees who request or take leave in accordance with this policy.

Required Notice

The Club is required to provide you with a copy of the Your Employee Rights Under the Family and Medical Leave Act notice, which is attached as an addendum at the end of this handbook.

Please note that all the above stated medical and sick policies are shown as of January 1, 2025. These policies are provided following the expectations and requirements of the State of California. Any changes in State Policy after the print date of this manual, will be implemented.

California Family Rights Act (CFRA) Leave

The Antelope Valley provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

Eligibility

To be eligible for CFRA leave, you must:

- Have been employed for at least 12 months (52 weeks) with the Club prior to beginning CFRA leave; and
- Have worked for the Club for at least 1,250 hours during the 12-month period immediately before the leave is to start.

Reasons for Leave

You may take CFRA leave for the following reasons:

- The birth, adoption, or foster care placement of a child.
- To care for your own or your family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to your spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

As used in this policy:

- Family member means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person.
- Child means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- Designated person means any person related to you by blood or whose association to you is the equivalent of a family relationship.
- Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or a

person who stood in loco parentis to you when you were a child.

- Sibling means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.
- You may identify your designated person at the time you request CFRA leave. You may make this designation once per 12-month period for purposes of CFRA leave.

Leave Usage

Eligible employees may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is the calendar year (January 1st - December 31st).

CFRA leave is generally unpaid; however, you may elect to use applicable accrued leave to cover some or all of the leave taken. You may also be eligible for partial wage replacement benefits under California's Paid Family Leave (PFL) or State Disability Insurance (SDI) programs depending on your reason for leave. For additional information, contact the Human Resources Department.

CFRA leave will run concurrently with other federal/state laws when permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt the Club operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

Certification

Where leave is requested for your own or a covered family member's serious health condition, the Club may require you to provide certification from your own or the Club's healthcare provider.

If leave is for your own serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- An estimate of the amount of time that the healthcare provider believes you are needed to care for the family member.
- A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.
- The Club may require subsequent recertification of your own serious health condition if additional leave

is required.

If AVBGC has reason to doubt the validity of the certification provided, AVBGC may require, at its own expense, that you obtain a second opinion from a healthcare provider designated or approved by the Club. If the second opinion differs from the original certification, the Club may again require, at its own expense, that you obtain a third opinion from a different healthcare provider designated or approved jointly by you and the Club. The third opinion will be considered final and binding.

Return to Work

If you take leave for your own serious health condition, you must obtain certification from your healthcare provider that you are able to resume work.

Reinstatement

Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

Benefits

If AVBGC provides you with health benefits under a group health plan, AVBGC will maintain and pay for your health coverage [[for up to 12 weeks]] at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave.

Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, AVBGC may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Retaliation

AVBGC will not retaliate against employees who request or take leave in accordance with this policy.

Disability Accommodation

Antelope Valley Boys & Girls Club complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Club will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Supervisors. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Club will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Club in connection with a request for accommodation will be treated as confidential.

The Club encourages you to suggest specific reasonable accommodations that you believe would allow you to

perform your job. However, the Club is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Club.

Where state or local law provides greater protections to employees than federal law, the Club will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Club will not discriminate or retaliate against employees for requesting an accommodation.

Religious Accommodation

Antelope Valley Boys & Girls Club recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Club complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Club will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Supervisors or the HR department. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Club will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Club encourages you to suggest specific reasonable accommodations. However, the Club is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Club.

The Club will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

Lactation Accommodation

AVBGC will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission need not be paid.

Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

Antelope Valley Boys & Girls Club recognizes the importance of supporting employees experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodations. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require an accommodation, notify your Supervisors. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If the Club is already aware of the limitation due to previous disclosures.
- When requesting accommodations such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- For any lactation accommodations.
- When a similar accommodation has been provided to other employees without requiring documentation.

The Club will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to the Club. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The Club strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

HEALTH, SAFETY & EMERGENCY PROCEDURES

Injury & Illness Prevention Plan:

Injury and Accident Response and Reporting

The AVBGC strives to provide a safe and secure working environment for all employees. However, when a work related injury or illness occurs (i.e. injuries and illnesses that arise out of, or are incurred in the course of job related activities on behalf of the organization), the AVBGC shall provide appropriate medical care and treatment to the injured worker through its Workers' Compensation program.

The HR Department is responsible for administering the Club's Workers Compensation program in accordance with the California Department of Industrial Relations codes. Coverage is provided for all employees who are injured while acting within the course and scope of their duties.

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Employees should render any assistance requested by that manager. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to human resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated safety officer, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered, giving only factual information and without speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by the federal Occupational Safety and Health Act (OSHA) and state law, the Club has an independent interest in making its facilities a safe and healthy place to work. The Club recognizes that employees may be able to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, immediately to a manager. Appropriate remedial measures will be taken when possible and applicable. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

PROCEDURES:

- a) Employees must report all injuries and work-related illnesses to their supervisor and Human Resources, regardless of severity. Human Resources will file a Workers Comp Claim immediately if the injury is severe or if necessary.
- b) If the injury is severe, transport to hospital or call 911
- c) **If a medical evaluation is needed, staff will be referred to their preferred urgent care or scheduled for an appointment with Garrison Family Medical Group; all associated costs will be covered by AVBGC, with billing directed to Mina Ontiveros at montiveros@avbgc.org. Garrison's Family Medical Group (41210 11th St. West, Palmdale, CA 93551 - 661-947-7100)**

- d) The Site Coordinator will provide immediate first aid and/or arrange transportation (confirming with a supervisor) to the appropriate medical provider depending upon the severity of the injury. If the injury occurs to the Site Coordinator, the **Program** Director should be notified immediately.
- e) The supervisor completes an online incident report detailing the injury and or the accident that occurred.
- f) The Supervisor's report is forwarded to the **Regional** Director, Director of Operations, **Human Resources**, and Executive Directors within 24 hours of the injury/illness

Note: Injuries or illnesses that are not reported immediately may become impossible to verify. This could cause delays in obtaining workers' compensation benefits or the claim may be denied.

INVESTIGATION OF WORK RELATED INJURIES/ ILLNESSES

To prevent a recurrence of a work related injury/illness, all parties must contribute to the investigation of the environment and circumstances which allowed the illness/injury to occur

- a. Employee: The affected employee must provide accurate and detailed information to his/her supervisor.
- b. Witnesses: Any witness to the occurrence must provide all information they possess about the occurrence.
- c. Supervisor: The supervisor must examine all aspects of the occurrence including as applicable:
- Had the employee been properly trained?
 - Were appropriate guards or warning signs in place?
 - Was appropriate personal protective equipment used?
 - What environmental issues contributed to or created a hazard?
 - Were there unusual circumstances surrounding the event?
 - Had there been similar occurrences which did or did not result in injury/illness?
- d. Unit Director, Director of Operations or Executive Director: may conduct an additional investigation as needed to minimize probability of repeated occurrences.

Illness Prevention Precautions

The following recommended precautions are appropriate to prevent the spread of ALL infectious diseases, including the common cold, influenza, impetigo, ringworm, and the myriad of other common infectious diseases that affect Members and staff during the school year.

The basic principle promoted in this guideline is the use of *Universal Precautions at all times* to protect you from getting infectious diseases. Applying the principles of *Universal Precautions* should also reduce the concern of not knowing if a Member or other employee has an infection. Remember that infected persons may not know that they are infected or may not share this information. *Universal Precautions* should be used in all situations when handling the discharges from another person's body (blood, saliva, nasal discharges, vomitus, purulent discharges, urine, and feces), and not limited for use with individuals known to be carrying a specific virus such as HIV or the virus causing hepatitis B. These precautions should include the following:

1. **Hand washing:** Hand washing facilities must include soap and running water. Schedule time for Members to wash hands before eating is suggested to encourage this practice. Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels.
2. **Using Gloves:** All staff members who may be required to administer first aid involving blood or body fluids that may contain blood, and persons responsible for the cleanup of blood and other body fluids, should have access to latex gloves in the areas where the gloves might be needed. (Persons with an allergy to latex are advised to use vinyl gloves next to the skin.)

3. **Using Disinfectants:** At each AVBGC site Environmental Protection Agency approved disinfectants should be supplied and used. For school-site programs, district-approved cleaning supplies will be provided. All cleaning products must be properly used and stored at the end of each day. All other sites will be provided with the approved necessary cleaning materials.
4. **Disposal of Trash:** Trash should be emptied according to district policies; each day. At main sites, trash should be disposed of in the outside dumpsters before closing each day. When necessary, additional precautions are required for disposal of trash containing blood or any body fluids that may contain blood. This would include the use of gloves, mask and additional lining (trash bags) for containment
5. **Using Precautions for Cardiopulmonary Resuscitation (CPR):** Individuals with responsibility for administering first aid in school, on the athletic fields, in the cafeterias, on the playgrounds, and on school buses should have current instruction and certification in CPR/First Aid.

Preventing Heat Stress

BUL-963, Member Health and Human Services, Issued 4/1/04

Heat stress is the overall effect of excessive heat on the human body. Prolonged exposure to high air temperatures or to high humidity at even more moderate temperatures may cause the body temperatures of people of all ages to rise and produce one or more of the signs of heat stress affecting the ability to learn, work, or even play.

Members with certain health problems may require more attention. If Members complain about the heat, allow them to rest or see the school nurse.

Procedures for Conducting Inside Activities:

- Use the most efficient ways for reducing heat and maximizing ventilation in classrooms.
- Doors and windows must be closed in air-conditioned rooms, and any air-conditioning equipment malfunction should be reported at once.
- Water must be available.

Procedures for Conducting Outdoor Activities:

- The intensity of exercise must be limited or they must be modified.
- Smog alert warnings must be obeyed.
- Adequate water must be available.
- Staff and all personnel supervising physical activities should observe Members during activity periods and modify activities. Members known to have health problems should be closely observed and their activity modified or restricted.
- Rest periods should be provided during activity.
- Activities must be followed by proper cool-down and rest.

OSHA, Cal-OSHA and EPA Compliance

The Club will attempt to comply with all Occupational Safety and Health Administration (OSHA), Cal OSHA and Environmental Protection Agency (EPA) requirements. Because such rules and regulations are so extensive, each employee, supervisor and manager is strongly advised to consult with the Chief Professional Officer (Jay Duke) on any safety issue.

Video Surveillance Policy

AVBGC has determined that the use of surveillance cameras is necessary to ensure the safety of employees, Club members, Club property, and Club equipment. While the main purpose of the surveillance cameras is to

promote safety and security and to deter theft, the Club reserves the right to use the footage on such cameras to monitor employee performance, employee compliance with Club policies, and workplace accident investigations. Footage may be used to evaluate and support investigations and disciplinary or legal actions, when appropriate. AVBGC may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. AVBGC will do so only after first ensuring that such action is in compliance with state and federal laws.

Video surveillance cameras will be strategically placed throughout the AVBGC premises to monitor activities, enhance security, and deter potential incidents. The locations of these cameras will be determined by the administrative team in consultation with security experts. All areas subject to surveillance will be identified by signs that are clearly posted, meet content and visibility standards, ensuring that individuals are aware of the surveillance. At each location, cameras will record images at all times. Surveillance cameras are to be placed in common areas such as entrances, exits, hallways, front offices, program spaces, and exterior property. AVBGC is committed to adhering to all applicable federal and state privacy laws, particularly in areas where individuals have a reasonable expectation of privacy. No cameras will be installed in areas such as restrooms, or changing areas. Cameras will operate continuously. Where required by applicable laws, AVBGC will obtain consent from individuals being recorded.

Access to video footage will be restricted to authorized personnel only. The administrative team and designated technical employee(s) will have access to the video surveillance system. Access to video footage may be granted to third parties such as law enforcement, legal counsel, or cloud storage vendors when necessary and in accordance with applicable laws and regulations. Employees may not disable or interfere with surveillance equipment. The legal basis for sharing footage with law enforcement or legal counsel will be documented and must comply with legal standards.

The designated technical employee(s) responsible for managing the video surveillance system will undergo comprehensive background checks and security screenings prior to being granted access. These checks will be conducted periodically to ensure continued eligibility.

Video footage will be stored securely in the Cloud for a period of 60 days. After this period, footage may be automatically deleted unless required for investigative or legal purposes. However, footage deemed relevant to ongoing investigations or incidents may be retained for a longer duration as deemed necessary by the administrative team. The deletion process will comply with data protection regulations.

Additionally, video footage may be downloaded and stored on the AVBGC's internal server for archival purposes. Access to downloaded footage will be restricted to authorized personnel and will be subject to the same retention guidelines as footage stored in the Cloud. AVBGC will implement specific security measures to protect stored footage, including encryption and access logs.

This policy will be reviewed and updated regularly to ensure ongoing compliance with evolving legal standards and technological advancements. Any changes to the policy will be communicated to all relevant parties in a timely manner.

For any questions or concerns regarding this policy, please contact the AVBGC administrative team.

Workplace Violence Policy

In accordance with California SB 553, the Antelope Valley Boys & Girls Club Workplace Violence Prevention Plan (WVPP) defines workplace violence as any act, threat, or behavior that creates a risk of physical harm, intimidation, or psychological distress in the workplace.

The Club maintains a zero-tolerance policy for workplace violence and is committed to ensuring a safe, respectful, and secure environment for all youth, staff, volunteers, and visitors.

Workplace violence includes, but is not limited to:

- The threat or use of physical force against an employee or other individual that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether an injury occurs.
- Any incident involving the threat or use of a firearm or dangerous weapon, including the use of common objects as weapons, regardless of whether injury occurs.
- Verbal, nonverbal, or behavioral actions that create a reasonable perception of intimidation, hostility, or fear, including but not limited to:
 - Yelling, shouting, or using an elevated or aggressive tone of voice
 - Threatening statements or implied threats
 - Intimidating gestures, posturing, or invasion of personal space
 - Displays of anger or aggression that could reasonably be interpreted as threatening
 - Harassing, bullying, or verbally abusive conduct
- Any conduct that disrupts workplace safety or causes others to feel unsafe, threatened, or fearful.

Workplace violence does not include lawful acts of self-defense or defense of others.

Violations of this policy will result in disciplinary action, up to and including immediate termination, depending on the severity of the conduct, even if no physical injury occurs.

Workplace Violence Hazard Identification, Evaluation, and Prevention

Employees may contact their supervisor at any time with concerns about potential Workplace Violence hazards. All submitted/reported concerns of potential hazards will be reviewed. Regular safety inspections will be done quarterly at each location, this includes a check of various emergency response items including first aid kits and clear exit paths.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. Responses may include:

- Engagement by management or Human Resources with those involved or affected.
- Referral to the Employee Assistance Plan of those involved or affected.
- Temporary leave of absence for those involved or affected.
- Disciplinary action, up to and including termination of employment, against any employee determined to have engaged in workplace violence, been dishonest during, or failed to cooperate with a workplace violence investigation.
- Notification of law enforcement.
- Issuance of restraining orders or no trespass letters.
- Any other appropriate action deemed necessary.

Procedure for Post-Incident Response and Investigation

All reports of warning signs, threats, or acts of workplace violence will be taken seriously and will be investigated by Supervisors, Director of Operations, Executive Directors, and/or Human Resources. In all cases, the investigation will involve a review of the involved employees' performance or behavior at the Antelope Valley Boys & Girls Club, a consideration of personal circumstances, history, and risk factors, and interviews.

After a workplace incident, when necessary or applicable, the Director of Operations along, with a non-partial investigator, will implement the following post-incident procedures:

- Visit the scene of an incident and preserve evidence as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the root cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The Director of Operations will include an anonymized incident description summary for use in the Violent Incident Log.

Drug, Alcohol & Tobacco-Free Workplace

AVBGC is committed to protecting the safety, health, and well-being of its employees and all individuals who come into contact with its workplace(s), property, and/or use of its products, programs, and services. This includes the utilization of smoke alarms, vaping sensors, and other detection equipment on AVBGC property or partner sites. As part of this mission, AVBGC is also committed to maintaining a Drug-Free Workplace. This policy applies to all applicants for employment and to all employees in all job classifications. All Club applicants are subject to pre-employment drug testing.

Because AVBGC staff work in environments that involve the supervision, care, and safety of youth, many positions are considered safety-sensitive. Safety-sensitive positions include, but are not limited to, roles that involve direct supervision of members, transportation responsibilities, emergency response, site leadership, or any position where impairment could pose a risk to the safety of youth, staff, or the public.

Drug testing may also be conducted in accordance with applicable law under the following circumstances: pre-employment, reasonable suspicion, post-incident/accident, return-to-duty or follow-up testing, and random testing for safety-sensitive positions where permitted by law. Failure to pass a required test or refusal to submit to testing may prevent you from being hired or may result in disciplinary action, up to and including termination.

Substance abuse, which includes the possession, use, or sale of illegal drugs or the unlawful use or misuse of lawful substances, including alcohol, marijuana, and prescription drugs, will not be tolerated. AVBGC also prohibits the illicit use, possession, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, cultivation, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. It is a condition of employment at AVBGC to refrain from using illegal drugs and from the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of AVBGC's Drug-Free Workplace Policy. Pre-hire drug testing as well as periodic, reasonable suspicion testing may occur while on the job.

Despite changes in California law regarding the legal use of marijuana for recreational purposes, Federal Law and the Boys & Girls Clubs of America maintain strict expectations regarding substance use. As many of our programs are federally funded and involve the supervision and safety of youth, employees are prohibited from reporting to work impaired by marijuana, alcohol, or any other controlled substance, regardless of whether the substance was used legally off duty.

AVBGC does not prohibit lawful off-duty use of marijuana; however, employees must be fit for duty and free from impairment while working. Drug testing methods will be administered in accordance with California law and may include impairment-based testing where applicable.

Please keep in mind that AVBGC may administer drug tests when reasonable suspicion exists or when required under the circumstances described above. In addition, any employee suspected of being impaired, under the influence, or in possession of prohibited substances while working will be subject to reasonable suspicion testing at any time deemed necessary by Administration.

Due to the safety-sensitive nature of our work with youth and in accordance with AVBGC's Drug-Free Workplace expectations, employees are prohibited from reporting to work smelling of marijuana if the odor is accompanied by other indicators of possible impairment. A noticeable odor alone may result in a reasonable suspicion evaluation and temporary removal from duty pending further assessment. Repeat violations, confirmed impairment, positive drug tests where permitted by law, or refusal to submit to testing may result in disciplinary action, up to and including termination.

If you believe you may have been exposed to the odor of marijuana indirectly, advise your supervisor upon arrival to work to determine the appropriate course of action.

The Federal and State governments have adopted various anti-tobacco laws that require schools to maintain tobacco-free environments. In accordance with Federal and State legislation, AVBGC implemented its Tobacco-Free Workplace Policy effective July 1, 1995.

Smoking and the use or possession of all tobacco products (including vapor or electronic cigarettes) are prohibited on all school campuses, AVBGC properties, including AVBGC-owned or AVBGC-leased buildings, and in AVBGC vehicles at all times by all persons, including employees, members, and visitors at any school or AVBGC site or during any AVBGC-sponsored event.

Smoking or vaping is also prohibited during working time and while supervising members or performing job duties. Any employee observed smoking or vaping on school or AVBGC property, or during working time, will be subject to corrective action in accordance with organizational policy.

If smoke alarms, vaping sensors, or other detectors are activated, AVBGC and its partners will thoroughly investigate the incident if applicable. Employees found to be in violation of this policy will face disciplinary measures, up to and including termination of employment. Employees who fail to report accidental activation or provide false information during an investigation may also be subject to disciplinary action.

Repeated Odor Concerns

If an employee reports to work with a noticeable odor of marijuana or other substances, the supervisor may address the concern to ensure the employee is fit for duty and able to perform their responsibilities safely and professionally.

If the odor is accompanied by observable signs of impairment, the situation will be handled under the Reasonable Suspicion procedures outlined in this policy.

If no signs of impairment are present, the supervisor may provide coaching and remind the employee of expectations related to professionalism, fitness for duty, and maintaining a work environment appropriate for youth programs.

If the odor concern has previously been addressed and continues to occur, the issue may be addressed through progressive corrective action. Repeated occurrences may be considered a failure to meet workplace professionalism and fitness-for-duty expectations, even in the absence of confirmed impairment.

Corrective action may include:

- Documented coaching or written warning
- Further disciplinary action if the concern continues
- Evaluation for reasonable suspicion testing if additional indicators of impairment are observed

Employees are expected to take reasonable steps to ensure they report to work free from odors that could create safety concerns, parent complaints, or perceptions of impairment in a youth-serving environment.

Reporting Procedures

All emergencies and incidents are to be reported to AVBGC Program Directors and Administration.

Staff will report to their Program Director who shall report emergencies and other incidents immediately to the School District and School office as well as provide a copy of the incident report through our online incident report form. These emergency/incidents might include: when 911 is called, head injuries, talk of suicide, lockdown, shooting, toxic spill, child abuse, harassment, fighting, and neighborhood disturbances.

In case of a major emergency such as an earthquake, or lockdown, all program staff will help the Site Coordinator in managing the emergency, which may include in-house sheltering. This may include providing water, toilets, food, and sleeping facilities until every child is picked up.

All after-school or before-school staff may not leave unless released by an authorized official until the conclusion of the incident. This may take hours or possibly days. The basic Incident Command System includes Operations, Planning and Logistics sections. All decisions will be coordinated through the Director of Operations, to the Site Coordinator.

Member Release During An Emergency

Members may only be released to authorized persons who have been listed on their membership application (with ID verification) at a designated release location, and time. It is the site employees' responsibility to keep accurate kid counts and follow-through with the appropriate check-out process.

Unattended Child

Adult personnel must take steps to ensure the safe protection of children. AVBGC employees and agency staff must address the safety of any child left unattended at the close of after-school programs. AVBGC Programs are responsible for members on campus whether they are participating in a program or are unattended. AVBGC staff will address the needs of unattended children who are not enrolled in agency programs. In the absence of on-site Youth Services staff, AVBGC staff must supervise children. Contact must be made to the parent, appropriate AVBGC Office, school administration or authorities as needed.

Agency staff is responsible for enrolled Members in their program until they are picked up by a responsible, authorized adult. An AVBGC Supervisor/Worker will remain on the site to assist and support agency staff until

all unattended children are reunited with their parents/guardians. AVBGC Site Supervisors can be contacted for assistance, if needed.

Procedure:

1. Contact all listed phone numbers on a child application in an attempt to reach someone to pick-up the child. Continue calling every 10 minutes until someone can be reached.
2. Call the appropriate AVBGC Program Director to inform them of the situation and to provide assistance. (Do not contact the school office regarding a Club matter until you've been directed by your Program Director). Program Directors will contact the appropriate school staff.
3. Indicate site, name of child, age and telephone number you are calling from when you make the call.
4. If you contact AVBGC Office, continue to call every 15 minutes until the child is picked up by parents or child protective agency.
5. After one hour after closing time and the child has still not picked-up by the parent or guardian (and you have not reached a parent or guardian), call the local law enforcement agency and ask that they "pick-up the unattended child at the school." Ask for an estimated time of arrival. – ***With Program Director Approval***
6. Closing Staff is to remain until law enforcement arrives, make a copy of the child's emergency card for the officer. Do not give the original emergency card to the police.
7. When the child is picked up by the police, document the name of the officer and his badge number. A sign should be posted at the pick-up gate to notify the parent/guardian of the child's location (if no parent contact is made). ***Do not write the child's name on the sign.***
8. Before and then after the child has been picked-up by the police, call the AVBGC Program Director and the School Office and give them the name of the child, school, age, address and telephone number of the police station where the child was taken.
9. The Program Director or Director of Operations will contact the principal/school admin.
10. At no time should a staff person isolate themselves with one or fewer Members. Keep doors open and/or remain outdoors and in the view of other people.

Local Law Enforcement Contacts - TO BE POSTED AT EACH Club LOCATION:

Sheriff – Palmdale (661) 272-2400, Lancaster (661) 948-8466, Mojave (661) 824-7130, Cal City (760) 373-8606

Fire Department – Palmdale (661) 947-8700, Lancaster (661) 946-047, Mojave (661) 824-4581, Cal City (760) 373-4841

Department of Child and Family Services – Palmdale (661) 223-4200, Lancaster (661) 951-4106, Kern County (661) 824-7500

California Highway Patrol – (661) 948-8541

Mandated Reporting Hotline (800) 540-4000, Kern 661-631-6011

Animal Control - Palmdale, (661) 575-2888, Lancaster (661) 940-4191, Kern (661) 868-7100

Poison Control - (800) 222-1222

Earthquake Drill Procedures

An earthquake is signaled when moderate or intense shaking of the ground occurs. If inside, do not attempt to leave the building. Staff and members are to take cover under a heavy desk, table, or against an inside wall. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. Assume "drop, cover, and hold on" position.

How to Drop, Cover, Hold On:

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand
 - If a sturdy table or desk is nearby, crawl underneath it for shelter
 - If no shelter is nearby, crawl next to an interior wall (away from windows) · Stay on your knees; bend over to protect vital organs
- **HOLD ON** until shaking stops
 - Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
 - No shelter: hold on to your head and neck with both arms and hands.

Specific Situations

In a classroom Drop, Cover, and Hold On. Kitchens, laboratories or other settings may require special considerations to ensure safety. Members should also be taught what to do at home or other locations.

Indoors Drop, Cover, and Hold On. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. However, do not try to move more than 5-7 feet before getting on the ground. Do not go outside while shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor: bend forward, Cover your head with your arms, and Hold On to your neck with both hands.

Outdoors Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then Drop, Cover, and Hold On. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

In a stadium or gym Lean over as much as possible if seated in the bleachers, then Cover your head with your arms (as best as possible), and Hold On to your neck with both hands until shaking stops. Then walk out slowly, watching for anything that could fall during aftershocks.

Persons with disabilities If an individual has difficulty getting onto the ground, or cannot get back up again without the help of a caregiver, then follow these recommendations:

- For individuals with a cane: follow the Drop, Cover, and Hold On instructions on the previous page, or sit on a chair, bed, etc. and cover your head and neck with both hands. Either way, keep your cane near you so it can be used when the shaking stops.
- For individuals that use a walker: LOCK your wheels (if applicable) and carefully get as low as possible. If your walker has a seat, sit and COVER your head/neck with your arms, a book, or a pillow. If there is no seat, try to get down with your head lower than the top of the walker. Bend over,
- then HOLD ON until the shaking stops.
- For individuals that use a wheelchair: LOCK your wheels. COVER your head and neck with your arms, a book, or a pillow. Bend over and HOLD ON until the shaking stops.

When shaking stops, look around to make sure it is safe to move. Site / Program leads must follow these evacuation procedures:

- Obtain Emergency Bag and take it to the Evacuation Area
- Check for injuries and/or trapped individuals in the room. Assure trapped students that help will be forthcoming. Do not move seriously injured persons unless they are in immediate danger of further injury.
- After checking for blocked exits and hazards immediately outside the room, give command to evacuate. Follow the pre-established evacuation routes (see Evacuation Map posted near exit) or an alternate if the primary route is unsafe. Evacuate all students who can't be moved to designated staging/assembly areas. Leave classroom doors open.

- In the assembly area, take attendance using daily attendance folders or class rosters located in red emergency bags to account for each child.
- Students from another classroom other than your own are to remain with your class until given permission to rejoin their class.
- Keep students in orderly and silent lines. Do not allow anyone to re-enter buildings. · Report missing or injured students to the Incident Command Center.
- Administer first aid, if necessary.

Fire Drill Procedures

Once a month each site will conduct an emergency fire drill. This will be conducted by the Site Coordinator with the assistance of any staff on hand during that time. Each site will have a posted evacuation route at the front desk area (or a specific location within the classroom), and will refer to that when teaching the kids how to evacuate in case of emergency (should be mirrored to the school procedures.) Each site will keep current membership applications on file in a travel size tote container, or folder; they will be responsible for taking this file , along with the emergency kit outside with them in case of an emergency. Emergency books should be on site at all times, within reach and in each area AVBGC operates.

What to have:

- Have a quick print list of kids in attendance for each day (sign in sheet).
- Have whistles for each staff person.
- Each staff person should have a radio, and cell phone at all times (personal phone should be used for emergencies only).
- Know where each fire extinguisher is located and how to operate properly.
- Have a pre-planned escape route printed and taught to the kids in monthly fire drills (school policy).
- Have access to current applications with emergency contact numbers, easily removed from site in case of fire or emergency (emergency kit).

Procedure:

- Locate emergency supplies and procedures. (School sites should mirror the school emergency procedures).
- Staff must immediately gather their entire group, verify kid counts and evacuate to an empty field or lot clear of the building.
- Keep students in orderly, silent lines. Once outside do not allow anyone to re-enter buildings.
- The Site Coordinator should be free at all times in order to inform each staff member of what is taking place and assist as needed. Radios should always be utilized to maintain ongoing communication with other groups. .
- Site Coordinators and support staff are to ensure each kid is accounted for (Staff are expected to do a headcount periodically, and be aware at all times of the number of children they are supervising).
- Site Coordinators will do a sweep, and roll call to be sure kids and staff are also accounted for by name.
- Calls are to be made in the following order to Emergency personnel, Program Directors, parents. Program Directors must contact the Director of Operations once notified, DOO will then contact school admin.
- Children are to be kept contained and engaged until an approved parent/guardian picks them up. It is important that we keep ourselves, as well as our members calm and comfortable during a stressful situation.
- Staff must limit responses to parents during incidents. Allow the Site Coordinator, or Program Director to update parents on a situation with only the necessary information.

Lockdown Procedures

A lockdown can serve several functions during an emergency. If presented with a threat, staff should follow the

below lockdown procedures. A threat may include an outside intruder, any individual displaying inappropriate or intimidating behavior (including parents or guardians), a shooting, fight, or neighborhood disturbance, etc.

- Call 911, or other appropriate authorities. If you are in doubt, call 911. It is always better to be on the safe side.
- At the same time, staff should be gathering all members into the classroom(s) and locking doors once all members and staff are accounted for. As a reminder, school gates should be locked at all times.
- Move away from windows and doors. Keep students on the floor with the lights off. Keep students as quiet as possible.
- The Site Coordinator should be free at all times in order to inform each staff member of what is taking place and assist as needed (including gathering kids who may not be in their group). Radios should only be utilized when sound will not draw unwanted attention to your group. Shut off as needed. During lockdown situations, staff correspondence should take place over the phone or silently (text) as needed.
- Site Coordinators and support staff are to ensure each kid is accounted for (Staff are expected to do a headcount periodically, and be aware at all times of the amount of children they are supervising.)
- Site Coordinators will do roll calls to be sure kids and staff are also accounted for by name (by phone or radio if groups are in separate rooms.)
- Staff and kids are to remain on lockdown until notified by authorities, school admin, or the Program Director who will determine that the threat has been cleared. Ignore fire alarm activation.
- Once given an all clear, children are to be kept contained and engaged until an approved parent/guardian picks them up. It is important that we keep ourselves, as well as our members calm and comfortable during a stressful situation.
- Staff must limit responses to parents during incidents. Allow the Site Coordinator, or Program Director to update parents on a situation with only the necessary information.
- SCRIPT: If you get calls, tell families protective measures are in place and reaffirm that children are safe. Instruct parents/guardians not to come to the school, and that a follow up call will be placed when the lockdown ends.

Site Coordinators are to present their evacuation/fire/lockdown drill plans to staff meetings regularly for updating and or discussion.

Active Shooter or Armed Intruder Incident

An **Active Shooter or Armed Intruder incident** involves one or more individuals on or near campus who are armed with a firearm or other weapon and demonstrate intent to cause harm. Immediate response to a rapidly evolving situation is critical. In most cases, **LOCKDOWN procedures should be initiated immediately** to isolate youth and staff from danger or move them to a secure location. The safety of youth and staff must always be the foremost consideration.

When operating on a school campus, **AVBGC staff must follow the emergency procedures and direction of the host school district and responding law enforcement.**

Program Director / Site Leadership Actions

Remain calm and prioritize the safety of youth and staff. Do not attempt to confront the individual. If information is available, assess the situation to determine whether the individual is inside the building, whether a weapon is present, and whether the individual has been identified.

Depending on the circumstances, initiate **LOCKDOWN or EVACUATION procedures** if appropriate and call **911** immediately. Provide essential information such as the location of the incident, description of the

individual, type of weapon if known, number of people involved, known injuries, and actions taken by the site (such as initiating a lockdown).

Assist responding law enforcement by providing information about the situation and directing them to the appropriate location if safe to do so. If injuries occur, ensure that injured youth or staff receive medical attention when it is safe. If the individual has left the area, exterior doors should be secured to prevent re-entry.

If a weapon is present, **do not touch or move it**. Law enforcement officers must take possession of the weapon. Site leadership may also assist with securing the area, separating witnesses if requested by authorities, and coordinating communication with organizational leadership and district officials.

Media inquiries must be referred to designated organizational leadership or the district Public Information Officer. Following the incident, leadership will coordinate communication with families, documentation of the event, and access to counseling or support resources for youth and staff as appropriate.

Staff Actions

If gunfire is heard or a credible threat is observed, **implement LOCKDOWN immediately**. Do not wait for a formal announcement. Notify the Program Director or site leadership if possible and take immediate steps to protect youth.

Staff should move youth quickly and calmly into the nearest secure classroom or safe area. If it is safe to do so, hallways, restrooms, and open areas should be cleared and youth directed into secured rooms. Doors should be locked and barricaded when possible.

Staff should account for all youth under their supervision and remain in the secured area away from doors and windows. Everyone should remain quiet and stay in place until instructions are provided by law enforcement or site leadership.

If individuals are injured and it is safe to do so, staff may provide basic first aid until emergency responders arrive. Staff should also be prepared to provide law enforcement with information about the incident, including descriptions of the individual involved, weapons observed, injuries, or other important details.

Youth Actions

Staff should direct youth to move quickly and quietly to the nearest safe classroom or secure location and follow staff instructions immediately. Youth should remain calm, stay away from doors and windows, and remain quiet until further instructions are provided.

If a classroom cannot be accessed, youth may be directed to the nearest safe location such as a bathroom, office, or storage area where the door can be locked or blocked if possible.

Interaction with Law Enforcement

When law enforcement arrives, their first priority is to stop the threat and secure the area. Officers may be wearing tactical gear such as helmets and protective vests and may not immediately assist injured individuals until the area is safe.

For everyone's safety, remain calm, do not approach officers, and follow all instructions immediately. Individuals should put down any items they are holding, keep their hands visible, and avoid sudden movements.

Remain in place until law enforcement provides further instructions.

Local Emergency Contacts

TO BE POSTED AT EACH Club LOCATION:

Sheriff – Palmdale (661) 272-2400, Lancaster (661) 948-8466, Mojave (661) 824-7130, Cal City (760) 373-8606

Fire Department – Palmdale (661) 947-8700, Lancaster (661) 946-047, Mojave (661) 824-4581, Cal City (760) 373-4841

Department of Child and Family Services – Palmdale (661) 223-4200, Lancaster (661) 951-4106, Kern County (661) 824-7500

California Highway Patrol – (661) 948-8541

Mandated Reporting Hotline (800) 540-4000, Kern 661-631-6011

Animal Control - Palmdale, (661) 575-2888, Lancaster (661) 940-4191, Kern (661) 868-7100

Poison Control - (800) 222-1222

PERFORMANCE, DISCIPLINE & SEPARATION

Performance Reviews

It is our every intention to have your employment with the AVBGC to be a ‘win- win’ situation. We will strive to provide the best working environment possible. Supervisors, in addition to routinely observing employee effectiveness and providing on-going performance and work behavior feedback, periodically conduct formal and informal performance reviews to evaluate an employee’s work. Performance reviews provide employees with an opportunity to talk about their job, their performance on the job, and their job goals, as well as to discuss any suggestions, questions, or complaints.

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

Your performance review is designed to provide a basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the organization. Raises are given based on performance **NOT** time with the company. Raises are suggested by your Program Director to the Director of Operations and Executive Directors.

Performance Review Schedule:

- 1st review will take place at approximately 90 days after employment or a new position within the Club begins.
- Ongoing reviews will take place yearly, or when otherwise necessary.
- ****Frequency of reviews may be shortened or lengthened to align best with the school calendar.**

Wage and salary adjustments

The objectives of the Club’s wage and salary administration plans are as follows:

- To establish and maintain a wage and salary structure that will attract and retain highly qualified personnel.
- To enable the Club to adequately compensate employees and still control its payroll costs.

You will be paid within the salary range or wage rate structure that is established for your job classification. Such salary ranges or wage rates are based on your job duties, work performance, and economic conditions. Within a classification range, compensation adjustments may be made based on:

- quality performance as indicated by written merits evaluation, and
- availability of funds.

Compensation increases are not automatic raises to which an employee is entitled by reason of length of service. The annual performance reviews will include consideration for merit increases or bonuses based on improved or superior performance. The Executive Director may, at its sole discretion, recommend raises or bonuses to the Chief Professional Officer and Board of Directors within approved composition ranges and guidelines. The CPO has complete discretion concerning whether to award a bonus or an increase in annual compensation and the amount of any such award. An exception may be made if an employee is promoted midyear to a higher paid position. In this case, the employees’ compensation will be adjusted at the time the promotion becomes

effective. Employees may also receive a "performance bonus" which is only provided in the year, or at the time it is granted and does not change the employees' base salary/pay rate for future years.

Demotions, Transfers, and Pay Adjustments Policy

The Club reserves the right to transfer or demote employees based on operational needs, performance, funding requirements, program changes, site needs, or organizational restructuring.

When an employee transfers or is demoted into a different position, their compensation will be adjusted as necessary to ensure it falls within the established pay range for that position.

Nothing in this policy alters the at-will employment relationship or creates a guarantee of continued employment, position, assignment, or compensation level.

Demotions may occur:

- At management's discretion for performance or operational reasons
- At the employee's request
- Due to restructuring, loss of funding, or programmatic changes

Demotions will result in a reduction in pay if the employee's current rate exceeds the pay range of the new position.

Transfers may occur between:

- Sites
- School Districts
- Departments

Transfers will result in pay adjustments when the new position has a different pay range or compensation structure.

MUSD Assignment Differential

Positions within MUSD locations receive a \$1.00 per hour site differential due to site-specific factors.

Important conditions:

- The differential applies only while actively assigned to an MUSD site.
- Employees transferring into MUSD will receive the differential.
- Employees transferring out of MUSD will no longer receive the differential.
- This differential is location-based, not position-based, and is not considered part of an employee's base pay rate.

Employees should not expect the MUSD differential to continue after reassignment to a non-MUSD site.

Employees will be notified in writing of any change in position, assignment, or compensation prior to the effective date whenever practicable. The Club reserves the right to interpret, modify, or deviate from this policy as necessary to comply with legal requirements, funding restrictions, operational needs, or organizational priorities.

Site Placement & Assignment Policy

To ensure effective program operations, adequate supervision, and quality service delivery across all Club locations, employee site placements and assignments are determined at the sole discretion of the Club.

Site placement decisions are based on organizational needs and may consider factors including, but not limited to:

- Operational and staffing needs
- Program enrollment levels
- Employee performance and conduct
- Qualifications, certifications, or skills
- Conflict of interest considerations
- Safety or supervision requirements
- Partner school or district requests

Assignment to a specific site, school, or district is not guaranteed and should not be considered permanent. The Club reserves the right to transfer, reassign, or rotate employees to any site, program, or district location at any time, with or without advance notice, as deemed necessary to support program operations and organizational needs.

Site reassignments are not disciplinary unless explicitly stated in writing.

Employees are expected to remain flexible and cooperative with placement decisions and to report to assigned locations as directed. The Club may modify or change employee site assignments if requested or required by a partner school, district, or external partner organization; See *School Site Compliance* policy for details. Refusal to accept a site assignment or reassignment may be considered insubordination and may result in corrective action, up to and including termination.

Job Postings

Career advancement is rewarding for both the employee and the organization. Whenever appropriate, qualified employees are encouraged to apply for promotions to new or vacant positions. AVBGC also recruits externally when job openings occur.

Job openings are posted on the web site: avbgc.org. An employee who has completed his or her introductory period who is interested in a particular opening should submit the appropriate timely application materials according to the posted process.

Absences & Attendance

AVBGC's normal administrative hours are M-F 8:30 am through 6:00 pm. Attendance and punctuality are important factors for your success within the organization.

Employees are expected to report to work on time and for every day they are scheduled. This means arriving on-site, in the classroom or Club area at your scheduled time, not the parking lot. Please keep in mind that you are working as a part of a team, and every minute counts. Excessive absenteeism and tardiness will not be tolerated.

Notice of Absence: All employees are required to provide notice of absence for illness, tardiness or other reasons to their supervisors, unless the absence is due to pre-scheduled leave, such as vacation leave. This also includes requests or intentions of leaving the site prior to the end of shift.

If an employee will be absent, the employee is required to contact his/her supervisor on a daily basis at least 3 hours prior to scheduled work time. Employees are responsible for ensuring proper notice is provided. Only under exceptional circumstances will notice from a family member or friend satisfy the notice requirement. Please contact your direct supervisor by phone when feasible. **Text or email is not accepted as a formal notice; only phone calls are accepted. If there is no answer, please leave a voicemail.** If absent for multiple

days, employees must continue to notify their supervisor daily, unless otherwise directed (e.g., under an approved leave).

If extenuating circumstances prevent an employee from notifying their supervisor properly as outlined above, the employee must notify their supervisor as soon as possible. Employees may be required to provide documentation or a credible explanation regarding their inability to follow proper procedures. If documentation or a credible explanation is not provided or cannot be verified, disciplinary or corrective action may be taken in accordance with Club policy and procedures.

A doctor's note may be required for any absence lasting three (3) or more consecutive days due to illness, unless protected under FMLA, CFRA, or other state/federal leave. The note must confirm the need for time off without disclosing personal medical information. If documentation is found to be fraudulent or tampered with, the employee will be terminated immediately. Please see Falsification of Documents for additional information.

If an employee fails to provide proper notice of absence for three (3) consecutive workdays, AVBGC will presume that the employee has voluntarily abandoned their job. Immediate termination will result with no severance pay. Your check will be mailed within 72 hours of termination to the last known address on file.

Unexcused Absences and Late Arrivals/Early Departures:

An absence or late arrival/early departure will be considered unexcused if:

- Proper notice is not provided as outlined above.
- No appropriate documentation is submitted for absences, late arrivals, or early departures, requiring verification.
- The absence, late arrival, or early departure is not covered under a protected category or approved leave.

Seven (7) unexcused absences, late arrival, or early departure within a school calendar year (August - June) will result in disciplinary action, up to and including termination of employment.

Call-Out Frequency Limit: Even when notice is given, excessive call-outs disrupt programming and team operations. The following guidelines help identify patterns of absenteeism:

- Three (3) or more call-outs in a 30-day period may result in a verbal warning, even if they are excused.
- Six (6) or more call-outs in a 90-day period may result in a formal written warning or final warning.
- Eight (8) or more call-outs in a 6-month period may result in a final warning or other disciplinary or corrective action, including termination.
- Continued call-outs after final warning or other disciplinary or corrective action, even if they are approved, may result in termination of employment for failure to meet AVBGC attendance standards.

Legally protected leaves are excluded; however, excessive use of unprotected or unpaid time off is subject to review.

Supervisors may request documentation or schedule an attendance review meeting if a pattern of absences is noted (e.g., frequent absences on specific dates/days of the week or absences surrounding holidays and/or three-day weekends).

Employees sent home early due to attendance concerns are subject to the *Release From Work & Reporting Time Pay Policy*.

Request for days off - Availability

Time off is to be requested through the **ADP** employee portal as well as email two weeks in advance (14 days). Requested time may be approved in part, in full, or denied depending on prior request submitted or availability of the days specified. The first 90 days of employment, previously noted as the "introductory period" is

considered exempt for time requests unless otherwise discussed and approved with your **Supervisor**.

Excessive requests for days off (or call outs) disrupt program operations and may affect availability of hours and placement at sites. We expect our employees to work as a team, and be available when needed (based on your previously submitted and agreed upon availability). Employees are expected to notify AVBGC two weeks in advance (14 days) if their availability is changing. Please keep in mind that AVBGC operates Monday-Friday after-school. For the benefit of the program, it is important that AVBGC remains consistent with staffing. A decrease in availability or excessive call-outs cannot guarantee that employees will be scheduled at a requested site or for a consistent amount of hours. Consistent hours are based on performance and dependability and are not guaranteed. Ongoing concerns with attendance may result in termination.

To submit a time off request on ADP, please navigate to your ADP portal. Under the “Time-Off” Tab, you can select, “Request Time Off.” If you have any questions or concerns regarding time off requests, please contact your supervisor or Human Resources at hr@avbgc.org.

Black-Out Days

Black-out days are days in which all Club employees are expected to work. Typically these days are the day before, and after any National Holiday in which school is not in session (excluding weekends). Black-out days are working days in which all staff are expected to work their scheduled time and site without interference. These specific days may not be requested off within two weeks prior to that day. Requests may be submitted **AT LEAST** two weeks in advance, however, there is a possibility that day may not be granted if it has been requested by multiple staff, or causes any other schedule conflicts. Any call outs made on these days will result in disciplinary action. Obviously, we cannot prevent emergencies. In the event an unexpected emergency occurs resulting in your absence from work, a valid written note **MUST** be submitted, and approved to excuse the absence.

As a part of a team, Club staff are always expected to be at their scheduled site on-time and ready to work. Please keep in mind that any last minute call outs not only affect your team, but also the youth we serve.

For any questions, or information on these specific dates please ask your Program Director.

Remote Work Policy

Due to the nature of responsibilities, all operations employees, including but not limited to Program Support staff, Site Coordinators, Program Specialists, Program Directors, and Regional Directors, are required to complete their work on-site or at designated office locations.

While some job duties may involve office-related tasks, the role as a whole requires physical presence to support day-to-day program needs, maintain supervision standards, allow for daily collaboration, and ensure real-time response to on-site situations. Remote work is not permitted for operations roles unless explicitly authorized by a supervisor for a specific, temporary purpose. In these rare circumstances, a written agreement must be signed in advance.

Remote work is only available to approved administrative or office-based employees whose essential duties can be fully performed outside of a site or program location. Requests or arrangements to work from home must be approved in writing by the Executive Director or designee and require a signed Remote Work Agreement. Prior informal or verbal arrangements are no longer valid, and all job expectations, including availability and performance standards, remain in place regardless of work location.

Voluntary Termination

Voluntary termination occurs when an employee indicates the action that terminates his/her employment with the Club. Whenever possible, the employee is requested to submit, in writing, a signed statement of resignation which identifies the reasons for resignation and the anticipated date of termination. In consideration of the need for seamless continuity of operations, the Club requests, as a courtesy, that employees give at least ten (10) working days notice of their intent to resign. In addition to employees who resign or retire from the Club, employees will be considered to have voluntarily terminated employment if they:

- Failed to return from an approved leave of absence on the date specified by the Club; or
- Failed to report for work without notice to the Club for three consecutive days

If an employee gives at least seventy-two (72) hours notice of his/her intention to resign, he/she will receive a final paycheck at the time of resignation for all wages due, including all accrued and unused vacation. If an employee resigns without giving prior notice, he/she will receive his/her wages within 72 hours.

Discipline and Involuntary Termination

The Club has rules and policies to guide employee conduct and protect the interests of the organization, its staff, and its members. Certain standards of conduct and performance are inherent in employment and are intended to promote respectful, productive working relationships and to safeguard the rights, health, and safety of employees, Club members, visitors, and others. The Club expects all employees to abide by all standards, policies, procedures, and rules during their employment.

The Club utilizes corrective action as a tool to address performance concerns and policy violations; however, nothing in this policy or elsewhere in this Handbook creates a guarantee of progressive discipline. Disciplinary action, if any, will be determined on a case-by-case basis and may vary depending on the nature, severity, frequency, and circumstances of the conduct or performance issue, the impact on Club operations or safety, and the employee's overall work record and length of service.

All violations, particularly those involving youth safety, dishonesty, harassment, discrimination, violence, fraud, illegal conduct, or serious breaches of trust, may result in immediate corrective or disciplinary action, up to and including termination of employment, without prior warning or progressive discipline.

All employees are reminded that employment with the Club is at-will, meaning the employment relationship may be terminated at any time, with or without cause or advance notice, consistent with applicable law.

The following disciplinary procedures may be used by the Club in no particular order. Any of these actions may be taken with or without preceding discipline, and this list is not exhaustive. The Club reserves the right to bypass, repeat, or combine disciplinary steps when circumstances warrant.

Verbal counseling:

When an employee is experiencing difficulty with work performance, workplace relationships with the supervisor or a fellow employee, or is failing to perform at an acceptable level, or compliance with established work rules and policies, a supervisor may attempt to address the issue with verbal counseling through the normal course of work activities. All verbal counseling will be recorded and documented in the employee's personnel file using the record of conversation form.

Personnel notation:

If verbal counseling has not been effective in resolving the concerns or problems, a supervisor may issue a

personnel notation. If the Club determines that the circumstances warrant more formal action, a personnel notation may be issued as an initial disciplinary step. The supervisor will meet with the employee to discuss review the personnel notation, which may identify a specific problem, or expected performance standards not met, suggestions for improvements, and indicate that immediate and sustained improvement is necessary or further disciplinary action will result. The employee will be given an opportunity to respond in writing to the notation. Employees will be asked to sign all personnel notations. A copy of the notation will be given to the employee and one copy will be kept in the employee's personnel file.

Probation or suspension with or without pay:

Probation or suspension may be initiated when other attempts to correct/improve employee conduct and work performance have proved ineffective. Probation or suspension may also be the initial disciplinary action taken when the Club deems appropriate. Generally, all suspensions are without pay. Probation and/or suspension will generally be for a specific duration, but the length of the probation or suspension period is within the discretion of the Club. All probation or suspension periods will be recorded and documented in the employees' personnel file.

Demotion:

Demotions may occur as a result of organizational needs, performance concerns, or as part of a corrective action plan, or as a voluntary request by employees. If a demotion occurs, compensation will be adjusted to align with the pay grade of the new position. Benefits will remain consistent unless the new role results in a change in status from full-time to part-time. An employee may be demoted for reasons that include, but are not limited to:

- Performance Issues
- Schedule conflicts
- Club needs
- Misconduct
- Voluntary request

Additionally, if an employees' work performance does not meet Club expectations after coaching or corrective action, work hours may be reduced. Work hours are assigned to employees based on organizational needs and employee performance. See *Release From Work & Reporting Time Pay Policy* for pay implications.

Involuntary termination

Involuntary termination occurs when the Club initiates the action that terminates the employees' employment. Although the Club is an "at-will" employer and reserves the right to terminate with or without notice and with and without cause, the following guidelines generally apply to discipline and termination of employees. These guidelines do not create any contractual or other rights in any employee.

In some instances, due to the decrease in funding or other reasons, it may be necessary for the Club to lay-off an employee. Decisions regarding layoff, job retention, transfers, or adjustments of hours, will be based upon management's judgment of the Club's needs. Employees will be selected primarily based on their ability to perform the remaining job efficiently, the termination of a program, or elimination of a position. Employees are not automatically entitled to placement in a comparable open position or any other Club position that is available.

Verification of Employment

All inquiries about employees or requests for verification of employment should be referred to the Director of Human Resources. AVBGC will only verify the employee's date of employment and job title in response to any such request, unless otherwise required by law or regulation.

Arbitration Policy

If an employment dispute arises while you are employed at the Antelope Valley Boys & Girls Club, you agree to submit any such dispute arising out of your employment or the termination of your employment (including, but not limited to, claims of unlawful termination based on race, gender, age, national origin, disability, breach of contract or any bias prohibited by law) exclusively to binding arbitration under the federal Arbitration Act, 9 U.S.C., Section 1. Similarly, any disputes arising during your employment involving claims of unlawful discrimination or harassment under federal or state statutes shall be submitted exclusively to binding arbitration under the above provision. This arbitration shall be the exclusive means of resolving any dispute arising out of your employment or termination from employment by the Antelope Valley Boys & Girls Club or you, and no other action can be brought by employees in any court or any forum.

By simply accepting or continuing employment with the Antelope Valley Boys & Girls Clubs, you automatically agree that arbitration is the exclusive remedy for all disputes arising out of or related to your employment with the Antelope Valley Boys & Girls Club and you agree to waive all rights to a civil court action regarding your employment and the termination of your employment with the Antelope Valley Boys & Girls Club; only the arbitration, and not a judge nor a jury, will decide the dispute.

If you choose to dispute your termination or any other alleged incident during your employment, including but not limited to unlawful discrimination or harassment, you must deliver a written request for arbitration to the Antelope Valley Boys & Girls Club within one (1) year from the date of termination, or one (1) year from the date on which the alleged incident(s) or conduct occurred, and respond within fourteen (14) calendar days to each communication regarding the selection of an arbitrator and the scheduling of a hearing. If the Antelope Valley Boys & Girls Club does not receive a written request for arbitration from you within one (1) year, or if you do not respond to any communication from the Antelope Valley Boys & Girls Club about the arbitration proceedings within fourteen (14) calendar days, you will have waived any right to any claims raised out of the termination of your employment with the Antelope Valley Boys & Girls Club, or involving claims of unlawful discrimination or harassment, in arbitration in any court or other forum.

You and the Antelope Valley Boys & Girls Club shall bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and court reporter, if any, shall be shared equally by both parties or as determined by the arbitrator.



Acknowledgement of Handbook Receipt and At-Will Employment

Print this page and submit to Human Resources upon completion (Within 7 days of employment unless requested otherwise). Copies will be provided if needed.

I acknowledge that I have received a copy of the Boys & Girls Clubs of the Antelope Valley Employee Handbook. I understand that statements contained in this handbook are guidelines concerning some of the Clubs policies and benefits. I have read and I understand the contents of these policies, and I have been given the opportunity to ask any questions I might have about policies that I did not understand.

I recognize that this handbook cannot anticipate every situation or answer every question about my employment with the Club. I understand the Club reserves the right to change or revise all or any portion of this handbook (except the at-will employment policy) without advance notice and at any time that the Club, in its sole discretion, deems such change or revision is appropriate or necessary.

I understand and agree that my employment with the Club is at-will, and can be terminated without cause or advanced notice by either the Club or myself. The at-will relationship will remain in effect throughout my employment with the Club unless it is specifically modified by an express written agreement signed by the chief professional officer and me.

I acknowledge that these statements above regarding the at-will nature of my employment constitute a complete understanding between the Club and me regarding this subject. It supersedes all prior agreements, understandings, and representations concerning my employment with the Club both oral and written.

Employee Name: _____

Employee Signature: _____ **DATE:** _____

Employer Representative: _____ **DATE:** _____

Please keep this manual as a reference tool throughout your employment with the AVBGC. As a courtesy, a copy of this entire handbook will be at our administrative office as well as posted on our Club website. You may also request a printed copy for yourself by contacting Human Resources at hr@avbgc.org.

Employee Webpage: <https://www.avbgc.org/employee-page>

Thank you and welcome to the team!

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you **unable to work**,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to **request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

NOTICE



Civil Rights
Department
STATE OF CALIFORNIA

Note: Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

YOUR RIGHT TO TAKE TIME OFF

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.
- If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:
 - To take part in safety planning or other actions to help keep you or your family member safe from future violence
 - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence
 - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence
 - To care for a family member recovering from injuries caused by violence
 - To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare
- If you are a victim of violence or the family member of a deceased victim of violence, you can take up to 12 weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to 10 days off work for these reasons, with the exception of relocation, for which you can take up to five days.
- You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.
- You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.

YOUR RIGHT TO CONFIDENTIALITY

- If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.

CRD E20N-ENG / July 2025

SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

NOTICE



YOUR RIGHT TO REASONABLE ACCOMMODATION FOR YOUR SAFETY

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.
- Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION

Your employer cannot discipline you, treat you differently, or fire you because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. **State Disability Insurance (SDI)** provides short-term wage replacement when you are temporarily disabled from working. **Paid Family Leave (PFL)** provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

- **Family and medical leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by visiting bit.ly/CRD-leave. You can file a complaint with CRD if you believe your rights have been violated.
- **Bereavement leave:** Bereavement leave allows eligible employees to take up to five days off work within three months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by visiting bit.ly/CRD-Bereavement. You can file a complaint with CRD if you believe your rights have been violated.
- **Leave to attend court for certain crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting bit.ly/DIR-Retaliation.

TO FILE A COMPLAINT

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

Civil Rights Department

Online at <http://ccrs.cacivilrights.ca.gov/s/>

By mail at 651 Bannon Street, Suite 200,
Sacramento, CA 95811

By calling 800-884-1684 (voice), 800-700-2320
(TTY), or California's Relay Service at 711

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