



BOYS & GIRLS CLUBS
OF THE TENNESSEE VALLEY

Employee Handbook

Updated December 2021



Welcome to BGCTNV!

During your time with our organization, you will have the opportunity, and responsibility, to build relationships with young people and deliver opportunities and experiences to them that they would never have otherwise. These things work together to help our young people achieve their full potential and our organization accomplish our mission.

Our mission is accomplished by operating with these six core values and beliefs:

- ✓ We meet the needs of kids
- ✓ We connect with the community around us
- ✓ We recognize the value & potential in those around us
- ✓ We expect the best
- ✓ We invest in our people
- ✓ We change lives and can prove it

Further, we believe that the young people we serve deserve the absolute best that the community around them has to offer. Therefore, we expect the best from every individual who enters our doors daily to serve our members.

You have been chosen to be part of this organization because we know you have something unique and amazing to offer our young people. We look forward to seeing the impact you make on so many kids and the growth you will experience individually as well.



Bart McFadden
President & CEO

Welcome to the Boys & Girls Clubs of the Tennessee Valley team!

On behalf of the Board of Directors, I would like to welcome you to Boys & Girls Clubs of the Tennessee Valley. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Through your service in the Clubs, you have an amazing opportunity to change lives and serve as a role model for the more than 6,700 youth we serve each year.

Our Club members need you to be their advocate, to understand their needs, and to be that person in their life they know they can count on. Together we can help each member build their senses of belonging, usefulness, influence and competence. YOU can make a difference, and while doing so, you will discover that your life has been positively impacted as well.

Again, welcome to Boys & Girls Clubs of the Tennessee Valley. We are thrilled to have you as part of our family!

A handwritten signature in blue ink that reads "Wes Stowers". The signature is written in a cursive, flowing style.

Wes Stowers
Chairperson, Corporate Board of Directors

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About This Handbook

This Employee Handbook is expressly intended for the use of the employees of the Boys & Girls Clubs of the Tennessee Valley (hereinafter referred to as the "Club"). This Employee Handbook sets forth basic policies and guidelines for employee conduct and also contains important summary information regarding employee benefits. If you have specific questions regarding the benefits plans described, please refer to the plan documents or summary plan descriptions, or contact the Human Resources Department.

Unless otherwise specified, the benefits described in this handbook apply only to regular full-time employees of the Club. By contrast, the policies outlined in this Handbook apply to all employees -- regular full-time, regular part-time, and temporary.

In all cases of interpretation of this handbook, management decisions are final. The Club reserves the right to modify or delete any part of this Employee Handbook, at its sole discretion, with or without prior notice.

NOTHING CONTAINED WITHIN THIS EMPLOYEE HANDBOOK IS INTENDED TO CREATE A CONTRACT FOR EMPLOYMENT, EXPRESS OR IMPLIED, NOR A GUARANTEE OF CONTINUED EMPLOYMENT FOR A SPECIFIC DURATION. THIS HANDBOOK DOES NOT CREATE OR CONFER ANY CONTRACTUAL RIGHTS.

THE EMPLOYEE AGREES THAT EMPLOYEE IS EMPLOYED AT-WILL, MEANING THAT THE EMPLOYMENT IS FOR AN INDEFINITE PERIOD OF TIME, AND THAT THE BOYS & GIRLS CLUB OF THE TENNESSEE VALLEY EXPRESSLY RESERVES THE RIGHT TO DISCHARGE THE EMPLOYEE AT ANY TIME FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR THE CLUB'S POLICIES, PRACTICES, OR PROCEDURES SHALL CONFER UPON THE EMPLOYEE ANY RIGHT TO CONTINUED EMPLOYMENT.

Corporate Board of Directors

The Corporate Board of Directors of the Boys & Girls Clubs of the Tennessee Valley is the governing body of the organization responsible for the establishment and periodic review of all policies. These Human Resources policies have been developed with input from the staff; however, the Corporate Board retains final authority and responsibility. This handbook outlines the existing Human Resources policies and procedures for employment in our organization.



General Employment Information

Standards of Conduct

Each employee has an obligation to observe and follow the Club's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with orderly and efficient operations, corrective disciplinary measures will be taken.

The Boys & Girls Clubs of the Tennessee Valley's reputation has been built on excellent youth development service, quality work, and a dedication to high standards of conduct. To maintain this reputation requires the vigilance and active participation of every employee. The opinions and attitudes people have toward the Club may be influenced for a long period of time by the behavior and actions of one employee.

Each employee must be sensitive to the importance of providing fair and courteous treatment in all working relationships, projecting a professional image, and maintaining the standards of conduct expected of all Club employees.

Employment of President/CEO

The Corporate Board of Directors, with the advice of its Administrative Committee, hires and fixes the compensation for the President/CEO whose qualifications and experiences are such that he or she can administer the total program and activities of the Boys & Girls Clubs within the policies set by the Corporate Board. The President/CEO is responsible directly and solely to

that body. The Corporate Board is responsible for terminating, for just cause, the employment of the President/CEO. The President/CEO, with input from the Administrative Committee, adjusts and approves the compensation of all staff.

Employment of Other Staff

The President/CEO delegates the selection of full-time and part-time professional staff members, program workers, maintenance and clerical personnel for employment. The President/CEO may discharge any staff at any time, with or without cause. The Boys & Girls Clubs adhere to the employment at will doctrine.

Equal Employment Opportunity

The Club is an equal opportunity employer. The Club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal employment opportunities. To this end, complying with the Title VI Civil Rights Act of 1964 which states, “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”; the Club does not discriminate against any individual with regard to race, color, religion, gender, age, national origin, disability, genetic information, veteran status or other legally-protected status. This policy extends to all terms, conditions and privileges of employment as well as the use of all Club facilities.

All forms of unlawful discrimination, including unlawful harassment, are prohibited. It is the policy of Boys & Girls Clubs of the Tennessee Valley to afford equal employment opportunities on the basis of qualifications and ability, regardless of race, color, religion, sex, age, national origin, disability, genetic information or veteran status. The Corporate Board of Directors will ensure that Boys & Girls Clubs of the Tennessee Valley is truly an organization of equal opportunity for all employees and potential employees. Such action shall include but not be limited to the following: recruitment, employment, promotion, demotion, lay-off, transfer, rates of pay and all other forms of compensation and selection for training.

Perceived Violations Policy

It is the Club's policy to comply fully with the spirit and letter of all federal, state and local laws and regulations, which apply to the Club and its business operations. If an employee believes that any employee of the Club may be acting in violation of any such law or regulation -- or in violation of a Club policy -- the employee has a duty to report the perceived violation, in writing, to their Supervisor within 24 hours of observing such conduct. All inquiries pertaining to perceived violations will be handled in the strictest confidence possible.

Examples of perceived violations of law include violations of child labor laws, wage-hour regulations and unlawful discrimination or harassment. Examples of violations of Club policy include employee theft, discrimination and harassing conduct or behavior.

Compliance with this policy is a term and condition of continued employment with the Club. If employees have any questions with regard to this duty to report perceived violations, they may contact their Supervisor.

Title VI and Title VII Complaint Policy

Federal laws state that recipients of Federal financial assistance, including state departments and the entities in which state departments distribute financial assistance should not discriminate on the grounds of race, color, national origin, sex, age, beliefs or disability.

If you feel you have been treated unfairly for any of these reasons, you have the right to file a formal complaint.

1. The complaint should be reported using the Title VI/Title VII Complaint form that can be printed from The Fuse under Human Resources and mailed or hand delivered to Boys & Girls Clubs of the Tennessee Valley's Vice President of Human Resources, and then to the President/CEO.
2. If the complaint is not handled to the satisfaction of the employee at this level, the employee may request in writing within 10 days a review of the said action by the Administrative Committee of the Corporate Board.

Anti-Harassment Policy

It is the policy of the Club to provide, at all times, an environment free of any harassing conduct, better enabling us to focus on and fulfill the mission of the Club. The Club will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, age, national origin, disability, genetic information, veteran status or other legally-protected status. For these purposes, the term "harassing conduct" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, age, national origin, disability, genetic information, veteran status or other legally-protected status. The term harassing conduct also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. Any employee violating this policy will be subject to corrective action, up to and including discharge.

Harassment on the basis of race, color, religion, sex, age, national origin, disability, genetic information, veteran status or other legally-protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Examples of items, which could be construed as harassment, include, but are not limited to:

- degrading any group or class of people;
- assignment of less desirable work or working conditions to members of such protected groups based solely on their group membership;
- treatment of protected individuals in a demeaning fashion.

Sexual Harassment Policy

Sexual harassment is defined as unwelcome physical or verbal sexual conduct where:

1. submission to the conduct is either an explicit or implicit term or condition of employment;
2. submission to or rejection of the conduct is used as a basis for employment decisions affecting the person doing the submitting or rejecting; or,
3. the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of behavior that could be construed as sexual harassment include, but are not limited to:

- explicit or implicit threats to withhold pay increases, benefits or working conditions unless sexual favors or sexual activity are granted;
- promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity;
- demanding sexual favors or sexual activity of another employee;
- subtle pressure for sexual favors or sexual activity of another employee;
- deliberate, repeated or unsolicited verbal comments, gestures or physical actions of a sexual nature toward another employee (i.e. lewd or lascivious remarks and unnecessary touching, patting or pinching).
- sexual comments, jokes, or slurs that are demeaning or demoralizing.

Employees should notify their supervisor or Human Resources if they believe harassment has occurred. If an employee's supervisor is believed to be involved in harassment, the employee should notify Human Resources of any harassment. A prompt investigation will be conducted of each and every complaint, and appropriate action will be taken. Complaints will be handled confidentially, to the extent possible. Human Resources has the responsibility for investigating and resolving complaints of harassment. If the complaint is against the President/CEO, you should immediately contact Human Resources who will immediately contact the Corporate Board.

Anti-Harassment and Anti-Bullying Policy

Boys & Girls Clubs of the Tennessee Valley is committed to providing a working environment free from bullying and harassment. We aim to ensure all staff are treated and treat others with dignity and respect. This policy covers bullying or harassment which occurs at work and out of the workplace, including work trips or work-related events or social functions. This policy applies to all staff at all levels including employees, management, Board members, and independent contractors.

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favorably because they have submitted or refused to submit to such behavior in the past.

It is unlawful to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these categories. Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing
- unwelcome sexual advances or suggestive behavior
- offensive e-mails, text messages or social media content or the display of offensive materials
- unwanted jokes, banter, mocking, mimicking or belittling a person

Bullying is offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority. Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media. Examples of bullying include, but are not limited to:

- physical or psychological threats
- overbearing and intimidating levels of supervision
- inappropriate derogatory remarks about a person or their performance
- shouting at staff
- persistently picking on people in front of others or in private
- blocking promotion and training opportunities
- regularly and deliberately ignoring or excluding staff from work activities or work related social events
- setting a person up to fail by overloading them with work or setting impossible deadlines
- regularly making the same person the target of jokes.

Legitimate and reasonable criticism of a staff member's performance or behavior, or reasonable management instructions, do not amount to bullying.

Bullying and harassment are not tolerated in our workplace and all staff are required to treat each other, along with our Board members, members, parents and vendors, with dignity and respect. Breaches of this policy will be dealt with in accordance with our disciplinary procedure. Serious cases of bullying or harassment may amount to gross misconduct resulting in immediate termination.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimization as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against or victimized someone in this way will be subject to disciplinary action under our disciplinary procedure.

If you believe you are being harassed or bullied, you may wish to raise the problem informally with the person responsible. Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behavior. Alternatively, you may speak to your supervisor who can provide confidential advice and assistance in resolving the issue formally or informally. If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our grievance procedure. All complaints will be investigated in accordance with our grievance procedure. If we consider that there is sufficient evidence to suggest you have been harassed or bullied, we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Consequences of Engaging in Harassing Conduct

This policy applies to all employees of the Club. Any employee, including any supervisor or agent, who is found to have engaged in harassing conduct will be subject to prompt and appropriate discipline, up to and including discharge.

No Retaliation

Employees should report any harassing conduct they either experience or observe. Under no circumstances will a person's employment be jeopardized because of a good faith report of what he or she perceives to be an incident of harassing conduct or behavior.

Open Door Policy

The Club wants to assure its employees that ideas, suggestions, and complaints will be heard. It is management's policy to attempt to resolve disputes, which may arise from time to time between fellow employees or between employees and their supervisors.

Open communication between employees and immediate supervisors is encouraged. Employees should feel free to voice ideas, suggestions or complaints without fear of reprisal or retribution. If an employee wishes to remain completely anonymous, he or she can write the idea, suggestion or complaint down on paper and drop it in the Vice President of Human Resources office. Otherwise, if employees have ideas, suggestions or complaints to share, they are directed to follow these simple steps, unless it is a matter more appropriately raised pursuant to the steps set forth in the Club's policy against harassment:

1. Employees are directed to discuss complaints/concerns with their immediate supervisor within three (3) working days of the matter giving rise to the complaint. Employees should provide details and offer possible solutions.
2. If the employee is not satisfied with the results of a discussion with his/her immediate supervisor, the employee is directed to take the matter to the next higher supervisor (in other words, their immediate supervisor's supervisor) within 3 working days after meeting with the immediate supervisor.
3. If no satisfactory conclusion is reached, employee is directed to the Vice President of Human Resources for mediation and consideration.
4. If no satisfactory conclusion is reached, the employee is directed to the President/CEO. The President/CEO with the discretion of the Corporate Board of Directors Administrative Committee will determine the final decision.

Drug and Alcohol Free Workplace

The Club is committed to creating and maintaining a Drug Free Workplace. This policy applies to all applicants for employment and to all employees in all job classifications. Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances including alcohol and prescription drugs, will not be tolerated during working hours, on Club premises or at any non- personal, Club-sponsored or Club-related functions. It is a condition of employment to refrain from using drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Drug Free Workplace Policy. Employees determined to be under the influence of drugs or alcohol, including the unlawful use of lawful substances, or who violate this policy in other ways, are subject to immediate termination.

The Boys & Girls Clubs of the Tennessee Valley has the authority to request an employee to submit to a test to detect the presence of illegal or incapacitating drugs or alcohol while on duty or to determine any abuse of prescription or non-prescription drugs if there is reasonable suspicion of use or abuse. The organization reserves the right to randomly test employees to determine the presence of alcohol or illegal or incapacitating drugs.

No Smoking Policy

I. PURPOSE

A smoke-free policy has been developed to comply with the Tennessee “Non-Smoker Protection Act”, (Tennessee Code Annotated, Title 39, Chapter 17) and to protect employees and non-employees from the adverse effects of tobacco smoke. The Non-Smoker Protection Act requires all employers in the State of Tennessee to provide a smoke-free environment for all employees and non-employees in an enclosed work environment.

II. POLICY

A. Smoke-Free Areas

All enclosed areas of the workplace are smoke-free without exception, including all indoor facilities and Company vehicles. Smoking is prohibited in all enclosed workspaces, common work areas, meeting rooms, offices, elevators, hallways, employee lounges, staircases, restrooms, etc.

B. Smoking Areas

Smoking shall be restricted to specifically designated outdoor areas away from fresh air intakes and areas where smoke could infiltrate into areas where smoking is prohibited.

III. COMPLIANCE

- a. Compliance with the smoke-free workplace policy is mandatory for all employees and non-employees, with no exceptions. Employees who violate this policy are subject to disciplinary action.
- b. The Company prohibits any form of retaliation against employees who report possible violations of this policy.
- c. “No Smoking” signs will be clearly and conspicuously posted at every entrance of all Company facilities.
- d. Under Tennessee state law, employees who knowingly smoke in a prohibited area may be subject to a civil penalty of fifty dollars (\$50) per offense.

Non-Fraternization Policy

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and possible complaints of harassment, all employees of Boys & Girls Clubs of the Tennessee Valley at the Supervisory level and above are strictly prohibited from dating or pursuing romantic or sexual relationships with any employee within his/her sphere of influence. All employees are strictly prohibited from dating or pursuing romantic or sexual relationships with any member of the Club.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

Confidentiality

Confidentiality must be maintained regarding any paperwork and/or matters dealing with employees and the children and families enrolled in the Boys & Girls Clubs of the Tennessee Valley, current and/or former. The following information should not be shared with anyone outside of Boys & Girls Clubs:

- Names
- Social Security Numbers
- Telephone/fax numbers
- Account numbers
- E-mail addresses
- Full face photo image
- Medical record numbers
- Any other unique identifying characteristic, number, etc.

Non Solicitation Policy

The Club does not permit solicitation of any kind, including collection of funds, pledges, circulation of petitions, distribution of non-Club literature and other similar types of activity during working time by either employees or outsiders.

Self-Reporting of Arrest and Convictions Policy

Any current employee arrested or convicted of a crime, other than a minor traffic violation, must advise the Human Resources Department within ten (10) days of such arrest or conviction (or any such post-employment convictions that have not been disclosed at the time of the effective date of this policy). Upon reasonable suspicion that a current employee has been arrested or convicted of a crime, other than a minor traffic violation, the employee may be subject to a criminal background check. If the background check reveals an unreported conviction, the current employee will be subject to disciplinary measures for failure to report.

Any current employee convicted of a crime, other than a minor traffic violation, will be subject to disciplinary measures, up to and including termination. The continued suitability of the employee for employment by the organization in light of the crime will be determined on an individualized basis, given, among other things, the nature of the job and the seriousness of the crime.

Reporting Child Abuse

The Boys & Girls Clubs of the Tennessee Valley is committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse or sexual misconduct toward or by any member. Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child.

Specific acts may include, but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Boys & Girls Clubs of the Tennessee Valley's Code of Conduct or the Employee Handbook.

Adult staff and volunteers shall not:

- Initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the supervisor within 24 hours; or
- Engage in off-site activities with members. Such interactions may include, but are not limited to field trips, meetings, and communications via phone, text, and/or social media.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented based on Tennessee law.

Tennessee Code Annotated 37-1-403(i) (1) requires all persons to report suspected cases of child abuse or neglect. "Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition, shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality abuse, or neglect or that, on basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect."

Tennessee Code Annotated 37-1-412 (a) states any person who knowingly fails to make a report of suspected child abuse commits a Class A misdemeanor. A fine not to exceed \$2,500 can be put in place.

Conflict of Interest

Full-time employees may not accept part-time or other employment outside of the Boys & Girls Clubs that may conflict with their job responsibilities. Employees should report outside employment to their supervisors to ensure they are in compliance. It is a conflict of interest for an employee to seek or accept, either directly or indirectly, loans, services, entertainment or travel, or gifts of more than nominal value from any individual or company as a result of being employed by the Boys & Girls Clubs of the Tennessee Valley.

Code of Ethics

The Club expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization.

Employees should know that any actions which violates a Club policy or which is not in the best interests of the Club would subject an employee to discipline, up to and including termination. Recognizing that it is not possible to address all ways in which ethical issues may arise, the following core values are intended as a guide in making sound judgments and decisions on behalf of the Boys & Girls Clubs of the Tennessee Valley and its mission.

Questions and Reporting:

- Any questions regarding the Code of Ethics, its interpretation or application, should be directed to the Vice President of Human Resources.
- If a staff member knows of a violation of the Code of Ethics, he/she must immediately report it to the Human Resources Department.
- If a staff member is concerned that he/she may not be in compliance with the Code of Ethics, he/she should immediately notify the Human Resources Department.



Personnel Information

Categories of Employment

Regular Full-time: an employee who is regularly scheduled to work 40 hours or more per workweek and who has completed the introductory period.

Regular Part-time: an employee who is regularly scheduled to work less than 29 hours per workweek.

Temporary: an employee hired to work on a specific basis, including during peak or seasonal periods, for specific projects or for a limited period of time. Temporary employees may work either full-time or part-time, but are not considered "regular" employees.

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

Non-exempt employees are compensated based on the number of hours worked each workweek.

Exempt employees are not eligible for overtime compensation.

Based on current standards under the Fair Labor Standards Act, all employees will be classified as exempt or non-exempt.

Staff Recruitment

Vacancies that occur in the organization shall be filled by such persons whose educational training and personal qualifications are believed to make them suited for working in the Boys & Girls Clubs. In filling a vacancy, the organization will give consideration to qualified employees. In the event that the vacancy cannot be filled from within the organization, the Human Resources Department of Boys and Girls Clubs and public employment agencies will be contacted for assistance in filling the position. Positions will be posted internally and externally via Paycom and aggregator sites will sweep the position to be advertised on their sites. Candidates who meet minimum requirements/qualifications may be advanced to the interview stage. Clubs may consider reasonable expenses incurred by applicants invited for an interview, and for the relocation of new employees, for reimbursement. The President/CEO will determine reimbursement prior to expenses being incurred.

Employee Referral Bonus

Some of the best employees can come from staff recommendations. If someone is referred and completes 6 months of active employment, the referring staff member is eligible to receive \$100. Bonuses will be paid through payroll with appropriate taxes applied. The following criteria must be met for the bonus to be paid out:

- ✓ Applicant must list referrer on their application as referring them
- ✓ Both applicant and referrer must be active for the 180 day period
- ✓ In order to receive an Employee Referral Bonus, the referring staff member must complete the Employee Referral Request form within 6 months of the start date of the referred employee

** This promotion does not apply to seasonal workers. Applicant must list referrer on application by their orientation date. BGCTNV reserves the right to alter the referral bonus amount as needed. Leadership team, Human Resources staff, and the hiring manager are ineligible for the referral bonus.

Medical Examinations and Criminal Background Checks

As provided by state and/or federal regulations, the Boys & Girls Clubs reserves the right to require a fitness for duty assessment after an offer of employment is made and at later times as deemed necessary for maintaining job duty requirements, the cost of which will be incurred by the Club. Employees will also be required to have a T.B. test if required by state and/or federal regulations, the cost of which will be paid for by the Club. All employees working directly with youth are required to complete a DHS Childcare Provider Report every three years. Drivers are required to complete an annual DOT physical.

In conjunction with Boys & Girls Clubs of America, the Boys & Girls Clubs of the Tennessee Valley will certify through the Annual Report that we have conducted criminal background checks, to include:

1. Conduct local criminal background checks on all staff and volunteers who are in direct repetitive contact with Club members.
2. Perform such background checks, at minimum, as: a Social Security trace, national sexual offender search, and criminal history record search.
3. Conduct background checks at intervals not less than every 12 months.

Failure to complete medical examinations and criminal background checks as required may lead to disciplinary action.

Commercial Driver's License

All employees who possess a CDL with a P endorsement for the purpose of driving Boys & Girls Clubs vehicles must comply with the following CDL policies:

- Maintain a CDL license and renew it by the expiration date
- Complete annual background check
- Complete annual motor vehicle record check
- Obtain a DOT physical annually
- Attend DHS transportation training every 6 months and DOS transportation training every year
- Keep First Aid and CPR current
- Follow all DOT, DHS, and DOE regulations
- Notify supervisor of any driving violation charge regardless of the vehicle you were driving by the beginning of the next work day, excluding parking tickets
- Comply with all federal, state, local, and organizational policies applicable to driving including no texting or using cell phone while operating a motor vehicle

Any violations to this will lead to disciplinary actions to include losing driving privilege up to termination.

CDL Bus License with P Endorsement Policy for Full-time Program Staff

Full-time program staff may be required to obtain a CDL Driver's License with P Endorsement unless employee has a valid medical reason (medical documentation will be required) preventing employee from driving a bus. This CDL Bus License requirement is based on job title and duties in full-time positions. If required to obtain a CDL Driver's License with P Endorsement, the employee must also act in accordance with all rules and regulations as directed by the Boys & Girls Clubs of the Tennessee Valley, State of Tennessee, and the

Department of Human Services in regards to maintaining a valid CDL Bus License with P Endorsement. Failure to obtain a CDL Bus License with mandatory endorsement within an approved time period will lead to disciplinary actions, up to and including termination.

As a full time program staff with a valid CDL License (P Endorsement), an employee may be eligible to receive compensation for each day of obligatory driving in the transportation of youth to and/or from any Boys & Girls Clubs of the Tennessee Valley Club site. The provision for compensation is at the discretion of the President/CEO of the Boys & Girls Clubs of the Tennessee Valley.

DOT Physical Reimbursement

Per licensing, drivers are required to renew their DOT physical every year, if not sooner, per doctor's orders. Drivers can renew their DOT Physical at NOVA Medical Center, ParkMed or their preferred doctor. If drivers opt for their preferred doctor, they can be reimbursed up to the amount that the Club's preferred vendor charges. To be reimbursed, all original receipts must be turned into the Human Resources Department within thirty (30) days of the physical date.

Pay Cycle and Payroll Deductions

For purposes of computing hours worked, the workweek begins on Monday at midnight and ends on Sunday at 11:59 p.m. The fifteenth and the last day of the month are paydays. Any changes due to holidays or other events, which may interfere with this schedule, will be announced in advance.

The Club is required by law to make mandatory deductions from compensation. Amounts withheld may vary according to how much is earned, marital status, government employment regulations, and other factors. Mandatory withholdings include federal income tax and Social Security, and any other taxes or deduction required to be withheld by state and/or federal law.

In addition to mandatory payroll deductions, the Club is legally required to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders.

It is the Club's policy that improper pay deductions shall not be made from salaried or hourly employees which would be in violation of the Fair Labor Standards Act or its regulations. If a salaried or hourly employee believes that his/her salary/wages have been reduced improperly for a pay period, the employee should bring this to the immediate attention of the Human Resources Department, which will investigate the matter. If it is determined that an improper deduction has been made, the employee will be fully reimbursed the improperly deducted amount.

Salaries

The Club's goal is to pay salaries and wages competitive with those that similar organizations pay for similar responsibilities. The Corporate Board of Directors will set the salary range, benefits, and salary of the President/CEO. The President/CEO will set the salaries of other staff with the Administrative Committees' input.

In the event a staff member is at the maximum end of the salary range, the President/CEO may recommend a bonus for said employee.

Overtime

Occasionally, employees may be asked to work overtime. Overtime pay depends on an employee's status as Exempt or Non-Exempt, as follows:

1. **Non-Exempt Employees**

If an employee, whose position is classified as non-exempt, works more than 40 hours in a workweek, the employee will receive overtime compensation at the rate of one and one-half times the regular rate. Employees are not permitted to work overtime unless their supervisor specifically approves such overtime, in advance. All overtime, however, must be accurately reported as worked, *whether or not it was required or approved*, and it will be paid accordingly. Repeated or continued working of unapproved overtime and/or failure to report actual hours worked may result in corrective action being taken due to failure to follow management directives and instructions.

2. **Exempt Employees**

Exempt employees do not receive overtime compensation.

The failure to work overtime when requested may lead to discipline, up to and including termination of employment.

Human Resources Records

For each employee, a confidential record is maintained which contains pertinent written material concerning the employee's status and performance and is available for employee review provided such request is made in writing. It is very important for employees to keep their employee records up to date. The Club directs employees to notify their Supervisor immediately if there is a change, including but not limited to the following:

- Name
- Social Security Number
- Home address
- Telephone number

- Number of dependents
- Beneficiary
- Emergency contact and telephone number
- Driver's license
- Additional education
- Driving violations excluding parking tickets
- Criminal arrest/criminal background check

All employee records are the property of the Club. Employee records are retained for seven (7) years after termination of employment. Employees can look at their records but only I-9 documents can be shared with the employee.

Staff Professional Development

The Corporate Board of Directors is committed to providing an opportunity for professional development of all employees. The types of training include:

Orientation – Human Resources is responsible for providing the new employee with an orientation to the organization. The following basic information should be provided:

1. A copy of the employee policies and procedures
2. Completion of required Human Resources forms, etc.
3. Basic information about the Boys & Girls Clubs of the Tennessee Valley
4. Job description and duties

Annual training – All program staff are required by DOE/DHS to obtain a specified number of training hours in the first year of employment and every subsequent year. Supervisors will be required to obtain additional hours.

Specialized training – Based on organization's training budget, supervisor's recommendations, and professional development needs, employees may participate in specific individual training. These trainings are based solely at the discretion of the organization.



Work Attendance

Web Based Time System Policy

Staff are not allowed to clock in eight or more minutes earlier than their assigned workschedule without permission from the supervisor.

Employees are responsible for clocking in and out each day and for break or lunch if applicable. To ensure accuracy in record-keeping, time should be recorded daily.

If an employee misses a punch, the network is down, or he/she starts work at a location other than Boys & Girls Clubs, he/she is required to send a request in the system once available.

The pay periods are the 1st to 15th or 16th to the end of the month. Once the pay period ends, the employee is responsible for verifying their time. The employee has three calendar days to verify his/her time. For example, if the pay period ends on Friday, he/she has until Monday to verify time.

The employee is responsible for ensuring his or her time is correct. If an employee finds a mistake, he/she is responsible for sending a request in the system. If mistakes are not fixed by the end of the verification period, then the employee will need to wait until the next pay period to be paid for his/her hours.

Staff should enter or change time worked from a Boys & Girls Club computer. The Paycom app may be used to enter time, but it the employee should enter time punches upon the start of their shift and immediately after their shift. Time should be recorded daily and approved at least weekly by the supervisor. Falsification of time records will result in immediate termination.

Absences

Our normal business hours vary from in school and out of school. Attendance and punctuality are important factors for your success within the organization. Regular and predictable attendance is an essential function of every job at the Boys & Girls Clubs of the Tennessee Valley.

Notice of Absences

All employees are required to provide notice of absence for illness, tardiness or other reasons to their supervisors, unless the absence is due to prescheduled leave, such as Annual leave or approved leave of absence.

If an employee will be unable to work their required shift schedule, he/she must contact his/her supervisor at least one hour to two hours prior to scheduled work time. Employees are responsible for ensuring proper notice is provided. Where possible, the employee must personally provide such notice, rather than a family member.

Consistent tardiness/lateness is not acceptable. Disciplinary action will be taken for repetitive tardiness.

If an employee fails to provide proper notice of absence for three (3) consecutive workdays, it will be presumed that the employee has voluntarily quit his/her job. Failure to provide notice of any absence as described above will result in an unexcused absence regardless of the reason.

Inclement Weather

The safety of our employees and members is a priority at the Boys & Girls Clubs of the Tennessee Valley. We realize there are emergencies caused by inclement weather. The Boys & Girls Clubs of the Tennessee Valley defines severe/hazardous weather conditions as any weather condition that may endanger our club members and staff while en route to the club. The intent of this policy is to ensure the safety of members and staff of Boys & Girls Clubs of the Tennessee Valley and ensure efficient operation of vehicles during severe/hazardous weather. This inclement weather policy outlines how the organization will handle pay and notification of employees.

In the event of hazardous weather conditions; the Boys & Girls Clubs of the Tennessee Valley will not transport children during inclement weather. On days that Anderson, Blount, Loudon or Knox County School dismisses early due to inclement weather, the Boys & Girls Clubs of the Tennessee Valley will not transport children from school to our locations.

When an emergency occurs where the organization makes the decision to be closed, full-time exempt and full-time non-exempt employees will receive pay for that day.

Should inclement weather occur during the workday, Boys & Girls Clubs of the Tennessee Valley's leadership will make the determination regarding what time the organization will close.

Upon determination that the organization will be closed due to an emergency, all efforts will be made to notify employees properly. Examples of communication include: outgoing message on the company's phone line will be changed to reflect the closure, news outlets will be notified where appropriate, and the company website and social media accounts will reflect the closure and each supervisor will be expected to notify their staff.

Upon the organization reopening, all employees are expected to return to work. For any employee who needs more time to tend to repairs or damage beyond the norm, our normal leave of absence policies will apply. In these cases, employees should notify their supervisor to ensure the time off is granted.

Transfers and Special Assignments

Employees may be subject to transfer from one location to another. No additional increase of salaries will be attached to transfers unless otherwise recommended by the Administrative Committee. This may be on a permanent or temporary basis.

Employees may request a transfer to another club. The request must be in writing to the employee's supervisor, who will discuss the matter with their direct supervisor and Human Resources. Transfers will only be considered if the transfer position is vacant and a replacement is available for the original position.

Dress Code Policy

All employees are expected to dress and behave appropriately in order to project a favorable Company image. Neatness, cleanliness, proper dress, good manners and a friendly, cooperative attitude are all important for a pleasant and presentable appearance. The dress code policy requires a neat and professional appearance at all times. To this end, it is the policy of the Club that an employee's dress and grooming should be, in the Club's opinion, appropriate to the employee's work situation and responsibilities. Boys & Girls Clubs of the Tennessee Valley has created and enforces specific acceptable dress attire requirements for working in the program areas, board meetings, and all other external and internal meetings.

Hair should be clean, combed and well maintained in a business like style. Employees are expected to dress in a manner that is not only conducive to the image we reflect to our members, Board, donors and the general public, but also appropriate to the safe performance of job requirements. Eccentric hairdos, excessive jewelry and makeup are not permitted.

Employees reporting to work improperly dressed will receive disciplinary actions. Three violations of this policy in a calendar year will result in termination. The Club reserves the right in all situations to decide whether any employee is in violation of this policy.

The following requirements delineate appropriate dress while **working in a program area**:

- BGCTNV will provide one (1) polo shirt. Any additional shirts can be purchased. The cost can be automatically deducted from employees pay. On Fridays, any BGCTNV t-shirt of long/short sleeve variety is permissible
- Khaki, Black, or Navy pants, capris, or shorts. No cargo pants, leggings, sweat pants or yoga pants. Shorts must come to the knees. Pants and shorts must fit appropriately
- Plain jeans are acceptable on Fridays
- Closed toed shoes or tennis shoes
- Nametags - BGCTNV will provide one. If nametag is lost, misplaced, or destroyed there will be a replacement charge. Nametags must be worn daily
- Piercings cannot cause a safety concern
- No offensive/inappropriate tattoos are allowed

All Full-Time Staff:

- Monday – Thursday: Business Casual; Club Directors must wear pants
- Friday: may wear jeans and BGCTNV shirt
- Piercings cannot cause a safety concern
- No offensive/inappropriate tattoos are allowed

The following delineate appropriate dress while **attending a Board Meeting**:

Men Business Attire Dress:

- Suit, dress slacks and sport coat, or dress slacks and a sweater
- Collared shirt tucked in and tie required
- Dress Shoes

Women Business Attire Dress:

- Suit, skirts, dresses (skirts and dresses should be no shorter than the top of the knee or have high slits), or dress slacks.
- Blouse with sleeves if not wearing a jacket
- Depending on the style, hosiery may be required with dress or skirt
- Comfortable dress shoes- open toed dress shoes allowed

The following delineate appropriate dress while **attending external or internal meetings**:

Men Business Casual:

- Khaki or dress pants, no jeans
- Button ups and polo's are both allowed. No tie required. Shirt should not be wrinkled and tucked in.
- Dark socks and dress shoes
- Facial hair should be well groomed

Women Business Casual:

- Casual pants, skirts, or dresses. Skirts and dresses should be no shorter than the top of the knee or have high slits.
- Blouse or sweater
- Avoid over-the-top jewelry and accessories
- Shoes can be open toed, no flip flops or tennis shoes

Employees should consult their supervisor for counseling on proper business/business casual attire. If you have any questions or concerns, please contact your immediate supervisor for more information. Any violations to this dress code will result in disciplinary actions.



Employee Time Off From Work

Organizational Holidays

The following days will be paid holidays for Full-time employees and the Boys & Girls Clubs will be closed:

Organizational Holidays	
New Year's Day	January 1 st
Martin Luther King Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
The day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25 th
Christmas Eve or the day after Christmas	December 24 th or December 26 th

If one of the above holidays falls on Saturday, it will be observed on the preceding Friday. If one of the above holidays falls on Sunday, it will be observed on the following Monday.

Regular Full-time employees are eligible for paid holidays upon hire. The Boys & Girls Clubs reserves the right to utilize federally designated holidays as mandatory staff training days.

One (1) discretionary day may be taken by the employee at the employee's discretion with prior approval by their Supervisor.

Part-Time Personal Leave

All personal leave dates are subject to approval at the discretion of the direct supervisor. Personal leave will not be granted at times which will seriously affect services. Personal leave can be used for any reason including vacation, sick and for holidays the organization is closed. Accrual of personal leave by part-time employees is according to the following schedule:

Years of Service	Personnel Leave Days Earned Per Month
18 months to 2 years	0.67 hours per month (8 hours per year)
3 - 5 years	1.00 hours per month (12 hours per year)
6 or more years	1.67 hours per month (20 hours per year)

Up to 20.04 hours of personal leave can be carried over to the next calendar year (January 1 to December 31). Personal leave may be advanced to an employee with the approval of the President & CEO before the leave is actually earned or accrued, provided that a precondition to such an advance is that, should the employee leave the Club or be terminated before the advanced leave is earned, the employee authorizes the Club to recover the advanced leave from the employee's paycheck, as an advance of future wages. Employee consent to such deductions is a condition of annual leave advances. In any one fiscal year, leave advanced to an employee cannot exceed the maximum amount of personal leave that the employee could earn in that fiscal year.

Annual Leave Policy for Full-Time Employees

All annual leave dates are subject to approval at the discretion of the direct supervisor. Annual leave will not be granted at times which will seriously affect services. Accrual of annual leave by regular full-time employees is according to the following schedule:

Years of Service	Annual Leave Days Earned Per Month
Less than 5 years	1 day (8 hours) per month
5-10 years	1.5 days (12 hours) per month
10 or more years	1.75 days (14 hours) per month

Up to 40 hours of annual leave can be carried over to the next calendar year (January 1 to December 31). Annual leave may be advanced only to first year employees with the approval of the President & CEO before the leave is actually earned or accrued, provided that a precondition to such an advance is that, should the employee leave the Club or be terminated before the advanced leave is earned, the employee authorizes the Club to recover the advanced leave from the employee's paycheck, as an advance of future wages. Employee consent to such deductions is a condition of annual leave advances. In any one fiscal year, leave advanced to an employee cannot exceed the maximum amount of annual leave that the employee could earn in that fiscal year.

Eligible employees who have provided at least two (2) weeks advance notice of resignation will be paid for accrued unused annual leave upon termination. Employees failing to provide such notice will forfeit any accrued unused annual leave.

Sick Leave

Regular full-time employees will accrue one-day of sick leave per month for twelve (12) months service until a one hundred and twenty day (120) maximum has been accumulated. Sick leave may be used only for the following purposes:

1. Illness or disability of the employee or a family member.
2. Doctor or dentist appointments.
3. Restrictions on the employee because of quarantine.

Medical confirmation must be submitted for any absence due to illness, for three (3) consecutive workdays or more. Medical confirmation may also be required for any absence due to illness or if the Club believes that absences become excessive.

Sick leave can only be used when earned, and will not be advanced. Sick leave benefits are not a form of compensation and are forfeited when employment ceases. Employees will not be paid for any accrued unused sick leave.

Reminder: Sick leave is a privilege provided to employees to take care of employee and/ or immediate family medical appointments, health emergencies and illnesses. Abuse of this privilege may result in disciplinary action, up to and including termination of employment. Immediate family includes: spouse, children, dependents, parent, parent-in-law, and children through guardianship.

Bereavement Leave

Full-time and part-time employees will receive up to three (3) paid days off for the death of an immediate family member. Members of the immediate family include spouses, parents,

brothers, sisters, children, grandparents, grandchildren, brother-in-law, sister-in-law and parent-in-law. If additional time is needed, employees must utilize sick or annual leave.

Emergency Leave

In the event that an employee requests emergency time off, the request must be approved by the President & CEO. Any emergency time off will count against the employee's annual leave balance.

Jury Duty

Full-time and part-time employees who are summoned for jury duty will be paid his/her normal rate of pay. The employee must notify his/her supervisor upon receipt of the jury summons. A copy of jury summons and proof of jury service, including dates and times, should be provided to the supervisor as soon as possible. If an employee's responsibility for jury duty exceeds three hours during the day for which excuse is sought, the employee will be excused from work for the entire day. If their jury service does not exceed (3) hours, they should return to work for the remainder of the workday.

Military Leave

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. Any full-time or permanent part-time employee is entitled to military leave.

1. A full-time employee working a 40-hour workweek will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. Military leave will be prorated for permanent part-time employees on the number of hours in the employee's regularly scheduled pay period.
2. Inactive Duty Training is authorized training performed by members of a Reserve or National Guard component not on Active Duty. It is performed in connection with the prescribed activities of the Reserve or National Guard. It consists of regularly scheduled unit training periods, additional training periods, and equivalent training.
3. Eligible employees may use 15 calendar days per year for Active Duty, Active Duty Training, and Inactive Duty Training. An employee can carry over a maximum of 15 days into the next fiscal year.
4. Up to 22 workdays of military leave may be granted per calendar year for emergency duty as ordered by the President or a State governor. This can be for law enforcement or the protection of life and property.
5. Reserve and National Guard Technicians are entitled to 44 workdays of military leave for duties overseas under certain conditions.

6. Military leave should be credited to a full-time employee on the basis of an 8-hour workday. The minimum charge to leave is one hour. An employee may be charged military leave only for the hours that the employee would otherwise have worked and received pay.
7. Employees who request military leave for Inactive Duty Training (which generally is two, four, or six hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel.
8. An employee's pay remains the same for periods of military leave. The employee's pay is reduced by the amount of military pay for the days of military leave. However, an employee may choose not to take military leave and instead take annual leave in order to retain both company pay and military pay.

When the employee requests military leave, he/she must make an appropriate request and provide copies of their military orders to the Human Resources Department.

Voting Leave

The Club believes that each employee should exercise their right to vote in federal or state primary, general or special elections. Employees will be allowed to vote during work hours, if needed. Employees should make every effort to vote before or after work, if possible.

Family Medical Leave Act, FMLA

A. Eligibility and Leave Entitlement

Eligible employees who have worked for Boys & Girls Club of the Tennessee Valley for at least twelve months and at least 1,250 hours during the twelve-month period immediately preceding the commencement of leave may take up to 12 weeks of leave under the Family and Medical Leave Act ("FMLA") per 12-month period (1) for the birth of a son or daughter, and to care for the newborn child; (2) for placement with the employee of a son or daughter for adoption or foster care; (3) to care for the employee's spouse, son, daughter, or parent with a serious health condition; (4) because of a serious health condition that makes the employee unable to perform the functions of the employee's job; and (5) because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. The amount of FMLA leave available to the employee is determined by examining the amount of FMLA leave taken in the preceding twelve (12) month period, measured backward from the date an employee uses any FMLA leave. This is referred to as the "rolling period" method of calculation. In addition, eligible employees may take up to 26 weeks of leave to care for a covered military service member with a serious injury or illness, in a single 12-month period, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

B. Family Leave for Birth or Placement of Child

An employee's entitlement to FMLA leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement of the child. In the case of leave for the birth, care or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the Club agree. If both spouses are employed by the Club, their combined FMLA leave for either the birth, care or placement of a child with the employee for adoption or foster care shall not exceed twelve (12) weeks during any 12- month period.

C. Serious Health Condition

Under the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.

2. Continuing treatment by a health care provider, which includes:

a. Incapacity and treatment. A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

(1) Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or

(2) Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.

Such treatment shall be rendered by an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity.

b. Pregnancy or prenatal care. A period of incapacity due to pregnancy, or for prenatal care.

c. Chronic conditions. A period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which: (1) requires periodic visits (i.e., at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider; (2) continues

over an extended period of time (including recurring episodes of a single underlying condition); and (3) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

- d. Permanent or long-term conditions. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease).
- e. Conditions requiring multiple treatments. A period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, for: (1) restorative surgery after an accident or other injury; or (2) a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment (e.g., chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease).

D. Intermittent or Reduced Schedule Leave

In case of leave for serious health conditions, FMLA leave may be taken intermittently or on a reduced leave schedule because of the employee's own serious health condition, to care for a parent, spouse, son, or daughter with a serious health condition, or to care for a covered service member with a serious injury or illness. In such cases, there must be a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Club's operations.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, the Club may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job.

E. Qualifying Exigency Leave for Covered Military Members

Eligible employees may take FMLA leave while the employee's spouse, son, daughter, or parent (a "covered military member") is on active duty or call to active duty status for one or more of the following qualifying exigencies:

1. Short-notice deployment. To address any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven (7) or less calendar days prior to the date of deployment. Leave taken for this purpose can be used for a period of seven (7) calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation.
2. Military events and related activities. Please see Human Resources for additional details.
3. Childcare and school activities. Please see Human Resources for additional details.
4. Financial and legal arrangements. Please see Human Resources for additional details.
5. Counseling. Please see Human Resources for additional details.
6. Rest and recuperation. Please see Human Resources for additional details.
7. Post-deployment activities. Please see Human Resources for additional details.
8. Additional activities. To address other events which arise out of the covered military member's active duty or call to active duty status, provided that the Club and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

F. Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member who is recovering from a serious illness or injury sustained in the line of duty on active military duty. Such leave shall only be available during a single 12-month period. The single 12-month period begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date. If an eligible employee does not take all of his/her 26 workweeks of leave to care for a covered service member during this single 12-month period, the remaining part of his/her 26 workweeks of leave to care for the covered service member is forfeited.

G. Employee Notice of Need for Leave

1. Foreseeable Leave

a. Timing of notice. When the need for FMLA leave is foreseeable based upon an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member, an employee must provide the Club at least 30 days' advance notice before FMLA leave is to begin. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable (typically the same day or the next business day). If the employee could have provided at least 30 days' notice of foreseeable leave and did not do so, the employee shall explain the reasons why such notice was not practicable upon a request from the Club for such information. When the need for FMLA leave is foreseeable at least 30 days in advance and an employee fails to provide timely advance notice with no reasonable excuse, the Club may delay FMLA coverage until 30 days after the date the employee provides notice. When the need for FMLA leave is foreseeable fewer than 30 days in advance and an employee fails to provide notice as soon as practicable under the particular facts and circumstances, the extent to which the Club may delay FMLA coverage for leave depends on the facts of the particular case.

b. Content of notice. Employees must provide at least verbal notice sufficient to make the Club aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. Depending on the situation, such information should include the reason the employee needs to take FMLA leave, and the anticipated duration of the absence, if known.

c. Compliance with other policies. Employees will be required to comply with the Club's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances, as detailed in the Club's other policies. If an employee does not comply with the Club's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

d. Scheduling planned medical treatment. When planning medical treatment, the employee must consult with the Club and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Club's operations. Employees are expected to consult with the Club prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the Club and the employee.

2. Unforeseeable Leave

a. Timing of notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the Club as soon as practicable under the facts and circumstances. When the need for FMLA leave is unforeseeable and an employee fails to provide timely notice, the extent to which the Club may delay FMLA coverage for leave depends on the facts of the particular case. For example, if it would have been practicable for an employee to have provided the Club notice of the need for leave very soon after the need arises, but instead the employee provided notice two days after the leave began, then the Club may delay FMLA coverage of the leave by two days.

b. Content of notice. An employee shall provide sufficient information for the Club to reasonably determine whether the FMLA may apply to the leave request. Calling in “sick” without providing more information will not be considered sufficient notice. Employees must respond to the Club’s questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to the Club’s inquiries regarding the leave request may result in denial of FMLA leave if the Club is unable to determine whether the leave is FMLA-qualifying.

c. Compliance with other policies. Employees will be required to comply with the Club’s usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances, as detailed in the Club’s other policies. If an employee does not comply with the Club’s usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

H. Certification of Leave

The Club requires that an employee's leave to care for the employee's health condition or a covered family member’s health condition be supported by a certification issued by the health care provider of the employee (Form WH-380E) or the employee's family member (Form WH-380F). The Club also requires that an employee's leave because of a qualifying exigency, or to care for a covered service member with a serious injury or illness, be supported by a certification (Form WH-384 or Form WH-385, respectively). The Club may request an employee to furnish subsequent certifications.

Employees must ensure that the requested certification is returned to the Club within 15 calendar days after the Club's request, unless it is not practicable under the particular circumstances to do so, despite the employee's diligent, good faith efforts. The Club will advise an employee whenever the Club finds a certification incomplete or insufficient, and will indicate what additional information is necessary to make the certification complete and sufficient. A certification is considered incomplete if one or more of the applicable entries have not been completed. A certification is considered insufficient if the certification is complete, but the information provided is vague, ambiguous, or non-responsive. The employee will be provided seven (7) calendar days (unless not practicable under the particular circumstances despite the employee's diligent good faith efforts) to cure any such deficiency. If the deficiencies identified are not cured in the resubmitted certification, FMLA leave may be denied. A certification that is not returned to the Club is not considered incomplete or insufficient, but constitutes a failure to provide certification, and FMLA leave will be denied.

I. Substitution of Paid Time Off

If you take FMLA leave, you must substitute accrued paid leave, including annual and sick leave, for unpaid FMLA leave. The paid leave and FMLA leave would run at the same time

and count toward the 12-weeks of FMLA leave. Once paid time off has been exhausted, any remaining FMLA leave would be unpaid.

J. Health Insurance

Employees taking FMLA leave are entitled to maintain any health insurance benefits they had while on leave under the same terms and conditions as when they were on the job. This means that the employee is required to make arrangements to continue making payments on his/her portion of the health insurance premiums on a timely basis. Failure to pay the employee's share of health insurance premiums may result in a loss of insurance coverage. Employees remain responsible for any insurance coverage and premiums not paid to the Club.

If an employee fails to return from leave, he or she will be required to pay the Club the full cost of all health premiums paid on the employee's behalf, subject to some exceptions, the details of which can be provided by Human Resources.

K. Restoration of Employment

Employees taking FMLA leave are guaranteed the right to return from FMLA leave to their previous position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, if, upon the expiration of an employee's 12-week entitlement to FMLA leave, an employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA. This does not necessarily mean that the employee will not be returned to work. If, due to an employee's own medical circumstances, he/she is no longer able to perform his/her original job, the Club may attempt to transfer the employee to alternative work for which he/she is qualified, if such work is available. However, if an employee would otherwise have ceased to be employed at the time that the employee seeks reinstatement, the employee will not be entitled to restoration.

L. Fitness-for-Duty Certificate

Prior to being restored to employment from FMLA leave for the employee's own serious health condition, employees will be required to present a fitness-for-duty certificate from the employee's health care provider that the employee is medically able to resume work and to perform the essential functions of the employee's job. With regard to employee use of intermittent or reduced schedule leave, the Club may request fitness-for-duty certification for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his/her duties, based on the serious health condition for which the employee took such leave.

The Club may contact the employee's health care provider for purposes of clarifying and authenticating the fitness-for-duty certification. The cost of furnishing the certification shall be borne by the employee. The employee must provide the fitness-for-duty certification at the time the employee seeks reinstatement at the end of FMLA leave. The Club may delay restoration until the certification is provided. Unless the employee provides either a fitness-for-duty certification or a new medical certification for a serious health condition at the time FMLA leave is concluded, the employee's employment may be terminated.

M. Updates of Status and Intent to Return to Work

The Club will require an employee taking continuing FMLA leave to report every two (2) weeks on his/her status and his/her intention to return to work. The Club may also require an employee to provide periodic recertification of the medical condition. Failure to do so may result in adverse employment consequences. If an employee fails to return to work upon a scheduled return date, the Club will assume that the employee has resigned their employment.

Employees taking continuing non-intermittent FMLA leave are requested to provide the Club at least two (2) business days' prior notice of their intent to return to work.

N. No Outside Work

Employees taking FMLA leave or other forms of leave may not work for, or provide their services to, another employer or business, whether as an employee, independent contractor, or otherwise, while on leave. Violation of this policy may result in termination of employment with the Club.

Additional details regarding FMLA, including Leave Request Forms and Certification of Health Care Provider Forms are available from the Human Resources Department.



Employee Benefits

The Club provides certain benefits to regular, full-time employees, including:

- ✓ Annual leave
- ✓ Sick leave
- ✓ Paid holidays
- ✓ Dental, Medical, and Vision Insurance for employee when eligible
- ✓ Retirement plan for employee when eligible
- ✓ Group Life Insurance and Disability when eligible
- ✓ Social Security and Workers compensation

Full-time employees have a sixty (60) day waiting period to be eligible for dental, medical, vision, group life and disability benefits. The following summary descriptions of this Club's employee benefits are included for illustration purposes only and are not meant to provide the specific details of the benefit plans. In each case, specific provisions are set forth in the plan description or plan document. If there is any conflict between the descriptions contained in this or any other publication of the Club and the official policy or plan description, the language of the official policy or plan description controls. Employees are directed to read their policy and plan documents for detailed information. Benefits may be adjusted at the discretion of the President & CEO.

Dental Insurance

The Club offers Dental Insurance to full-time employees. The Club currently pays 100% of all premiums relating to the employee's coverage. Employees pay for eligible family members. Participation is optional.

Medical Insurance

The Club offers a medical plan for all full-time, eligible employees. The Club currently pays 100% of all premiums relating to the employee's coverage.

Dependent medical insurance is also available and coverage information will be provided to each employee at the time of enrollment. Employees pay premiums for eligible family members' coverage. Increases in premiums for dependent coverage will be passed on to the employee.

Vision Insurance

The Club offers Vision Insurance to full-time employees. The Club currently pays 100% of all premiums relating to the employee's coverage. Employees pay for eligible family members. Participation is optional.

Life Insurance

The Boys & Girls Clubs pays for Group Life and Disability Insurance for the benefit of full-time employees on the basis of said employee's job, title and classification as set. Employees pay premiums for eligible family members. Participation is optional.

Retirement Plan

Employees who are 21 years of age and have completed one year of continuous employment with the Boys & Girls Clubs of the Tennessee Valley are eligible to participate in the 401(k) retirement plan. An eligible employee is one who renders 1,000 hours of service within a twelve (12) month period beginning on his date of hire.

Eligible employees receive a discretionary match from the organization. Eligible employees may contribute through salary deferrals based on plan's deferral limit explained in the summary plan document. All employee contributions through salary deferrals are 100% vested. Loans for early distribution are not permitted.

If the employee should cease to be employed other than by death, disability or retirement, then as of the date the participant ceases to be an employee, his/her credited service for

such period of employment shall cease and his/her non-forfeitable right to the accrued benefit provided on his behalf by the Boys & Girls Clubs of the Tennessee Valley contributions shall be determined as follows:

Vesting Schedule for employer contributions is based on years of service:

Less than three years0%
Three years or more..... 100%

Social Security Benefits

All employees (part-time and full-time) are required to participate in Social Security benefits as provided through the Federal Insurance Contribution Act (FICA). The amount required by law will be withheld from the employee's salary and the Boys & Girls Clubs will pay a like amount toward the plan.

Workers' Compensation

Workers' Compensation Insurance, in accordance with appropriate state laws, is carried to protect any employee who receives a job-related injury. The Boys & Girls Clubs pays for the insurance premiums. Injured employees are required to inform their supervisor of the situation and complete and sign a first report of work injury form as soon as possible after a work-related injury and forward it to the Human Resources Department.

Injured employees will be required to submit to a post-accident drug screen as part of the treatment for work related injury and accidents.

Employee Childcare Program

Enrollment and tuition discount guidelines for employees and their children may be subject to change at any time. Employees may use Boys & Girls Clubs of the Tennessee Valley's services as long as there is availability in their child's age group and the desired Club. Employee's children must be enrolled with all proper paperwork completed before attendance. Employee's children must stay with their class to which they are assigned. It is also important that employees choosing to enroll their children understand that they are to respect the same ethical guidelines expected of all parents at the Club. This means respecting the Club staff and classroom space, and creating consistent drop off and pick-up routines.

To qualify for free childcare, employees must be active and receiving a paycheck each pay period. Active employees regular tuition will be 100% funded if they choose to bring their own children to the Clubs. Any other rate discounts do not apply to employee tuition. If the employee goes seasonal, he/she is responsible for paying for childcare at the agreed upon rate while he/she is not actively on payroll.

Tuition Bonus Policy

Any employee that receives their degree from an accredited college or university while employed for the Boys & Girls clubs will be eligible for a bonus. The bonus amounts are \$500 for Associate's Degree, \$650 for Bachelor's Degree, \$1,000 for Master's Degree and \$1,500 for Doctorate Degree. The bonus amount is subject to change based on budget. Bonus earnings are considered taxable income in the year in which they are paid and appropriate federal and state income taxes will be withheld at the rates in effect at the time of payout. The educational bonus is considered a one-time cash award and is not added to base pay of the individual.

Eligibility

An eligible employee must have been on staff for at least 12 months to receive bonus. The degree must be relevant to Boys and Girls Clubs of the Tennessee Valley areas of operation and must have been completed after the employee's initial 12 months of tenure or afterwards. The appropriate degree must be from an accredited college or university. Certificate programs and training programs are excluded from this policy, as they are not bona fide degree programs. Part-time and full-time staff are eligible for this program.



Performance Expectations and Evaluations

Performance Accountabilities

A formal, written evaluation of the employee's job performance will be conducted after three months of employment. Thereafter, an ongoing evaluation of performance will be conducted annually.

The evaluation will relate specifically to performance on the job or to such personal conduct that is not in accordance with the Human Resources policies. The time of performance accountabilities and the period covered by it will be made known to the employee in advance.

The performance accountabilities will be prepared in writing and submitted to the Human Resources Department. In addition, the employee will be given the opportunity to read and discuss the evaluation, to sign it (signifying only that he/she has read it), and to file with the evaluation a statement to be included in the Human Resources record concerning any points on which he or she cares to comment.

Resignations and Terminations

Professional employees should provide at least two (2) weeks' notice in writing prior to leaving the Club. This notice will be retained in the Human Resources file. Eligible full-time employees who have provided at least two (2) weeks advance notice of resignation will be paid for accrued unused annual leave upon termination. Employees failing to provide such notice will forfeit any accrued unused annual leave.

Employees who are involuntarily terminated from employment with the Clubs will not be eligible for consideration for rehire for five years from the date of termination.

Reductions in Force

At various times, the Boys & Girls Clubs may need to eliminate a position or positions because of reorganization or lack of funding. When a force reduction is foreseeable, the Boys & Girls Clubs will attempt to provide full-time employees a reasonable amount of advance notice and will specify the reasons for the action in writing.

Disciplinary Policy

The Club expects all of its employees to conduct themselves in a manner that is in the best interest of the organization and its employees.

The Club has established policies and procedures for the convenience and protection of all its employees. Violations of any of these policies and procedures are considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following: verbal warnings, written warnings, suspension with or without pay and termination. Disciplinary actions are noted in the employee file. The Club will normally attempt to utilize progressive discipline. However, serious misconduct may result in immediate suspension and/or immediate termination, without notice.

Management will determine the appropriate disciplinary action, within its discretion. There is no guarantee that one form of disciplinary action will necessarily precede another. The following is a partial list of examples of misconduct, which may be cause for disciplinary action, up to and including termination:

- Violation of the Club's equal opportunity or harassment policy
- Disclosure of confidential Club or employee information to unauthorized parties
- Behavior resulting in Club member, vendor or employee complaints
- Supplying false or misleading information or falsifying any Club record
- Possession of weapons on Club premises or while performing Club duties
- Immoral or indecent conduct; soliciting persons for immoral purposes; inappropriate relationship with members or employees

- Insubordination, including but not limited to, refusing to obey an order or directive of a supervisor or Club official
- Unsatisfactory job performance, including excessive absenteeism, poor quality of work, failure to perform duties as assigned, failure to work cooperatively with other, failure to provide required documentation and failure to maintain adequate supervision of members
- Disruptive conduct, including: gambling, fighting, horseplay, corporal punishment, coercion, intimidation or threats against Club employees, volunteers or members; vulgarity, abusive treatment of the public or fellow employees
- Theft or unauthorized possession or removal of property or money belonging to the Club, employees, or a third party
- Making or publishing false, vicious or malicious statements regarding an employee, supervisor, Club official, or the Club's services
- Destruction or misuse of Club property or another employee's property
- Any other conduct which violates any Club policy or which is deemed not in the best interests of the organization

Disciplinary Procedures

The Boys & Girls Clubs reserves the right to immediately terminate employees for unsatisfactory job performance, immoral conduct, moral turpitude, larceny, dishonesty, negligence, abuse of equipment and property, physical threat or assault, drug and alcohol use and other disciplinary policies if, in the Club's estimation, termination is warranted without providing an opportunity to correct misconduct.

Grievance Policy

Any staff member having a grievance resulting from a disciplinary action should follow these procedures for submitting grievances:

1. The grievance shall be made in writing to the superior of the supervisor.
2. If the supervisor cannot handle the grievance, it is referred to the Vice President of Human Resources and then to the President & CEO.
3. If the grievance is not handled to the satisfaction of the employee at this level, the employee may request in writing within 10 days a review of the said action by the Administrative Committee of the Corporate Board. The decision of the Administrative Committee will be final.

Upon termination of employment, the grievance procedure will cease.



Use of Company Equipment and Electronics

Search, Theft and Audit Policy

In order to ensure its ability to conduct business efficiently and effectively, and to protect itself against the unauthorized use and removal of Club property, the Club will, from time to time, conduct internal investigations, including inspections, searches and audits on Club premises.

The Club reserves the right to conduct an inspection, search or audit at any time for Club property or Club-related information. The Club reserves the right to inspect the following, including but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; all Club vehicles and desks, lockers, computers, etc., that are within the employee's possession or control.

A routine search or inspection may result in the examination of personal possessions. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to management. Under usual circumstances, the Club will generally attempt to obtain employee consent before conducting a search or inspection, but may not always be able to do so.

If an employee becomes aware of any theft, misuse or unauthorized removal of Club property, he or she is directed to notify the supervisor immediately. The theft, misuse or

unauthorized removal of Club property is cause for immediate discipline, up to and including termination from employment.

Cell Phone/ Telephone/ Texting Policy

Staff members are requested not to use the telephone for personal communications including texting during work time when in direct supervision of youth. Staff members will not be called away from their duties to receive phone calls except in emergencies.

Cell phones are not to be used during the delivery of direct services. Employees are required to provide the club's main business number to be used in case of emergencies. Direct service includes but is not limited to supervising youth, driving, and/ or during meetings and trainings. If a cell phone is kept on the employee's person, the cell phone must be turned off or placed on vibrate or quiet mode at all times during direct service delivery unless it is being used as a supervisor approved tool for the performance of duties.

According to vehicle safety regulations, cell phone usage while driving is extremely distracting and impairs reaction time. Cell phone usage while driving the bus or privately owned vehicles for personal use on Boys & Girls Clubs business should be in compliance with state law. This prohibition includes driving without youth on the bus. If an emergency call is received, drivers must park following all DOT rules and regulations.

The Boys & Girls Clubs of the Tennessee Valley is not responsible for lost, damaged, or stolen cell phones. Any employee in violation of the policy will receive disciplinary actions, up to and including termination.

At the discretion of the President & CEO, Executive Leadership, Executive Directors and Club Directors will receive a monthly stipend to be on call as needed.

Electronic Communications Policy

The Club's Electronic Communication Systems are to be used for conducting the Club's business only. This policy applies to all employees of the Clubs.

In particular:

The BGCTNV E-mail and Internet systems and all information transmitted by, received from, or stored in those systems are the property of The Boys & Girls Clubs of the Tennessee Valley.

There is no expectation of privacy in connection with the use of those systems or with the transmission, receipt, or storage of information in those systems.

The Club reserves and will exercise the right to review, audit, monitor, access and disclose all matters on the Club's computer, cellphones, E-mail, EDT and Internet systems at any time, with or without notice to employee, and that such access may occur during, before or after working hours. The Boys & Girls Clubs of the Tennessee Valley may purge files at any time, without notice.

Employees are not to use a code, access a file, or retrieve stored communications unless authorized.

These systems are to be used for business purposes. While personal use is not prohibited, personal use is limited to break times or non-working hours.

Personal use of the Electronic Communication Systems, including the organization's cell phone, E-mail, and the Internet, is subject to the same review, audit, interception, access, and disclosure provisions described above.

When online using the Club's systems, every statement made and every website or Internet location visited by an employee will be attributable to The Boys & Girls Clubs of the Tennessee Valley.

There are potential copyright violations for downloading and printing from the Internet and employees shall not violate the law by unauthorized use of such materials.

The use of the Electronic Communications Systems for the procurement or distribution of materials and information that are pornographic, threatening, harassing, obscene, defamatory, illegal or unethical will result in immediate termination.

The Boys & Girls Clubs of the Tennessee Valley can monitor use of these systems at any time, at its discretion, including printing and reading all messages entering, leaving or stored in these systems. Violations of this policy may subject employee to disciplinary action, up to and including termination of employment.

Use of The Boys & Girls Clubs of the Tennessee Valley's Electronic Communication Systems constitutes employee consent to all the terms and conditions of the Electronic Communication System Policy.

There shall not be any postings or publishes of any negative information regarding the Clubs on any social media Internet web sites, such as Facebook, Twitter, etc. If the Club believes that an employee's use of social media is detrimental to the Clubs, the employee may be asked and required to modify use of such media to the extent requested by the Clubs to uphold and maintain its image in the community.

Recording Devices Policy

The Boys & Girls Clubs is dedicated to protecting the integrity of its members' information, business information, employment data and other privileged materials. Absolutely no confidential records or materials are to be taken from the Club's premises without prior approval by management.

Unless prior approval is obtained, videotaping, photographing, audio taping or any other electronic or other reproduction of any of the Club's locations or events is strictly prohibited. This prohibition includes the tape recording of conversations between and among the Club's employees. Similarly, without prior Club approval, the possession of any videotaping, photographing, or audio taping equipment while on the Club's premises is strictly prohibited. Any film, audio, or video contained in any such equipment discovered on the Club's premises in violation of this policy will become the exclusive property of the Club. Violations of these rules will result in disciplinary action, up to and including termination.

Social Media Policy

Boys & Girls Clubs of the Tennessee Valley understands the value of social media and its ability to provide quick and easy interaction among peers, members and families. Social media is defined as *a collection of online platforms and tools that are used to share content, profiles, opinions, etc. through a variety of social platforms, including Facebook, Twitter, Instagram, LinkedIn, Snapchat, etc.*

Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, parents, board members and, people who work on behalf of Boys & Girls Clubs legitimate business interests may result in disciplinary action, up to and including termination.

Carefully read these guidelines, the Standards of Conduct Policy, Electronics Communication Policy, Anti-Bullying Policy and the Anti-Harassment Policy, and ensure your postings are consistent with these policies.

Because employees' online comments and postings can impact the Clubs and/or the way employees are spending their time at work, we have adopted the following guidelines that employees must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty. It shall be considered a breach of acceptable Team Member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or Instagram, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of the following:

- No soliciting on behalf of the Boys & Girls Clubs of the Tennessee Valley
- Anything that may harm the goodwill or reputation of the Clubs or any disparaging information about Boys and Girls Clubs.
- Any disparaging, discriminatory or harassing information concerning any employee, member, vendor or other person associated with Boys and Girls Clubs, our policies prohibiting harassment apply online as well as offline.
- Any confidential information, trade secrets, or intellectual property of Boys and Girls Clubs obtained during your employment, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies.
- Any private information relating to an employee, member or vendor of the organization. This Policy applies regardless of where or when employees post or communicate information online. It applies to posting and online activity at work, home or other location and while on duty and off duty. Boys and Girls Clubs reserves the right to monitor and access any information or data that is created or stored using the Club's technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information. Employees should have no expectation of privacy in any information or data (i) placed on any Boys and Girls Clubs computer or computer-related system or (ii) viewed, created, sent, received or stored on any of our computer or computer-related system, including, without limitation, electronic communications or internet usage.

Refrain from using social media while on work time or on equipment provided by Boys & Girls Clubs unless it is work-related as authorized by your manager or consistent with the Electronic Communication Policy. Do not use your Boys & Girls Clubs email address to register on social networks, blogs or other online tools utilized for personal use.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Boys & Girls Clubs, peers, members, parents, board members and vendors. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

The intent of this policy is to clarify the professional boundaries that protect Boys & Girls Clubs staff and members from potential misinterpretation of the staff-member relationship. The line between professional and personal relationships is blurred within a social media context. For those reasons, the following guidelines have been established for staff members utilizing social media:

- Contact with members in the program, whether initiated by you or the member, is prohibited.
 - Please do not “follow”, “friend” or otherwise interact with any member from your personal social media accounts.

- Staff must also avoid posting member information and pictures on personal social media networks, blogs, etc.
- If you identify yourself as an employee of Boys & Girls Clubs of the Tennessee Valley on your personal social media accounts, please remember that you have associated yourself with Boys & Girls Clubs, your peers and the community.
 - Use caution when posting any comment and/or images on your personal social media accounts that may reflect negatively on your professional image and/or Boys & Girls Clubs.
 - Please avoid posting or commenting about specific program offerings, curriculum or products on your personal social media accounts.

If there is an opportunity or issue that needs to be addressed via social media, please notify your supervisor. He/she will decide if action is necessary and appropriate. Employees who violate Boys & Girls Clubs Social Networking Policy will be subject to disciplinary action, up to and including termination of employment.

IT Department

The Boys & Girls Clubs of the Tennessee Valley utilizes a ticketing process for IT issues with Gravity Networks. Employees with any IT issues or concerns will need to open a ticket at support@gogravity.net. The ticket must include employee name, club location, phone number, email address, and specific details of the issue.



Employee Handbook Summary

This Employee Handbook has been completed to inform you of the Boys & Girls Clubs of the Tennessee Valley's policies and benefits. We hope you have found the information in it helpful in learning more about the organization and what you can expect as an employee here. You should keep the handbook in order to refer to it for future needs. The handbook is always accessible by contacting the Human Resources Department or visiting the Organization's intranet, FUSE2.0.

The employee benefits, personnel policies and rules of this handbook will remain in effect at all times. No changes will be made without consideration of the effect on both the organization and its employees. Because these policies and benefits will be updated from time to time, you should always consult your Supervisor or the Human Resources Department if you have any questions about the material included here.

HANDBOOK REVIEW FOR _____
Print Name

Orientation and Training

_____ Initial I understand a requirement of BGCTNV’s hiring process is that all hiring paperwork must be completed prior to the first day worked. I am also responsible to attend training that is necessary to meet state licensing requirements.

Anti-Harassment and Anti-Bullying

_____ Initial I have read BGCTNV’s Anti-Harassment and Anti-Bullying Policies and understand that all employees have a right to work in an environment free of discrimination.

Drugs and Alcohol

_____ Initial I have read BGCTNV’s Drug and Alcohol Abuse Policy and understand that no type of substance abuse will be tolerated.

Time Clock

_____ Initial I understand that BGCTNV uses a web-based time clock system and I am responsible for clocking in and out from a BGCTNV computer and will notify my supervisor or Human Resources if I am unable to do so.

Dress Code

_____ Initial I have read and will follow BGCTNV’s Dress Code Policy.

Cell Phone Policy

_____ Initial I have read BGCTNV’s Cell Phone Policy. I will not be on my cell phone while in direct supervision of members. Any violation of these rules could lead to disciplinary action, up to and including termination.

Confidentiality Agreement

_____ Initial I understand that all paperwork and records or matters dealing with employees, members or families current and/or former are confidential and must not be shared with anyone outside of BGCTNV.

Social Media Policy

_____ Initial I have read BGCTNV’s Social Media Policy. I understand that contact with members in the program, whether initiated by myself or the member is prohibited.



**Receipt of Employee Handbook
Revised 12/2021**

I have received a copy of the Employee Handbook of the Boys & Girls Clubs of the Tennessee Valley, and I understand that I am responsible for reading the policies and practices described within.

I agree to abide by the policies and procedures contained herein. These policies outline my privileges and obligations as an employee. I understand that the policies and benefits contained in this Employee Handbook may be added, deleted or modified by the Club at any time. I understand that neither this Handbook nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment.

I understand that in the employment relationship, employees are “at will” employees, and the employer or employee may terminate that employment at any time with or without cause. I agree to conform to the rules and regulations of the employer, including any changes, deletions or additions to these rules and regulations during the course of employment.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of my supervisor.

Employee Name

Employee Signature

Date

Revised 11/2021