



BOYS & GIRLS CLUBS
of the ANTELOPE VALLEY

Through these doors Lives are transformed!



EMPLOYEE HANDBOOK & TRAINING MANUAL 2025

WELCOME.....	6
ABOUT US.....	7
Mission Statement.....	7
Commitment to Inclusion.....	7
About this Handbook.....	7
Boys & Girls Clubs of the Antelope Valley Site & Contact Directory.....	8
Antelope Valley Boys & Girls Club Organizational Chart.....	12
EMPLOYEE CLASSIFICATIONS.....	14
Introductory Period.....	14
Orientation.....	14
Training.....	14
Educational Standards.....	14
Categories of Employment.....	15
Immigration and Employment Eligibility.....	15
EMPLOYMENT POLICIES & RIGHTS.....	16
Employment At-Will.....	16
Equal Employment Opportunity.....	16
Employee Civil Rights - Nondiscrimination Required Notices.....	16
Sexual Harassment Policy.....	17
Harassment.....	18
Responding to and Reporting Hate-Motivated Incidents and Crimes.....	19
Reasonable Accommodation.....	19
False Reporting.....	20
Workplace Gossip Policy.....	20
Collaboration and Teamwork Policy.....	21
No Retaliation or Reprisals.....	21
Uniform Complaint Procedures.....	21
Perceived Violations Policy.....	22
WORK HOURS, COMPENSATION AND PAYROLL PROCEDURES.....	23
Time Keeping.....	23
Schedules/Work Hours.....	23
Breaks.....	23
Black-Out Days.....	23
Pay Cycle and Payroll Deductions.....	24
Payroll Classification.....	25
Overtime.....	25
Benefits and Deductions.....	25
Complaint Procedure.....	25
Mileage Reimbursement Policy.....	26
ADMINISTRATIVE POLICIES.....	27

Screening and Onboarding Policy.....	27
Reference Check Policy.....	28
CPR First Aid Certifications/TB Testing.....	29
Personnel Records.....	29
Open Lines of Communication.....	29
Employee Personal Property/Supplies.....	29
Grievance/Conflict Resolution Procedures.....	30
Use of Electronics.....	31
Cell Phone Policy.....	31
Workplace Recording & Photography Policy.....	32
Search, Theft and Audit Policy.....	32
Opening Mail.....	33
No Solicitation.....	33
Non-Fraternization.....	33
Arbitration Policy.....	34
JOB PERFORMANCE.....	36
Performance Reviews.....	36
Wage and salary adjustments.....	36
Job Postings.....	37
Absences & Attendance.....	37
Request for days off - Availability.....	38
Remote Work Policy.....	38
Dress Code Policy/Club Representation.....	39
Uniform Policy.....	40
Personal Hygiene Policy.....	40
Code of Ethics.....	41
Falsification of Documents.....	42
Conflict of Interest.....	43
School Site Compliance.....	43
Site Access and Visitation Policy.....	43
Financial Reporting and Transactions.....	44
AVBGC Records.....	44
Fundraising.....	44
Use of AVBGC Facilities.....	44
Outside Employment.....	44
Confidentiality Policy.....	45
Fraud Risk Monitoring.....	45
Whistle-Blowers Protection Policy.....	46
Employment of Relatives.....	46
Verification of Employment.....	46
School-Year/Seasonal Employment.....	46

Voluntary Termination.....	47
Discipline and Involuntary Termination.....	47
Involuntary termination.....	48
Standards of Job Performance and Conduct.....	48
EMPLOYEE BENEFITS.....	50
Group Benefits.....	50
Full-Time Employee Benefits.....	50
Medical Insurance.....	50
Dental Coverage.....	51
Long-Term Disability Insurance.....	51
Employee Assistance Programs (EAPs).....	51
Vacation Policy (2025-2026).....	51
Holiday Pay (Full-Time Staff Only).....	52
Other Approved Time Off (unpaid).....	52
Jury Duty.....	52
Bereavement Leave.....	53
Victim Leave.....	53
Witness Leave.....	54
Reproductive Loss Leave.....	55
Paid Sick Leave.....	55
Religious Accommodation.....	55
Requesting a Religious Accommodation.....	56
Lactation Accommodation.....	56
Accommodations for Pregnancy, Childbirth, and Related Medical Conditions.....	56
Disability Accommodation.....	57
Family and Medical Leave Act.....	58
INJURY & ILLNESS PREVENTION PLAN.....	61
Injury and Accident Response and Reporting.....	61
OSHA, Cal-OSHA and EPA Compliance.....	63
Child Abuse Prevention Policy.....	63
Mandated Reporting.....	65
Reporting Missing Children.....	66
Member and Employee Security.....	66
Video Surveillance Policy.....	66
Workplace Violence Policy.....	67
Anti-Bullying Policy.....	68
Drug, Alcohol & Tobacco-Free Workplace.....	69
Activities Not Approved.....	70
Playground Activities Not Approved.....	70
Disruption of Class work or Extracurricular Activities (California Education Code, Section 44811).....	70
Interactions with Members.....	70

Verbal and Emotional.....	71
Inappropriate Boundaries.....	71
Club Trips.....	72
Personal Property of Members.....	72
Preventing Heat Stress.....	73
Illness Prevention Precautions.....	73
Restroom Policy.....	74
Emergency Procedures.....	75
Background.....	75
Reporting Procedures.....	75
Member Release During An Emergency.....	75
Unattended Child.....	76
Earthquake Drill Procedures.....	77
Fire Drill Procedures.....	78
Lockdown Procedures.....	79
Local Emergency Contacts.....	79
ON-SITE PROGRAM PROCEDURES & EXPECTATIONS.....	80
Supervision and Facilities Policy.....	80
Snack & Meal Program.....	82
Student Wellness Policy.....	82
Prohibition of Private One-on-One Interaction Policy.....	82
Incident Management Policy.....	83
Technology Acceptable Use Policy.....	85
Transportation Policy.....	89
Emergency Operations Plan Policy.....	91
Know AVBGC Program Policies.....	91
Membership of Employees' Children.....	91
Volunteers/Visitors.....	92
Playground Rules.....	92
Classroom Management Plan.....	92
Tips for Sharing Space with the Regular School Day.....	93
Keys & Closed Campus Policy.....	95
General Club Rules (For Club Members).....	95
General Member Discipline Actions.....	96
Basic Opening Procedures: (May Vary Per Site).....	97
Basic Closing Procedures: (May vary per site).....	97
Activity Calendars & Program Plans.....	98
Grant Reports.....	98
PROP 49 ASES & ELO-Programs – after-school Education and Safety & Expanded Learning Opportunities Programs.....	99
Daily Expectations - ASES & ELOP.....	99
Observation Protocol.....	100

Boys & GirlsClub National Programs..... 100

BGCA Core Program Areas.....101

Acknowledgement of Handbook Receipt and At-Will Employment..... 102

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 4,000 registered members, 31 locations spanning the Antelope Valley, and a team of more than 300 dedicated employees and volunteers. Together, we are a collective force, working passionately to shape the future of our community through over 25 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. Our commitment goes beyond the walls of our three walk-in facilities in Palmdale and Lancaster; it extends to 28 school-based Clubs across Palmdale, Lancaster, Mojave, and Cal City. 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,

A handwritten signature in black ink, appearing to read "J. Duke". The signature is stylized with a large, looped "J" and a cursive "Duke".

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”). This Employee Handbook sets forth basic policies and guidelines for employee conduct and contains important summary information regarding employee benefits. This should not be considered a comprehensive list of all duties and expectations required of employees.

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 and procedures outlined in this handbook. Any violation of these or any other Club policy, practice or procedure will subject an employee to discipline, up to and including termination.

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 Executive Directors, Stacey Manson or Sally Altobelli.

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: Melissa Arrington

Esperanza WUSD – 40521 35th St. West, Palmdale
Cell (661) 202-4603 | Regional Director: Cherisse Sanders
Director: Romina Rojas

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: Romina Rojas

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

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

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

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 *** | 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: Paula Cruz

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: Carmen Morales

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 *** | **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 *** | **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: Carmen Morales

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

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

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

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

Moises Sales, LancSD Program Specialist
(661) 585-6712 | msales@avbgc.org

Rosario Corona, LancSD Program Specialist
(661) 936-4503 | rcorona@avbgc.org

Jeremy Tardy, LancSD Program Specialist
(661) 820-2087 | jtardy@avbgc.org

Sofia Gonzalez, MUSD Program Specialist
(661) 816-0342 | sgonzalez@avbgc.org

Jeannette Williams, Procurement Director
(661) 390-8486 | jwilliams@avbgc.org

Paula Cruz, PSD Program Director
(661) 974-1476 | pcruz@avbgc.org

Steven Reyes, PSD Program Director
(661) 874-5207 | sreyes@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

Melissa Arrington, WUSD Program Director
(661) 627-6701 | marrington@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

Emmanual Bobo, WUSD Program Specialist
(661) 744-7289 | ebobo@avbgc.org

Natalie Hardiman, WUSD Program Specialist
(661) 936-7135 | nhardiman@avbgc.org

Fernando Gutierrez, WUSD Program Specialist
(661) 936-7153 | fgutierrez@avbgc.org

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

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

Jessica Plasencia, Marketing & Data Coordinator
(714) 812-0930 | marketing@avbgc.org

Kimberly Slaughter, Data Specialist
(661) 267-2582 x107 | kslaughter@avbgc.org

Lakiesha Alford, Grants Coordinator
(310) 526-1397 | lalford@avbgc.org

Dennis Orantes, Human Resources Specialist
(661) 866-7513 | hrrsupport@avbgc.org

Rochelle Capers, Human Resources Compliance Specialist
(661) 655-8238 | hrcompliance@avbgc.org

Claudia Galindo, Director of Human Resources
(661) 518-7879 | hrdirector@avbgc.org

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 Administration Office 867 W Lancaster Blvd
661-267-2582 | 661-951-1322 (fax) | www.avbgc.org | kids@avbgc.org
Mailing Address: P.O. Box 10047, Lancaster, CA 93584

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 Villaseca, 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 Arrington WUSD	Program Director: Austina Burns, WUSD	Program Director: Romina Rojas, WUSD	Program Director: Shakayde Carroll, 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.

EMPLOYEE CLASSIFICATIONS

Introductory Period

The first 90 days of employment for new employees of AVBGC is considered an introductory period. The introductory period 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.

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 fully understand all 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 trainings taken 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.

Educational Standards

As a youth serving organization, we know how important our role is supporting the educational needs of our youth. All Boys & GirlsClub 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.

Categories of Employment

Introductory: An employee in their first 90 days of employment.

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.

EMPLOYMENT POLICIES & RIGHTS

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

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.

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. 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

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.

1

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.

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.

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.

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).

No Retaliation or Reprisals

The Antelope Valley Boys & Girls Club will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process and will not tolerate or permit retaliation by management, employees, or co-workers. Employees have a duty to report any harassing conduct they either experience or observe, regardless of whether the alleged harassment is being perpetrated by a Club employee or any other third party. Under no circumstances will a person be retaliated against because of a bona fide report of what he or she perceives to be harassing conduct.

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:
Mina Ontiveros
Human Resources/Compliance Officer
Antelope Valley Boys & Girls Club
P.O. Box 10047, Lancaster, CA 93584

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

WORK HOURS, COMPENSATION AND PAYROLL PROCEDURES

Time Keeping

Employee sign-in sheets must be completed on a daily basis. Each employee is responsible for correctly recording and properly submitting their hours of work on the on-site staff sign in sheet as well as through the online employee portal. It is the responsibility of the employee to keep accurate records of their own time. Employees are not permitted to record another employee's time or let another employee record their time.

Schedules/Work Hours

Upon employment, all employees will be inputted into the "When2Work" scheduling system. Schedules will be sent via email through the scheduling program. Please be aware, schedule changes and other notifications may also come from When2Work, 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 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.

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** break, and employees who work more than 6 hours are entitled to two paid 10-minute breaks. **All** 10-minute breaks shall be taken on-site. Employees who work over 5 hours are entitled to a half-hour lunch break (off the clock), unless otherwise agreed with your 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.

Breaks are not to be taken at the beginning or end of the work day to offset arrival and departure times. 10-minute breaks must be taken separately and cannot be combined or accumulated to create a longer break period. If a rest or meal break is missed, late, or interrupted, the employee must report it to their supervisor the same day. Staff will be compensated for their time appropriately, and management will follow up to ensure that staff are able to take advantage of all their breaks and lunches effectively.

Employees who do not comply with the lunch and break schedules will be subject to corrective or disciplinary action, including but not limited to termination.

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.

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 hrsupport@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.

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 employee's 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 (40) 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.

ADMINISTRATIVE POLICIES

Screening and Onboarding 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 skate 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.

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.
- 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.

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.

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.

As an employee, it is your responsibility to submit verification of these required documents upon and throughout employment, prior to expiration dates. Failure to do so will result in suspension of employment until verification is received, or termination if necessary. Employees now have access to attend CPR training courses that are provided free of charge by the AVBGC.

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.

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.

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.

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 hrdirector@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.

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.

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. Employees are expected to focus on their job responsibilities and set an example of professionalism.

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.

Violations of this policy or misuse of cell phones during work hours will result in further disciplinary actions, including termination of employment.

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.

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."

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.

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.

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.

JOB PERFORMANCE

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 Director’s.

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.

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. **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).

Request for days off - Availability

Time off is to be requested through the W2W 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 Program Director/Executive Director.

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.

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.

Dress Code Policy/Club Representation

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 Policy

As mentioned in the Dress Code Policy, staff are required to wear a Club t-shirt. The following rules apply to their use:

- 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.

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 Policy

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.

Code of Ethics

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 customers with respect, and in a manner that is exactly the way you would want to be treated.

This also means being respectful of AVBGC's resources and property. Recognizing that each of us play a critical role in members' successes, striving for excellence is not only a personal commitment, but a personal responsibility that all Club employees share.

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 standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization.

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

Actions and Conduct of AVBGC Employees: AVBGC employees shall not only be aware that public service is a public trust, but also conduct themselves, both inside and outside the AVBGC's services, in a manner that deserves the respect of the members, parents and the communities AVBGC serves.

Employees are expected to strictly adhere to the provisions of this code of ethics. This code of ethics is consistent with statutes addressing conflict of interest and supplements those provisions of law.

BE A PERSON OF GOOD CHARACTER. Members Staff and Volunteers participating in youth service activities:

Trustworthiness. Trustworthiness is being honest, telling the truth, keeping promises and being loyal so people can trust you. Trustworthy people don't lie, cheat or steal. They have integrity and the moral courage to do the right thing and stand up for their beliefs even when it is hard to do so.

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.

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.

Employees are expected to strictly adhere to the provisions of this code of ethics. This code of ethics is consistent with statutes addressing conflict of interest and supplements those provisions of law.

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 or 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.

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.

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 school. **Any violation of District and/or Club policies or expectations that results in your removal from a school site will lead to termination of employment with the Antelope Valley Boys & Girls Club.**

School districts reserve the right to request that Club staff be reassigned to another school site within their district if they determine that such reassignment is in the best interest of the school community.

School districts may also request that an employee be removed from their district entirely. In such cases, AVBGC will make efforts to explore reassignments to another district. However, placement at another district site is not guaranteed. If no suitable placement is available, the Club may be required to end the staff member's employment.

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.

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.

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).

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.

Outside Employment.

AVBGC employees shall not use their authority over a particular matter to negotiate future employment with any person or organization. Employees shall not make or influence an AVBGC decision involving the interests of a person with whom they have an agreement concerning current or future employment, or remuneration of any kind.

Employees may engage in work outside their regular work at the Club, provided this work does not detract from the employees' job performance or present a current or potential future conflict of interest with employment at the Club. You should discuss outside business or work activities with the Chief Professional Officer prior to undertaking such activities to ensure that a conflict of interest does not arise. In any event, always report such activities to the Chief Professional Officer so that the Club can properly arrange your schedule or contact you should the need arise.

If you perform tutoring/babysitting/etc. services for members outside of work hours, the members' parents must be clearly notified that you are not functioning as a Club employee. Where such out of work activities with members take place, please remember that, although you are not working directly for the Club, you are still identified with the Club, and therefore should maintain a professional attitude and conduct.

If you are unable to maintain acceptable performance standards following the acceptance of outside employment, permission to continue such employment may be withdrawn, or you may be subject to disciplinary action, up to and including termination of employment.

The Clubs Worker's Compensation insurance does not pay for illnesses or injuries arising from any outside employment or outside business activity.

All Club employees, including part-time and introductory employees, must notify the employee's appropriate supervisor and the Human Resource Department before accepting regular or part-time employment outside of AVBGC. Outside employment is considered performance of any service for an employer other than AVBGC, before, during or after an employee's regular working hours or while the employee is out on approved leave.

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.

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.

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.

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.

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.

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.

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 our conduct and protect our interests. Certain rules are inherent in employment. These are the generally accepted standards of employee conduct and job performance. They are

intended to make relationships with fellow employees, visitors, Club members and others pleasant, productive, and to safeguard the rights, health, and safety of all employees. The Club expects all employees to abide by all standards, policies and rules during their employment.

When job performance or conduct does not meet the Club's expectations, disciplinary action may be taken on a case-by-case basis. The Club believes that discipline should be consistent and will consider the circumstances involved, the impact of the conduct on operations, the extent of any damage caused, and the overall work record and length of service of the employee(s) involved. Below is an overview of the kinds of disciplinary procedures available to the Club. The Club hopes that by handling such matters thoughtfully and specifically, we can make the Club a better place to work for everyone. All employees must remember that employment at the Club is at-will, and the Club may terminate the employment relationship at any time with or without cause or advanced notice. The following disciplinary procedures are used in no particular order and any of the disciplinary actions can be taken without any preceding discipline **and are not an exhaustive list**. There may be occasions where the Club determines that circumstances warrant immediate termination without any prior warning(s), suspension(s) or notice.

Verbal counseling:

If an employee is experiencing difficulty in work performance, in relationships with the supervisor or a fellow employee, or is failing to perform at an acceptable level, or not adhering to established work rules **and policies**, **their** supervisor may attempt to correct the problem 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. In some circumstances, a personnel notation may be the initial disciplinary action taken. The supervisor will meet with the employee to discuss the **personnel** notation, which may identify a specific problem or expected level of performance, set forth 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. In addition, the Club may suspend an employee pending investigation of alleged misconduct. 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. 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, hours may be reduced. Work hours are provided to employees based on job performance.

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.

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.

EMPLOYEE BENEFITS

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

- Vacation
- Medical Insurance
- Dental Insurance
- Prescription Drug Insurance
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Vision
- Pension Plan
- 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:

- Medical Insurance
- Prescription Drug Insurance
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Vision
- Pension Plan

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.

Medical 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.

Dependent medical insurance 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 dependent coverage.

Dental Coverage

AVBGC offers dental 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 introductory period, (60 calendar days). Please contact human resources for more detail and eligibility requirements.

Dependent dental insurance is also available and coverage information will be provided to each employee at the time of enrollment. Employees pay 100% of premiums relating to dependent coverage.

Long-Term Disability Insurance

AVBGC offers Long 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). The insurance becomes effective following completion of the eligible employee's introductory period, (90 calendar days). Please contact human resources for more detail and eligibility requirements.

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 (2025-2026)

Employees will earn vacation as follows:

FULL-TIME EMPLOYEES:

- 1 week** paid vacation after 1 year of employment
- 2 weeks** paid vacation after 3 years of employment
- 3 weeks** paid vacation after 6 years of employment
- 4 weeks** paid vacation after 10 years of employment

PART-TIME EMPLOYEES:

- 1 week non-paid** personal time off available for the first & second year of employment
- 1 week** paid vacation **after 3 years** of employment, compensation will be equivalent to an average workweek for that employee
- 2 weeks** paid vacation **after 7 years** of employment, compensation will be equivalent to an average of work week for that employee

All eligible full-time employees with at least 1 full year of employment will restart their vacation in January of each year. Requests for vacation should be submitted at least two weeks (14 days) in advance through your employee portal, as well as via email to your Supervisor and the Human Resource Department. Vacation days

may be requested in half or full day increments for exempt (salary) staff and hourly increments for non-exempt (hourly) staff, up to a maximum of 10 consecutive days off at one time, unless otherwise approved by administration. Once the request is submitted via email and approved, it is the employees' responsibility to add the day off to the Google calendar as well as set the appropriate "away message" for Club email accounts.

Employees are urged to use their available vacation within each calendar year, during scheduled breaks that align with the school calendar and Club site closures. Requests can be made outside of this time-frame, but may be denied in part or in full with consideration to work demands, or conflicting requests. A maximum of 40 hours (one full-time week) may be "Carried-over" from the current year into the following year. All "carry over" vacation must be used within 9 months (no later than the end of September) of the following year. This means vacation can no longer be carried over until the previous amount is used or falls below the 40 hour cap. Usual requests and consideration for approval will apply to carry-over vacation as well. Vacation that is carried over and unused can be "paid-out" if requested prior to the September deadline.

Management/Office Employees are responsible for developing their own plan for coverage of their duties during their time off period. Requests for time off will be reviewed with due consideration for peak work periods during the year. If the time off request is approved, employees should immediately communicate with applicable co-workers using standard site protocol to ensure organizational needs are met and coverage is coordinated during the employee's absence.

Holiday Pay (Full-Time Staff Only)

- Paid Holidays include: 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, and Christmas Day.
- Other Holidays when school is not in session may be non-working days, but will not be compensated if an employee is not scheduled to work. If necessary, an employee may request or be asked to work partial or full hours these days. Requests must be submitted to a Direct Supervisor and/or Executive Director and approved in advance. If approved, a log of work hours and projects completed must be submitted to your direct supervisor. Employees will be compensated their regular hourly wage (time and a half/overtime will not be approved).

Other Approved Time Off (unpaid)

- Military Leave
- Workers' Compensation
- Voting Leave
- Bereavement 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.

Paid Sick Leave

An employee who, on or after January 1, 2024, works in California for 30 or more days within the year from the beginning of employment is entitled to paid sick leave.

All Club employees are entitled to up to 5 days (regular work hours), or 40 hours of Paid sick leave each year, whichever is greater. An employee may use paid sick days beginning on the 90th day of employment. Paid Sick days must be used within each calendar year (after satisfying the 90-day introductory period) and will not “carry-over” into the next year.

An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care, or treatment of an existing health condition or preventative care, or specified purposes for an employee or family member who is a victim of domestic violence, sexual assault, or stalking, or other qualifying act of violence, or jury duty, and to appear in court under a court order as a witness in a judicial proceeding.

An employer may limit the use of paid sick days to 40 hours or five days in each year of employment.

The Club may request documentation verifying the appropriate use of leave.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the labor commissioner against an employer who retaliates or discriminates against the employee.

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.

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.

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.

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.

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). Supervisors / Human Resources advise the employee to go to Garrison's Family Medical Group Urgent Care (41210 11th St. West, Palmdale, CA 93551 - 661-947-7100) before 5 pm and ONLY if it's not severe - Human Resources contacts Sophia to inform her we're sending a staff member.
- d) The Site Coordinator will provide immediate first aid and/or arrange transportation (confirming with a supervisor) to the appropriate medical provider (Garrison Family Medical Group) depending upon the severity of the injury. If the injury occurs to the Site Coordinator, the Unit 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 Unit Director, Director of Operations, 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.

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.

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>

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 ...”

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.

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's SB 553, the Antelope Valley Boys & Girls Club California Workplace Violence Prevention Plan (WVPP) defines workplace violence as any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Workplace violence does not include lawful acts of self-defense or defense of others.

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.

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.

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), and 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 subjected to drug testing; all Club employees are subject to drug testing at their time of hire and randomly during the term of their employment as AVBGC sees fit. Failure to pass this test may prevent you from being hired or result in your termination

Substance abuse, which includes the possession, use or sale of (*federally*) 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 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 drug testing may occur while on the job.

Despite the change in law regarding the legal use of marijuana for recreational purposes, Federal Law and the Boys & Girls Clubs of America still hold the same expectations regarding drug use. As many of our programs are federally funded, it is expected that all Club Employees are free of any marijuana or any other illegal drugs from their system.

Please keep in mind, the AVBGC routinely administers random, mandatory drug tests for which any employee may be selected. In addition, any employee suspected of drug use, or possession, will be subject to a drug test 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, whether the odor is on their person, clothing, or belongings. This applies regardless of whether the marijuana use occurs legally off duty. Any employee who arrives to work with a noticeable odor of marijuana will be sent home without pay and may be subject to reasonable suspicion drug testing. Repeat violations, positive drug tests, or refusal to submit to testing may result in disciplinary action, up to and including termination.

If you feel you may have been exposed to the odor of marijuana indirectly, advise your supervisor upon arrival to work to determine the best course of action to take.

The Federal and State governments have adopted various anti-tobacco laws that require schools to have adopted and fully implemented tobacco-free environment policies. In accordance with Federal and State legislature, the AVBGC implemented the Tobacco-Free Workplace policy on July 1, 1995.

Smoking and the use or possession of all tobacco products (including vapor or electronic cigarettes) shall be 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 attending any AVBGC -sponsored events. Smoking/vaping is not allowed during the hours the employee is scheduled to work. Any employee observed smoking while on break will be given a written

warning and sent home for the day. Any employee who smells like (cigarette smoke) once arriving at work, will be given a written warning and sent home for the day. If more than one warning has been issued, you will be sent home without severance pay in addition to an extended suspension or possible termination. It is advised that you don't smoke in your car on your way to work.

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, 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.

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.

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.

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.

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.

- Transporting Members in a personal vehicle without consent and supervisor approval.
- 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, or food without supervisor approval.
- 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.

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.

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.

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

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.

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.

Restroom Policy

Staff and members are **NOT** permitted to use the restrooms at the same time. When available at school sites, separate adult restrooms should be used. If separate restrooms are unavailable, Staff should announce themselves and ensure that the restroom is not in-use by members before entering. The restroom door should be shut behind them to ensure members do not enter. It is the employee's responsibility to ensure this policy is followed. Restrooms should always be checked and cleared at the end of the day prior to closing/leaving.

Member Restroom Policy

Members should only use the restroom in groups of 3 or more AT ALL CLUB LOCATIONS. 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.

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.

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.

Emergency Procedures

Background

AVBGC is responsible for all after-school programs. AVBGC applied for, and received, grants to serve Members after-school. Grant monies were given to AVBGC to run after-school programs at elementary, middle and senior high schools. Because these programs are run on school sites and AVBGC has the responsibility for the grants, AVBGC must know when emergencies or other incidents happen. AVBGC must report emergencies and incidents to the school.

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

Fire Department – Palmdale (661) 947-8700 Lancaster – (661) 946-0471

DCFS – La County – (661) 223-4200

California Highway Patrol – (661) 948-8541

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.

Local Emergency Contacts

Local Law Enforcement Contacts –

TO BE POSTED AT EACH Club LOCATION:

Sheriff – Palmdale (661) 272-2400, Lancaster (661) 948-8466

Fire Department – Palmdale (661) 947-8700 Lancaster – (661) 946-0471

DCFS – La County – (661) 223-4200

California Highway Patrol – (661) 948-8541

ON-SITE 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, or 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, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

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

RESTROOM USAGE:

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.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Clubs will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- 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.

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, restrooms conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

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.

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.

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.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

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

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

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.

Technology Acceptable Use Policy

CLUB MEMBER USAGE:

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-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.

Personally owned devices shall include any and all member-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 shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review any personally owned device that is 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. If so, the member may be barred from bringing

personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club of personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

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 used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. The Antelope Valley Boys and Girls Club reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's 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.

Parental notification and responsibility: While the Antelope Valley Boys and Girls Club's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for the Antelope Valley Boys and Girls Club to monitor or enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Antelope Valley Boys and Girls Club Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Antelope Valley Boys and Girls Club Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

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

STAFF AND VOLUNTEER USAGE:

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall include any and all Club-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.

Personally owned devices: Shall include any and all staff-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: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: Personally owned devices are permitted for use during Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff may not use technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement

Monitoring and inspection: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may undergo disciplinary action up to and including termination.

Loss and Damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor can, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others.

This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members or community is subject to disciplinary action.

Examples of cyberbullying include but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Monitoring and inspection: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. The Antelope Valley Boys and Girls Club reserves the right to monitor communication and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device. Furthermore, the Club is not liable for loss, damage, misuse, or theft of any personally owned device brought to the Club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

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 and various approved off-site locations. The Club only transports youth in Club vehicles 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.
- 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 to be dropped off, two adults (18 or over) must be present in the vehicle.
- Must never transport Club members in personal vehicles.
- 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

- 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” in 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 Directors. 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.

Membership of Employees' Children

We welcome employees' children to be members of our Club and encourage their participation. All children enrolling at the Club will be held to the same standards and expectations including; completing enrollment forms (or online registration), acceptance of Club policies, school policies, age requirements (K-12), drop-off/pick-up times, registration fees and behavior expectations.

To avoid potential conflict and allow our employees to be in an environment without potential distractions, we will attempt to place employees at a site other than the one their child attends. If a child does attend a Club site where their family members attend, it is expected that those children work in a group other than their own. Any disciplinary action needed will be dealt by someone other than the family members. All employees who are on the clock during Club time should have alternate arrangements for pickup/drop-off of their children, so that it does not interfere with their shift (including unplanned disciplinary actions). All members will be held to the same behavioral standards.

It is expected that employees communicate with their supervisor regarding requests to bring their children to a Club site that is not their usual site. Please keep in mind that for school sites, children who do not attend a school may **not** be welcome at that Club site per district policy or grant policy. All members who attend our programs must be tracked through sign-in-sheets, and these sheets must comply with all grant policies.

Fees: Please be aware that fee-based programs such as Club-Genius require prior registration. As a courtesy, the Club will allow employees to bring their children (registered members) to the main sites during their scheduled work time, without additional fees. Anything outside of this time-frame will require regular enrollment procedures. Additional allowances may be granted for special circumstances but will require supervisor approval.

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.

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

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.

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 Club safety and provide a positive environment for all Club members. It is our goal to provide support and guidance to all of our members before implementing citations, suspensions or removals. Failure to follow the rules may result in a 1) verbal warning, 2) time-out 3) written apology & citation 4) suspension from Club and activities, 5) suspension & parent interview required for return and 6) Removal from program. Policies may be adjusted to take into consideration the severity of each situation and may not follow the exact guide above. Obtaining 3 or more citations may result in the removal of your child. If requested, a parent/guardian must attend a meeting with the Site Coordinator and/or Program Director to discuss the matter. Re-entry into the program will be based on a limited time return for the following school year which will be reviewed and determined by staff and supervisor.

***Breaking any of the following Club rules may result in immediate removal from the Program.
ZERO TOLERANCE FOR VIOLENCE - ZERO TOLERANCE FOR BULLYING**

1. School Rules supersede any Club rules IF AT School Site!
2. No Profanity, foul and inappropriate language.
3. Absolutely no physical and/or verbal confrontations or intimidating behavior.

4. No Cameras, Cell Phones or Electronic devices in Club areas – put it away or leave it at the front counter.
5. No backpacks carried around Club areas – leave in designated space.
6. No Drugs, Tobacco, and/or Alcohol.
7. No Gum and/or Sunflower Seeds.
8. No Yelling, Screaming, and/or Running.
9. No Excessive Baggy, Obscene Gestures/Content, or Paraphernalia Allowed on Clothing.
10. No Weapons allowed of any kind.
11. No Improper Misuse of Club Equipment is allowed. Parents will be responsible for replacing any type of equipment that has been damaged or broken by their child.
12. No Vandalism.
13. You must clean up after yourself. Throw all trash away in the trash cans.
14. Respect all Staff and Club Members.
15. All Club members must be picked up from AVBGC at the closing time or when otherwise noted. Late fees may apply. See Parent Handbook for details.
16. If you are suspended from school, you are also suspended from The Boys & Girls Club. You may not enter the building during the suspension period.
17. Food is allowed ONLY in designated eating areas.

General Member Discipline Actions

1st Infraction (mild) Conversation & Reflection time – No more than 5 Minutes

2nd Infraction (mild) – Conversation, written apology and reflection time

This may include 1st time infraction (citation) if a Member has excessive issues.

3rd Infraction – Conversation, phone call to parent & sent home for the day with a citation. Three citations can result in removal from the Program depending on severity of the situation. Must have supervisor approval.

4th Infraction – Suspended (depending on incident up to 3 days – **MUST HAVE PROGRAM DIRECTOR APPROVAL**

- Mild conversation regarding timeouts and repercussions should occur between staff, member and parent.
- Citations should be filled out/signed and a copy sent home with the parent. (Club copy goes in member file)
- Face to Face or phone conversation occurs with a child being sent home for the day or suspended.
- Parents should be contacted immediately if their child is involved in any Club incident.
- Suspension form is filled out and signed by both child and staff person for each suspension. One copy goes home with the child/parent; another copy goes in the member's file.
- Suspensions **MUST** have prior approval from the Program Director.
- Members are never to be sent home without contacting the Program Director, and parent/guardian.
- Members are never to be sent home to an empty house.
- Zero Tolerance for Violence or Bullying.

- Infractions that include physical or mental threats will be treated on a case by case basis.

***Please note: it is our goal to provide positive reinforcement for any child displaying a difficult behavior. It is crucial that all staff explain the situation in order to calm the child and provide the best possible advice to produce a better outcome moving forward. We do not 'yell' or scold a child for their actions. Excessive difficult behaviors should be discussed with your Program Director.

Infractions that include violence or bullying:

- Case by Case and WITH PRIOR PROGRAM DIRECTOR APPROVAL
- Suspended until further notice upon review by the Executive Director.
- Parent may be required to meet with the Executive Director before readmission.
- Schools Site Suspensions and Expulsions will be handled on a case by case basis beyond the standards listed above. **Sites are not empowered to expel or extend suspensions beyond 3 days without prior administrative decisions.**

This set of standards may vary depending on the attitude of the child/parent and the severity of the infraction. Threats of bodily harm, bullying or vandalism are to be dealt with seriously and may be handled up to and including immediate removal from the program.

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.
- 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.



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 the Human Resources at hrrsupport@avbgc.org and hrdirector@avbgc.org.

Employee Webpage: <https://www.avbgc.org/employee-page>

***The Employee webpage also includes our COVID-19 Policies & Resource Guide along with other important employee notices.

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

SCAN ME



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



Civil Rights
Department
STATE OF CALIFORNIA

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

CRD E20N-ENG / July 2025