



Yellow Springs Senior Citizens, Inc.

Personnel Policies

Approved by the Board of Trustees on: February 28, 2024

Changes may be made only by Board resolution

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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with Yellow Springs Senior Citizens, Inc. (YSSC.) Employment with YSSC is “At-Will.” This means employees or YSSC may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with YSSC for any set period of time.

The YSSC has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the executive director and the employee.

1.2 Changes in Policy

Change at the YSSC is inevitable. Therefore, the YSSC expressly reserves the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without notice. Changes will be effective on the dates determined by YSSC, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the executive director.

2. General Employment

2.1 At-Will Employment

Employment with YSSC is “at-will.” This means employees are free to resign at any time, with or without cause, and YSSC may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with YSSC for any set period of time.

The policies set forth in this employee handbook are policies that are in effect at the time of publication. They may be amended, modified or terminated at any time by the YSSC, except for the policy on at-will employment which may be modified only by a signed, written agreement between the Executive Director and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between YSSC and any of its employees.

YSSC utilizes Ohio Bureau of Criminal Investigations background checks and employment may be terminated at any point based on the results of such test.

2.2 Immigration Law Compliance

YSSC is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employee Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with YSSC within the past three years, or if their previous I-9 is no longer retained or valid.

YSSC may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, YSSC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

YSSC is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business and is an important principle of sound business management.

YSSC is an Equal Opportunity Employer. Employment opportunities at YSSC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, sex, national origin, ancestry, age, military status, veteran status, disability, genetic information, sexual orientation, gender identity or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The YSSC will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protection than those which exist under federal, state, or local law.

YSSC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. YSSC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of YSSC to maintain a harmonious workplace environment. YSSC encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisor. If not resolved at this level, an employee may submit a completed grievance form to the Executive Director.

After receiving the grievance form, a representative of YSSC administration or governance may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue(s). All discussions related to the grievance will be limited to those involved with and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with YSSC Sexual and other Unlawful Harassment Policy.

YSSC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within YSSC is essential. As such, YSSC maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, YSSC uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.6 Outside Employment

Employees may hold outside jobs as long as such employees meet the performance standards of their position with YSSC.

Unless an alternative work schedule has been approved by YSSC, employees will be subject to the YSSC's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

YSSC's property, office space, equipment, materials, trade secrets, mailing list, membership list, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address YSSC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, YSSC will not tolerate any retaliation against an employee who:

- ❖ Makes a good faith complaint, or threatens to make a good faith complaint, regarding suspected YSSC or YSSC employee violation of the law, including discriminatory or other unfair employment practices
- ❖ Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting
- ❖ Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the environment, or the health or safety of an employee, client, customer, or general public
- ❖ Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law
- ❖ Provides information to assist in an investigation regarding violations of the law
- ❖ Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary actions, up to and including termination.

Employees who wish to report a violation should contact their supervisor, the executive director, or a Board member directly. The reporter's identity will remain confidential to the extent possible given the circumstances of the report. Employees should also review state and local requirements for any additional reporting guidelines.

YSSC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the executive director, or any state or local agency responsible for investigating alleged violations.

2.8 Political Activity

It is the policy of YSSC that working for the election or defeat of a political candidate or ballot issue as a YSSC employee is strictly prohibited. However, this in no way prohibits any employee from participating in a political campaign as a private citizen, as long as it is made clear that they are not speaking for the Center or participating on its behalf. Employees may not display partisan paraphernalia in the workplace.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, YSSC classifies employees as either exempt or nonexempt. Nonexempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. All nonexempt employees must be approved in

advance to work overtime. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with YSSC or if your job responsibilities change, you will be informed by the Executive Director of any change in your employment status.

In addition to your designation of either exempt or nonexempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work 35 hours or more per week. Generally, regular full-time employees are eligible for YSSC's benefits, subject to terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 35 hours per week, Regular part-time employees may be eligible for some YSSC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by YSSC management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the executive director of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the future, contact your supervisor or the executive director as soon as possible:

- ❖ Legal Name
- ❖ Mailing Address
- ❖ Telephone number(s)
- ❖ Change in Beneficiary
- ❖ Exemptions on your tax forms
- ❖ Emergency contact(s)
- ❖ Training certificates
- ❖ Professional licenses

3.3 Expense Reimbursement

YSSC reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the executive director. Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other

reimbursable expenses required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to their supervisor for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to the employee's supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- ❖ Resignation—Voluntary employment termination initiated by an employee.
- ❖ Termination—Involuntary employment termination initiated by YSSC. In most cases, YSSC will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- ❖ Layoff—Involuntary employment termination initiated by YSSC for non-disciplinary reasons.
- ❖ Retirement—Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with YSSC, are encouraged to provide YSSC with at least two weeks of written notice. Such notice is intended to allow the YSSC time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with YSSC is based on mutual consent, both the employee and YSSC have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive the accrued pay in accordance with all federal, state, and local laws.

Any employee who terminated employment with YSSC shall return all files, records, keys, and any other materials that are the property of YSSC.

Employee benefits will be affected by employment termination in the following manner:

- ❖ All accrued vested benefits and PTO that are due and payable at termination will be paid in accordance with applicable federal, state, and local laws.
- ❖ Some benefits may be continued at the employee's expense, if the employee elects to do so.
- ❖ The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have questions or concerns regarding this policy, direct them to the executive director.

4. Working Conditions & Hours

4.1 Company Hours

YSSC is open for business from 09:30 AM to 04:00 PM Monday-Friday. This excludes holidays recognized by YSSC. Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of the facility. The decision to close or delay regular operations will be made by YSSC management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Safety

YSSC is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. YSSC and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor.

Questions regarding this policy should be directed to your supervisor or the executive director.

4.4 Security

The purpose of YSSC's security policy is to protect YSSC assets and to maintain a safe working environment for all employees.

Facility Access:

All regular YSSC employees who will be working at the main facility will be issued a key to gain access to YSSC's facility. Employees who are issued keys are responsible for their safekeeping. Under no circumstances shall an employee make a duplicate key or lend/give a key to another employee or non-employee. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from YSSC, and at any other time upon YSSC's request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; thermostats are set on appropriate evening and /or weekend setting; and all appliances and lights are turned off with the exceptions of the lights normally left on for security purposes.

Employees are not permitted on company property 11:00 PM-07:00 AM, without prior written permission from the executive director.

4.5 Meal & Break Periods

YSSC will schedule meal and break periods in order to accommodate operating requirements in accordance with federal, state, and local laws.

4.6 Break Time for Nursing Mothers

YSSC accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. YSSC will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose. Lactation break time will be unpaid.

For questions related to this policy, please contact the executive director.

5. Employee Benefits

5.1 Holidays

YSSC observes the following nine (9) unpaid holidays. Should any of these holidays fall on a weekend, YSSC will close the Senior Center on the day on which the holiday is observed:

| | |
|----------------------------|------------------------|
| New Year's Day | Independence Day |
| Martin Luther King Jr. Day | Labor Day |
| Presidents' Day | Thanksgiving |
| Memorial Day | Day after Thanksgiving |
| Juneteenth | Christmas Day |

Due to the nature of our business, YSSC may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

5.2 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, non-work-related injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time and part-time employees.

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

Full or Part-Time Exempt: After 1 year of service: 15 PTO days
After 2 consecutive years of service: 20 PTO days
After 5 consecutive years of service: 25 PTO days

NOTES: PTO must be used in no less than 1 hour increments

PTO days are available for use from January 1 to December 31 in the year in which they are accrued; See Addendum for approved modification.

For non-salaried employees, PTO may be used for weekdays on which the Center is closed. Holiday rate does not apply.

Part-Time Non-Exempt: 1st and 2nd year of service: Accrue .5 hour of PTO for every 10 hours worked.

NOTE: PTO may not be taken during the first 3 months of employment

After 2 years of consecutive service: Accrue 1.5 hours of PTO for every 10 hours worked.

NOTES: No hours are accrued during the use of PTO

PTO hours must be used in no less than 1 hour increments

PTO hours must be accrued before they are used

Temporary: Not subject to PTO

YSSC's PTO plan is designed to support the well-being of staff. Therefore, we encourage all employees to use all of the earned PTO time within the calendar year. If circumstances prevent an employee from taking all accrued time prior to December 31, he or she may carry forward a maximum of five days based on their average work week. No payment will be made in lieu of unused PTO.

PTO is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (e.g. sudden illness or emergency) to use PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirement of the laws in the state in which YSSC operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

For all employees, the use of PTO for longer than 2 weeks must be approved by the executive director. For the executive director, the use of PTO longer than 2 weeks must be approved by the president.

As a courtesy and to benefit planning, all PTO requests should be provided to the supervisor with as much advance notice as practical.

5.3 Employee Discount Program

YSSC employees are exempt from paying membership dues to become members of the YSSC. This exemption extends to employees only. Questions regarding this policy should be directed to the executive director.

5.4 Military Leave

YSSC grants employees time off for service, training, and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the executive director.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

YSSC complies with all rights and protections under all applicable state laws granting time off for service, training, and other obligations in the uniformed service. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the executive director.

5.5 Jury Duty

YSSC encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either YSSC or the employee may request an excuse from jury duty if it is determined that the employees' absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, minus any pay received from the court.

5.6 Workers' Compensation

Employees who are injured on the job at YSSC are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so the YSSC can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by YSSC. No premium is charged for this coverage and no individual enrollment is required. YSSC will provide medical care and a portion of lost wage through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the executive director to obtain the required claim forms and instructions.

5.7 Emergency Response Leave

Volunteer firefighters or volunteer providers of emergency medical services may be allowed a leave of absence to respond to an emergency that occurs prior to the start of their shift. To be eligible, the employee must provide YSSC with written notification of the employee's status as a volunteer firefighter or volunteer provider of emergency services within 30 days of receiving certification as a volunteer firefighter or a volunteer provider of emergency services. Employees must notify YSSC of any changes in such status.

If an employee is going to be late or absent due to an emergency dispatch, he or she must make every effort possible to provide notice to his or her supervisor prior to the beginning of their shift. If notification of dispatch to an emergency cannot be made, then the employee must submit a written explanation from the chief of the volunteer fire department, or the medical director or chief administrator of the emergency medical service organization, as applicable, to explain why prior notice was not given.

Employees must be prepared to provide YSSC with certification from the volunteer fire department or emergency medical service, along with the date and time of the employee's response to the emergency, to verify the employee's eligibility for leave.

Emergency response leave is unpaid; however, employees may opt to use accrued PTO for this purpose.

5.8 Witness Duty Leave

Employees may be eligible for leave if they are subpoenaed to testify in a criminal proceeding and/or juvenile court proceeding. Employees must provide their supervisor with notice of their need for leave as soon as possible following receipt of a subpoena.

Witness duty leave is unpaid; however, employees may opt to use accrued PTO for this purpose.

Employees must be prepared to provide YSSC with certification to verify the employee's eligibility for the leave requested.

5.9 Voting Leave

YSSC requests that, whenever possible, employees vote before or after work hours, utilize absentee ballots, or utilize early voting to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

YSSC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy. Employees must be prepared to provide YSSC with certification, such as a voter's receipt, to prove that he or she voted.

5.10 Extended Family Leave

Employees may take extended leave under the following circumstances:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement of a child for adoption or foster care;
- To care for an immediate family member with a serious health condition; or
- When the employee is unable to work due to his or her own serious health condition

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees returning from leave will be reinstated to the same position or a comparable position that was held when leave began unless doing so is not possible due to legitimate business reasons unrelated to the employee taking such leave.

Pregnancy related leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, pregnancy-leave must be taken concurrently with leave taken under other relevant laws.

Employees should speak with the executive director to discuss their need for leave or for questions regarding this policy.

6. Employee Conduct

6.1 Standards of Conduct

YSSC's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the YSSC's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- ❖ Theft or inappropriate removal/possession of property
- ❖ Falsification of timekeeping records
- ❖ Possession, distribution, sale, transfer, manufacture, or use of illegal drugs in the workplace.
- ❖ Fighting or threatening violence in the workplace
- ❖ Making false statements about co-workers
- ❖ Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- ❖ Negligence or improper conduct leading to damage of company-owned or customer-owned property
- ❖ Violation of safety or health rules
- ❖ Smoking in the workplace
- ❖ Sexual or other unlawful or unwelcome harassment
- ❖ Excessive absenteeism
- ❖ Unauthorized use of telephones, computers, or other company-owned equipment.
- ❖ Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the YSSC's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together with co-workers to improve wages, benefits, and working conditions or in any way restrict an employee's rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding YSSC's standards of conduct, please direct them to your supervisor or the executive director.

6.2 Disciplinary Action

Disciplinary action at YSSC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may include any of the following: verbal warning, written warning, suspension with or without pay, or termination of employment, depending on the severity of the problem and the frequency of occurrence. YSSC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

YSSC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without first observing other disciplinary action.

These violations include, but are not limited to:

- ❖ Workplace violence
- ❖ Harassment
- ❖ Theft of any kind
- ❖ Insubordinate behavior
- ❖ Vandalism or destruction of company property
- ❖ Presence on company property from 11PM – 7AM daily, without prior approval
- ❖ Use of company equipment and/or company vehicles without prior authorization
- ❖ Misleading YSSC regarding personal work history, skills, or training
- ❖ Divulging YSSC business practices or any other confidential information
- ❖ Any misrepresentation of YSSC to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

YSSC takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, client data, membership lists, membership preferences, membership personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the YSSC’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writing, trademarks, and inventions developed through the course of your employment with YSSC and as a direct result of your job responsibilities with YSSC. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees shall not disclose any confidential or non-public proprietary information about the YSSC to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to YSSC, and not otherwise available to persons or companies outside of YSSC, may result in disciplinary action, up to and including termination of employment. If you leave YSSC, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee’s right to discuss, or act together with other co-workers to improve wages, benefits, and working conditions or in any way restrict an employee’s rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the executive director.

6.4 Workplace Violence

YSSC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a co-worker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- ❖ Physically injuring another person
- ❖ Threatening to injure another person
- ❖ Engaging in behavior that subjects another person to emotional distress
- ❖ Using obscene, abusive or threatening language or gestures
- ❖ Bringing an unauthorized firearm or other weapon onto company property
- ❖ Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- ❖ Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor. Employees should warn their supervisors of any suspicious workplace activity that they observe or that appears problematic. YSSC will not tolerate any form of retaliation against any employee for making a report under this policy.

YSSC will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.5 Drug & Alcohol Use

YSSC is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol, marijuana, drugs or other regulated substance on any property owned by or leased on behalf of YSSC, or in any vehicle owned or leased on behalf of YSSC. Alcohol, when purchased or served for a Board approved event, is permissible. The use of over-the-counter drugs and legally prescribed medication is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

YSSC will not tolerate employees who report for duty while under the influence of, or impaired by the use of, alcohol, marijuana, drugs or other regulated substance. All employees should report evidence of alcohol, marijuana or drug abuse to their supervisor or the executive director immediately. In cases in which the use of alcohol, marijuana or drugs create an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, YSSC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol, marijuana and/or drugs. Within the limits of federal, state, and local laws, YSSC reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of employment with YSSC, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between YSSC and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.6 Sexual & Other Unlawful Harassment

YSSC is committed to a work environment in which all individuals are treated with respect. Harassment has been defined by federal and state regulations as unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status. YSSC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, ancestry, age, military status, veteran status, disability, genetic information, sexual orientation, gender identity or any other characteristic protected by law.

YSSC recognizes that both harassment and bullying are destructive to the workplace. Bullying is unreasonable conduct that is vulgar, obscene, threatening, intimidating, harassing or maliciously dishonest. Bullying will not be tolerated by YSSC. Therefore, whenever this policy refers to "harassment," the concept of "bullying" is included. It is everyone's job to ensure that such disruptive behavior is addressed when it occurs.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Such harassment includes, but is not limited to: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- ❖ Unwanted sexual advances or requests for sexual favors
- ❖ Sexual or derogatory jokes, comments, or innuendo
- ❖ Unwelcome physical interaction
- ❖ Insulting or obscene comments or gestures
- ❖ Offensive email, voicemail, or text messages
- ❖ Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- ❖ Making or threatening reprisals after a negative response to sexual advances
- ❖ Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- ❖ Verbal sexual advances or propositions
- ❖ Unwelcome physical conduct that includes touching, assaulting, or impeding or blocking movements

- ❖ Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the YSSC's legitimate business interests
- ❖ Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the YSSC

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

YSSC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on race, color, religion, sex, national origin, ancestry, age, military status, veteran status, disability, genetic information, sexual orientation, gender identity or any other characteristic protected by law, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the Executive Director at 937-767-5751. If you believe it would be inappropriate to discuss the matter with the ED, particularly if the ED is the subject of the complaint or is otherwise involved, you may report the matter to a Board member.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

YSSC expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.7 Telephone Usage

YSSC telephones are intended for the sole use of conducting company business.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.8 Personal Property

Employees should use their discretion when bringing personal property into the workplace. YSSC assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on YSSC premises.

6.9 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee or volunteer for business, it is that person's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the individual remains the property of the YSSC, and is subject to reassignment and/or use by the YSSC without prior notice or approval of the employee or volunteer. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

YSSC has created specific guidelines regarding the use of company equipment. Below is a list of employee and volunteer responsibilities and limitations with regards to company property.

Personal Use of Company Property:

No one but employees and volunteers may use material or equipment unless expressly approved by the Executive Director. Company property is not permitted to be taken from the premises without proper written authority from YSSC management.

Company Tools:

All necessary tools are furnished to employees and volunteers in order to assist them in their required duties. Each person is, in turn, responsible for these tools. The replacement cost of tools damaged or stolen as a result of an employee or volunteer's negligence will, to the extent permitted by federal, state, and local law, be charged to that person.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.10 Smoking

YSSC provides a smoke-free environment for its employees, customers, and visitors. Smoking is prohibited throughout the workplace and Center vehicles.

6.11 Computer, Email & Internet Usage

Computers, email, and the internet allow YSSC employees to be more productive. However, it is important that all employees use good business judgment when using YSSC's electronic communications systems (ECS.)

Standards of Conduct and ECS

YSSC strives to maintain a workplace free of discrimination and harassment. Therefore, YSSC prohibits the use of the YSSC's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct.

Copyright and Other Intellectual Property

All employees shall respect all copyright and other intellectual property laws. For the YSSC's protection as well as your own, it is critical that you follow the laws governing copyright, fair use of copyrighted material owned

by others, trademarks and other intellectual property, including the YSSC's own copyrights, trademarks, and brands. Employees are also responsible for ensuring that, when sending any material over the internet, they have the appropriate distribution rights.

YSSC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, YSSC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. YSSC prohibits the illegal duplication of software and its related documentation.

Electronic Communications Systems (ECS) Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- ❖ Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the YSSC that violate the YSSC's policy against discrimination and harassment.
- ❖ Stealing, using, or disclosing someone else's code or password without authorization.
- ❖ Pirating or downloading YSSC-owned software without permission.
- ❖ Sending or posting the YSSC's confidential material, trade secrets, or non-public proprietary information outside of the YSSC. *Wages and other conditions of employment are not considered confidential material.*
- ❖ Violating copyright laws and failing to observe license agreements.
- ❖ Participating in the viewing or exchange of pornography or obscene material.
- ❖ Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- ❖ Attempting to break into the computer system of another organization or person.
- ❖ Refusing to cooperate with a security investigation.
- ❖ Using the internet for gambling or any illegal activities.
- ❖ Sending or posting messages that disparage another organization's products or services.
- ❖ Passing off personal views as representing those of YSSC.

Privacy and Monitoring

Computer hardware, software, email, internet connections, and all other computer, data storage or ECS provided by YSSC are the property of YSSC. Employees have no right of personal privacy when using YSSC's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together with co-workers to improve wages, benefits, and working conditions or in any way restrict an employee's rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related to this policy should be directed to your supervisor or the executive director.

6.12 Company Supplies

Only authorized persons may purchase supplies in the name of YSSC. Employees whose regular duties do not include purchasing shall not incur any expense on behalf of YSSC or bind YSSC by any promise or representation without express written approval.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the YSSC. YSSC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the YSSC's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their unplanned absence. YSSC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify his/her supervisor after three consecutive days of absence, YSSC will presume that the employee has voluntarily resigned. YSSC will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together with co-workers to improve wages, benefits, and working conditions or in any way restrict an employee's rights under the National Labor Relations Act.

7.2 Timekeeping

It is the YSSC's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

YSSC strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

It is the responsibility of all employees to submit and approve their time records according to the provided schedule.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

YSSC employees are paid on a bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will be given instructions on how to retrieve an itemized statement of wages when the YSSC makes direct deposits.

In the event of a termination, the employee will receive his/her accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

YSSC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the executive director immediately. YSSC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.