

YMCA OF THE ROCKIES

SEASONAL STAFF HANDBOOK

October 1, 2017



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ABOUT THE SEASONAL HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES AND VOLUNTEERS WITH THE YMCA OF THE ROCKIES AND SOME INFORMATION ABOUT WORKING AND VOLUNTEERING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES AND VOLUNTEERS WITH A SUMMARY OF SOME OF THE ASSOCIATION'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT AND VOLUNTEER SERVICE WITH YMCA OF THE ROCKIES IS AT-WILL. EMPLOYEES AND VOLUNTEERS HAVE THE RIGHT TO END THEIR WORK AND VOLUNTEER RELATIONSHIPS WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OR EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT OR VOLUNTEER SERVICE FOR A SPECIFIC DURATION.

NO REPRESENTATIVE OF YMCA OF THE ROCKIES, OTHER THAN THE PRESIDENT OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE.

NO EMPLOYEE/VOLUNTEER HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THIS HANDBOOK, EMPLOYEES AND VOLUNTEERS WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT AND VOLUNTEER SERVICE, THE ASSOCIATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

THE TERM "ASSOCIATION" IN THIS HANDBOOK REFERS TO THE YMCA OF THE ROCKIES AT LARGE AND ENCOMPASSES THE EXECUTIVE OFFICE, ESTES PARK CENTER, SNOW MOUNTAIN RANCH AND CAMP CHIEF OURAY. ALL POLICIES CONTAINED WITHIN THIS HANDBOOK APPLY TO ON-GROUNDS HOUSING AS WELL AS SEASONAL EMPLOYMENT AND VOLUNTEER SERVICE.

MISSION STATEMENT

The YMCA of the Rockies puts Christian principles into practice through programs, staff and facilities in an environment that builds healthy spirit, mind and body for all. We will accomplish this by:

- Serving conferences of a religious, educational or recreational nature.
- Providing unifying experiences for families.
- Offering traditional summer camping experiences for boys and girls.
- Serving our staff with leadership opportunities and productive work experiences.

VISION STATEMENT

That the spirit of the YMCA of the Rockies be enhanced and handed from generation to generation for the good of all people and for God's glory.

CODE OF CONDUCT AND CORE VALUES

At the YMCA of the Rockies, our employees shall practice the Core Values of:

- **CARING:** By loving others; by being tolerant and sensitive to the well-being of others; by helping others.
- **HONESTY:** By telling the truth; by acting in such a way that you are worthy of trust; by having integrity; by making sure your choices match your values.
- **RESPECT:** By treating others as you would have them treat you; by valuing the worth of every person, including yourself.
- **RESPONSIBILITY:** By doing what is right, what you ought to do; by being accountable for your behavior and your obligations.
- **FAITH:** By developing your relationship with God; by being a seeker of truth, by trusting God with your life; by seeking to honor God in all that we do; by treating all in a Christ-like manner.

Therefore, the personal habits and actions of our employees and volunteers should reflect the Mission and policies of the Association and should be in keeping with the Christian objectives of the YMCA.

OUTREACH AND INCLUSION STATEMENT

The YMCA of the Rockies will reach out to and welcome all people and organizations of good will and ensure that the rich gifts of diversity are reflected and respected at all levels.

YMCA OF THE ROCKIES HISTORY

The YMCA of the Rockies has a rich history of service to children, families, non-profit and faith based groups, and the YMCA international movement. By joining our team, you help make history for the next generation of service.

The Rocky Mountain region has been the site of YMCA summer encampments since the 1890s. In 1906, YMCA leadership determined to establish a permanent summer training center for YMCA professionals in the Rockies. One year later, July 1907, 23 YMCA leaders met in Grand Lake, CO and a motion was made to, "*form a property corporation to be known as the Western Conference of Young Men's Christian Associations, to provide facilities and cooperate in the conduct of conferences, institutes and other assemblies of YMCA workers.*" A small group headed out from Grand Lake on foot, crossed over the Continental Divide and spent a night at the Wind River Lodge, on the property of what is now the Estes Park Center, YMCA of the Rockies. In 1908, ninety-three men attended the 1908 summer school in Estes Park.

The Western Conference began improving the property almost immediately. Three buildings in the center of Y camp still comprise the heart of the Estes Park Center. The Administration Building, the Assembly Hall (now Hyde Chapel) and the Walnut Dining room were all constructed between 1910 and 1913. By 1912, the organization began serving Y professionals and their families from around the country. The Estes Park Center grew in popularity as a training center and within the next few years the State meeting rooms were constructed to keep up with increasing demand. A fourth building, the Wind River Lodge, served as the first lodge for over sixty years. Demolished in 1977, a part the building was preserved and is now the Dorsey Museum.

By the early 1920s, the Estes Park Conference YMCA was becoming known as an ideal place for a family vacations and groups outside the YMCA movement began utilizing the facility for conferences. In 1925 a Women's Auxiliary was formed (women were not accepted as members until later) and the youth day camp started. Through the tenacity of its leadership, the YMCA of the Rockies survived the Great Depression and World War II. After the War, the Estes Park Conference shifted organizational focus from a summer

school facility to a family vacation and conference center. In the 1950s, Walter G. Ruesch, along with the support of his wife Alice, opened the Y Camp for the winter season. Today, Estes Park Center continues its service for all by offering meeting rooms, comfortable accommodations, meals and many activities including horseback riding, archery, family programs, a Craft & Design Center and a new Mountain Center (opens 2018) on 860 acres. Surrounded by Rocky Mountain National Park and an abundance of hiking trails, you can find something for everyone.

By the time of the 1966 expansion to include the Summit property, the YMCA of the Rockies was overflowing at capacity during the summer months. The Board of Directors approved a plan for a second site and a search began. In 1967, they voted to purchase the Just Ranch in Grand County. This operational ranch boasted sheep, hay, and no conference facilities. Snow Mountain Ranch, today almost 6,000 acres, was born. Within a short fifty years, the facility now includes reunion cabins, special event space, a dog sledding course, an adventure zone and camping for tents and campers.

As the soon-to-be operator of two facilities, the Estes Park Conference YMCA changed its corporate name to the YMCA of the Rockies in 1968, with the existing facility being named Estes Park Center. The new facility, named Snow Mountain Ranch, opened in 1969 offering quiet solitude in summer and excellent winter sports opportunities. Today, this family friendly place offers some of the best Nordic skiing in Colorado, fishing, biking, and hiking trails. Families don't have to leave property to find adventure, or solitude. Snow Mountain Ranch also hosts several specialty camps including Adam Camp, Heritage Camps, and Project Sanctuary.

The 1980s saw a growing interest and involvement between the YMCA of the Rockies and the greater YMCA movement, domestically and internationally. The YMCA of the Rockies is the only YMCA Conference Center in the world to host 2 International World Council of YMCA meetings. The YMCA of the Rockies hosted the 8th World Alliance in 1981 and the 18th in 2014.

In 1980, the YMCA of the Rockies acquired Camp Chief Ouray from the Denver Metropolitan YMCA and relocated it to Snow Mountain Ranch. The addition of Camp Chief Ouray, a traditional residential camp for boys and girls, helped strengthen the bond between our unique YMCA and more traditional YMCAs throughout the country.

The past decade has seen much expansion and renovation in an effort to provide meaningful experiences for future generations. More than a century ago, the YMCA of the Rockies began as a place where a few YMCA men could spend a summer and receive professional training in a tranquil and inspirational setting. While the setting remains, the Y has evolved into a year-round center where everyone is welcome. No matter the reason for their visit or the changes that we've made, our guests can still enjoy the foundation of the YMCA of the Rockies.

I. EMPLOYMENT / VOLUNTEER SERVICE

Ia. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The YMCA of the Rockies is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of disability, race, color, sex, sexual orientation, religion, age, national origin, genetic information or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including directors, managers,

supervisors, co-workers, and non-employees such as applicants, guests and members, clients, vendors, consultants, concessionaires, etc.

The YMCA of the Rockies prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO policy or retaliation standard, please follow the complaint procedure contained in Section Ie.

Ib. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION

The YMCA of the Rockies will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Association. Reasonable accommodation will also be extended for health conditions related to pregnancy, physical recovery from childbirth, or a related condition. This procedure governs all aspects of employment, including selection, job assignment, promotion, compensation, discipline, termination and access to benefits and training.

Ic. SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Association believes it warrants separate emphasis.

The Association strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work (or living if living on grounds) environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Any form of sexual harassment will not be tolerated and will subject an individual to disciplinary action, up to and including termination of employment. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails, electronic postings, text messages;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Id. OTHER UNLAWFUL HARASSMENT

Our Association provides a workplace free of unlawful and improper harassment. Other harassment is considered misconduct and will not be tolerated. It will subject an individual to disciplinary action, not excluding termination.

Other harassment is defined as unwelcome or unsolicited written, verbal, or physical conduct which a) is made a condition of employment; b) is used as a basis for employment decisions; or c) creates an intimidating, hostile or offensive workplace. Information collected in a harassment investigation will be kept as confidential as practicable. Examples of what may be harassment, depending on the circumstances, are:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails, electronic postings, text messages;
- Verbal form, such as comments, jokes, foul or obscene language, gossiping or questions about another's race, sex, sex life, religion, or ethnic heritage.
- Physical gestures and other nonverbal behavior, such as hitting, pushing or other aggressive physical conduct, or threats to take such action.
- Any form of bullying whether written, verbal or physical.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate conduct that could lead to a claim of harassment is expressly prohibited by this policy.

1e. COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy, sexual harassment policy, or other harassment policy based on the protected classes outlined above please use the following complaint procedure:

- The YMCA of the Rockies expects employees to make a timely complaint (3-5 days) to enable the Association to promptly investigate and correct any behavior that may be in violation of this policy.
- Report the incident to the Human Resources Director, Resident Camp Director (CCO), Center Director, or Vice Presidents who will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable. If you feel you cannot go to any of these individuals with your complaint, you should report the incident to the President/CEO. If your complaint concerns the conduct of the President/CEO, you should report the issue to the Chair of the Board of Directors.

If the YMCA of the Rockies determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. Results of investigations will be kept as confidential as practicable.

The YMCA of the Rockies prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in an investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

While complaints with regard to violations of the EEO policy, sexual harassment policy or other harassment policy warrant employees to report the incident to the Human Resources Director, Resident Camp Director, Center Director, or Vice Presidents, other problems, concerns, and issues (classified as other than harassment) should be addressed by following the YMCA of the Rockies' "problem resolution" procedure as outlined below.

Problem Resolution

No matter how good our basic communication system may be, problems and complaints (other than those relating to violations of the YMCA of the Rockies EEO, Sexual Harassment, or Other Harassment Policies) sometimes arise. To assure consideration is given to your individual problem, we encourage you to use the following procedure:

1. Discuss the situation with your Supervisor within 3-5 days, or at least in a timely basis.
2. If a resolution is not reached with your Supervisor or if it is inappropriate to go to your Supervisor, discuss the situation with your Manager. If a resolution is not reached with your Manager or if it is inappropriate to go to your Manager, discuss the situation with your Department Director.
3. If the situation is not resolved, communicate the problem directly to The Human Resources Office and/or the Center Director. (The Human Resources Office and the Center Director will ask for your problem to also be communicated in writing.)
4. Should further resolution be required, employees may submit a written complaint to the President/CEO, who will review and make the final determination.

In order to come to a resolution, it may be necessary for Supervisors, Directors, and the Human Resources Office to mediate resolution between you and other involved parties. Confidentiality is not guaranteed.

If. EMPLOYEE / VOLUNTEER CLASSIFICATION AND STATUS

This handbook has been developed for our seasonal employees. For administrative purposes, the Association classifies employees as follows:

Year-round/Benefited Employee – an employee who is normally scheduled to work at least 40 hours per week and is eligible for YMCA of the Rockies benefits as outlined in the Employee Handbook.

Part-time Employee – an employee who is normally scheduled to work less than a 36-hour work week. Part time employees are eligible for participation in some YMCA of the Rockies benefits as described in the Seasonal Staff and Volunteer Handbook.

Seasonal Employee – an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Seasonal employees are eligible for participation in some YMCA of the Rockies benefits as described in this seasonal handbook.

Volunteer – a person who performs services without the expectation of monetary compensation. Volunteers are not employees and are only eligible for participation in some YMCA of the Rockies benefits as described in this seasonal handbook.

Resident Camp Employee – an employee who is hired only for the summer season by the Resident Camp Director and is considered an exempt employee.

Exempt Employee – an employee who may work more than 40 hours in a workweek, but is not eligible for overtime pay.

Non-exempt Employee – an employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of 40 hours per workweek or 12 hours per workday.

The above does not constitute a guarantee of work or status for any period of time. Direct any questions regarding your employment classification to the Human Resources Department.

Ig. EMPLOYMENT OF RELATIVES

The YMCA of the Rockies wishes to give any qualified applicant the opportunity for employment with us whether related to present employees or not.

However, certain situations are avoided, such as:

- Relatives who would be in a position to supervise another relative as a year round/benefited employee;
- Relatives who would audit, verify, receive or are entrusted with money handled by the other relative.

Under special circumstances, and when it is to the obvious benefit of the YMCA of the Rockies, management may place part time, seasonal employees and volunteers under the supervision of another employee who is a relative.

Ih. HONESTY

Employees are expected to safeguard and avoid misuse of the funds, records, tangible assets, intellectual property, and other property of YMCA of the Rockies. Employees are also expected to conduct the business affairs of YMCA of the Rockies in a manner that complies with applicable state, federal and local laws.

Employees are prohibited from engaging in any activity that may involve theft, misappropriation, or other misuse of Association property, or violation of law, including but not limited to the following:

- Theft or unauthorized use of Association funds, equipment, supplies, and other tangible property, and data, software, and other intellectual property;
- Misuse of Association cash, credit cards, checks, and other financial instruments to purchase personal items or divert Association funds to personal use or to unauthorized third parties;
- Falsification of Association time or payroll records, expense reimbursement reports, and other Association forms, reports, and records;
- Misappropriation of Association data, trade secrets, copyrighted material and other intellectual property for personal use or unauthorized use by third parties;
- Conducting Association business affairs in violation of local, state and federal laws;
- Intentional misstatements in Association financial statements, tax or information returns, or other financial reports and records, including the intentional misstatement of the results of operations.

Employees are encouraged to report immediately any known or suspected violation of this policy. Such reporting provides Association with the opportunity to evaluate the known or suspected policy violation and to take action as necessary to protect Association property, funds, and other interests. In some circumstances, the Association may report the matter to law enforcement authorities.

The following Association employees are designated to take employee reports concerning violations of this policy (employees may report to any of these persons):

President/CEO
Vice Presidents/CFO

Center Directors
Department Directors

Reports may be made orally or in writing, and may be made anonymously.

Retaliation against an innocent employee who reports a known or suspected violation of this policy, or who cooperates in an investigation by YMCA of the Rockies or law enforcement authorities of a violation of this policy, is prohibited. Any employee who feels that he or she, or another Association employee has been subjected to such retaliation should report the matter immediately according to one of the procedures noted above. An employee who mistakenly reports a violation of this policy, but who does so in good faith, will not be subject to disciplinary action or other adverse personnel action.

Employees who violate this policy may be subject to disciplinary action, dismissal or other corrective action at the discretion of the Association.

li. DISCOURTEOUS BEHAVIOR

Any discourteous behavior toward guests or staff is unacceptable and may be grounds for immediate dismissal.

II. HOURS OF WORK AND PAY, COMPENSATION, ATTENDANCE EXPECTATIONS

Ila. HOURS / WORK WEEK

Seasonal employee's schedules vary based on their department and position. Most employees will not be able to have weekends or holidays off. All employees are expected to adhere to the work schedules provided by their Department Director, Manager or Supervisor. Work weeks run from 12:00 am Saturday through 11:59 pm Friday.

Iib. TIME REPORTING

Seasonal employees are required to track their time through the Association's automated time and attendance system. It is the employee's responsibility to clock in and clock out for their scheduled hours and report any errors or missed punches to their supervisor immediately. Clocking in and out will be rounded to the start and end time of the shift as long as it is within eight (8) minutes before or seven (7) minutes after the scheduled time. Falsification of hours or any attempt to misuse, alter, or deceive the Association's time and attendance system, or management, will not be tolerated.

Iic. ON CALL TIME

Staff who are on call after their regularly scheduled hours of employment will be paid at the following rate:

First call in a 24-hour period: staff will be paid for the length of call rounded to the nearest quarter-hour with a minimum of one full hour;

Each additional call within a 24-hour period: staff will get paid for the length of a call rounded to the nearest quarter-hour.

A 24-hour time period will be determined from the time of the first call.

IId. REST PERIOD / BREAKS

Paid rest periods of ten (10) minutes, which insofar as practicable, are granted to seasonal employees in the middle of each four (4) hour work period. It is not necessary that the employee leave their place of work for said rest period.

Ile. MEAL PERIOD / ALLOWANCE

Seasonal employees are granted an unpaid, uninterrupted and "duty free" meal period of at least a 30 minute duration when the scheduled work shift exceeds five (5) consecutive hours of work. However, when the nature of the business activity or other circumstances exist that makes an uninterrupted meal period impractical, the employee is permitted to eat a meal "on the job" and is paid for the "on duty" meal period.

IIf. COMPENSATION

On grounds seasonal employees of the YMCA of the Rockies, are paid a weekly salary less taxes, plus room and board. (You must present your name badge in order to receive your meals.) The weekly salary, specified in your Seasonal Employment Agreement, is the amount paid for full time/40 hours per week of work. If you work less than 40 hours in a work week, you will receive a pro-rated amount for that week. If you work more than 40 hours in a work week or more than 12 hours in a work day, you will be paid an overtime rate for the hours worked. In addition to the weekly salary, seasonal staff receive dormitory housing (or a campsite) and meals. Also, you may be eligible to receive a share of the appreciation fund (tip pool) at the end of your designated season upon completion of your work agreement.

Off grounds seasonal employees of the YMCA of the Rockies, are paid an hourly wage. If you work more than 40 hours in a work week or more than 12 hours in a work day you will be paid an overtime rate for the hours worked in excess of 40 in a week or 12 in a work day. The number of hours worked in a work week will be determined by your manager. Also, you receive a share of the tip pool at the end of your designated season upon completion of your work agreement.

Ilg. OVERTIME

From time to time, your supervisor may require you to work overtime. In these instances, employees are given as much advance notice as practical.

For seasonal, non-exempt employees, hours worked in excess of 12 hours in a day or 40 hours per workweek are paid at one and one-half (1 ½) times the employee's regular hourly rate. When an employee has both daily overtime and weekly overtime hours, the payment of daily overtime hours count toward the payment of the weekly overtime.

To work overtime hours in another department, you must receive approval from the director of the department you wish to work overtime in.

Iih. PAYDAYS / PAYCHECKS

As an employee you are paid once every two (2) weeks, normally on Friday. Paychecks are distributed through your department.

For your convenience, we recommend having your paycheck electronically deposited to your bank account (within the continental United States.) We encourage all staff to utilize this free benefit. If you choose direct deposit, your whole check must be direct deposited, not just a portion of it. Please see the Human Resources Office to sign up for direct deposit. (Direct deposits usually take two (2) pay periods to go into effect.) Please note that the YMCA of the Rockies does not cash employee paychecks.

You are urged to review your paycheck or direct deposit stub carefully for errors. Be sure your name, address, and hours worked are correct. If you find a mistake, report it to the Human Resources Office right away. Any necessary paycheck adjustments will be made in your next paycheck.

IIi. APPRECIATION FUND

In addition to the weekly salary, employees are eligible to receive a share of the tip pool or "appreciation fund." The tips are pooled per season and distributed four (3) times per year based on the hours worked during that season. Employees who break their work agreement by leaving before their original departure date will forfeit their portion of the appreciation fund.

IIj. PAY ADVANCES

As an employee, if you are experiencing unexpected financial emergencies, you may request a pay advance up to \$100 from Human Resources. Pay advances will only be granted for hours already worked. These requests are limited to three (3) pay advances per year.

IIk. GARNISHMENTS

By court action, a creditor can require YMCA of the Rockies to withhold a certain percentage of your pay. If garnishments or similar proceedings are instituted against an employee, the YMCA of the Rockies will deduct the required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate Federal and State laws.

III. TRAVEL AND BUSINESS EXPENSES

Generally, expenses reimbursed by YMCA of the Rockies include those pre-approved as reasonable and necessary.

As an employee you may request reimbursement by filing an expense report. Receipts supporting expenses for lodging, commercial transportation, auto rental, business entertainment and other single expenditures must accompany expense reports. Employees are required to document the purpose of the expense and the nature of the business conducted.

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile. Any use of personal vehicles for business related travel must be pre-approved by the employee's Department Director. The use of company vehicles for business transportation is preferred over an employee using a personal vehicle. Tolls and parking fees are also reimbursable if pre-approved by the employee's Department Director.

Travel advances may be authorized when it is expected an employee may be incurring significant cash expenses. Requests need to be made through the proper requisition form.

II m. APPROVED TIME OFF

All time off requests should be submitted to your supervisor through the time and attendance system. All approved time off requests are unpaid.

II n. ABSENTEEISM

If a seasonal employee becomes ill and is unable to work, they must contact their direct supervisor, manager or department director prior to the time they are scheduled to work. (Check with your department regarding the appropriate time to communicate an absence.) Workdays missed, other than designated days off, will result in a deduction from your normal weekly rate of pay. In the event an employee is absent, medical certification from a health-care provider may be requested, at any time, by your supervisor. YMCA of the Rockies reserves the right to require a written note from a physician that outlines your ability to return to work.

II o. FAMILY AND MEDICAL LEAVE ACT (FMLA)

Under the Family and Medical Leave Act of 1993, any employee, who has been employed by YMCA of the Rockies at least 12 months and has worked at least 1,250 hours during the 12 months preceding the commencement of a leave of absence, is eligible for family or medical leave of absence if certain conditions are met. An employee, except for certain highly compensated employees, will be returned to the same or equivalent position. See the Human Resources Office for questions related to FMLA.

YMCA of the Rockies provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Serious health condition that makes the employee unable to perform the employee's job.
- Incapacity due to pregnancy, prenatal medical care, or child birth.
- Father's attendance at birth of child.
- To care for the employee's, spouse's, domestic partner's or civil union partner's child after birth, if completed within 12 months following the birth of the child, or placement of a child for adoption or foster care, if completed within 12 months after date of placement.
- To care for the employee's spouse, domestic partner, civil union partner, child (under 18 years of age or disabled) or parent of the employee who has a serious health condition.

Military Family Leave Entitlements

Eligible employees with a spouse, domestic partner, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, National

Guard, or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty on active duty. Covered service member also includes veterans who were members of the Armed Forces, National Guard, or Reserves at any time during the period of five (5) years preceding the start of treatment, recuperation, or therapy.

The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In the case of a veteran, the qualifying illness or injury must be incurred or aggravated in the line of duty and manifest itself before or after the service member became a veteran.

Benefits and Protections

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, the employee will not accrue any employee benefits during the unpaid leave. Paid time off, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Eligibility Requirements

Employees are eligible for family or medical leave if they have been employed by YMCA of the Rockies for at least 12 months, and have worked at least 1,250 hours over the previous 12 months preceding the start of a leave of absence.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

IIp. ATTENDANCE AND PUNCTUALITY

Regardless of your position with YMCA of the Rockies, your punctuality and regular attendance are essential for efficient operation of the business. If you know in advance you are going to be unavoidably late or absent, notify your supervisor so other arrangements can be made to get the job done. If you are absent without prior notice, contact your supervisor or the Human Resources Office by telephone as soon as possible. Failure to call in when absent for two (2) consecutive days may result in termination.

IIq. JOB ABANDONMENT

Any employee who does not show up or call into work for two (2) consecutive days or quits without notice (this includes walking off the job) has abandoned their job. They will need to properly check out of staff housing, leave grounds immediately and will not be eligible for rehire with the Association.

IIr. TRANSFERS

There may be times during peak seasons when it is necessary for management to transfer some employees from one department to another department, or from one center to the other center.

If you are interested in transferring jobs, please contact the Human Resources Department to obtain the necessary transfer paperwork.

IIs. SEPERATION OF EMPLOYMENT

We request that employees who wish to resign their positions notify the Association of their anticipated departure date, at least two (2) weeks in advance. This notice should take the form of a written statement submitted to the resigning employee's supervisor/manager and Department Director. The formal "checkout" procedure at separation (including the return of all YMCA of the Rockies property such as keys, name badges, equipment and uniforms, checkout of staff housing, delivery of final paycheck, etc.) must be completed with the Human Resources Department.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Association maintained satisfactory performance and attendance.

If a seasonal employee does not honor the work agreement dates on their agreement they risk being ineligible for rehire and forfeit their portion of the appreciation fund.

IIt. REFERENCE REQUESTS

Employees and volunteers who are approached either formally or informally and asked to provide information about current or former employees of YMCA of the Rockies should refer such inquiries to the Human Resources Office.

III. EMPLOYEE BENEFITS

IIIa. YMCA MEMBERSHIP OPPORTUNITIES

All seasonal employees receive a YMCA of the Rockies Guest Membership for the duration of their employment or volunteer service period. See your immediate supervisor for details on these benefits.

IIIb. RETIREMENT PLAN

Participation in the YMCA Retirement Fund is available for all qualifying employees. This plan includes retirement, disability and death benefits.

1. Employees become eligible when they have completed 1,000 hours of service during each of any two (2) 12 month periods, beginning with their date of hire or anniversary date. These two years do

not have to be consecutive. Employees are enrolled on the first day of the month following their anniversary date, after they complete the service requirement if they are age 21. If their anniversary date falls on the first of the month, they are enrolled on their anniversary date. If the employee is not yet 21 but has met the service requirement, they are enrolled on the first day of the month after they turn 21. If they were born on the first of the month, they are enrolled on their 21st birthday. The YMCA of the Rockies takes into account all prior service at a participating YMCA when establishing the employee's eligibility to be enrolled in the Retirement Plan.

2. Participants may arrange to make contributions to a tax deferred annuity* on a payroll deduction basis up to the maximum percent that is established by Federal Law, immediately upon employment.

Additional benefit and eligibility details are available in the Human Resources Office. In the event the above information conflicts with the YMCA Retirement Fund's regulations, the latter governs.

All YMCA employees may contribute to a YMCA Retirement Fund Tax-Deferred Savings Account immediately regardless of your age, length of service, or hours worked. You can determine the amount you would like to contribute to your Retirement Fund in order to build your retirement savings and reduce the amount of taxes you have to pay. To learn more or to open a Tax-Deferred Savings Account, please contact the Human Resources Office.

* You must have a Social Security number to begin contributing to a tax-deferred retirement savings account.

IIIc. STAFF ACTIVITIES

Many functions are planned exclusively for staff and volunteers by employees of the Human Resources Department and the Chaplain's Department. A list of weekly activities and sign-up sheets are available through the Human Resources Office.

IIIId. STAFF LODGING DISCOUNT POLICY

All seasonal staff may make lodging reservations at either center for a significantly reduced rate. As long as the reservation will not be displacing other guests and servicing the reservation will not incur overtime wage expense for the Association, seasonal staff may stay in lodge rooms at either center for \$25/room.

Each night stayed will count as one night stayed and seasonal employees may use up to 8 nights per work agreement.

The employee does not need to stay in accommodations for immediate family members defined as spouse, domestic partner, children, parents (in-laws), brothers and sisters (in-laws), grandparents (in-laws), grandchildren, aunts, uncles, nieces and nephews. Any guest age 17 and under must be accompanied by an adult (18 or older). The employee must stay in any room reserved in their name but occupied by non-family members as defined above.

Seasonal employees will make cabin and lodge reservations directly with their Human Resources Office.

An employee who travels to the "other" center for YMCA work purposes must make reservations directly with the Family Reservations Manager or the Inventory Coordinator, both working in CRO. Reservations for work will not apply towards the number of discount nights.

All staff housing rules still apply to seasonal employee staying in YMCA of the Rockies lodging, including no use of alcohol or cohabitation.

IV. COMMUNICATION AND SAFETY

IVa. PERSONNEL RECORDS

YMCA of the Rockies keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail and properly maintain other benefits.

Notify the Human Resources Office immediately if you have changes in any of the following areas: name, residence, telephone, marital status, tax exemptions or person to notify in case of an emergency and other relevant information.

Additionally, you should notify the Human Resources Office if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise at YMCA of the Rockies.

In accordance with the Colorado Open Records Act you may arrange to look at your file or discuss it with someone, please contact Human Resources.

IVb. OUTSIDE EMPLOYMENT

Employment outside YMCA of the Rockies must not interfere with your primary job with the Association and/or involve a conflict of interest and/or give that appearance. If you work for YMCA of the Rockies, you cannot work through a temporary agency in a second job for the YMCA of the Rockies.

IVc. CONFLICTS OF INTEREST

A conflict of interest may be defined as an interest that might affect, or might reasonably appear likely to affect, the judgment or conduct of an employee of the YMCA. As an employee you must conduct business without creating any conflict of interest, or the appearance of a conflict of interest. A conflict of interest can arise when an employee is involved in activity for personal gain, which for any reason is in conflict with YMCA of the Rockies' business interests.

Employees cannot solicit or compete with YMCA of the Rockies' service offerings. Outside work cannot be performed on YMCA of the Rockies' time. Employees cannot use YMCA of the Rockies' equipment, materials, resources, or "inside" information for outside work. Employees should not solicit business or clients or perform outside work on YMCA of the Rockies' premises. Employees and their immediate family may not be involved in and/or operate any private and/or other business that might interfere or appear to interfere with YMCA of the Rockies interests.

Gifts, Loans and Entertainment

In regards to relations with donors or vendors (actual or potential), an employee, or member of his/her immediate family, may not:

- Accept loans, other than from a bank at market interest rate and market terms,
- Accept personal gifts, other than gifts of nominal value, provided such gifts are not given with intent to obtain or retain business or to obtain a business advantage, and
- Make or accept “kickbacks” of any kind.

At no time should gifts of money or travel be accepted. Any personal purchases with a YMCA vendor must be charged to the employee, independent of the YMCA vendor account.

Participating in business-related functions, such as lunches or dinners is a normal and permissible business practice. However, an employee should exercise care to insure that such functions are necessary and that their value and frequency are not excessive.

Employees should notify the Center Director or President/CEO regarding any possible conflicts of interest.

IVd. DISCIPLINE

Good working relationships make demands on everyone, and employees have responsibilities to YMCA of the Rockies, themselves and the people they work with.

As an employee you must comply with Association expectations for work, performance and conduct. Failure to do so may result in disciplinary action ranging anywhere from verbal counseling to termination.

Management will decide in its judgment which of these actions would most effectively address work performance or conduct. The fact that the Association has or has not utilized any of these actions does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

IVe. SAFETY

YMCA of the Rockies’ goal is to provide a safe and healthy work and living environment. The biggest single factor in insuring your safety on the job and in housing is you. It is your responsibility, to yourself and those working in your area, to practice safe work habits. Report any unsafe practices and/or conditions to your supervisor, safety officer or Human Resources so corrective action can be taken.

In some areas, safety glasses, safety shoes, and ear protection are required. Be sure to read the safety regulations, as you are responsible for knowing their content. Failure to follow safety rules or use appropriate safety devices may result in a reduction of workers’ compensation benefits in the event of injury as well as disciplinary action.

Report all accidents no matter how minor, to your supervisor immediately. We want employees to receive prompt medical treatment from our designated medical provider(s). Treatment for on-the-job injuries must be obtained from our designated provider(s) or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

All non-work related illnesses and injuries are the financial responsibility of the employee and the employee’s personal health care insurance.

Remember, safety rules are only as effective as employees make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job. Then, we all can enjoy an excellent safety record.

The Association has a safety program, which all employees are required to be familiar with. If you have specific questions regarding workplace safety, contact your supervisor, a safety officer or Human Resources.

Any illegal activities will be referred to the Sheriff's Department.

In the event of an incident with a guest, please contact your supervisor or Security for assistance in completing a Report of Incident form.

In the event of an emergency, notify the front desk operator immediately by dialing:

At Snow Mountain Ranch (SMR) - 600

At Estes Park Center (EPC) - 222

IVf. WORKERS' COMPENSATION

YMCA of the Rockies carries insurance to cover the cost of a work-related injury or illness. Benefits help pay for an employee's medical treatment and may include part of your income that you may lose while recovering.

Any employee who is involved in a work-related incident, which results in personal injury or illness, must report the incident in writing to the employee's supervisor, manager or department director immediately and no later than three (3) days from the date of the injury or illness.

If medical attention is needed an employee is required to be seen by one of their Center's designated medical providers. Please be aware that a drug test will be required with all work related injuries. A doctor's release may be required prior to returning to work. Once a staff member is released to full or modified work duty, they are required to report back to work with either full or modified duties.

All non-work related illnesses and injuries are the financial responsibility of the employee and the employee's personal health care insurance.

IVg. VEHICLES / PARKING PERMITS

Employees should always give our members and guests the privilege of parking closest to the facilities. YMCA of the Rockies is not liable for any damage, theft or personal injury involving employee's vehicles. Protect your property by locking your vehicle. Employees are personally responsible for any damages or injury resulting from the operation of their vehicle.

You are expected to drive safely. Driving on YMCA of the Rockies property is a privilege. Speed limits are enforced on YMCA of the Rockies property. Using your personal vehicle on Association grounds requires valid registration, a valid driver's license and current auto insurance. You must register your vehicle with the HR Office upon arrival and check-in.

Operating a personal vehicle without proper authorization on YMCA of the Rockies property may be grounds for disciplinary action up to and including termination of employment.

IVh. APPROVED DRIVER STATUS

As an employee who operates an Association vehicle you must be an approved driver and have proper authorization by the Human Resources Department. To be eligible to become an approved driver to operate Association vehicles, an employee must have a current U.S. driver's license of the appropriate class for the type of vehicle to be operated, have an acceptable driving record in accordance with the guidelines set by our insurance carrier and as determined by the Association, pass the YMCA of the Rockies' written and behind the wheel driving tests, and complete the required forms.

Note: DMV re-verification of your driving record may be conducted at any time during employment.

IVi. NON-VIOLENCE

We believe employees should work in an environment without intimidation, threats or violence. Any action which, in management's opinion, is inappropriate to the workplace will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening or violent conduct, vandalism, sabotage, arson (including fireworks.)

Employees should immediately report any such occurrences to their supervisor or to the Human Resources Department. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action which it believes is appropriate.

Employees should directly dial 222 at EPC or 600 at SMR or CCO if they believe there is an imminent threat to the safety and health of themselves, co-workers, or members at the YMCA of the Rockies.

IVj. FIREARMS / WEAPONS / FLAMMABLES

The use or possession of any firearm, ammunition, large "hunting" type knives, fireworks, or other flammables, explosives, archery equipment or weapons on YMCA property is strictly prohibited (unless you have written pre-approval from the Center Director to possess such items on property) and will result in immediate dismissal and eviction from the property. The burning of candles, oil lamps, incense or other flammables in YMCA staff facilities is prohibited.

IVk. SMOKING / TOBACCO/VAPES

It is our objective to provide a smoke and tobacco-free environment. Smoking, tobacco and vape use within all Association buildings and vehicles is prohibited. Employees may smoke in the designated smoking areas. However, smoking is prohibited in all other areas.

V. ADDITIONAL INFORMATION OF IMPORTANCE

Va. DRUG AND ALCOHOL POLICY

YMCA of the Rockies is committed to a safe, healthy and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages.

Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore, the possession, distribution, manufacture, cultivation, use, or sale of drugs or controlled substances or alcohol on Association premises or during Association time is strictly prohibited. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

The acquisition or physical presence of a medical marijuana authorization card does not alter or affect this policy in any way.

Testing is an important element in the Association's efforts to ensure a safe and productive work environment. The Association has issued a separate statement of this drug/alcohol policy, which all employees are required to sign and comply with. Please refer to this separate statement, Human Resources or your supervisor if you have specific questions.

Vb. CHILD ABUSE PREVENTION

Due to the serious nature of child abuse and/or neglect, the YMCA of the Rockies responds quickly to any report of neglect or abuse of any child within our care. All staff members should be responsible role models and be conscious of their actions around minors. You should always attempt to be with another adult when you are with a minor that is in your care. Employees are not to invite guests under the age of 18 into staff housing. Please review the YMCA of the Rockies Code of Conduct Policy with the Human Resources Director should you have questions.

Vc. APPEARANCE, ATTIRE AND HYGIENE

YMCA of the Rockies believes an employee's dress and grooming should be appropriate to the work situation and member expectations therefore creating a favorable image for the Association. Departures from what the Association considers appropriate dress or personal grooming are not permitted, regardless of the nature of the job performed. The personal appearance of employees is typically governed by the following standards:

1. As an employee you are expected to dress in a manner normally acceptable in business establishments. Seasonal staff and volunteers are required to wear YMCA staff shirts while on duty. In certain departments year-round, benefited staff may be asked to wear staff shirts while on duty, check with your manager for expectations. At all other times shirts and/or t-shirts and other articles of clothing need to be clean, neat and should not contain offensive writing, graphics and/or other inappropriate logos. YMCA staff shirts are preferred for year-round staff.
2. Hair should be clean, neatly trimmed and presentable. A male employee's hair may not be longer than collar length or must be pulled back into a ponytail to be above collar length. Eccentric hairstyles such as dreadlocks and mohawks are not permitted. Hair must never be at a length that would create a safety hazard for an employee or volunteer.
3. Sideburns, moustaches and beards should be neatly trimmed to two inches or less. Eccentric styles of facial hair are not permitted.
4. Jewelry requiring body piercing is prohibited, or may not be visible, except for simple earrings, small nose studs or rings and clear tongue rings (as long as they do not interfere with effective communication). Ear gauges may not be larger than ¼" and must be plugged with a solid colored ear plug. All other facial piercings are prohibited.

5. Tattoos deemed inappropriate or excessive by the Association must not be visible.
6. Appropriate shoes will depend on each department separately.
7. Shorts may be allowed in some departments, but need to be mid-thigh or longer.
8. Name badges are considered a member service. All employees are required to wear their name badge while on duty or while eating in the employee dining room.

If employees report for work improperly dressed or groomed in the Association's opinion, their supervisor may instruct them to clock out and to return home or to their on-grounds housing to change clothes and may take appropriate disciplinary action.

Vg. CRIMINAL BACKGROUND CHECK

Due to the nature of our services, all Association employees and volunteers will be subject to a thorough criminal background investigation. Any employee with a criminal background, which is unacceptable in the opinion of management, may be terminated. Criminal background investigations may be conducted at any time during employment.

Vd. BULLETIN BOARDS

YMCA of the Rockies bulletin boards (in staff housing or in the workplace) are reserved for business purposes only. As an employee you are prohibited from using these bulletin boards for personal use.

Ve. PROPRIETARY AND/OR CONFIDENTIAL INFORMATION

As an employee of the Association you may have access to proprietary and/or confidential information about YMCA of the Rockies' guests and groups, campers, lodging or housing, and staff members. This information has contributed to advantages not shared by our competition. Disclosure of any such information such as records, mailing lists, trade secrets, etc. to anyone outside the Association might seriously damage our competitive position. Therefore, such disclosure is strictly prohibited. To do so without management approval will not be tolerated.

Vf. LOST AND FOUND

All lost and found items must be turned in to your Supervisor or designated area as soon as possible. Failure to do so is not tolerated.

Vg. COMMUNICATIONS SYSTEMS POLICY

Systems

The YMCA of the Rockies' communication systems are powerful business tools intended for employees to use in performing their jobs.

Therefore, all documents and files are the property of the Association. All information regarding access to the Association's computer resources, such as user identifications, access codes, and passwords are confidential Association information and may not be disclosed to non-authorized or non-Association personnel.

All computer files, documents, and software created or stored on the Association's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including e-mail, text and voice mail messages either sent or received.

No one may solicit, promote, or advertise any outside organization, political interest, product or service through the use of Association communication tools at any time.

Upon termination of employment, access to Association files and email accounts will not be allowed and all communication tools will be returned to the Association.

Minors

As an employee you may not give out your personal email addresses, phone numbers or links to personal social media sites to program participants, members or guests under the age of 18, whether parental permission is given or not. You may not initiate contact with program participants, members or guests under the age of 18 through any means unless authorized as a part of your job. If a program participant, member or guest under the age of 18 finds your personal social media site and requests to be linked as a friend, you must respectfully deny the request and block them from further contact and inform your department director. You may not have contact with program participants, members or guests under the age of 18 during the "off-season" until the individual is at least 18 years of age, e.g. non-summer months for camp participants. An employee may communicate with minor employees as well as minors with whom they had a relationship prior to the minor being a program participant, member or guest of the Association, e.g. family, friend, or neighbor.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet, including wireless access, is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or a meal period. Regardless, the Association prohibits the display, transmittal, or downloading of material that is in violation of Association guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

Software and Copyright

The Association fully supports copyright laws. Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission.

Employees are strictly prohibited from using the Association's communication systems in ways that management deems to be inappropriate.

Under no circumstances, may the Association network and computing resources be used for any of the following purposes:

- Damaging the integrity or disrupting the use of the Association information resources or communication systems
- Using the Association resources to conduct outside business ventures
- Disclosing confidential or restricted information to unauthorized personnel
- Performing illegal activities, including gambling
- Downloading and/or using software that has no business purpose, such as games
- Using the Association resources as a conduit for unauthorized access to other computer systems, including access to credit card data
- Seeking employment outside the Association

The activities mentioned above are illustrative and not intended to be all inclusive. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

Email

Electronic mail is to be used for business purposes. While personal email is permitted, it is to be kept to a minimum. Personal electronic mail should be brief and sent or received as seldom as possible.

The Association prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to anyone else's email messages.

Management may monitor email from time to time.

Telephones / Cell Phones / Portable Electronic Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls and texts can significantly disrupt business operations. Employees should use their breaks for personal phone calls and texts unless it is an emergency.

Portable electronic devices with cameras should not be used in a way that violates Association guidelines, i.e. confidential information, swimming pool pictures and EEO/sexual harassment.

Texting on a cell phone while on-the-job is not permitted when operating a vehicle. Cell phones issued by YMCA of the Rockies cannot be used to text while driving at any time. Drivers must be parked when dialing out on a cell phone.

The Association telephone lines should not be used for personal long distance calls.

Voice Mail

The Association voice mail system is intended for transmitting business-related information. Although the Association does not monitor voice messages as a routine matter, the Association reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Social Media

Social media refers to web-based media technology through which people communicate, share and network in an online environment. Social media can take many different forms. It includes social networking sites (i.e., Facebook, MySpace and LinkedIn); blogs; micro-blogs (i.e., Twitter); online discussion groups; instant messaging; text messaging; multimedia sharing for videos (i.e., YouTube), pictures (i.e., Flickr), audio and presentations; collaborative media such as wikis and bookmarks; sites for sharing social news, opinions and reviews; social bookmarking sites; event monitoring; game sharing; and many others.

The Association permits employees' use of social media on Association equipment. Use of social media is for business purposes during the time employees are working. Personal use of social media should not be on business time, but rather before or after work or during breaks or a meal period.

When you use social media, use good judgment. We request that you be respectful of the Association, our employees, our customers, our partners and affiliates, and others. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages our employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment. Regardless, you are responsible for your postings.

All postings on social media on behalf of the Association must be sent by authorized employees only. Departments who wish to use social media must be authorized by the Marketing and Communications Department prior to commencement. When posting for official YMCA business, you may not post a picture of or information about any YMCA participant who is a minor (under the age of 18) without their parent's written permission and you may not post a picture of or information about any adult YMCA participant without their permission.

While non-business use of social media by an employee is considered personal communication, photographs of program participant minors shall not be posted electronically. Employees are personally responsible for the content they publish. Postings by an employee concerning the Association are not prohibited provided they comply with guidelines set forth in this handbook. If you personally publish or post regarding Association matters, you must include a disclaimer such as: "The postings on this site are my own and don't necessarily represent YMCA of the Rockies' positions, strategies, or opinions."

The Association routinely monitors social media sites that reference the Association. Employees should not assume confidentiality.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the Association. This does not include information regarding your wages or the terms and conditions of your employment. The use of the Association or YMCA of the USA logo, trademarks, or branding is prohibited on personal posts. Further detail is provided in the "Confidential Information" section of this handbook.

Social media is not the appropriate place to make complaints or negative comments about the Association regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the Association must be made consistent with the complaint process in this handbook so that the Association can address them.

Nothing in this guideline is meant to impede or restrict any rights protected by state or federal laws, including your right to discuss the terms and conditions of your employment.

Media Contact

Information placed on social media sites such as YouTube, may generate media coverage. If a member of the media contacts you about a YMCA-related posting or requests Association information of any kind, refer them to a representative of the Marketing and Communications Department or your center director.

VI. ON GROUNDS HOUSING

VIa. ROOMMATES AND ROOM ASSIGNMENTS

Seasonal employee housing has single, double, triple and quadruple occupancy dorm rooms. Room assignments and roommates will be randomly assigned. Roommate requests and requests to change room assignments should be made through the Human Resources Department. Human Resources will attempt to fulfill such requests but there will be no guarantees. Employees are expected to share room furnishings equally with their roommates, even if a roommate arrives at a later date. When possible, Human Resources will notify employees of a new roommate's arrival at least 24 hours in advance. An incoming roommate's bed and shared furniture are to be cleared in preparation for a roommate.

Disagreements that occur between roommates should be worked out among themselves whenever possible. If problems continue, please contact the Human Resources Department for mediation assistance.

VIb. ARRIVAL / CHECK-IN PROCEDURES

New seasonal employees should arrive between 8:00am and 4:30pm. Please do not arrive before your arrival date, as your room may not be vacant or prepared. Report to the front desk of the Administration Building and they will direct you to the appropriate check-in location at that time. Be prepared to complete paperwork. You will be given a room assignment and directions to staff housing. A Room Condition Form will be completed to record the condition of the room and its contents at the time of check-in.

VIc. CHECK-OUT PROCEDURES

The following procedures must be completed in order to avoid an improper check out fee. You will have three (3) days after your last day worked to leave YMCA housing. The exceptions to this would be termination or breaking your work agreement. In these cases, you will be asked to pack your belongings and leave grounds immediately. In any case, you will need to follow checkout procedures completely. Not checking out will result in a deduction of \$50 from your final paycheck or appreciation fund in addition to other possible charges.

Checkout should be the last thing you do before you leave. You will need to remove all of your personal belongings from your room, clean your room thoroughly following the steps on the checkout form. Make an appointment with Human Resources for check out. A representative from the Human Resources Department

will meet you in your room at the designated checkout time. Linens and room key will need to be returned and you will not be allowed back into your room at any time after you checkout.

Items left after your departure will be confiscated and may result in deductions from your final check. If you are the last roommate leaving your room, it is your responsibility to ensure the room is completely empty and clean upon your departure.

VI d. LINENS

YMCA of the Rockies will provide sheets, blanket, pillow, pillowcase, towel and washcloth. Employees may exchange these linens for clean ones as often as needed at the Laundry. Employees are required to return all YMCA linens to the Laundry at the end of employment. You are welcome to bring additional blankets and a bedspread if you desire.

VI e. FURNITURE

All furniture in your room at check-in must be recorded on your Room Condition Form and must stay there throughout your employment. Most beds are single bunk beds. Bunk beds are not to be taken apart for any reason.

VI f. CLEANING

Employees are expected to keep their rooms clean and in good order. Residents are responsible for removing waste materials in a proper and timely manner. Trash should be deposited in the dumpsters located near the staff housing areas.

VI g. ROOM INSPECTIONS

Regular room inspections will be conducted with or without notice to ensure health and fire safety, as well as to monitor damages and policy violations. Inspections may be made with or without forewarning or cause.

VI h. COOKING

Items without open flames are permitted in staff housing to be used for cooking. Dorm-size refrigerators are allowed as well.

VI i. TELEPHONES

Most seasonal staff housing units do not have phones. Family and friends should call the main number of your center of employment. The Human Resources Office and any Association personnel cannot, by law, give out any personal information about you.

VI j. GUESTS

Unregistered guests may not be in employee rooms between 11:00 pm and 7:00 am and must be off the property during that time unless they are registered in a guest accommodation elsewhere on the property. Housing is provided for married couples. Family and friends of staff may eat in the employee dining room during regular staff meal times at discounted rates.

VIk. COHABITATION

Under no circumstance may a non-roommate stay in the room of a friend or relation between 11.00 pm and 7.00 am.

VII. QUIET HOURS

Quiet hours must be observed in staff housing and lounges from 11:00 pm through 7:00 am seven (7) days a week. Excessive noise is not permitted at any time.

VIIm. PETS

Pets are not allowed in seasonal staff housing.

VIIn. BICYCLES

We encourage you to bring your bicycle with you for the time you are here; there are bicycle racks for your use. You may also keep your bike in your room providing it does not pose a fire hazard by making an exit inaccessible. You may not place hooks in the walls or ceilings from which to hang your bike. Due to fire/emergency safety reasons, bikes in lobbies or hallways are prohibited at all times. Bicycles stored in improper locations may be removed without warning.

VIo. HOUSING AGREEMENT

Seasonal staff and volunteers may only occupy employee housing so long as YMCA of the Rockies employs them. If for any reason employment with YMCA of the Rockies is terminated, you must remove personal property, vacate employee housing, check out of assigned room, and turn in keys to an authorized representative of the Human Resources Office within 24 hours. In many cases, departure from employee housing may be required in less than 24 hours. If an employee or volunteer does not remove personal property and turn in keys, YMCA of the Rockies may remove and dispose of any personal property. YMCA of the Rockies is not responsible of loss of or damage to any property that is removed.

Failure to abide by any of the policies or procedures, or any behavior which poses a serious threat to public health and welfare, may result in the loss of the right to occupy a space in employee housing, and may also adversely affect your employment with YMCA of the Rockies.

ACKNOWLEDGMENT OF RECEIPT OF SEASONAL STAFF AND VOLUNTEER HANDBOOK

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE YMCA OF THE ROCKIES SEASONAL STAFF AND VOLUNTEER HANDBOOK DATED OCTOBER 1, 2017. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH THE CONTENTS OF THE HANDBOOK, AS IT OUTLINES ASSOCIATION GUIDELINES. IF I HAVE QUESTIONS, I UNDERSTAND THAT I SHOULD TALK TO MY SUPERVISOR AND/OR THE HUMAN RESOURCES DEPARTMENT.

FURTHERMORE, I UNDERSTAND THAT:

- EMPLOYMENT WITH YMCA OF THE ROCKIES IS AT-WILL. I HAVE THE RIGHT TO END MY WORK OR VOLUNTEER RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS.
- THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF YMCA OF THE ROCKIES, OTHER THAN THE PRESIDENT OF THE ASSOCIATION, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

PRINTED NAME _____

SIGNATURE _____ DATE _____