



Human Resource Development Handbook

Mission Statement

"To enable all young people, especially those that need us most, to realize their full potential as productive, responsible, and caring citizens."

FORWARD

Welcome to the Boys and Girls Club of Aberdeen Area. On behalf of the Board of Directors, we are pleased to have you working with us and trust your employment will be interesting, pleasant and rewarding.

Your work with youth carries a great responsibility. The example you set and the influence you have, may well be the determining factor as to whether or not they become responsible citizens or liabilities of society.

This manual presents the Personnel Policies and Practices in effect at the Boys & Girls Club of Aberdeen Area. Every effort has been made to establish policies which are fair and generally acceptable to our type of organization. This manual cannot possibly cover all situations and conditions which might occur, but an attempt has been made to include the important aspects of employment. Policies and benefits are constantly being reviewed and revised in order to be meaningful and to stay current with changing times. The policies and benefits described in this handbook are intended as information only. They do not by reason of their publication confer any special consideration or privileges to specific persons nor do they in any manner constitute a promise or contract of employment, or guarantee any specific condition of employment. The Boys & Girls Club of Aberdeen Area reserves the right to change from time to time any or all of the policies, procedures, rules, or benefits described in this handbook.

The Executive Director is accountable to the Board of Directors of Aberdeen for the work performance of all staff employed by the Boys & Girls Club of Aberdeen Area.

Further, it is the responsibility of the Executive Director, through the delegation to other staff members, to insure that these policies are carried out in an impartial and consistent manner.

Policies have been approved by the Board of Directors of the Boys & Girls Club of Aberdeen Area. Revisions will be made whenever such action is deemed necessary by the Executive Committee and subsequently approved by the Board of Directors.

This manual is for you and should be read carefully and kept for reference. You may be assured that the Board of Directors is interested in you as an individual and as a member of the team of the Boys & Girls Club of Aberdeen Area

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I.

AFFIRMATIVE ACTION STATEMENT

As a member of the Boys and Girls Clubs of America, a national youth service agency, it is the intent of this document to present the policy of the Boys & Girls Club of Aberdeen Area in the areas of providing equal opportunity and to explain the agency's efforts to establish a positive planning program of recruiting, training and upgrading those groups in our society which have been deprived of this opportunity. To ensure equal opportunity, we pledge to take Affirmative Action for equal opportunity. To fulfill this commitment, our Affirmative Action program will ensure equal opportunity for all persons.

It is the policy of the Boys & Girls Club of Aberdeen Area to provide employment opportunities for all people without regard to race, creed, religion, age, sex, national origin, physical disabilities, mental disabilities or marital status. The Boys and Girls Club is fully committed to assuring equal opportunity and equal consideration to all applicants and staff in personnel matters, including, but not limited to recruitment, hiring, training, promotion, salaries, transfer, layoff and termination. A separate copy of this statement will be given to each staff person, and to all applicants for positions with the Boys and Girls Club.

Affirmative Action Statement:

In addition, the Boys and Girls Club will not discriminate against applicants or employees based on genetic information, as defined in Title II of the Genetic Information Nondiscrimination Act of 2008, when making employment or benefit decisions or with respect to compensation and terms, conditions, or privileges or employment.

It is the policy of the Boys & Girls Club of Aberdeen Area to render service to the community without regard to the race, creed, religion, age, sex, or physical disabilities of individuals or groups.

**RESPONSIBILITY FOR IMPLEMENTING
AFFIRMATIVE ACTION PLAN**

The overall responsibility for implementing the Affirmative Action program of the Boys and Girls Club shall be assumed by the Human Resource Development Committee of the Board of Directors appointed by the President of the Board. This committee will be responsible for monitoring the Affirmative Action program of the Boys and Girls Club and will make periodic progress reports to the Board of Directors, and recommend additional policies and requirements, if necessary, to achieve the Affirmative Action goals.

It will be the responsibility of the Executive Director to carry out the implementation of the Affirmative Action program on a day-to-day basis, and to meet on a regular basis with the

Human Resource Development Committee concerning the status of the programs related thereto.

It shall be the responsibility of the Executive Director to identify problem sections within the Club, and to review the qualifications and performance of the staff personnel to insure that no unlawful discrimination exists.

RECRUITMENT

A recruitment program will be conducted when a vacancy occurs or additional staff is authorized, to insure reaching female/male and minority groups in the community. This means taking initiative to make certain that female/male and minority candidates are encouraged to apply for available positions.

- Prior to seeking candidates outside of the Boys and Girls Club, a review will be made of the qualifications of present staff members of possible internal promotion when there is a known staff vacancy.
- The vacant staff position will also be made known to local organizations with responsibility for female and minority training and referral programs.

AMENDMENT PROCEDURE

This Affirmative Action program can be amended and updated by the Board of Directors as necessary, to more effectively meet the goals and objectives, upon recommendation of the Human Resource Development Committee. The Human Resource Development Committee is charged with the responsibility of implementing and monitoring the program.

II

EMPLOYMENT

EMPLOYEE CLASSIFICATIONS

The term employee includes all persons who receive salaries or wages from the Boys & Girls Club of Aberdeen Area for full-time and part-time work.

Specific qualifications are established for all positions through written job descriptions.

The Boys & Girls Club of Aberdeen Area will provide each new hire with a copy of the job description, personnel policies, and other information on the position to be filled.

A signed copy of the letter of appointment acknowledging receipt and agreement with the terms of employment must be returned by new exempt employees to the Executive Director prior to their date of employment. Subject to initial employment, any major changes in job responsibilities will be filed in the employee's personnel record and the job description amended immediately.

Regular:

Employment is expected to continue on an ongoing basis (assuming satisfactory performance and need for the position).

Temporary:

Employment is expected to last for a defined period of time, usually determined prior to hiring. (Summer employment, seasonal employees and sports officials). Temporary employees are not entitled to benefits.

Full-Time: Employment is scheduled for 40 hours per week. Regular full-time employees are entitled to full benefits. Exempt employees may be required to work beyond their core hours.

Part-Time: Employment is scheduled for 39.9 hours per week or less. Regular part-time employees are entitled to those benefits outlined in this handbook.

Minors: The Boys & Girls Club of Aberdeen Area comply with the South Dakota law in the hiring of youth (minors).

Volunteers: Volunteers are a very important part of the Boys & Girls Club of Aberdeen Area and are treated in the same manner of all staff except for receiving no salary compensation and no benefits.

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

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 are exempt from the minimum wage and overtime provisions of the FLSA and are paid on a salary basis.

RESPONSIBILITY FOR EMPLOYING STAFF

The Board of Directors of the Boys & Girls Club of Aberdeen Area, with the advice of its Human Resource Committee, hires and approves the compensation for the Executive Director. His/her qualifications and experience are such that he/she can administer the total program and activities of the Boys and Girls Club within the policies set by the Board. The Executive Director is directly responsible and accountable to this body.

The Executive Director is responsible for the employment and termination of all staff.

He/she may delegate some of these responsibilities to key administrative staff.

The Board approves the compensation of all employees during the budgeting process.

EMPLOYMENT AT WILL

Every employee of the Boys & Girls Club of Aberdeen Area has an at-will relationship with the Club. Employees are free to resign employment at any time, just as the Boys & Girls Club of Aberdeen Area is free to terminate the employment of any person, for any reason, or for no reason, at any time.

During the provisional period, employment may be terminated by the Boys & Girls Club of Aberdeen Area at will or by the employee for any reason.

SELECTION OF PERSONNEL

In filling a vacancy, the organization will give consideration to any qualified employees within the Boys and Girls Club. All applicants will have a minimum of one professional and one

referral/reference checks done before an offer is made to work. Also, anyone candidate that worked at a Boys & Girls Club will have a reference check done with that club before being offered a job.

Recruitment is in accordance with the generally accepted ethical practices and ensures equal opportunity of employment and when appropriate, utilizes Boys and Girls Clubs Global Applicant Process and other recognized organizations, agencies and professional groups.

BACKGROUND CHECK POLICY

Boys & Girls Clubs of Aberdeen Area 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 criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county 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 Boys & Girls Clubs of Aberdeen Area will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check
- b. Makes a false statement in connection with such criminal background check
- c. Is registered, or is required to be registered, on a state or national sex offender registry
- d. Has been convicted of a felony consisting of:
 1. Murder
 2. Child abuse
 3. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault

6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drug possession, use, or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography

PROVISIONAL EMPLOYMENT

Provisional status is applied to all newly employed staff and former employees who are rehired after a separation of more than one year. During the provisional period, employment may be terminated at any time at will by the Boys & Girls Club of Aberdeen Area or the employee for any reason.

The provisional period lasts 90 days for all new employees of the Boys & Girls Club of Aberdeen Area.

The personnel policies and practices which apply to an employee during the provisional period are the same as those which apply to other employees. Specific exceptions are made in these policies and practices or made known, in writing, to the provisional employee.

A performance review will be conducted at the conclusion of the provisional period (Initial Review). The employee will be notified of continuation of employment, an extension of the provisional period for a specific period of time, or termination.

PERFORMANCE PLANS

Performance Plans will be conducted at the end of the provisional period (Initial Verbal Review) and at least annually thereafter. Additional evaluations will be conducted under the following circumstances:

- when required for the professional development of the employee
- administrative needs of the Boys and Girls Club
- if there has been a significant change in the performance of the employee
- when an employee or the supervisor is reassigned or leaves the organization

The evaluation process will follow Professional Performance Standards that are set up by the employee and supervisors. These standards will relate to the organizations goals and objectives.

The date of the performance plan, performance objectives and criteria for measurement will be made known to the employee in advance of the period to be covered by the performance plan. The employee must be given the opportunity to read, discuss the evaluation and to file with the evaluation a statement concerning any points on which the employee cares to comment.

Completed, signed and dated copies of the evaluation, acknowledging receipt by both the supervisor and employee, are retained by the supervisor and the employee.

The employee has the right to appeal the evaluation by using the grievance procedure (see grievance procedure).

EMPLOYEE'S PERSONNEL RECORD

Individual employee records are maintained, consistent with state and federal laws.

JOB CLASSIFICATIONS AND COMPENSATION

The job responsibilities and compensation of the Executive Director and his/her professional staff is determined by the Board of Directors of the Boys & Girls Club of Aberdeen Area.

Written job responsibilities of the other Staff are the responsibility of the Executive Director.

Compensation is considered confidential information between the employee and the organization.

Increases in compensation will be made at the employer's discretion and at intervals determined by the employer, unless otherwise agreed at the time of employment. Employees will be reviewed at least once annually for compensation increases; at no time do these reviews mandate increases.

Boys and Girls Club staff may be granted increases based on job performance.

Full-time staff who are hired through special projects and funded by sources outside the Boys & Girls Club of Aberdeen Area regular budgeting process; i.e., foundations, Work Experience, special grants, etc. are entitled to all of the rights and privileges and subject to all of the rules and regulations outlined in these written policies and practices, unless exceptions are stipulated by the terms of the grant. If these employees are transferred into the Boys & Girls Club of Aberdeen Area's regular budget, all of the time worked will count toward the attainment of increased vacations and benefits.

The job descriptions and compensation of all other staff (i.e., Jr. Staff, part-time workers, and temporary workers) are the responsibility of the Executive Director or his/her designate in line with Board approved policies, guidelines and budget.

AUTHORIZED JOB RELATED EXPENSES

All job related expenses must be approved by the Executive Director or his/her designate.

Examples of Job Related Expenses:

- 1) Travel expenses, transportation, lodging and meals on approved trips. Meals
– employees will be reimbursed for the actual cost of a meal, including tax and reasonable gratuity. Cost does not include alcoholic beverages.
- 2) Reimbursement will be set by the standard IRS mileage reimbursements rate. A mileage reimbursement form must be filled out within 5 days of travel. All travel must be work related.
- 3) The payment of membership dues in a neighborhood service club, professional organization or community organization where the membership in such group is deemed advantageous to the Boys and Girls Club interest.

HOURS OF OPERATION

The Executive Director, Director of Operations or his/her designee will establish the work schedule of each employee. It should be understood that the needs of our members, special projects and school vacations may dictate adjustments in our extended work weeks.

OVERTIME

Overtime compensation is paid to all hourly, non-exempt employees in accordance with federal and state wage and hour laws. Hourly, non-exempt employees are paid overtime at a rate of one and one-half times their regular rate for all hours actually worked in a work week. The work week is Monday through Sunday. Paid Time off or time off for any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Employees are required to obtain approval from their supervisor prior to working any overtime hours.

OUTSIDE ACTIVITIES/OUTSIDE EMPLOYMENT

Every employee is expected to give a full measure of effort and skill to his or her position. When outside activities interfere with job performance or reflect negatively on the image of the Boys and Girls Club, that employee will be asked to resign or relinquish that outside activity.

Employees of the Boys and Girls Club are expected to devote their best efforts to the interests of the Club. While the Boys and Girls Club does not prohibit full time employees from having a second job, secondary employment must not affect the employees work hours, interfere or conflict with the employee's regular duties, raise any ethics concerns or necessitate long hours that may impact the employee's working effectiveness. From time to time, Boys and Girls Club employees may be required to work beyond their normally scheduled hours. In cases of conflict with any outside activity, the employee's obligations to the Boys and Girls Club must be given priority.

PAYDAY / DIRECT DEPOSIT

All salaried and hourly non-exempt employees are paid every other Friday for the period ending on Sunday of the prior week.

Boys and Girls Club employees' paychecks are deposited directly into a checking or savings account at any bank or credit union. A voided check will be required at the time of hire. The Boys & Girls Club of Aberdeen Area does not advance monies to employees.

GARNISHMENTS

The Boys & Girls Club of Aberdeen Area complies with South Dakota garnishment laws.

TRANSFERS AND SPECIAL ASSIGNMENTS

Employees are subject to transfer from one department to another. Assignment may be made by the Board of Directors and Executive Director for special programs. No additional increase of salaries will be attached to transfers unless otherwise recommended by the Executive Committee.

TERMINATIONS

Personnel Policies establish no employee contractual rights. All employment by the Boys and Girls Club is at will, and may be terminated at any time with or without cause. No modification to this policy will be effective unless in writing and signed with authorization by the Board of Directors.

Upon termination, employees are requested to leave in an orderly manner. All documents are to be returned to the employer as well as the keys and other property of the corporation. If required, all replacement costs for missing items will be deducted from the employees final check.

NOTE: If at termination, a disagreement arises as to a policy outlined in this manual, the employee agrees that this handbook will be the authoritative source for all decisions.

Termination of Employment Employee Action:

We recommend resignations should be submitted in writing by an employee at least 30 days prior to leaving a position for full-time employees and 10 days for part-time employees.

EMPLOYMENT ELIGIBILITY VERIFICATION

The Boys & Girls Club of Aberdeen Area only hires United States citizens and aliens lawfully authorized to work in the United States.

All employees upon being hired must complete the designated verification (I-9 Form) and present documentation as prescribed on the form to verify they are eligible for employment. Failure to document citizenship or lawful authorization to work in the United States within the time designated by law will result in termination.

ATTENDANCE EXPECTATIONS/ REPORTING ABSENCES

All employees are expected to be at their assigned workplace, ready to work, at their designated starting time each day they are scheduled to work. Employees will not be paid for lateness or early departures.

Absenteeism and tardiness place a burden on other employees and on the Boys and Girls Club. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. We expect all employees to plan their time off in advance when at all possible.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

All employees who will be absent from work are required to notify their supervisor or appropriate personnel no later than one hour prior to their designated starting time each day they are scheduled to work. **Texting or e-mailing is not an acceptable form of notification.**

The Boys & Girls Club of Aberdeen Area may require written medical evidence of illness.

EMPLOYMENT REFERENCE CHECKS

The Boys and Girls Club will respond only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

No employee is to respond either in writing or verbally to requests for information concerning current or former employees. All requests are to be referred to the Executive Director or Director of Operations.

III.

EMPLOYEE BENEFITS

GENERAL BENEFITS

Health Insurance

The Boys & Girls Club of Aberdeen Area makes insurance available for its full-time employees (40 hours per week for calendar year). On the first of the month after 60 days, the Club will cover 100% of the cost of the single premium, up to \$650 per month, with the employee paying the difference in premium cost if family coverage is chosen.

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Club's health plan when a "qualifying event" would normally result in the loss of eligibility. Examples of qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Pension

The Boys & Girls Club of Aberdeen Area uses the SIMPLE IRA, in conjunction with Schwan Financial Group, for our retirement system. This is an excellent vehicle for the Boys & Girls Club of Aberdeen Area to help its workers build retirement income.

The plan's contribution is 1-3 percent. This program conforms to the regulations specified in the Pension Reform Act of 1974 and the Tax Reform Act of 1986.

Any employee who earns \$5,000 on the year preceding eligibility on the anniversary date of the club's pension program must be given the opportunity to participate in the Simple IRA Plan.

Employees are eligible on the first of each year to receive the employee contribution match of 3%. Prior service with affiliated Boys and Girls Clubs will count toward the eligible waiting period.

Vesting Requirements are:

The individual is vested upon making any contribution to their SIMPLE IRA.

Life Insurance Benefit & Long Term Disability

On the first of the month after 60 days of service all regular part time (must work at least 40 hours per week) and full time employees will receive a base \$25,000 policy from Principal, as well as a short and long term disability policy. Employees may purchase additional coverage for themselves or family members at their expense.

Social Security (FICA) Taxes

Under the Federal Insurance Contribution Act (FICA), a percentage of the employee's earnings are set aside for retirement. The employer also contributes an equal amount.

The amount of wages taxed and the percentage rate used is a pre-determined figure approved by the Congress of the United States.

Paid Time off Policy

Paid Time off (Time off) gives all full or regular part-time employees working a minimum of 30 hours per week the opportunity to take time off from work while being compensated. All time off is granted at the discretion of the employer. Vacation, illness, caring for children, school activities, medical/dental appointments, personal business, and other reasons for needing time off will all qualify as acceptable use of time off.

Full-Time Employees: (minimum of 40 hours per week)

Vacation Leave Policy

Vacation begins after probation period, unless determined otherwise. Vacation will accrue at the following rates, unless determined otherwise: 5 days - 1 yr; 7 days - 2 yrs; 10 days - 3 yrs; 12 days - 5 yrs; 15 days - 7 yrs (Cannot accumulate more than 2X worth of vacation). Vacation leave must be taken in increments of hours.

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

Requests for vacation leave should be submitted at two weeks in advance to the employee's supervisor using the Request for Leave form. These forms are available from the Administrative Assistant. When possible, vacation leave will be approved as requested based on work demands. Length of employment will be considered in scheduling vacation time where there are conflicting requests.

Sick Leave

Regular Full-time staff only, and as determined by contract. Basic levels: Sick days: 5 days - 1 yr; 7 days - 2 yrs; 10 days - 3 yrs; 12 days - 7 yrs (Cannot accumulate more than 2X worth of sick days). Sick leave can be used for self, spouse or children. No cash value on accrued sick leave upon termination or resignation.

Regular Part-Time Employees: (minimum of 30 hours per week)

If an employee works less than 40 hours per week, the accrued time off is prorated based on the number of hours worked during their regular (school year) schedule. For the first year of employment, all part-time employees will be eligible for time off hours that equal one week (30 hours) of their normal school year schedule. New part-time employees will have no waiting period. New part-time employees' first accrual date will be their first payroll.

After one year of employment, part-time employees will be eligible for two weeks (60 hours) of time off based on their normal hours worked during a regular (school year) schedule.

After five years of employment, part-time employees are eligible for one additional day per year.

The maximum time off that can be earned by part-time employees will equal three weeks of their normally scheduled school year schedule.

All Employees:

Borrowing time off: Because time off is accrued, the organization will allow all employees to borrow, up to, one week of regular (school year) scheduled hours. Borrowing may only occur if the employee has depleted all current time off and the employee will be accumulating more time in the foreseeable future. If employment with the Boys and Girls Club terminates for any

reason prior to earning time off, the employee's final paycheck will be reduced according to the dollar value of time off borrowed.

All part-time and full time Employees may not borrow time off until after their 90 day waiting period.

All Employees must use time off before taking any unpaid time off unless the Boys & Girls Club closes due to unforeseen circumstances.

Borrowing time off will be granted by the discretion of the employer along with completing the time off borrow acknowledgement form.

All Employees are asked to inform and plan their time off intentions in writing with their immediate supervisor to insure both the employee and the organization are treated fairly. The Boys and Girls Club intends to be considerate of the employees need for urgent use of time off. Conversely the Boys and Girls Club expects the employee to be considerate of the Club's need when the employee informs the Boys and Girls Club of their intent to use time off during urgent work needs.

Excessive unplanned and unscheduled time off will result in corrective action up to and including terminations.

Under no circumstances will the use of time off result in overtime pay.

Receiving pay for time off earned but not yet taken will be granted only in cases of termination or retirement. In these cases, time off will be paid on accrual through the last day worked.

All employees are allowed to carry-over time off from one anniversary year to the next. The maximum amount an employee may bank is equal to two times annual allowance; hours accumulated over that will be forfeited without pay. Employees are highly encouraged to use their time off. If organizational needs prevent the employee from taking scheduled time off, time off hours accumulated over the maximum may be carried over and taken in the following quarter with prior approval from the Executive Director.

Time off may be taken in hourly increments.

HOLIDAYS:

The following seven (7) paid holidays are observed by the Boys & Girls Club of Aberdeen Area. New Employees will have a 90 day waiting period before receiving holiday compensation.

New Year's Day
Labor Day
Christmas Day

Memorial Day
Thanksgiving Day

Independence Day
Day after Thanksgiving

In addition, full time and regular part time employees (working a minimum of 30 hours per week) will be awarded two floating holiday on their anniversary of each year. This floating holiday may be scheduled and taken on any regular workday, subject to advance scheduling and supervisory approval. A floating holiday not used during the anniversary year will be forfeited.

Regular part time employees will be paid for these holidays at the number of hours they are normally scheduled to work that day. If the holiday falls on a day when the employee is not scheduled to work, no compensation will be allowed. In the event any of the above holidays fall on a Saturday, we observe the Friday before, and if the holiday falls on Sunday we observe Monday.

LEAVES

Leave of Absence:

Any leave that does not qualify as a leave pursuant to FMLA will be deemed a request for a personal leave. All personal leaves must be approved in writing in advance by the employee's supervisor, with final approval by the Executive Director and/or Director of Operations. Leaves will only be granted after all Personal Time off has been used. The duration of a personal leave is based upon the needs of the program and employee. An employee, who does not return to work at the end of an approved leave, will be considered to have voluntarily quit. Obtaining additional employment during any leave may be grounds for termination.

A personal leave is not interpreted to give an employee a reinstatement right to a particular position; therefore, the job opening may not be the same one the employee had before leaving.

If an employee is granted a Personal Leave, no compensation or benefits will be provided.

Family Medical Leave Act:

In accordance with the Family Medical Leave Act (FMLA), an employee who has worked for the Boys and Girls Club for 12 months or more and for at least 1,250 hours over the previous 12 months, will be eligible for up to a total of 12 work weeks of unpaid leave each calendar year, for one or more of the following reasons:

Medical:	Serious health condition or disability of the employee
Medical:	Serious health condition of an employee's son, daughter, spouse or parent
Family:	Birth of a son or daughter
Family:	Placement for adoption or foster care
Military:	Exigency
Military:	Service Member Family Leave (26 weeks)
Military:	Employee called to active military status

For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees who sustain work-related injuries are eligible for a leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Boys & Girls Club of Aberdeen Area will continue to provide health insurance benefits for the full period of the approved FMLA leave of absence at the employee rate. To maintain insurance coverage, the employee will be required to pay the full premium in advance. Benefit accruals, such as TIME OFF, will continue during the approved FMLA leave of absence period based on number of hours worked.

When need for a leave is foreseeable, you must provide 30 day advance notice of your leave. To be approved you must have the appropriate absence report filled out and approved by supervisor, Director of Operations and Executive Director. Employers are required to provide up to 12 weeks of unpaid, job protected leave to eligible employees. If the employee has paid leave such as TIME OFF available, the Boys and Girls Club will require the employee to substitute paid leave for unpaid leave, and it will be counted toward the employee's 12 week leave entitlement under FMLA.

Military Service:

Military Service Member Family Leave:

Military service member family leave permits a spouse, son, daughter, parent, or next of kin to take up to 26 weeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

Military Exigency Leave:

An employee may take up to 12 weeks in a 12 month period "because of any qualifying exigency." This may include the need to: arrange daycare, welcome home a service member, send off service member, attend counseling/preparatory session, meet with legal advisors, etc.

Military Leave:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless

military necessity prevents such notice or it is otherwise impossible or unreasonable.

Jury Duty:

Leave for jury duty is provided so that an employee called to serve on a jury suffers no loss of regular income and no loss of vacation time.

Bereavement:

When a death occurs in the immediate family of a full-time or regular part-time employee (spouse, fiancé, children, parents, brother, sister, step-siblings, father-in-law, mother-in-law, step-parents or step-children, grandparents, great grandparents, grandchild, great grandchildren and other relatives living in your household) and you need to be absent during your scheduled work hours to attend the funeral, the employee will be paid regular salary up to a maximum of three (3) work days for any one funeral.

All personal leave of this nature must be approved by the Executive Director. Under extending circumstances, a leave of absence for family death or illness may exceed three days. These days used will come out of Paid Time off accrual upon the approval by the Executive Director and Director of Operations.

The Boys & Girls Club of Aberdeen Area cannot guarantee to hold a particular job open during any leave longer than thirty (30) days.

LIABILITY INSURANCE

The Boys and Girls Club carries sufficient liability insurance to protect the organization and its employees from lawsuit by persons other than employees resulting from malpractice and/or negligence in the use of Club premises and/or equipment.

WORKER'S COMPENSATION

Worker's Compensation Insurance, in accord with appropriate state laws, is carried to protect any employee on job connected injuries while on the premises or injured as a direct result of employment while off the premises, whether as a result of employee or employer negligence.

All Workers Compensation claims must be reported to the employee's supervisor and Executive Director or Director of Operations within 24 hours of the accident.

PROFESSIONAL DEVELOPMENT

Provision is made for a planned program of in-service training adapted to the different categories of employees at the expense of Boys & Girls Club of Aberdeen Area.

There will be ongoing training of all Club workers, under the direction of the Executive Director or Director of Operations or a person assigned by the Executive Director or Director of Operations, through the regular staff meetings and other unit programs.

Every effort will be made each year within budget limitations, to allow each full-time staff member to attend a local, regional or national training program relevant to his/her area.

Professional staff is encouraged, with the approval of the Executive Director, to accept appointment on regional and national committees of Boys and Girls Clubs of America and other related groups.

All professional employees are expected to take the initiative in applying for the Boys and Girls Clubs of America Leadership University as soon as possible. The Boys & Girls Club of Aberdeen Area will pay the certification fee.

APPEAL PROCEDURES

In the event an employee feels that any action taken is unfair, and wishes to appeal for review, the following procedures shall be followed:

The employee will first consult the Executive Director. Should this fail to bring about a satisfactory adjustment, the employee may submit a written statement to the Executive Director with a request for a review by the Board of Directors. The Club President will then request the Executive Committee to review the situation and make a recommendation to the Board. The action of the Board will be final.

WORKING CONDITIONS

The physical working conditions in the Boys & Girls Club of Aberdeen Area must comply with legal requirements of safety and sanitation. It is the responsibility of all employees to immediately report and correct, if possible, hazards which may come to their attention.

BENEFIT COVERAGE AT TIME OF TERMINATION

Employee benefits will remain in force during the period of notice of termination, plus the period covered by any accrued prorated Paid Time off. Information concerning methods available to continue benefits will be given to the employee by the Executive Director or Director of Operations. The employee is responsible for the cost of the benefits.

IV

PRIVILEGES AND REGULATIONS

❖ PERSONAL CONDUCT

All staff members are expected to maintain a favorable reputation as to personal conduct and behavior. An unfavorable image of an employee affects the total organization. Socially unacceptable behavior or illegal activity will be cause for dismissal.

❖ CONTROVERSIAL ISSUES

All employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on social, economic, religious and political issues. All employees must not give the impression that views and positions taken by them are those of the Boys & Girls Club of Aberdeen Area, and the Boys and Girls Clubs of America or their co-workers.

❖ AFTER HOURS USE OF BUILDING

All employees must receive permission from the Executive Director in order to use the Club facility or equipment after hours.

❖ RENTALS

All requests for rental of facilities or equipment must be made through the Executive Director.

❖ CARE OF PERSONAL BELONGINGS

The Boys & Girls Club of Aberdeen Area cannot be responsible for the loss of personal funds or belongings, nor is it covered by insurance for such loss. It is, therefore, the responsibility of each employee to adequately safeguard personal belongings.

❖ DRESS AND GROOMING

Employees are expected to use good judgment in selecting apparel that is appropriate to their functional position, and avoid extremes in make-up, hairstyles and clothing. Tattoos and piercings “that are offensive or distracting are to be covered by clothing or other means.” Tattoos and piercings will be evaluated on a case-by-case basis as determined by the employee’s

supervisor, Executive Director or the Director of Operations. No visible hickies are allowed. Name badges are a part of this Dress Code Policy. If clothing or grooming fails to meet these standards, as determined by the employee's supervisor, Executive Director or the Director of Operations, the employee will be sent home to change. Employee will not be compensated for any work time missed because of failure to comply with dress code. Employees should practice good personal hygiene and avoid from wearing heavy colognes, perfumes, lotions, and oils.

ACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES THE FOLLOWING:

- Jeans (neat and clean)
- Shorts (must come past bottom of finger tips)
- Shirts with sleeves (sleeveless shirt may be worn to pool only)
- Closed toe shoes for employees working directly/assisting with youth and in kitchen area.
- Open toed dress sandals (flip-flops are only appropriate at the pool) for employees not working directly/assisting with youth and in kitchen area.
- Boys & Girls Club Logo Wear
- Active wear

UNACCEPTABLE CASUAL BUSINESS ATTIRE INCLUDES THE FOLLOWING:

- Short Shorts
- Flip Flops (Pool only)
- Tank tops
- Tube tops
- Halter tops
- Beach wear
- Cutoffs
- Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing – or clothing with missing buttons – are not appropriate
- Revealing shirts, pants, etc., are not acceptable
- Clothes with offensive slogans or pictures, e.g., profanity and nude or seminude pictures, offensive gestures, suggestive cartoons
- Visible undergarments
- Hat and sunglasses (hats and sunglasses may only be worn outside)

For employees assigned to the Boys & Girls Club of Aberdeen Area, we have added a company logo shirt policy to ensure youth, parents and community members can clearly identify our staff.

The Boys and Girls Club will issue three shirts and one sweater to each employee. Employees are required to sign for the logo shirts, and shirts are considered to be the property of the Boys and Girls Club.

Upon issue, the Boys and Girls Club shirts become the responsibility of the employee for maintenance and care. Shirts need to be clean and wrinkle free. Employees may layer under the logo shirt with a solid color long sleeve shirt if desired.

If the shirts require replacement, the employee is required to return the old shirt in exchange for the new shirt. The Boys and Girls Club may issue new shirts periodically for the purpose of special events.

In the event of termination of employment, employees are asked to return all issued shirts as part of the exit process.

❖ **EMPLOYMENT OF RELATIVES**

No employee in a supervisory position may employ a relative by blood, marriage or adoption. No employee is engaged in a regular full time position where a relative is a member of the Board of Directors.

❖ **KEYS**

All keys and door access devices for the building are the property of the Boys and Girls Club. Keys and door access devices become the individual's responsibility until termination of employment. Employees are to exercise the greatest of care with keys and door access devices. Loss of keys or door access devices could result in employee being responsible for the cost of replacing keys or door access devices.

❖ **TRANSPORTATION**

Employees are forbidden to transport members for Boys and Girls Club activities in their personal vehicle unless specifically requested by a supervisor or the Executive Director. The liability insurance policy carried by the Boys & Girls Club of Aberdeen Area protects only the Boys and Girls Club against formal suit. It does not protect the individual driver, driving his/her own car. He/she has the prime responsibility for liability in case of an accident. Drivers must also maintain a valid driver's license and minimum insurance requirements on personal vehicle's used for company business, updated annually.

The Boys & Girls Club of Aberdeen Area assumes all employees will drive carefully and will obey all traffic laws and ordinances. The Boys and Girls Club will not be responsible for paying fines.

❖ **TELEPHONE/ PHOTO USAGE**

The Boys and Girls Club recognizes that the use of cellular telephones by staff may be an appropriate communication device to help ensure the safety and security of our employees and members.

Employees may bring cell phones or smart watches to work: however, the purpose of this policy is to regulate their use so that such use does not interfere with instruction, safety, or work for which the employee has been hired for. Cell phones or smart watches are not to be used while employees are with youth, except in emergency situations. Phones must be placed on silent mode only.

All personal calls and texting on a cell phone or smart watch are to be made on personal time, during breaks, or off the clock.

Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked. Improper use of cell phones and smart watches may result in disciplinary action including termination.

Good business practice dictates that our office telephones be restricted to the business of the organization. Employees should inform their friends and relatives that they are to restrict their personal calls to you, except in the case of emergency. Likewise, employees are asked to make outside calls of a personal nature only when absolutely necessary and provided they are local, non-toll calls.

It is the policy of the Boys & Girls Club of Aberdeen Area not to disclose any personal telephone numbers or addresses of employees, members or volunteers.

The Director of Operation, Program Director, Resource Development Office and Executive Director or authorized employees may take pictures of our members, for marketing purposes only as proper written permission from the parent or guardian is required on membership applications. All pictures are the property of the Boys and Girls Club or other sponsored programs and cannot be reproduced or distributed without supervisor permission.

❖ **SOCIAL NETWORKING**

When you are participating in social networking, you are representing both yourselves personally and the Boys and Girls Club. The following sets of guidelines are provided for appropriate online conduct and to avoid the misuse of this communication medium:

- Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
- Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or emails you might send to people you don't know. Stick to the facts, try to give accurate information and correct mistakes right away.
- Do not post any financial, confidential, sensitive or proprietary information about the organization or any of our employees, youth, or parents. Do not infringe on copyrights or trademarks.

- Beware of comments that could reflect poorly on you and the Boys and Girls Club. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, Board Members, parents, members/youth or the Boys and Girls Club.
- Do not post obscenities, slurs, photos, or personal attacks that can damage your reputation as well as the Boys and Girls Club.

This is not a complete set of guidelines for this communication medium. The Boys and Girls Club may monitor content out on the web and reserves the right to remove posts that violate this policy. Users who violate the policy may be subject to discipline, up to and including termination of employment. If you have any questions about this policy or a specific posting out on the web, please contact your supervisor, Executive Director or the Director of Operations.

❖ ONE ON ONE POLICY

The Boys & Girls Club of Aberdeen is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members. One-on-one interaction is defined as an interaction between a staff and child in a closed door environment (or via social media). Staff guidance is allowed to take place between a staff and child as long as a door is open and there is line of sight into the space where interaction is taking place.

Staff shall **NOT**:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Staff shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency situation arises.

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

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

❖ LOYALTY TO THE ORGANIZATION

Loyalty to the Boys & Girls Club of Aberdeen Area. is expected of every staff member. Critical observations imparted to members, volunteers, visitors or acquaintances about the club, its policies or about one's fellow employees can spread loosely and rapidly and cause serious harm. All should treat the organization for which we work, as any professional would treat his client and take every precaution to safeguard its reputation.

❖ STANDARDS OF CONDUCT

The members of the Boys and Girls Club try to keep rules and regulations to a minimum. However, a few are always needed to provide clear understanding for all employees. This list is not intended to be all inclusive or to cover every situation. If you violate any rules established by the agency governing employee conduct, including the following rules, you may be subject to discipline up to and including discharge.

The following are some violations considered subject to disciplinary action:

- ❖ Inappropriate contact with youth.
- ❖ Falsifying employment information.
- ❖ Unsatisfactory work performance.
- ❖ Excessive tardiness or absenteeism.
- ❖ Absence without notice.
- ❖ Creating or contributing to a disturbance.
- ❖ Insubordination.
- ❖ Refusal to complete an assigned task
- ❖ Use of Club facility and/or equipment without permission.
- ❖ Malicious damage to Club property.
- ❖ Gambling or conducting unlawful games of chance.
- ❖ Immoral conduct of any kind.
- ❖ Illegal conduct of any kind.

Disciplinary action may include the following: oral or written reprimands, suspensions without pay, probationary periods and/or termination.

❖ SUBSTANCE ABUSE

DRUG FREE WORK PLACE:

The Boys & Girls Club of Aberdeen Area Drug Policy simply states: to remain an employee of the Boys and Girls Club a person may not while on the premises, use, sell, buy, solicit, possess or distribute alcohol or drugs, or have present in his/her body alcohol or drugs. If there is a reasonable suspicion that an employee has violated the Drug Free Work Place, he or she will be asked to take a drug test and alcohol test at the expense of the employee.

Employees taking a medically prescribed drug or narcotic while under the direct care of a licensed physician will not be subject to the above paragraph.

TOBACCO FREE POLICY:

No use of tobacco products, e-cigarettes or vaping products is permitted on the premises of any Boys and Girls locations, in any vehicle or at any activities of the Boys and Girls Club.

❖ HARASSMENT POLICY

The Boys and Girls Club strictly prohibits unlawful harassment on the basis of race, color, sex, gender, religious beliefs, national origin, citizenship status, age, disability, military status, sexual orientation or any other basis protected by federal, state or local law. The Boys and Girls Club is also committed to a workplace that is free from intimidating or threatening remarks or behavior. Stalking, violence or the threat of violence and those behaviors are prohibited as well. The Boys and Girls Club employees are the most important partners in achieving this goal.

If any employee believes that they have been subject to harassment, they should report the alleged conduct immediately to their supervisor or Executive Director. The supervisor or Executive Director will promptly investigate and take all appropriate remedial action. There will be no retaliation against anyone who complains or serves as a witness during an investigation. Confidentiality will be protected as much as practicable.

If the Boys and Girls Club finds that the complainant intentionally made a false report he or she will be subject to discipline action, up to and including termination of employment.

❖ WORKPLACE BULLYING POLICY

The Boys & Girls Club of Aberdeen Area defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates The Boys and Girls Club Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors that the Boys and Girls Club will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

❖ CONFLICT OF INTEREST POLICY

The Boys & Girls Club of Aberdeen, Inc. seeks to conduct all procurement procedures:

- in compliance with stated regulations; and

- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or would receive a tangible personal benefit from a firm considered for a contract. Employees found in violation of this policy will be disciplined up to and including termination.

❖ **WHISLEBLOWER PROTECTION POLICY**

The Whistleblower Protection Policy is being implemented at the Boys & Girls Club of Aberdeen Area 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 Boys & Girls Club of Aberdeen Area, 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.

If any employee suspects waste, fraud or abuse, they should report the alleged conduct immediately to their supervisor, Director of Operations or Executive Director.

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.

Electronic Communications and Information Systems

Use of e-mail and the Internet can increase productivity because it is efficient and effective in the speedy delivery of information. It is not a substitute for face-to-face meetings. Employees are to exercise professionalism in all business communications including those in electronic format. E-mail is not to be used in business situations, which require a more personal form of contact to ensure the proper delivery and reception of the information or to maintain the

appropriate interpersonal working relationship. For example, electronic communication is the least effective form of communication for conflict resolution. Employee feedback including appraisals and performance improvement is to be delivered and discussed in person.

Employees are reminded that electronic communications are a more permanent record than paper records because even when e-mail is deleted, it is retrievable. Therefore, it is important that each employee understand that they should never send an e-mail that they would be personally or professionally embarrassed to have read in a courtroom or in front of their co-workers, family or friends. Beware of comments that could reflect poorly on the organizations reputation. Users who violate this policy may be subject to discipline action, up to and including termination of employment.

Though modest personal use of company computers that does not interfere with job duties is acceptable, the computer system is provided for business-related purposes. The Boys & Girls Club of Aberdeen Area reserves the right to monitor any and all employee communications made through e-mail and the Internet without further notification. Though the Boys and Girls Club respects employee privacy, employees should not expect privacy while using a company computer. All employee communication and files on company computers are subject to monitoring. Employees' personal e-mails and computer files will be treated as all other e-mails and files

Approved by the Board of Directors, December 2024