



The Youth Center Employee Handbook & Personnel Policy

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WELCOME AND INTRODUCTION

We at the Los Alamitos Youth Center (the Youth Center) welcome you as a member of our team. You have joined our organization because of your commitment and interest in the youth of our community. You are now an important part of the Youth Center's team and we depend on you to make a positive contribution toward achieving our common goals.

The Youth Center is a private, not-for-profit corporation which is funded by contributions from the general public and proceeds generated by programs conducted by the Youth Center. We are a United Way member agency.

It is important to recognize that personnel must maintain attitudes and conduct while at work under the same high standards of conduct and decency which govern your personal lives. Providing worthwhile development services and programs to the youth of our community is our primary concern.

Your employment at the Youth Center is that of an "at will" employee. You are, accordingly, free to resign your employment at any time, for any reason, and the Youth Center is free to terminate your employment at any time, for any reason.

This handbook has been prepared to provide an overview and framework governing the policies, benefits and rules of the Youth Center. It is intended to familiarize you with important information about the organization, as well as information regarding your privileges and responsibilities. It is not intended to provide, in detail, all Center policies and procedures. Although this handbook is not a contract or a legal document, it is important that you read, understand and follow the provisions of the handbook and notify management when you believe a violation of law or Youth Center policy has occurred. You must indicate your understanding by signing and returning the Receipt for Employee Handbook & Personnel Policy (attached at the end of this document) to your supervisor

This document supersedes and cancels all previous editions, and may be changed by unilateral action of the Board of Directors of the Youth Center. A request for interpretation of any part of these policies and benefits should be directed to the Executive Director.

THE MISSION OF THE YOUTH CENTER

The primary mission of the Youth Center is *transforming lives, one child at a time..*

The Youth Center strives to help young people, ages 3 to 18, realize their full potential for growth and development. We base our programs on participant and community involvement and on a recognized role as spokesmen for youth. The Youth Center is aware of the influences of the total environment and provide youth with relevant, every day, varied and diversified services. We demonstrate that adults care for young people and truly desire to help them grow into contributing human beings with the necessary skills for living.

EMPLOYEE RELATIONS PHILOSOPHY

While "employee relations" is an extremely broad subject, there are certain basic principles that apply:

1. We attempt to see that our employees thoroughly understand their duties and responsibilities and we take personal interest in our employees' well being.
2. We try to take enough time and interest in our employees to get to know them as individuals as well as employees. We attempt to keep our relationship on a friendly but business basis.
3. We believe in earning the respect of our employees through our leadership and knowledge of the profession.
4. We will attempt to develop depth in our organization by training personnel so that it is possible to promote qualified employees within the Youth Center when appropriate positions become available.
5. We will attempt to meet all issues promptly, and to make decisions having first secured the facts of each situation by conducting a thorough investigation.
6. We recognize that management's own pace and attitude will largely determine the pace and attitude of the entire organization. We cannot expect promptness, efficiency and honest work from our employees unless management sets the example through their own actions.
7. We will attempt to deal with our employees with dignity and respect and to consider each employee as an individual.
8. We enjoy the ability of dealing directly and honestly with our employees and recognize that all of us must work together to maintain a healthy organization.

PERSONNEL POLICIES AND PRACTICES

Responsibility

Personnel policies for all employees of the Youth Center have been established to provide a framework governing personnel administration within the Youth Center. Actions within the scope of personnel administration will not exceed the limits set forth herein.

Personnel Records

The Executive Director is responsible for maintaining complete up-to-date personnel records for all employees. It is, therefore, important that all employees notify the Executive Director's office promptly of any changes in their name, marital status, home address, and telephone number.

Personnel files are Youth Center property. The employee may request the Executive Director to set a time to review the information in his or her personnel file. This review should take place at a reasonable time during the work day under supervision. The employee may request a copy of the information in the personnel file.

Confidentiality and Privacy

All requests for verification of employment and employee references must be directed to the Executive Director. Other staff should not attempt to provide such information.

The protection of confidential information is essential to protect employees, the youth served and the community at large. Employees who are exposed to confidential, sensitive or proprietary information should treat this information accordingly.

Equal Employment Opportunity

It is the policy of the Youth Center to be fair and impartial in all its relations with its employees and applicants for employment without regard to race, color, religion, sex, pregnancy, age, disability, national origin, marital status, ancestry, or any other characteristic protected by state or federal law.

The Youth Center will provide reasonable accommodation for known physical or mental disabilities, if a job applicant or employee is otherwise qualified. Reasonable accommodation may involve making existing facilities accessible and usable and/or job restructuring with regard to schedules, equipment, training, or changing duties not considered to be essential functions of a job classification.

The Youth Center believes in freedom of opportunity for every individual to work at a job for which he or she qualifies. The Youth Center will attempt to insure that hiring, promoting and transferring decisions are determined on the qualifications of the candidate. This policy also applies to other personnel actions such as compensation, benefits, discipline, terminations, layoffs, and training so that they will be administered without regard to race, color, religion, sex, pregnancy, age, disability, national origin, marital status, ancestry, or any other characteristic protected by state or federal law.

Policy Against Harassment

The Youth Center does not tolerate the harassment of any employee, volunteer, or participant by anyone for any reason. In addition, it is against the policy of the Youth Center for any employee or volunteer, male or female, to sexually harass another employee or volunteer by:

1. making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment;
2. making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
3. creating an intimidating, hostile or offensive working environment by such conduct.

In addition, in compliance with both federal and state laws, our policy requires that all supervisors and employees maintain a working environment that is free from harassment regarding age, race, color, national origin, religious creed, ancestry, physical disability, mental disability, medical condition, marital status or sex. (Underlined text added 2/96 by Board action.) Some examples of these forms of harassment might include:

1. visual forms of harassment such as the posting or distribution of derogatory cartoons, jokes, posters, or drawings;
2. verbal harassment, including racial, age, color, or national origin epithets or negative and derogatory slurs; or
3. physical intimidation or interference with an individual's normal work or movement based on that individual's race, age, color or national origin.

Complaint Procedure: If you believe that you have been the subject of harassment, you should report the alleged act immediately to the Executive Director. A confidential investigation of all complaints will be undertaken immediately. Any Supervisor, employee or agent of the Youth Center who has been found by the Youth Center, after appropriate investigation, to have harassed another employee will be subject to appropriate disciplinary action depending on the circumstances, from a warning in his or her file, up to and including termination.

the Youth Center recognizes that the question of whether or not a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all facts in the matter. Given the nature of this type of discrimination, it is recognized also that false accusations of sexual and other forms of harassment can have serious effects on innocent women and men. We trust that all employees will continue to act responsibly to establish a pleasant working environment free of discrimination. the Youth Center encourages you to raise questions you may have regarding discrimination with the Executive Director without fear of any retaliation. It is unlawful for any employer or volunteer to retaliate against an employee because that individual has filed a complaint, testified, assisted or participated in any manner in a complaint, or in an investigation, proceeding or hearing on a complaint. (Underlined text added by Board action on December 10, 1996)

Policy For The Reporting Of Suspected Child Abuse Or Neglect

(Entire section added by Board action on May 10, 2005)

Principle

All staff members of the Youth Center are required by law to report any matters where the staff member has knowledge of or observes a child whom the staff member knows or reasonably suspects has been the victim of child abuse or neglect.

Definitions

“Staff Member”- Any person engaged to carry out work for the Youth Center for financial reward, whether as an employee or an Independent Contractor.

“Reasonably Suspects”- That it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.

“Child Abuse or Neglect”- Any physical injury inflicted by other than accidental means upon a child by another person, generally an adult, sexual abuse, neglect, the willful harming or injuring of a child, or the endangering of the person or health of a child, and unlawful corporal punishment or injury.

Policy

Whenever any staff member has knowledge of or reasonably suspects that a child participant of the Youth Center has been subject to or the victim of

(1) child abuse, which includes sexual assault or sexual exploitation, and any physical injury inflicted by other than accidental means, or

(2) neglect, which includes receiving inadequate food, clothing, shelter, medical care or supervision, or being placed in any situation such that the child’s person or health is endangered, or

(3) has been willfully harmed or injured, either physically or mentally, the staff member shall report the matter immediately or as soon as practical, by telephone to

- a) preferably to the Orange County Child Abuse Hotline at (714) 940-1000, or alternatively to Los Alamitos Police Department (562) 594-7237, Seal Beach Department at (562) 795-5410 or Orange County Sheriff at (714) 527-9100;
- b) then to the Executive Director, or to the President, Board of Directors, of the Youth Center at (562) 493-4043.

Within 36 hours, a written report thereof must also be sent to the investigative agency to which the telephonic report was made.

Possible Indicators of Abuse

- Bruises, scratches or other injuries not consistent with accidental injury;
- Persistent headaches or recurrent abdominal pain;
- Bruises, bite marks or other injuries to breasts, buttocks, arms, lower abdomen or thighs;
- Difficulty walking or sitting;
- Unexplained pain in genital area;
- Torn, stained or bloodied underwear;

- Itching, soreness, discharge or unexplained bleeding;
 - Painful and recurrent urination;
 - Recurrent urinary tract infections;
 - Signs of sexually transmitted diseases;
 - Evidence that a child has not eaten a regular meal within 24 hours;
 - Pregnancy in adolescents where the identity of the father is vague or secret.
- However, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

Outside Employment

The Youth Center would prefer that full time employees not accept employment outside of the Youth Center. However, your personal activities outside of working hours are a private matter and the Youth Center's primary concern is to avoid a conflict of interest and the possible negative effect of such outside activities on your job performance.

You may engage in work outside your regular work at the Youth Center provided this work does not detract from your job performance, is not harmful to the Youth Center's best interests and does not present a current or potential future conflict of interest with your employment here. It is, however, our policy that any "outside" employment or business activity be considered secondary to your employment with the Youth Center.

You should discuss outside business or work activities with your Supervisor prior to undertaking such activities in order to ensure that a conflict of interest will not arise.

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

The Youth Center's Workers' Compensation Insurance will not pay for illness or injury arising from any outside employment or outside business activity.

Re-Employment/Reinstatement

Any former employee may be eligible for re-hire unless it is indicated to the contrary on the employee's prior termination paper work. Consideration shall be given to factors concerning his or her work experience, work records, and circumstances involving the prior separation from the Youth Center.

The Executive Director must review each candidate for re-hire before a final determination is made with respect to re-hiring any former employee. Under normal circumstances, employees will not be eligible for re-hire more than one time.

Counseling and Discipline

To insure the well being of all employees, violations of policy or standards will result in corrective action appropriate to the offense. The severity of the corrective action in response to the violation will be determined by such considerations as the impact of the

offense on operations, the extent of damage caused, and the circumstances of the offense.

Routine disciplinary procedures normally begin with a verbal counseling session, and then move on to formal documentation, in writing, to possible suspension, and ultimately termination of employment.

In instances where disciplinary action is required, the Youth Center will attempt to follow the procedures outlined in this handbook.

As a guideline to normal correction, the Youth Center has established a sequence of usual steps in the disciplinary process:

1. Verbal counseling with documentation to the personnel file.
2. Written warning (formal) with documentation to the personnel file.
3. Possible suspension with documentation to the personnel file.
4. Termination of employment.

In serious cases of misconduct, rule violation or unacceptable job performance, the Youth Center reserves the right to utilize any of these steps on a "first-time" basis.

The Executive Director will be notified, in advance, of all actions and will be responsible to document in the personnel files accordingly.

Verbal Counseling: If an employee is experiencing difficulty in work performance, in relationships with a supervisor or fellow employee, or is failing to perform at an acceptable level, or if established work rules are not being adhered to, the Supervisor should attempt to correct the problem with verbal counseling through the normal course of work activities. This is the first step in the corrective procedure. All verbal efforts to correct a problem will be recorded and documented in the employee's personnel file.

Written Warning: If the verbal counseling process is not effective, then it will be necessary for the Supervisor to take formal written action to resolve the problem. There are circumstances, however, when the written warning would be used as the initial corrective action. The Supervisor will meet with the employee to discuss and record, in writing, the specific problem, the expected level of performance and to inform the employee that immediate and sustained improvement is necessary or further disciplinary action will result. The written warning also will set forth suggestions for improvement and specify what the next disciplinary action will be if the problem is not corrected. In all instances, the employee is given the opportunity to write his/her comments. Employees will be asked to sign all written disciplinary actions. A copy of the written disciplinary document(s) will be given to the employee.

Suspension Without Pay: Suspension of an employee may be used either as the third step in progressive discipline, a separate disciplinary action resulting from a serious violation, or may be eliminated altogether. When the problem is so severe that suspension without pay is warranted, it is the final step before possible discharge. Suspension without pay may be used immediately in severe problem situations requiring investigation prior to determining whether or not termination is appropriate.

Termination of Employment: If an employee has been unable or unwilling to correct his or her problem in the time limits set forth in prior counseling sessions, termination of employment normally will result. If an employee is to be terminated due to unacceptable performance or lack of adherence to Center work rules or policies, specific and documented communication between the employee's Supervisor and the employee normally will have occurred already. In situations where an employee's action has been serious enough to warrant immediate suspension pending investigation of the circumstances, termination may result without response to the progressive disciplinary steps.

The American With Disabilities Act

The American With Disabilities Act (ADA) went into effect beginning July 26, 1992 for employers who have 25 or more regular, full-time employees. The ADA is intended to protect "qualified individuals with a disability" from discrimination in job application procedures, hiring, advancement, discharges, compensation, training and other employment and personnel actions.

In general, a disabled individual is one who currently has, or has had a record of, a physical or mental impairment that substantially limits one or more major life activities. Such life activities include walking, seeing, hearing, speaking, breathing, learning, working, performing manual tasks and caring for one self.

Certain physical characteristics such as eye color, hair color, left-handedness, height, weight, and muscle tone do not qualify as impairments under the ADA.

The ADA applies to disabled individuals, however, only if they are qualified to perform the essential functions of the job. A valid written job description, if used to advertise a position or interview applicants, can be used to verify the essential functions of the job.

The Youth Center will provide reasonable accommodation for known physical or mental limitations, if a job applicant or employee is otherwise qualified. Reasonable accommodation may require making existing facilities accessible and usable and/or job restructuring with regard to work schedules, equipment, training, or changing marginal/nonessential job functions. The Youth Center is not required to make accommodations for essential job functions that the individual must be able to perform in order to be qualified for a position.

Employee Literacy Assistance

Employees who inform the Youth Center that they have a problem with illiteracy and request assistance may be granted time off without pay for the purpose of enrolling in an adult literacy education program.

Although each request must be considered with regard to the Youth Center's business needs and work schedules, time off may be granted as long as the employee continues to satisfactorily perform their work assignment. Furthermore, the Youth Center will make reasonable efforts to safeguard the privacy of an employee's illiteracy problem. If you would like to discuss this literacy assistance opportunity, please see the Executive Director.

Immigration Reform and Control Act

A federal law, The Immigration Reform and Control Act, effective November 6, 1986, makes it unlawful for the Youth Center to knowingly hire a non-U.S. citizen not authorized to work in the United States, or to continue to employ an employee once we know the employee is not authorized to work in this country. We must verify the employment status and the personal identification of all new hires by examining certain documents.

There are some documents that job applicants and new employees may provide that will satisfy both the verification of identity requirement and the eligibility for employment requirement. These include:

1. United States Passport;
2. Certificate of United States Citizenship;
3. Certificate of Naturalization;
4. Unexpired Foreign Passport;
5. Alien Registration Card;
6. Unexpired Temporary Resident Card;
7. Unexpired Employment Authorization Card;
8. Unexpired Re-entry Permit;
9. Unexpired Refugee Travel Document; or
10. Unexpired Employment Authorization Document

For purposes of knowing that a job applicant is eligible for employment, we may rely on a card showing the social security account number (unless the card states that its issuance does not authorize employment in the United States). A U.S. birth certificate, or any other document approved by the Attorney General for purposes of legal verification under this Act will also be acceptable as proof of employment eligibility.

While a birth certificate or social security card may be proof of employability, we must also assure ourselves that they belong to the person presenting them and not to someone else. Personal identification may be made by checking a driver's license that contains a photograph of the individual or any other or government-issued identification document.

The documents presented by a job applicant or new employee to establish personal identification and authorization for employment may be copied and the copies retained for the purpose of complying with the law's requirements.

In the event that an employee's illegal status becomes known after the employee is hired, it would be unlawful for us to retain that employee. An exception is made for those non-U.S. citizens already on the payroll when the law was signed on November 6, 1986.

For all employees hired after November 6, 1986, we must state on a special federal form (I-9) that the employee's right to work status has been verified, and the employee must attest to his or her lawful right to work in the United States.

In addition, the Immigration Law permits certain illegal non-U.S. citizens to apply to the Immigration and Naturalization Service for legal resident status. If you have any questions regarding this important legalization program, please contact the Executive Director.

New Employee Notification and Introductory Period

Upon hiring of employees (as well as independent contractors not otherwise covered under this Personnel Policy), The Youth Center will notify Employment Development Department with the legally required timeframe.

The introductory period for all new employees is the first one-hundred and eighty (180) days following the date of hire. During this period, you will learn about the objectives, history, and nature of the Youth Center as well as the requirements of the work you will be performing. During this same period, we will have an opportunity to observe your skills, abilities, attitudes and potential. If the Youth Center deems it appropriate, the introductory period may be extended for any particular employee. In addition, the waiting period for any benefit where eligibility is based upon completion of the introductory period will automatically be extended by the same length of time.

Employment at the Youth Center is "at will". Employees are free to resign their employment at any time, for any reason, and the Youth Center is free to terminate their employment at any time, for any reason, either during or after the introductory period of employment. At the successful completion of the introductory period, you will be classified into the appropriate category of employment as described in the Categories of Employment section of this handbook.

Orientation

During your first week of work, you will be given a brief orientation presentation about the Youth Center in order to assist you in becoming acquainted with our organization. Examples of some of the items covered during the orientation presentation include, but will not necessarily be limited to, the following:

1. Applicable Center personnel policies and practices;
2. Applicable operations policies and procedures;
3. Employee benefits;
4. Safety; and
5. Proper use of Center property.

You are encouraged to ask questions of your Supervisor or other appropriate individuals whenever necessary to help you become better informed about your job and the Youth Center.

Anniversary Date

If applicable to the job position, the continuous service date for each employee shall be the basis for computing vacation, sick leave, and any other benefits based on length of continuous service.

Definition: An employee's continuous service date will normally be the hire date.

Lay-Off: If an employee has been released owing to layoff and is re-employed within one (1) year from date of layoff, his/her original continuous service date may be retained and, if applicable to the job position, any previous unused sick leave will be reaccredited.

Termination: If an employee quits or is released for any reason other than layoff and then is re-hired, his/her continuous service date will be the first day of re-employment.

Termination

If you decide to terminate your employment with the Youth Center, we ask that you give at least two (2) weeks notice whenever possible. This provides us the opportunity to make adjustments to minimize the effect on work schedules.

We hope your association with the Youth Center will be enjoyable, rewarding and fulfilling. However, just as an employee has the right to leave the Youth Center for any reason, the Youth Center reserves the right to terminate employees with or without cause and with or without notice. Discharge initiated for cause may be on the spot without notice. Cause includes, but is not limited to, such incidents as described under "Standards of Conduct".

Involuntary Termination: When it is necessary to terminate the services of an employee, it is the Youth Center's intention that such termination be handled in a fair and equitable manner. Prior to notifying an employee of termination because of unsatisfactory service; the Youth Center may:

- (1) Inform him/her, in writing, of the pending action.
- (2) Allow a reasonable period for demonstration of improvement.

Exit Interview: When an employee resigns his position, we will endeavor, whenever possible, to find the actual reason why he/she is leaving, since it is often the frank statements made during an exit interview that provide a basis for improvement of employee relations and the Youth Center's operations.

The Executive Director or assigned staff person will conduct exit interviews whenever possible. Reports covering exit interviews conducted by the employee's supervisor shall be forwarded, along with the payroll termination form, to the Executive Director for inclusion in the personnel file.

Termination Procedure:

- (1) The Executive Director reserves the right to approve any termination. As the state law requires, payment to a released employee will be made immediately upon involuntary termination.
- (2) It is imperative that the "Payroll Termination Form" be promptly submitted to the Executive Director. The employee's last active date of employment should be clearly stated. This date should not include any periods of unused, accrued vacation pay or termination allowance to which he/she may be entitled.

Return of Center Property: All Youth Center property must be returned at time of the exit interview.

COBRA Election: In compliance with COBRA, Notice of Insurance Conversion benefits will be sent via Registered Mail to the last known employee home address within thirty (30) days after the last active date of employment.

Salary Administration

Categories of Employment

The Youth Center offers four (4) employment classifications. Each employee position is further classified on the approved Payroll Classification according to the duties performed and responsibilities regularly required in the normal course of duties.

Full Time: Salaried employees who are customarily and continuously employed for at least 40 hours a week and are, therefore, eligible for all benefits offered by the Youth Center, as agreed to in their employment contract, except those as provided by law or delineated herein.

Part Time: Hourly employees whose work schedule fluctuates according to seasonal demand and the Youth Center's needs are not eligible for benefits, except those as provided by law or delineated herein.

Temporary: Employees hired on a full or part-time basis for a specific purpose not to exceed a defined period of time. Said employees are eligible only for benefits as required by law.

Junior Staff: Individuals performing various service jobs under direct supervision. They are generally part of a work experience and/or job training program administered and compensated for by outside agencies. Their placement shall be according to an agreement between the Youth Center and the organization overseeing the program. Junior staff shall be responsible to abide by all rules, regulations and policies, but are not entitled to benefits except as required by law.

Exempt/Non-Exempt Status

Depending upon an employee's pay level, combined with the employee's job duties and responsibilities, each employee is classified as either "Exempt" or "Non-Exempt" for payroll purposes. These two terms refer to whether or not an employee is exempted from the overtime provisions of applicable state and federal laws.

Exempt Status

Employees whose positions and salary levels meet the necessary legal requirements are classified as "Exempt". Exempt employees are not covered by state and federal overtime provisions and, therefore, are not paid overtime pay even though they may work in excess of eight (8) hours in a day or forty (40) hours in a week from time to time. Exempt employees also do not lose pay for incidental time away from the job.

Non-Exempt Status

Employees whose positions and pay levels do not meet certain legal requirements necessary for exemption from the applicable overtime laws are classified "Non-Exempt". Non-Exempt employees are required by these laws to be paid premium overtime rates for each hour of daily or weekly overtime they work. The overtime rates are specified by law. While federal wage and hour laws are consistent for all states, individual states have their own overtime laws which can and do vary from state to state. Non-Exempt employees are always paid hourly.

Working Hours

Working hours are scheduled in accordance with state and federal wage and hour regulations.

The normal work week for a full time, non-exempt employee is forty (40) hours per week. During peak work load periods, it may be necessary for an employee to work longer, depending on Center requirements. Professional and executive staff (exempt employees) are expected to render such service as may be required to properly discharge their responsibilities.

Hours of Work for Non-Exempt Employees

The regular work week for full-time employees is forty (40) hours per week, Monday through Friday. However, hours and days may vary by department or individual assignment according to the needs of the Youth Center. All assignments must comply with applicable State and Federal law governing hours of work.

Rest and meal periods will be assigned based on applicable State and Federal laws.

Pay Periods

Pay periods are every other Friday with payday on the following Friday. If payday falls on a regularly scheduled holiday, payday will be the closest working day to the holiday.

Payroll Records & Time Card Procedure

All employees of the Youth Center, except those executive and professional positions specifically exempted by the Executive Director, shall maintain a daily payroll report of hours worked by utilizing a time card. In preparation of the time cards, the employee shall strictly adhere to the following guidelines:

- A. The employee is to record the time and the start of the work period at the beginning and end of the meal period and at the end of the work day.
- B. Employees shall not "clock in" more than 15 minutes before or after the designated work period as scheduled by the supervisor.
- C. If the employee has been authorized by the Executive Director to work overtime, he/she shall have the time card initialed by the Executive Director.
- D. In the event that the employee inadvertently fails to "clock in" or "clock out", he/she shall take the card to his/her immediate supervisor who will make a hand entry of the correct time and initial the entry.
- E. At the end of the pay period, the employee shall total the hours worked and place that number along with his/her signature on the time card where designated.
- F. At the close of the pay period, the Supervisor and the Administrative Assistant (or other designated person) shall review the time cards and co-sign as authorization that the hours noted are correct. Employees will be advised of discrepancies, if applicable.
- G. On the Monday following the last day of the pay period, all time cards are delivered by the Administrative Assistant to the Executive Director for review and preparation of payroll.
- H. Payroll time cards are to be used only by the employee whose name appears on the card. If any employee is found to have "clocked in" or "clocked out" on behalf of another employee, both employees may be subject to disciplinary action. Intentionally entering or verifying false information on a payroll time card shall be grounds for disciplinary action up to and including possible termination.

Time records are official Center records. At the completion of each weekly pay period, you are to review your time record, verifying that the hours recorded are accurate. Your supervisor will also review your time record, after double checking hours recorded.

If you do not understand the payroll computations or withholdings, or if you believe that an error has been made, contact the Administrative Assistant or the Executive Director immediately.

Payroll Deductions

As required by law, the Youth Center makes deductions from employee's paychecks for Federal Income Taxes, Social Security Taxes, State Income Taxes and State Disability Insurance, Medicare, and Court Ordered Garnishments.

Income taxes are based on marital status and number of dependents. Therefore it is in your own best interest to keep the office of the Executive Director informed of changes in your current status.

You must sign a withholding authorization for voluntary deductions (such as United Way) before any voluntary deductions can be made.

Overtime

Overtime work should always be kept to a minimum. When it is necessary to assign overtime, non-exempt employees will be paid in accordance with State and Federal laws to meet short term requirements.

Eligibility: Non-exempt employees will be paid overtime only upon specific prior authorization of the Executive Director. Overtime pay will be calculated at one and one-half times the employee's regular rate for all hours over eight hours in one work day and/or 40 hours in one work week. Hours paid for holiday, sick days, and vacations do not count as hours worked for overtime purposes. The work week is established as Monday to Sunday.

Exempt employees in executive and professional positions are expected to render such service as may be required to properly discharge their responsibilities without benefit of overtime pay or compensatory time off.

Where there is doubt of overtime eligibility, clarification and approval should be sought from the Executive Director.

Garnishment of Pay

A garnishment is a legal levy by a creditor against an individual's wages. The Youth Center expects all employees to manage their personal finances so as not to involve the Youth Center. However, we will honor and fulfill all garnishments and other wage attachment orders that are required by law. If you suspect this may happen to you, contact the Executive Director immediately. Sometimes arrangements can be made to resolve the situation before it becomes costly and embarrassing.

An employee may not be discharged for repeated garnishments if only one debt is involved. The receipt of garnishments for more than one debt will result in disciplinary action up to and including possible termination.

Wage and Salary Reviews

The objectives of the Youth Center's wage and salary administration plan are as follows:

- To establish and maintain a wage and salary structure that will attract and retain highly qualified personnel.
- To enable the Youth Center to adequately compensate employees and still control its payroll cost.

You will be paid within the prescribed salary range or wage rate structure established for your job classification. Such salary ranges or wage rates are based upon your job duties, work performance, and economic conditions.

Within a classification range, salary adjustments shall be made based on

- (a) quality of performance as indicated by written merit evaluation, and
- (b) availability of funds.

Salary increases are not to be considered automatic increases to which an employee is entitled by reason of length of service.

Merit Increases: A merit increase may be earned by an employee in recognition of improved or superior performance. Usually, an employee's performance and pay rate will be reviewed annually as part of the Youth Center's budgetary process. Salary increases, if approved, normally become effective July 1st. Supervisors will recommend raises to the Executive Director within approved salary ranges and guidelines. Salary ranges and guidelines are found in the Salary & Hourly Wage Rate Schedule. This schedule will be reviewed annually by the Board of Directors in advance of merit increases. In the case of the Executive Director or any member of their immediate family, any increase shall be recommended by the President of the Board of Directors and approved by the Executive Committee.

If a recommended increase deviates from the established pay schedules, approval by the Board of Directors is required.

When an employee is not eligible for a merit increase due to having reached the top step of the Pay Schedule, the employee may be considered for a "merit bonus" based on the same standards and available funds. Said bonus can be up to 10% of the annual salary and paid in one or more increments. The receipt of a bonus shall not constitute a basis for consideration in future years.

Merit Review Date: When an employee's salary is increased for any reason, the date of such salary adjustment shall be the new annual review date for the purpose of future merit reviews. An approved merit increase shall take place on the first of the month closest to the merit review date.

Exceptions: Exceptions to the regular pay rate increase period would be when:

1. an employee is hired below the minimum step in the pay range; or
2. it was a condition of hiring; or
3. when internal or external markets so indicate an adjustment is in order; or
4. an employee is promoted to a more responsible position.

Notification: Supervisors may not advise an employee of a recommended salary increase until the Executive Director has approved the increase.

In all cases, the specific salary assigned to an employee will be commensurate with the employee's qualifications and the specific requirements of the position.

Performance Reviews

In order for you to know how you are doing in your job, performance reviews are conducted periodically. The performance review will be completed, in writing, and an interview will be conducted between you and your Supervisor. These reviews are opportunities for you and your Supervisor to discuss your strengths and those areas which need improvement. They also allow you and your Supervisor to develop a plan that can provide the training and development to facilitate your improvement and success.

The result of performance reviews may provide the basis for deciding whether a wage adjustment is justified and assisting the employee in his/her growth and development.

Scheduling Performance Reviews: Normally, initial written reviews will be conducted with you during your first year of employment after 90 days and after 180 days (upon completion of your introductory period of employment) and again after 12 months. After having received the initial reviews, regular employees will normally receive additional performance reviews annually.

Employees are encouraged to request on-going feedback from their supervisors regarding their performance.

Communication of Employee Benefit Programs

All employees will gain information regarding benefits through an initial orientation, the Employee Handbook, benefit booklets, and access to more detailed benefit documents when requested. The Executive Director will be available to answer questions and to assist employees on benefit matters.

The Youth Center reserves the right to change or eliminate any benefit at their sole discretion with or without notice. Changes in employee benefit programs, if any, will be communicated in one or more of the following ways:

1. An official written announcement from the Youth Center President.
2. Posting of notices at appropriate locations.
3. Publication of updated benefit booklets.
4. Publication of a revised Employee Handbook.
5. Discussion of major changes at employee meetings.
6. Description and discussion of all benefit changes at management meetings.

This section of the Handbook is intended to provide a general overview of the benefits available to eligible employees of the Youth Center. Some of these benefits are

governed by state and/or federal law, while others are governed by legally binding contracts between the Youth Center and a benefit provider. If there is any difference between a benefit as outlined in this section and the provisions of an applicable law or contract, the law and/or contract will prevail.

Group Hospital, Surgical and Medical Insurance: Full-time regular employees are eligible, upon successful completion of the introductory period, to participate in a group health program as provided by action of the Board of Directors. A summary of the benefits describing the plan, when available, will be furnished to all eligible employees.

The majority of the plan costs are paid by the Youth Center for full-time employees. Employees may elect to provide coverage for dependents; however, employees pay the full cost of dependent coverage.

Retirement: Employees are eligible for retirement benefits under provisions of the "Old Age and Survivors Insurance Act" (Social Security).

Employees are also eligible to participate in any pension program as may be provided by action of the Board of Directors. When provided, a summary of the pension plan, with eligibility and vesting information, will be provided to eligible employees.

Vacation: The Youth Center provides paid vacations to full-time regular employees based on hire date and length of service. The following schedule indicates your eligibility for vacation accrual:

Vacation Allowance

Full time employees are eligible for vacation allowance based upon the terms of their employment contract. As a general rule, employees who work 40 hours per week are eligible for the following:

CONTINUOUS SERVICE	VACATION EARNED/MONTH	MAXIMUM VACATION PER YEAR
More than 1 year, but less than 3	.833	10
More than 3 years, but less than 10	1.25	15
More than 10 years but less than 10	1.67	20

First Year Vacation

During the first employment year, vacation is accrued at the regular monthly accrual rate for each full service month. Accrued vacation can be taken during the succeeding vacation year, after completion of six (6) months of service.

Vacation Year

Vacations earned in one vacation year (July 1 to June 30) shall be used in the next succeeding vacation year.

Vacations are not considered cumulative. However, in extraordinary situations and with the written approval of the Executive Director, up to five (5) days may be carried forward and made available during the following vacation year.

If a paid Center holiday is observed during the vacation period, the holiday is not counted as part of the vacation allowance. Vacation pay will be calculated on the employee's current straight-time base rate at the time of vacation.

The Youth Center reserves the final right to approve the requested vacation period. However, when practical and efficient operations of the Youth Center are not impaired, the employee's preference will be accommodated.

Usually, no vacations will be authorized during peak activity periods.

Vacation ceases to accrue during unpaid leaves of absence that are more than thirty (30) calendar days.

Terminated employees are paid for unused, accrued vacation at the time of termination.

Procedure

Each year, in July, the Executive Director will notify eligible employees and their supervisors of the amount of accrued vacation hours. Upon such notification, supervisors will prepare a requested vacation schedule for employees.

In scheduling vacations with employees, supervisors should consider the relative seniority of employees as well as workload requirements.

Holidays: The Youth Center observes six paid holidays and one unpaid holiday for eligible employees as follows:

Paid Holidays

New Years Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

Unpaid Holidays

Friday following Thanksgiving

In addition to these holidays, full-time employees receive two paid "floating holiday" per year.

If a recognized holiday falls on a Sunday, the following Monday will be observed; if it falls on a Saturday, the prior Friday will be observed.

If a full time, non-exempt employee is required to work on a scheduled holiday, the employee will receive 1½ times his or her regular rate of pay in addition to regular pay for hours worked on the holiday.

Part-time employees will be paid for the number of hours that they would normally work that day if it were not a recognized holiday.

Part-time employees who work less than 1000 hours per calendar year and temporary employees are not entitled to receive holiday pay.

Religious Holidays

In order to reasonably accommodate the religious needs of employees, time off for religious holidays, which are not scheduled Center paid holidays, may be taken without pay under the following conditions:

1. Reasonable advance notice is given by the employee to their Supervisor so that another employee may be assigned to the work being performed by the employee requesting the time off. Reasonable notice is normally considered to be a minimum of two (2) calendar weeks.
2. Each regularly scheduled work day or portion thereof that is requested as a religious observance holiday will require individual review and approval by the Executive Director.

At the employee's option, a vacation day or floating holiday, if available, may be taken for religious holiday observation or the holiday may be taken without pay.

Employee Growth and Development

The interests of the Youth Center and its employees are best served through providing the opportunity for continual growth and development on the job. In recognition of this important need, the Youth Center shall:

1. Establish a training program to provide such opportunity through meetings, instructional materials, and supervisory help.
2. Provide guidance for the employee as to future advancements and direction as to methods of achieving them.
3. Encourage employees to attend courses, institutes, and similar training activities related to their growth and development.

The Youth Center will give consideration toward partial financing of an educational course taken by an employee provided such course is directly related to the employee's growth and development in his/her own work assignment and is approved by the Executive Director.

Leaves with Pay

Bereavement Leave: In the event of the death of an immediate family member; (mother, father, mother-in-law, father-in-law, grandparent, brother, sister, son, daughter or spouse), employee may obtain leave of up to three (3) days. Full-time employees will be paid at straight time base rate of pay during leave.

Time off in excess of three (3) days may be available only upon the prior written approval of the Executive Director and the employee may be required to take time off without pay as written in the Personal Leave of Absence Policies.

Bereavement leave absences are to be reported on the time card.

Military Leave of Absence: It is our intent to grant time off, without sacrifice of normal wages, to employees required to attend regularly-established training camps or cruises. Employees will be paid the difference between military base pay (excluding allowances) and normal pay for a 40-hour week at the straight time base rate of pay.

Copies of the orders must be submitted to the Executive Director for approval.

Subpoenas: You will be paid your normal wage if called upon via a subpoena to appear in court on Youth Center business.

Time off to Vote: In accordance with State election code, the Youth Center will give each employee who is a registered voter sufficient time off from work, without loss of pay, to allow him or her to vote at any general, direct primary or presidential election under the following conditions:

1. Your working schedule is such that you would not have sufficient time off to vote without taking work time off;
2. No more than two (2) hours of time is taken off from work;
3. The voting time off is taken only at the beginning or end of the regularly scheduled working shift, whichever allows for the most free time for voting and the least time off from the regular working shift;
4. If you have reason to believe that time off will be necessary to be able to vote on Election Day and you have given your immediate Supervisor not less than two working days notice that time off for voting is desired.

You will normally always have sufficient voting time outside of working hours. Any request for paid time off to vote, therefore, must always be reviewed with the Supervisor prior to granting such a request.

Other Paid Time Off: Only full-time & exempt employees are allowed paid time off due to bona fide illness/injury, medical/dental appointments, approved absence of an emergency nature, or approved absences for illness/injury or medical appointments of a dependent or close family relative. Such absences will only be approved for payment when compelling reasons make the absence necessary. This paid time off is a privilege, not an entitlement. The Youth Center may require a physician's statement for any absences.

Leaves without Pay

All employees departing on an approved absence without pay have no assurance that his or her position will be available on return from the leave. The employee's position may be filled or eliminated as determined by needs of the Youth Center.

Personal Leave of Absence: An approved leave of absence for non-medical reasons of not more than seven (7) days duration will be considered time off without pay. An employee returning from this type of absence on or before the approved date will resume work following normal procedures. An employee departing on an approved leave of absence of more than seven (7) days duration has no assurance that his or her position will be available on return from the leave of absence. The employee's position may be filled or eliminated as determined by needs of the Youth Center.

Medical Leave of Absence: A leave of absence for medical reasons is normally not approved for a period longer than 16 weeks. Proof of medical disability from a physician must be provided either before or as soon as possible after departing on medical leave.

Proof of continuing disability is required after 30 days.

An employee returning from medical leave of absence of any duration will be required to provide the Executive Director with a written statement of fitness for work from a physician.

Employees returning from a medical leave of absence of more than seven (7) days duration are subject to the same conditions as those employees on personal leave of absence.

An employee must be terminated if medical leave continues past sixteen (16) weeks. Reinstatement at the completion of the employee's leave of absence will become effective unless conditions have changed to prevent the Youth Center from doing so. Additionally, the Youth Center cannot guarantee reinstatement to the same position, or a comparable position, if such position(s) no longer exists.

Employees may be entitled to receive California State Disability Insurance. Further, eligible employees may utilize any unused accrued Sick Leave and Vacation hours during an extended medical leave of absence.

Jury Duty: Time off from work, without pay, will be granted to you if you are summoned for Jury Duty. When on Jury Duty, you must report for work whenever your presence is not required at courts.

Upon receiving a Jury Duty Notice, you must submit a written request to your immediate Supervisor specifying the dates you will be serving as a juror. Proof of such notice is to be submitted prior to taking such leaves, and will be forwarded to the Executive Director for retention in your personnel file.

In the event personal reasons make postponement of Jury Duty service necessary, the Youth Center will assist you with your request for a postponement.

Limitations

1. An employee on leave of absence of one (1) month or longer will not accrue benefits other than credit for continuous service. However, the employee may elect to continue health insurance coverage, at the employee's own expense, during the period of the approved leave.
2. An employee failing to return on the agreed date of expiration of leave shall be considered as having resigned without notice and his/her termination shall be effective on the date the leave of absence expired.
3. Normally, reinstatement will be effective at the completion of the employee's period of leave. However, no guarantee of such immediate reinstatement can be given if conditions have changed to prevent the Youth Center from doing so. Additionally, the Youth Center cannot guarantee reinstatement in the exact position or in a comparable one if such a position no longer exists.
4. Employees with less than twelve (12) months of service are not eligible for such leaves (with the exception of medical and maternity leaves of absence).

Maternity Leave of Absence

The following policies regarding maternity leave of absence are in accordance with state law. Maternity leave of absence is treated the same as any other medical leave of absence. Provided that the Youth Center's operating needs have not eliminated the position, the employee's position or position of like status and pay which the employee is qualified to fill, will be held open if the employee returns to work within a reasonable period after delivery. The maximum length of leave that will be granted for a maternity leave of absence is sixteen (16) weeks or four (4) months.

Work Requirements

Housekeeping: Good housekeeping is a cooperative effort by everyone. The responsibility for housekeeping of your own work area belongs to you. For employees whose assigned duties involve equipment, housekeeping includes, but is not limited to, general wipe down of equipment. Keeping your area neat and clean reduces chances of accidents, fire or injury and increases your ability to provide better programs for the youth and community at large, as well as increase your performance. Employees may be assigned and required to do other housekeeping functions as part of the specific job, or as directed by their supervisor.

We want to keep the Youth Center a pleasant and safe place to work. It is important that you understand and fulfill your responsibility to the Youth Center and your fellow employees when it comes to housekeeping.

In general, it is for the safety and benefit of everyone that we keep the Youth Center clean and orderly. Everyone must do their part.

Security: At the Youth Center, we attempt to maintain an honest, open relationship with our employees -- one that is based on mutual respect and trust. Any activities taking place on the Youth Center's property at any time, which

may be either illegal or unauthorized, will tend to put the security of our Center and/or possibly our employees at risk legally, physically, or morally.

We ask your cooperation in helping to keep the Youth Center and your fellow employees free from the problems that are associated with either illegal or unauthorized activities that may take place on the Youth Center's property. Please immediately report to your Supervisor the existence of any such activities that you may become aware of during the course of your employment.

Dress Code: Employees are expected to wear clothing at work which is appropriate for their duties and provides protection against job hazards. Dress, hair and make-up should overall be in good taste. Employees issued staff shirts, uniforms, name tags, etc. are required to wear them whenever they are on duty.

Solicitation and Fund Raising: Any program that involves the collection of money from Center participants in payment for goods or services to offset program costs, or wherein Center participants are involved in soliciting or collecting funds as part of a fund raising project, will require the advance written approval of the Executive Director.

Any person initiating such a project or program will submit a memo to the Executive Director detailing the amounts to be collected, the manner in which the program is to be managed, and procedures for safeguarding and accounting for the money collected. A copy of the approved memo will be kept on file with the Executive Director.

Smoking: Smoking by employees and volunteers will not be permitted in the Youth Center's facilities. Neither will it be permitted by staff while engaged in Center program activities outside the premises. Any employee finding it necessary to take a "smoke break" shall do so, as much as possible, outside of the purview of the Youth Center participants.

Standards of Conduct: the Youth Center expects all employees to observe certain standards of behavior while at work. These standards are not intended to restrict your legitimate rights, but to apply the same standards to everyone.

While it is not normally Center policy to discharge an employee for the first violation of rules and policies, violations of certain rules and policies are more serious than others. In those instances, the Youth Center has no alternative other than immediate suspension without pay of the employee(s) involved pending investigation of the circumstances involved. The following actions on the part of the employees, while not all inclusive, will result in disciplinary action, including suspension, which may be followed by discharge without prior warning.

It must be remembered that the employment relationship is based upon the mutual consent of the employee and the Youth Center. Accordingly, either the employee or the Youth Center can terminate the employment relationship at any time for any reason with or without cause at either party's option upon notice of one party to the other.

All instances where disciplinary action is required will be thoroughly examined. Corrective action should be as consistent as possible. The circumstances involved, overall work record and length of service of the employee(s) involved are some of the factors that will be considered. Listed below are actions which,

among others and depending upon circumstances, will result in immediate disciplinary action up to and including termination.

- Theft of Center property or the property of other employees. This shall be deemed to include unauthorized telephone calls not related to Center business, misappropriation of office supplies, postage, personal use of any Center credit account without reimbursing the Youth Center, unauthorized use of the Youth Center credit cards or unauthorized use of Center property.
- Dishonesty of any kind.
- Damage, destruction or unauthorized use of Center property, other employee's property, visitor's property and/or participant's property.
- Insubordination.
- Discourtesy, rudeness or abusive or threatening language toward another employee, Center visitor, or participant.
- Fighting or inciting a fight, intimidation of or interference with the rights of other employees, or creating a disturbance on Center premises.
- Engaging in any criminal activity on or off the Youth Center's premises which makes it undesirable to continue the employment relationship.
- Falsifying employment records, work records or other Center records.
- Chronic or excessive absenteeism or tardiness.
- "Moonlighting" involving a conflict of interest.
- Horseplay, carelessness and/or working in a manner which may present a hazard to safety.
- Failure to use safety devices and/or failure to observe known or established safety rules and/or failure to report an on-the-job injury immediately to your Supervisor.
- Failure to report a malfunction of equipment, machinery, and/or safety hazard to your immediate Supervisor.
- Negligence or unsatisfactory job performance.
- Sleeping on the job.
- Gambling on Center time and/or Center premises.
- Possession of weapons.
- Working under the influence of alcohol or illegal drugs; bringing them into Center facilities. The use, possession, distribution, purchase and/or sale of drugs and alcohol are strictly forbidden on Center property or work sites away from Center facilities at any time.
- For employees in positions requiring the use of Center vehicles, becoming uninsurable (based on the standards of the Youth Center Center's insurance carrier) due to an unsatisfactory Department of Motor Vehicles (DMV) record or driver's license suspension or revocation.

- Failure to pay fines for parking violations involving either Center or personal vehicles.
- Soliciting, collecting funds, selling or attempting to sell any merchandise to other individuals on Center premises or work sites away from Center premises during working time, without approval.
- Distributing any literature or other material of any kind during work time, in work areas, on Center premises or at work sites away from Center premises, without approval.
- Failure to adhere to the Youth Center's stated policy of Equal Employment Opportunity, including the Policy Against Harassment.
- Other major violations of the rules and regulations of the Youth Center.
- Repeated violations of minor Center rules and regulations.
- Other grounds as deemed necessary by Center management.

The foregoing list is not intended to be all inclusive, but to serve as a guideline of the types of behaviors that are not acceptable at the Youth Center. No list, regardless of how extensive it may be, can take the place of common sense in the observance of all other proper standards of conduct.

Youth Center Vehicles

Youth Center vehicles, if any, may be driven only by designated employees. No employee is permitted to lend any Center owned vehicle to anyone without the expressed authorization from the Executive Director. Any mechanical defects should be reported to your Supervisor for appropriate action prior to operation of a vehicle.

Drivers License Record

All employees authorized to drive Center vehicles, for any purpose, must possess a valid State Drivers License and have a driving record which is acceptable to the Youth Center's insurance carrier. Employees hired or placed into positions requiring the use of Center vehicles will have their Department of Motor Vehicles (DMV) records checked by the Youth Center's insurance carrier at the time of employment or placement into these positions, and then annually thereafter. Employees in these positions who are uninsurable or who become uninsurable (based on the standards of the insurance carrier) due to an unsatisfactory DMV record or whose drivers licenses are suspended or revoked will normally be subject to disciplinary action, up to and including possible termination.

Employees who drive on Youth Center business, either a Center vehicle or a personal vehicle on Center business, must provide the Executive Director proof of insurance and valid Driver's License. Copies of these documents will be maintained in the personnel file, as appropriate.

Drug and Alcohol Testing

As stated earlier in this Handbook, the possession, distribution, sale, purchase and/or use of alcoholic beverages and controlled substances (illegal drugs) by employees during working hours, on Center property and at work sites away from Center property is prohibited.

All employees will be required to sign an acknowledgment insuring that they have read and understood this policy and that they may be subject to drug and/or alcohol testing if the Youth Center determines that there exists reasonable cause and/or reasonable suspicion to do so.

Attendance

You are important to the overall success of the Youth Center. Regular and prompt attendance is essential if you are to properly perform your assigned job. Your absence places a burden on other employees and affects everyone's performance.

The Youth Center recognizes that due to sickness or other compelling reasons, you may find it necessary at times to be absent from work without prior approval. If this happens, notify your supervisor or the Executive Director as soon as possible to the start of the scheduled shift, but no later than one (1) hour after the shift starts.

Excessive absences negatively impact your performance and create a hardship to the Youth Center and other employees.

Tardiness

Employees are expected to be on time for work. When you are late, you affect the work of others. If you are going to be late for work for any reason, notify your Supervisor or Executive Director as soon as possible so that your responsibilities can be covered. Excessive tardiness will not be excused and will lead to disciplinary action up to and including termination.

Office/Center Equipment

Office/Center equipment is to be used only for conducting Center business and, except with permission of the Executive Director, is not to be used for personal purposes. Employees are discouraged from bringing personal property to work. Your personal property is not covered by the Youth Center's insurance and the Youth Center accepts no responsibility for loss, theft or damage.

Telephone and Mail

Employees are requested to keep all personal phone calls to a minimum. Under no circumstances should an employee make or charge a long distance call to the Youth Center unless it is work-related or approved. Employees should use their break times to make personal calls.

Health & Safety

The Youth Center strives to maintain safe and comfortable working conditions for employees. The success of any safety program depends upon the safety consciousness and intelligent cooperation of everyone. The principal responsibility for safety rests with each employee. It is up to you to think and work safely. Be sure to report any potential or actual safety hazards to your Supervisor or Executive Director immediately.

Reporting Injuries

You must report any on-the-job injury or illness, no matter how minor, to your Supervisor or Executive Director immediately so that it may be treated as required and the necessary reports can be submitted to the appropriate state and insurance authorities.

The Executive Director must keep all written records of on-the-job accidents and injuries as required by State Law, Federal Law and the Youth Center's Workers' Compensation carrier. Medical bills cannot be paid by the insurance company unless there is an accident report on file.

Regardless of whether or not the accident requires medical attention, the accident must be reported so that corrective action can be taken to prevent further accidents of the same kind. If the accident involved any questions of safety practice or equipment, the fault should be corrected before the procedure resumes.

Employee Health & Safety

Those with responsibility for overseeing and implementing the Injury and Illness Prevention Program at our Center realize this is an important aspect of our leadership responsibility. The Youth Center is committed to helping all employees understand the high priority placed on maintaining a safe and healthy working environment.

The Injury and Illness Prevention Program includes the following:

1. A system for identifying and evaluating work place hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.
2. An Employee Safety Manual will be given to each employee to read. Each employee is required to sign for, and consistently comply with, all of the rules in the Employee Safety Manual.
3. Our Center policy is to correct hazards as soon as possible after they are identified.
4. For any hazards that cannot be immediately corrected, a target date will be established for correction based on such considerations as the probability and severity of an injury or illness resulting from the hazard, the availability of needed equipment, materials and/or personnel, time for delivery, installation, modification or construction, and employee training periods.

5. The Youth Center keeps appropriate records on file of steps taken to implement and maintain our Injury and Illness Prevention Program.
6. Safety and health is part of every business decision including but not limited to changes in work processes and planning for emergencies that could arise.
7. Safety action plans for which all employees individually and collectively have responsibility will be given appropriate priority in work schedules.
8. A written health and safety training program designed to instruct employees in general safe and healthy work practices.
9. Compliance with the Youth Center's safety rules are a condition of continued employment. They will be explained by your Supervisor to ensure a thorough understanding, and they will be enforced.

The Youth Center is committed to safety training for both supervisors and employees. The goal is to have an in-house training capability so training specific to the needs of our particular work place and employees can be provided. In the event in-house training capabilities for a particular need are unavailable, the Youth Center will consult with outside professionals.

While the Youth Center expects every employee to read the Employee Safety Manual that applies to his or her job and to agree, in writing, to abide by the rules, each individual employee is expected to know and understand the following:

- No employee is expected to undertake a job until he or she has received instructions on how to do it safely and has been authorized to perform the job.
- No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties.
- Mechanical safeguards must be in place, and kept in place, unless being repaired by authorized personnel.
- Each employee is expected to immediately report any unsafe conditions encountered during work to their Supervisor.
- Any injury or illness suffered by an employee, even a slight one, must be reported to his or her Supervisor at once.

One of the purposes of the Youth Center's Corrective Disciplinary Action Policy is to help promote and ensure your safety on the job. This policy is not intended to punish employees. Its purpose is to help maintain a safe work place for you and others.

Certain rules and violations are so serious that they could result in your immediate termination. However, the Youth Center may elect to utilize forms of corrective discipline that are less severe than termination in certain cases. Examples of less severe forms of discipline include verbal counseling, corrective disciplinary warnings, and final disciplinary warnings. Repeated violations cannot and will not be tolerated.

We pride ourselves on safety. The Youth Center's goal is to have no work-related injuries. But, if you are injured, you are expected to report it to your Supervisor immediately. Likewise, if you observe an unsafe work condition, report it immediately.

OSHA and EPA Compliance

The Youth Center will attempt to comply with all Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Because such rules and regulations are so extensive, each employee is strongly advised to consult with the Executive Director on any safety issue.

The Youth Center will cooperate with all reasonable OSHA and EPA inspections and compliance reviews. The Executive Director will be present at such inspections and reviews, along with other appropriate supervisory personnel.

(See the Illness and Injury Prevention Program for details.)

Lifting Heavy Objects

One of the most common safety problems in our industry involves the lifting and carrying of heavy objects. The Youth Center has a clear policy that prohibits hand lifting of heavy objects. If you have any question concerning the lifting of a heavy object, you are urged to ask your Supervisor for assistance in determining how a given lifting or carrying task should be accomplished safely.

Serious Injury or Illness

As a joint protection to our employees and the Youth Center, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than one week, or one which may limit the employee's future performance of regular duties or assignments.

The Youth Center is obligated to ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job related, the employee's Supervisor will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before an employee can begin any type of work assignment.

Alcohol and Drugs

The Youth Center is concerned about the safety of its operations and about providing all employees with a safe working environment. The health and safety of all our employees is of prime concern to everyone associated with the Youth Center.

Clearly, the possession, distribution, sale, purchase and/or use of drugs and alcohol in the work place is contrary to our concern for the health, safety and well being of all Center personnel. It is the Youth Center's policy, therefore, that the possession, distribution, sale, purchase and/or use of alcoholic beverages and controlled substances (illegal drugs) by employees during working hours, on the Youth Center's property and at work sites away from the Youth Center's property is prohibited. For the purposes of this policy, "working hours" include rest periods and meal periods.

The legal use of prescribed drugs, consistent with the prescribing doctor's instruction, is not prohibited. Also, the use of over-the-counter drugs is permitted. While these drugs may be legally obtained and used, many of them may cause a narcotic or sleep-inducing effect. If you are taking or anticipate taking any legal drugs that may affect your ability to perform your job, please notify your Supervisor of the situation. Failure to do so may result in disciplinary action, up to and including termination.

If the Youth Center has reason to suspect any employee of being under the influence of alcohol or drugs while on duty, or immediately prior to going on duty, or at the time the employee is involved in a job-related accident, that employee may be asked to submit to a urinalysis or a blood test which will be conducted at a Center designated medical facility. Such examination and/or tests, when requested, will be a condition of employment. Should an employee refuse to submit to the requested examination or test, the employee will be subject to discipline, up to and including termination for insubordination.

The Youth Center retains the right to search and inspect all Center owned property and premises, including common areas used by employees, to detect the presence of illegal drugs or alcohol. Center owned property includes, but is not limited to, machinery, equipment, furniture, lockers, buildings, real estate and vehicles. Such inspections may occur at any time, on a random basis, with or without notice. As a term and condition of continued employment, every employee is expected and required to fully cooperate with any search being conducted to detect the presence of illegal drugs or alcohol on the Youth Center's property.

Any employee who is found to be using, possessing, selling, purchasing and/or distributing drugs or alcohol in violation of the terms of this policy will be subject to disciplinary action up to and including termination. Additionally, where a violation of the law may have occurred, the Youth Center may refer such illegal activities to appropriate law enforcement authorities for further action.

We will attempt to ensure all of our employees against arbitrary actions in the enforcement of this policy. The circumstances surrounding any reported violation of this policy will be reviewed and investigated to determine the extent of the violation prior to a final decision being made regarding disciplinary action.

The purpose behind this policy is to try to minimize or eliminate health and safety risks to you, your fellow employees and visitors that may be caused by employee drug and/or alcohol abuse and to ensure the general safety of all Center operations. This is a matter of great importance for each and every one of us and, for this reason, your fullest compliance and cooperation is expected.

If you think you have a problem.

Statistics show that chemical abuse in the work place results in accidents and injuries, lower productivity, increased absenteeism and tardiness, legal problems and a host of other difficulties. For these reasons, among others, we are committed to maintaining a drug-free work environment.

If you suspect that you may have an alcohol or drug problem, we encourage you to seek treatment. Successful treatment requires a high degree of motivation and dedication. You may be eligible for an unpaid leave of absence to enroll in a rehabilitation program. If you want to confidentially discuss any problem in this area please see the Executive Director.

Closing Management Statement

This handbook is designed to explain the policies and employee benefits at the Youth Center. If you have questions or desire additional information, your immediate Supervisor, or any other member of management will assist you.

Circumstances will require that the policies, practices and benefits described in this handbook change from time to time. Consequently, the Youth Center reserves the right to change, amend, modify or delete any policy or practice as it deems appropriate. Any such changes, additions, deletions or modifications will be made, in writing, and a new written policy will be issued.

Additions or revisions shall be accomplished by the following procedure:

The Board of Directors sets the Personnel Policies of the Youth Center. The Executive Committee, hereafter known as the Personnel Policies Committee, makes the necessary studies and recommends to the Board adoption of these policies. Thereafter the Executive Director implements the Policy for the Youth Center.

When necessary and appropriate, the Executive Director may provide a copy of any proposed amendments to the Personnel Policies Committee which will review it for consistency and legality. Following its review, the Personnel Policies Committee will present the amendment to the full Board of Directors for final action.

Receipt for Employee Handbook & Personnel Policy

I have, this day, received a copy of the Youth Center Employee Handbook and Personnel Policy. I agree to abide by the rules and regulations contained therein. I understand the rules, policies and benefits contained in the Handbook may be modified, substituted or deleted at any time. I understand that neither this Handbook nor any other communication by a management representative is intended to, in any way, create a contract of permanent employment. However, I do recognize that all members of management are dedicated to ensuring that discipline, including dismissal, is administered fairly and uniformly, and that if I violate the terms of any policy or rule contained in it I may be subject to disciplinary action, up to and including immediate discharge.

My signature below also acknowledges that I have received a copy of the Department of Fair Employment and Housing brochure entitled *SEXUAL HARASSMENT*, publication DFEH-185 (11/07)

Date: _____

Employee Signature: _____