



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Camp Manito-wish YMCA

Employee Handbook

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Welcome

Welcome to Camp Manito-wish YMCA! Since 1919, Camp Manito-wish YMCA (hereinafter referred to as "Camp Manito-wish YMCA," "Camp," "the Camp," or "Manito-wish") has been helping youth build character, embrace traditional values and cultivate leadership skills. Our rich heritage, exceptional people, spectacular northwoods setting and engaging programs combine to challenge, inspire and transform lives, helping youth develop into confident, responsible and enlightened leaders.

Mission of Camp Manito-wish YMCA

To enrich the character and leadership development of each person who has a Manito-wish experience by challenging them to grow in wisdom, in stature, in favor with God and with one another.

Vision of Camp Manito-wish YMCA

The Manito-wish experience develops confident, responsible and enlightened leaders who will improve the world in which they live.

The Camp's Beliefs

Camp Manito-wish believes that:

1. Each Manito-wisher possesses unique gifts that are of high value to his/her group and should be shared.
2. Each Manito-wisher is challenged physically, socially and emotionally by the trail experience and is afforded the opportunity to lead, which results in strong feelings of self-worth.
3. Each Manito-wisher is placed in a natural setting where a sense of wonder about creation is enhanced and his/her sense of responsibility for the environment increases.
4. The Spirit of God is present in the Manito-wish experience. Therefore, each Manito-wisher has opportunities to recognize this presence in the setting, leadership, program and one another.

Qualities of a Manito-wish Leader

A Manito-wish leader:

1. Builds a shared vision with those they lead.
2. Builds models (tries it...changes it...tries it again).
3. Shares a common space with others.
4. Lets others amplify their abilities.

5. Remembers that followership and leadership go hand in hand.
6. Doesn't collaborate to turn out the lights.
7. Celebrates successful collaborations.

Qualities of a Manito-wish Employee

The Camp seeks employees who are sympathetic to the mission and goals of the Camp Manito-wish YMCA. They should possess the special aptitudes, skills and capacities that are required in their field of work.

In recognition of the purpose of the Camp to serve the needs of society and the individuals within it, employees shall possess a cooperative spirit and develop the goodwill of their associates and the clientele they serve. They shall exhibit the desire and capacity to learn, grow and improve their own abilities.

All employees are to act as a positive role model to program participants (especially children) by demonstrating: 1) respect for individuals and property, 2) responsibility, 3) good judgment, 4) decorum, 5) politeness, 6) neatness of dress, 7) modesty, and 8) refraining from abusive and profane language and the use of alcohol, drugs, and tobacco products while actively engaged in Camp programs.

General Provisions

Purpose of Employee Handbook

This employee handbook is intended to introduce employees to workplace policies, practices, rules and regulations to be understood and followed by Camp employees.

To meet changing conditions and different situations, the Camp may change or alter current policies, practices and rules, and will try to inform employees of changes as they occur. The Camp does not intend this employee handbook to be comprehensive or to address all possible applications of or exceptions to the policies or rules described. Such changes may be made even though the employee handbook is not updated in writing and provided to employees. Only the Camp has the authority to amend this employee handbook.

The Camp will consider any suggestions from employees on how to sustain and improve the workplace. For any questions about these policies, practices or rules, ask a Camp supervisor. Employees should treat this Employee Handbook as confidential and not disclose its contents to others without a "need to know". Final interpretation and implementation of any of the policies, practices and rules in this Employee Handbook are vested solely with the Camp.

The application for employment, this employee handbook, or any other policies or practices of the Camp do not create a contract of employment, express or implied, and none of the policies, practices and rules described in this employee handbook are meant to imply that the Camp is guaranteeing employment for anyone.

Employment at Will

The Camp hopes its employees find their employment to be satisfactory and enjoyable. Mutual respect between all parties is essential to the success of all. It is the Camp's goal to have its employees enjoy fair and reasonable treatment, a pleasant working environment and competitive compensation. Employees are encouraged and expected to maintain a commitment to always doing their best work.

It is the Camp's policy to employ the most qualified team. Employees are hired and retained, however, for no specific period of time and all employment is considered to be at-will. Either the employee or the Camp has the right to terminate the employment relationship at any time or for any reason or no reason at all. Continued employment is subject to the Camp's requirements and determination as to satisfactory employee behavior and performance. Although in most instances employees will be

advised prior to termination of any performance or conduct that is not satisfactory, the Camp retains the right to terminate employment at any time without prior notice or reason.

No representative of the Camp, other than the Chief Executive has the authority to enter into any agreement for a specified period of time or make any agreement contrary to the foregoing. Any such agreement must be in writing and signed by the Chief Executive and the employee. No one has the authority to make any verbal statements to an employee that alters the employee's employment-at-will status.

Philosophy of Personnel Policies & Practices

The quality and caliber of employees, the effectiveness of their work and their shared enthusiasm for Camp Manito-wish YMCA play a major role in attainment of the Camp's mission and goals. Because the Camp is a people-centered association, it has a very real concern for the needs, aspirations and opportunities for growth of all employees.

The goal of Camp Manito-wish YMCA's human resources planning and development is to consistently recruit, develop, motivate, reward and retain the most competent employees possible to aid in the achievement of the Camp's mission.

Certain expectations exist on the part of the employee and camp management in such a spirit of cooperative purpose and effort.

Non-Discrimination Policy

The Camp is an equal opportunity employer and is committed to a policy of equal opportunity for all employees and applicants. The Camp is also committed to maintaining a work environment in which everyone is treated with respect and dignity. It is the Camp's policy to seek and employ the most qualified people in all positions, to provide equal opportunity for advancement to all employees, including with regard to recruitment, hiring, compensation, benefits, promotion, training, discipline and termination of employment, and to administer these activities in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, gender, national origin, disability, ancestry, sexual orientation, marital status, or arrest or conviction record, or any other discriminatory basis prohibited by applicable local, state and federal law.

Workplace and/or Sexual Harassment

It is the Camp's policy to maintain a working environment free from all forms of workplace and/or sexual harassment or intimidation. Workplace and/or sexual harassment of employees or applicants by the Camp, its agents, supervisors, employees, vendors, suppliers or participants is unacceptable and will not be tolerated.

"Sexual harassment" includes, but is not limited to: unwelcome sexual advances, comments of a sexual nature, physical contact or threats, sexual gestures, written materials of a sexual nature, or visual materials where such conduct affects employment decisions, interferes with work performance, or creates a hostile or offensive work environment. Submission to sexual advances or requests for sexual favors also cannot be made an explicit or implicit term or condition of employment, or can the submission to, or rejection of, such conduct be made the basis for an employment decision. "Workplace harassment" includes, but is not limited to: verbal, written, visual or physical communications, acts or omissions based on any local, state or federal protected class and which affects employment decisions, interferes with work performance or creates a hostile or offensive work environment.

Any employee who feels that he/she has been subject to workplace and/or sexual harassment or intimidation should contact his/her supervisor or the Chief Executive. All complaints will be thoroughly and promptly investigated. Complaints will be treated as confidential to the fullest extent possible. Unless otherwise advised by the Camp, any employee who participates in the investigation of a complaint must keep the information disclosed, shared or learned during the course of the investigation completely confidential. The Camp does not intend any investigation confidentiality rules to violate an employee's rights under the National Labor Relations Act. If an investigation confirms that a violation of this policy has occurred, the Camp will take immediate action, up to and including termination of employment.

The Camp forbids retaliation against anyone for reporting harassment or for cooperating in the investigation of a harassment complaint, and any such retaliation violates this policy. Complaints of retaliation should be reported in the same manner as harassment complaints.

Drug & Alcohol Policy

Illegal drugs and alcohol misuse are inconsistent with the Camp's commitment to a safe and productive work environment.

Whenever employees are working, operating Camp vehicles or present on Camp premises, they are prohibited from: (1) using, possessing, buying, selling, manufacturing or dispensing illegal drugs, (2) being under the influence of alcohol or illegal drugs, and (3) possessing or consuming alcohol. "Under the influence of alcohol" means a blood alcohol concentration level of .05 or more. "Under the influence of illegal drugs" means a positive test result for illegal drug use. "Illegal drug" means any drug (a) not legally obtainable; or (b) legally obtainable but not legally obtained or used. Therefore, the phrase "illegal drug" includes prescription

drugs obtained unlawfully and prescription drugs not being used for prescribed purposes.

Employees of legal drinking age in the State of Wisconsin may possess or consume alcohol in moderation at Camp functions when permitted to do so, and may possess unopened containers of alcohol in vehicles parked on Camp premises.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their health care provider about any medication's effect on their ability to work safely and promptly disclose any such effects to their supervisor. In such cases, employees should not disclose their underlying medical condition unless later asked to do so. In addition, employees should not disclose their use of a medication if such use does not affect their ability to work safely.

While the Camp has no intention of intruding into the private lives of its employees, it requires them to report to work in a condition in which they can perform their duties safely and at full efficiency. An employee who is on the job under the influence of illegal drugs or alcohol is in violation of this policy. Where there is reasonable cause to believe that an employee is under the influence of illegal drugs or alcohol while working on Camp premises or operating Camp vehicles, the employee may be required to promptly submit to a drug test.

If an employee is involved in an accident resulting in property damage or an injury requiring medical treatment away from the scene of the accident, he/she may be required to take a drug/alcohol test. Employees who refuse to cooperate in required tests, test positive for illegal drugs or otherwise violate this policy will be disciplined, up to and including termination. All information or records related to testing under this policy will be maintained in compliance with applicable health privacy laws.

Personal Information Related to Employment Records

The Camp maintains employment records for compensation, benefits and compliance purposes.

If information on an employee's paycheck is incorrect or if problems arise concerning payroll deductions or other matters, the employee should immediately contact his/her supervisor or the Payroll Administrator.

To ensure that all records are current, it is the employee's responsibility to notify the Payroll Administrator in writing within 10 days of any of the following changes: name, address, phone number, email address, marital status, beneficiary changes or change in the number of dependents. Failure

to notify the Payroll Administrator of these changes on a timely basis could affect the benefits eligibility of the employee or the employee's dependents.

Pay and Employment Practices

Pay Practices

The pay period will be monthly, with paychecks issued on the 20th of each month. If the 20th falls on a Saturday, paychecks will be issued on the preceding Friday and if the 20th falls on a Sunday, paychecks will be issued on the following Monday. For exempt employees, the pay period runs from the 1st of the month through the last day of the month. For non-exempt employees, the pay period runs from the 16th of the previous month through the 15th of the current month. Each pay week begins on a Sunday and ends on a Saturday.

Seasonal salary rates are based on a seven-day work week, and pay is based upon the number of days of employment (including days off and training). Salaries will be paid on the 5th and the 20th of each month except during June, July and August when an alternative payroll schedule of not less than twice monthly may be applied.

It is the Camp's policy not to advance monies to employees. Paychecks can only be released to the individual whose name appears on the check or to the employee's designated recipient. To qualify as a designated recipient, the employee must submit written authorization to his/her supervisor. If the employee's designated recipient is to pick up the employee's check, he/she will be required to show an acceptable form of photo identification (e.g., driver's license or state ID). This is for the employee's protection.

Eligible staff members will be provided with remuneration for room, board and laundry, in addition to their wages. Housing is available during the employee's employment with Camp. Meal service is available during employment when meal service is being provided to programs. Laundry services are available to all staff.

Manito-wish expressly forbids staff members from accepting tips or gifts from anyone. Participants or anyone offering tips should be encouraged to either contribute to the Campership fund or the YMCA World Service fund.

Personal checks up to \$100 may be cashed at the Camp Bank during normal banking hours.

Direct Deposit

Year-round employees are encouraged to participate in the direct deposit of their paycheck into their bank savings or checking account. Direct deposit into the employee's bank account relieves the employee of the worry of making a deposit, allows money to be available to the employee sooner than via regular mail and results in greater efficiencies in payroll administration.

Exempt and Non-Exempt Status

Employees are classified as being exempt or non-exempt from overtime based on job responsibilities as described under wage and hour laws.

Exempt Status

Exempt employees are generally compensated on a salary basis and must receive a minimum salary. Exempt status is generally determined by the level of responsibility, measure of discretion and independent judgment utilized on matters of substantial importance to the management or operation of the business, and other factors relating to the duties performed by the employee.

Exempt employees are not eligible for compensation for hours worked in excess of 40 per week. The Camp will not make any pay deductions from exempt employees that are not permitted by law. Exempt employees will be promptly reimbursed for any improper deductions once recognized. Exempt employees who have questions or concerns about any pay deductions should contact the Payroll Administrator.

Non-Exempt Status

Non-exempt employees are eligible for compensation of time and one half for hours worked in excess of 40 per week during the defined work week (Sunday – Saturday). There may be times when it will be necessary for employees to work overtime. The employee’s supervisor will notify him/her as early as possible regarding scheduling needs. Prior authorization from the employee’s supervisor must be obtained whenever overtime is worked.

Non-exempt employees are prohibited from working “off the clock”. Examples of this type of work include: 1) starting work earlier or working beyond their regularly scheduled work hours, 2) working through unpaid break periods, and 3) working off-site or remotely, including checking or responding to work emails and texts, without recording the actual time worked. Supervisors and managers are prohibited from requiring a non-exempt employee to work off the clock and/or not reporting hours for time spent actually working, and may be disciplined for such conduct. Employees may not work outside of their regularly scheduled work hours unless approved in advance by their supervisor.

Only hours actually worked count toward the calculation of overtime. Hours paid as holiday, paid time off, sick, bereavement or jury duty do not count as hours worked when computing overtime eligibility.

Any questions about exempt or non-exempt status should be directed to the supervisor or the Payroll Administrator.

Timesheet Regulations

It is important that accurate records of hours worked are kept so paychecks will be correct. For this reason, all hourly employees are required to accurately record their time each workday.

Each employee will be required to verify that the hours on his/her timesheet are accurate by signing and/or electronically submitting the timesheet. Timesheets should be signed by the employee's immediate supervisor prior to being submitted for payment.

Salaried employees must notify the Payroll Administrator whenever they have taken any time off.

Employees with any questions or concerns about any aspect of their paycheck, the amount of work they are credited for, compensation, exempt status or a similar issue, should discuss the matter with their supervisor or the Payroll Administrator.

Working Hours and Location

The employee's supervisor will specify the work hours for his/her particular position. There is to be no deviation from such hours without the consent of the employee's immediate supervisor. All schedules will be governed by applicable laws and the needs of the Camp.

Attendance/Tardiness

The Camp expects regular and punctual attendance. Frequent absence or tardiness places an extra burden on co-workers and negatively affects the services that the Camp provides to participants.

It is every employee's responsibility of each employee to arrive on time each day, fully able and ready to work at the beginning of his/her scheduled time. Each employee's contribution is important to the efficient functioning of the Camp.

Employees who will be late or absent from work should notify their supervisor as early as possible, but no later than 1/2-hour prior to the start of their shift. If an employee is absent due to an accident or illness, management may request he/she submit a release from a licensed health care provider prior to returning to work.

Employees who leave the premises during paid working hours without the permission of their supervisor, other than to tend to business matters or go to lunch, will be considered to have voluntarily terminated their employment. Any employee who fails to report for work 2 consecutive work days without giving notice will be considered to have voluntarily resigned his/her employment.

The Camp may require that employees submit a release from a licensed health care provider prior to returning to work after they have been absent for at least three consecutive days, or for each absence when all available paid time off (PTO, sick or otherwise) has been exhausted.

Employment Categories

Full-time Employees

Full-time employees are those employees who are employed by the Camp to work a regularly scheduled work week of 35 hours or more per week, or a total of 1,820 hours or more in a fiscal year. Regular, full-time employees are eligible for all benefits.

Part-time Employees

Part-time employees are those employees who are employed by the Camp to work a regularly scheduled work week of less than 35 hours per week, or less than 1,820 hours in a fiscal year. Part-time employees are not eligible for any benefits, except where required by state or federal law.

Regular Employees

Regular status employees are those employees who are not assigned to a temporary/seasonal or casual/on-call status. These employees may be eligible for benefits, depending upon whether they work a full-time or part-time schedule.

Temporary/Seasonal Employees

Temporary/seasonal employees are those employees who have been hired for a limited period of time, generally less than 12 months. These employees are not eligible for any benefits.

Casual/On-Call Employees

Casual/on-call employees are those employees who do not have a regular work schedule, but rather work a flexible schedule based upon availability and workload. These employees are not eligible for any benefits.

Internship/Fellowship Employees

Depending upon the nature of the internship/fellowship, these employees will be classified in one of the employment categories referenced above.

Employee Classifications

Camp Manito-wish follows the system used by the YMCA of the USA for recognition and classification of professional employees. These classifications pertain only to the YMCA of the USA and do not necessarily correlate to a Camp Manito-wish job title. Following are the criteria for each classification:

YMCA Leader

- Any staff member without supervisory responsibilities performing a direct service to members; an individual contributor.

YMCA Team Leader

- Any staff member performing supervisory duties with direct reports.
- Any staff member who regularly leads a team of staff or volunteers without supervisory responsibilities.
- Any staff member, with or without staff supervisory responsibility, who regularly leads a process, project or function with significant scope and potential impact.

YMCA Multi-Team or Branch Leader

- Any staff member managing multiple team leaders/supervisors representing multiple departments.
- Any staff member who regularly leads multiple teams of staff or volunteers without direct supervisory responsibilities.
- Any staff member who provides tactical and operational leadership to multiple departments within a YMCA branch or association corporate office.
- Any staff member, with or without supervisory responsibilities, who regularly leads multiple processes, projects or functions with significant scope and potential impact.

YMCA Organizational Leader

- Staff members who provide strategic and visionary leadership to the organization.

Employee Valuables

The Camp offers lockers for holding an employee's valuables such as passport, airline tickets, etc., especially while the employee is on the trail; combination locks may be purchased in the Trading Post. However, employees are encouraged to keep their valuables at home and not bring them to Camp. The Camp is not responsible for loss or damage of personal items.

Employment Policy

The Camp Manito-wish YMCA selects employees who: 1) meet the necessary standards of educational and occupational qualifications, 2) can effectively advance the objectives of the YMCA, 3) have the capacity for personal and professional growth, and 4) can become a viable part of the organization.

All employment practices shall be consistent with federal, state and local laws, and other such acts and regulations that control the employment relationship.

Minors under the age of 18 are not allowed to work for the Camp in any capacity without a work permit. This is not only an association policy, but required by the State of Wisconsin. The Camp will not employ anyone under the age of 16.

Employee information may only be provided to others, including family members, with written consent by the employee unless required by law or to verify employment.

Rules and Regulations

No Solicitation/No Distribution

The Camp does not allow solicitation for non-charitable organizations during working time. No employee may engage in solicitation, nor may any employee willingly accept solicitation on behalf of any club, society, religious or political causes, or non-charitable organization for any other purpose during actual working time of either the solicitor or the person being solicited. "Actual working time" means the time during which an employee is required to be performing work duties. Work time does not include the time before the employee's scheduled work day begins, the time after the employee's scheduled work day ends, or the employee's break or lunch period.

Employees may not distribute literature in working areas at any time or during non-working times in areas where it will disturb other employees who are working. "Working areas" include all areas of the premises except the lunchroom and parking lot. Solicitation and distribution by non-employees on Camp property or within the confines of Camp premises is prohibited at all times.

Confidentiality

An employee's job responsibilities may lead him/her to have access to confidential Camp and participant information. This may include information concerning the Camp's financial status, business practices, and/or participant records and data. As more fully described below, this information is to remain confidential and is not to be disclosed to any unauthorized persons inside or outside of the Camp.

More specifically, an employee cannot, in any capacity, acquire by improper means, use or disclose, or cause to be used or disclosed, any Protected Information learned or acquired while employed by the Camp to those people or entities that could cause harm to the Camp, including, but not limited by, remuneration, competitors, participants and suppliers. In the event an employee is uncertain whether the use or disclosure of Protected Information to a specific person or entity would violate this policy, the employee must seek permission from the Camp for the use or disclosure prior to any use or disclosure to the specific person or entity in question.

"Protected Information" means all confidential or proprietary information of any kind relating to the business, operation and administration of the Camp and its affiliate entities. Protected Information also includes participant lists, financial information, policy or procedure manuals, computer software and systems, programs, marketing materials and information, operating systems and procedures, and strategic, operational and long-range plans and

planning procedures, other than information that is defined and interpreted as "trade secrets" in accordance with applicable state law. This policy in no way diminishes the Camp's protection and enforcement rights of its "trade secrets," as that phrase is defined and interpreted in accordance with applicable state law. This policy also does not diminish any individual agreements that may have been executed between the employee and the Camp.

Ethics

Employees must maintain the highest ethical standards in the conduct of Camp affairs. The intent of this policy is that each employee will conduct the Camp's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

The following is a summary of the Camp's policy with respect to: (1) gifts, favors, entertainment, and payments given or received by employees, (2) potential conflicts of interest, and (3) certain other matters as described below.

Gifts, Favors, and Payments Given by the Camp

Gifts, favors and payments may be given to others at the Camp's expense if they meet all of the following criteria:

- They are consistent with accepted business practices,
- They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff,
- They are not in violation of applicable law and generally accepted ethical standards, and
- Public disclosure of the facts will not embarrass the Camp.

Gifts, Favors, Entertainment and Payments Received by Camp Employees

Employees shall not seek or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose, nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or are a competitor of the Camp. Employees may, however, accept for themselves and members of their families common courtesies usually associated with customary business practices. These include, but are not limited to:

- Lunch and/or dinner with participants or vendors, occasionally including spouses as long as the invitation is extended by the vendor.
- Gifts of small value from participants or vendors (e.g., calendars, pens, pads, knives, etc.).

- Tickets to events (such as sports, arts, etc.) are acceptable if offered by the participant or vendor. These are not to be solicited by the employee.
- Day outings, such as golf, are acceptable with prior approval from management. The participant or vendor must be in attendance.
- The receipt of alcoholic beverages is left to the discretion of the employee. Such items should never be solicited.
- Gifts of perishable items usually given during the holidays (e.g., flowers, candies, hams, cookies, nuts, etc.) are acceptable.
- It is never permissible to accept a gift in cash or cash equivalent (such as stocks) or other forms of marketable securities of any amount.
- Members of management should not accept gifts of more than limited value from employees who report to them.

Conflicts of Interest

Employees should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the Camp. As in all other facets of their duties, employees dealing with participants, suppliers, contractors, competitors or any person doing or seeking to do business with the Camp are to act in the best interest of the Camp. Each employee shall make prompt and full disclosure in writing to his/her supervisor of any potential situation which may involve a conflict of interest. Such conflicts include:

- Directors, officers and employees of Camp Manito-wish YMCA, Inc. shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to Camp Manito-wish YMCA, Inc.
- No director, officer or other selected employee specified by the Chief Executive Officer, shall accept gifts, gratuities or favors of any kind from any person, firm or corporation doing business or seeking to do business with Camp Manito-wish YMCA, Inc. which could reasonably be expected to influence, or create the appearance of influencing his or her actions affecting Camp Manito-wish YMCA, Inc. This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.
- Without full and complete disclosure to and approval by the executive committee of Camp Manito-wish YMCA, Inc., no director, officer or selected employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to Camp Manito-wish YMCA, Inc. or which could reasonably be expected to affect his or her independent judgment or action with respect to transactions

between Camp Manito-wish YMCA, Inc. and such other entity. If such a position exists, it must be disclosed to the Chief Executive and to the Chairman of the Board of Directors.

- Each director, officer and selected employee shall provide the executive committee of Camp Manito-wish YMCA, Inc. with a full and complete written disclosure of all facts of any transaction or situation that may be subject to any reasonable doubt concerning the possible existence of a conflict of interest by the director, officer or selected employee.
- Annually, the Chief Executive shall send, or cause to be sent, a copy of this resolution, together with an explanation, and a copy of a disclosure statement/questionnaire to all directors, officers and selected employees who shall complete and return a copy of the disclosure statement/questionnaire to the Chief Executive.
- The Chief Executive shall submit a confidential report to the executive committee concerning any potential conflict of interest of any director, officer and selected employee, together with his/her recommendations concerning the same.
- Each new director, officer and selected employee shall participate in a similar procedure immediately upon assumption of his or her responsibilities.

Compliance with Applicable Laws and Regulations

The Camp has a long and proud tradition of ethical business behavior. To maintain this tradition, employees are expected to conduct their job duties and business affairs in full compliance with applicable laws and regulations. The Camp strongly encourages employees to talk to supervisors, managers or other appropriate personnel when in doubt about the best course of action in a particular situation. Employees should report violations of business or work-related laws, rules, regulations or the Camp Ethics policy to any Camp supervisor or the Chief Executive. The Camp strictly prohibits retaliation for the making of any such reports.

Participation in Law Enforcement Actions

The Camp will not take any adverse action against an employee in retaliation for providing to a law enforcement officer or law enforcement agency any truthful information relating to the commission or possible commission of a federal or state offense.

General Camp Guidelines

Maintenance

In case of facility or equipment wear, breakdown, failure or malfunction the immediate supervisor of that equipment shall be notified and/or a

maintenance request form and/or near-miss/accident report form shall be filled out as needed within 24 hour notice.

Cleaning Supplies

Cleaning supplies for all Camp facilities are located in the Salt Mine, in the lower level of Nash Lodge. The Manito-wish Leadership Center, Leadership Lodge, Schwartz Lodge and Smith Leadership Village all have their own cleaning supplies.

If cleaning supplies are low or depleted, employees should complete a Maintenance Request Form or contact the Maintenance Department.

Personal Use of Camp Facilities and Equipment

Employees may use Camp resources during off-duty and free-time hours, provided that:

- Campers and program participants have first rights over use of all equipment and facilities.
- The individual staff member is currently qualified to use the particular program resources (e.g., waterfront, climbing wall).
- The individual staff member has permission from the facility/equipment supervisor prior to using it. This includes ALL facilities and equipment, including equipment repair tools, any recreational equipment and any electronic equipment that is Camp property.
- All safety procedures for facilities and equipment have to be met at all times (see appropriate Program Director for details).
- When using the waterfront for swimming, boating or any other purpose, certified guards must be present and the procedures must specify when guards must be out of the water.

Employees may not directly or indirectly use or allow the use of property, equipment or supplies belonging to the Camp or located on the premises for any purpose other than personal or non-profit business. Furthermore, no employee shall willfully alter, mutilate, abuse or waste property, equipment or supplies belonging to Camp or located on Camp property. If, in the course of normal business use, an employee notices that any equipment, machine, tool, or vehicle appears to be damaged, defective or in need of repair, he/she should notify the supervisor or maintenance department in writing as soon as possible.

Mail

U.S. Mail services are available to all staff from May through September. Letters can be mailed by using the mail box on the Program Office Deck, and

mail can generally be picked up in the Program Office Mail room after 11:30 a.m.

Trading Post

While employed by the Camp, staff members may purchase items such as clothing, canoe paddles, postcards, stamps, pens, stationery, personal care items, etc. from the Trading Post at a 25% discount (except stamps). These items will be charged to the employee's account and must be paid no later than the end of each session or upon termination of employment. Payments can be made to the Camp Bank by cash, check, Visa or Master Card. Payment is not withheld from the employee's paycheck.

Personal Property

Manito-wish is not responsible for loss or damage to personal property and does not provide liability insurance covering staff personal property. Secure areas for the storage of personal valuables are not provided. Staff is strongly discouraged from bringing possessions of great value to Camp.

Appliances

Items such as TVs, phones and other types of electronic sound equipment, electronic games or communication devices are allowed in staff living areas only; they are not allowed in the camper cabin areas. Small, electric grooming devices are acceptable. If music is used in any of the program areas, laundry, offices or kitchen, the volume is expected to remain at a low, non-offensive level. Personal appliances may be used and kept in staff housing and must not interfere with Camp programming.

Musical Instruments

The camp encourages staff members to bring musical instruments, but cannot provide insurance against their loss or damage.

Recreational Equipment

Staff members are welcome to bring equipment such as tennis rackets, fishing gear, mountain bikes and tripping-related equipment to camp, although the Camp cannot provide insurance against loss or damage. All personal equipment and usage must comply with Camp policies and procedures.

All equipment must be stored in the staff's own personal space or their vehicle. At no time may any gear be stored in camp facilities, unless given direct approval from immediate supervisor.

Bicycles

The personal use of bicycles is allowed at Camp; however, employees are responsible for their personal bicycle at all times. Safety protocol must be followed at all times and helmets and closed-toed shoes must be worn while

riding. Bicycle racks are provided and must be used at all times, unless the bike is left at the employee's vehicle.

Staff is not allowed to have extra passengers on their bike, nor are they allowed to interfere with programs, campers or program participants. Bikes may only be ridden in designated areas. The Trail Bike program area is not a resource for bike repair.

Aquatic Equipment

Personal equipment may be stored in the employee's living quarters or vehicle as long as it is not obtrusive to campers, program participants or any other party. Personal watercraft can be stored on or in the employee's vehicle, on the south bay boat rack or in a location designated by a Program Director.

Firearms

Full-time Camp Manito-wish employees, who are required to live on site, shall be allowed to keep personal weapons, within their home, locked and stored according to the housing policy signed upon the start of their employment.

Camp Manito-wish strictly prohibits the possession or concealment of weapons (except as may be allowed by applicable law in your own vehicle) by its employees in the Camp's buildings and/or offices during the course of employment.

Pets

Pets are not allowed on the premises (other than service animals). Individual exceptions must be requested of a Program Director and approved in advance of arrival at Camp. These exceptions, if made, will take into account the community setting and the population being served.

Visitors

The Camp community will be limited to the camper/program participant and staff population, with visitor limitations imposed for reasons of space, cost and safety of the current population, and insurance factors. Camp cannot accommodate visitors (including campers' parents), overnight guests or guests for meals, other than for official camp visitors cleared through a Program Director.

Visitors to Camp will be able to participate in Visitor Sunday meals only on an advance reservation basis, up to capacity (not all Sundays are Visitor Sundays). A small meal fee will be charged to cover the cost of food. Staff members should arrange to see visitors during off-duty hours and limit unexpected visits during on-duty times to short periods only. Insurance limitations demand that visitors not use camp equipment. Visitors are not

allowed to walk in the camper cabin or Leadership cabin areas of camp while program is in progress.

Child Abuse Prevention

Child abuse is harm to a child for which there is no reasonable explanation. It includes non-accidental physical injury, emotional or verbal abuse, neglect, sexual molestation, and purposeful or inadvertent exposure to materials, conduct, or events that are inappropriate for the age and development of the child/children in question. The Camp will not tolerate inappropriate behavior as stated above and will act in accordance with Wisconsin State Law should an incident occur.

While the Camp encourages positive and appropriate relationships with its campers/students, it also suggests that employees avoid being alone with a camper. Out-of-camp contact with campers (such as baby-sitting) is discouraged and the Camp will take prompt and immediate action upon receipt of any allegations. Upon hire, the Camp will provide a training session on child abuse that will describe appropriate and inappropriate relationships with campers.

For purposes of implementing this policy, the following definitions will be used:

1. **Child** - Any person under the age of 18.
2. **Child Abuse** - "Abuse" means the following:
 - a. Physical injury inflicted on a child by other than accidental means. This includes, but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm as defined under s.939.22(14) of the Wisconsin State statutes;
 - b. Sexual intercourse or "sexual contact" under s.940.225(5)(a) or s.948.02 of the state statutes;
 - c. Sexual exploitation of children as defined in s.940.203 or s.948.05 of the state statutes;
 - d. Permitting or requiring a child to engage in prostitution as defined in s.944.30 of the state statutes;
 - e. Emotional damage, which means harm to a child's psychological or intellectual functioning, which is exhibited by severe anxiety, depression, withdrawal or continued aggressive behavior, or a combination of these behaviors, which is caused by the child's parent, guardian, legal custodian or other person exercising temporary or permanent control of the child and for which the child's parent, guardian or legal custodian has failed to obtain

the treatment necessary to remedy the harm, s.48.981 (1) (cm); or

- f. Forced viewing of sexual activity as defined in s.940.227 of the state statutes.
3. **Child Neglect** - "Neglect" means failure, refusal or inability on the part of the parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

The above behaviors are strictly prohibited by the Camp employees and are unlawful under Wisconsin statutes. Additionally, employees must ensure that this behavior is not allowed to occur between campers.

The affectionate touch and warm feelings of security and acceptance that appropriate touching brings is an important factor in helping a child grow into a loving and peaceful adult. Gentle touching, hugging and holding are important and memorable parts of the camp program experience; however, Camp employees need to be sensitive to each person's need for personal space - not everyone wants to be hugged. Training sessions will be sponsored for Camp employees on the subject of appropriate touch, inappropriate touch, and child sexual abuse.

Reporting Procedures

An employee who either suspects or has good reason to believe that child abuse/neglect involving a member or program participant has occurred shall adhere to the following procedures in sequential order.

1. Orally report the situation immediately to his/her immediate supervisor, the Operations Director, and the Chief Executive (or Operations Director if the Chief Executive is unavailable), and complete an Incident Report Form (available in the Administration Office).
2. The supervisor shall gather and document all facts to be reported and immediately contact the appropriate Wisconsin Social Service Agency, sheriff or local police department with the following information: name, address, age and phone number of the child; nature and extent of injuries or description of neglect; parent or caretaker's name, address and phone number if different from the child's; and any other information that might help establish the cause of the abuse/neglect. In cases where an employee is directly named in the case, Social Services, the Chief Executive and Camp's insurance camp will be contacted.

3. The Supervisor receiving the initial report, with the assistance of the Chief Executive, is responsible for confirming the facts reported and the condition of the child. This will be done immediately, on the same day the report is received. The Chief Executive will then review the incident with the President of the Board of Directors.
4. A decision will be made by the Chief Executive and the Board President as to how the child's parents or legal guardian will be notified of the report. A report will always be discussed personally with parents by the Chief Executive.
5. In the event the reported incident involves a Camp employee the Chief Executive should, without exception, suspend the person from all activities involving the supervision of children; reassignment to administrative functions may be appropriate. Suspension of employees may be with or without pay until the individual is cleared or allegations are proven.
6. Regardless of where or under what circumstances the alleged incident took place, if an employee is involved, it will be considered job-related and affecting job performance.
7. Reinstatement of an employee will occur only after all allegations have been cleared to the satisfaction of the Chief Executive and investigating agency. All employees must be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters relating to abuse or suspected abuse only with the Chief Executive or the investigating agency. Employees may not contact the children or parents involved in an alleged child abuse incident without the permission of the Chief Executive.

Outside Employment

Full-time exempt employees may not engage in outside work for personal remuneration without having received prior authorization from the Chief Executive and/or their immediate supervisor.

Employment of Relatives

Individuals related as immediate family, through marriage or who reside in the same household may not report to one another or be in a position of authority over one another. Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of employment of one another.

This policy also applies to employees who marry or become part of the same household while employed at the Camp.

Personal Views

Employees are free to express their full liberties as citizens, including the right to express their personal convictions on social, economic, religious and political issues. However, employees must refrain from giving the impression that views expressed and positions taken by them are those of either Camp Manito-wish YMCA or their co-workers.

Expenses

Employees who submit accurate receipts on a timely basis will be reimbursed for expenses according to the following guidelines:

1. Transportation (except to and from work) and telephone calls made on Camp business.
2. The reasonable cost of meals when the employee's attendance is required.
3. Travel expenses, including air fare and hotel, on approved business trips.
4. Employees are encouraged to utilize camp vehicles for Camp business. However, employees who use their personal vehicle on Camp business will be reimbursed for their mileage at an amount not to exceed the current IRS mileage rate.
5. Attendance at conferences, seminars, and conventions, and their associated registration fees, in the event prior approval was received from the Chief Executive.
6. Payment of membership dues and related expenses in professional societies, service clubs, or community organizations in cases where the membership in such a professional society or group is deemed by the Chief Executive to be advantageous to the Camp's interests.
7. The Camp strongly encourages furthering educational goals. Tuition expenses will be reimbursed (based upon availability of funds) at 100% if:
 - a. The course is job-related,
 - b. The employee provides proof he/she received a grade of "C" or better, and
 - c. Approval was received from the Chief Executive *prior* to registering for the class.

The registration fees will be paid by the Camp on a course-by-course basis after the above criteria have been met.

Moving Expenses

Current employees who are required to move because they have accepted an exempt, full-time position within the Camp will receive reasonable reimbursement for moving their family and household furnishings. Reimbursement for other reasonable “settling in” expenses related to the move may be made upon receiving prior approval of the Chief Executive, and must be included in the letter of understanding.

Prior to any expenses being incurred, supervisors of newly hired exempt employees are responsible for explaining to those employees the types of relocation expenses that are authorized for reimbursement. Employees moving to the area must submit for approval at least two quotes for moving expenses prior to incurring those expenses. These employees are responsible for accurately reporting, documenting, and providing receipts to their supervisor for the authorized relocation expenses within two months of their move.

Deposits required to hold the employee’s property until his/her arrival is *not* eligible for reimbursement.

Development and Training

The Camp recognizes the quality of work is directly related to the continuing career-growth and training opportunities for employees. Though it believes that professional development is the primary responsibility of the individual, the Camp recognizes its obligation to employees to provide them with timely and effective training experiences, mutually-based upon the Camp’s goals and the employee’s needs.

Consequently, periodic consultations between employees and their supervisors to identify training and career development needs will be conducted, most likely at the same time as the annual appraisal.

Expenses related to career development and other training opportunities that have been pre-approved by the employee’s supervisor may be paid in full by the Camp.

Service Recognition

Employees will receive an award for completing 5 years of service. In addition to distributing awards for 5 years of service, a specially designed staff pin will be given to all employees at a designated time during the summer.

Personal Appearance/Dress Code

Appearance is very important in portraying a favorable image to employees, participants, business clientele and the general public. Dress and appearance must be in accordance with the job being performed. Employees

should consider each day's activities and weather conditions when determining appropriate clothing. Attire should always be neat, clean and in good repair. Shoes must provide safe, secure footing and offer protection against hazards.

Inclement Weather/Emergency Closings

In the event the Chief Executive or his/her designated representative elects to close the Camp due to inclement weather or an emergency, every attempt will be made to notify employees by telephone. Unless otherwise requested, employees are not expected to work during an emergency closing.

Employees are responsible for notifying their supervisor when they are unable to work due to inclement weather. In the absence of the Camp being 'officially' closed, employees who do not report for work due to inclement weather will be charged one day of paid time off.

Generally, those employees living on Camp property will be expected to work during inclement weather.

Speaking to the Media

All inquiries from the media should be referred to the Chief Executive. Employees may not speak to the news media, under any circumstances, as an official or unofficial spokesperson of the Camp without receiving prior clearance from the Chief Executive.

Should an employee receive a request from the media, he/she should respond: "I have no authority to respond to your request. You should refer your question to the Chief Executive."

Personal Use of Camp Property

Employees may not directly or indirectly use or allow the use of property, equipment or supplies belonging to the Camp or located on the premises for any purpose other than non-profit business, unless special permission is obtained from the Chief Executive. Furthermore, no employee shall willfully alter, mutilate, abuse or waste any property, equipment or supplies belonging to the Camp or located on Camp property.

If, in the course of normal business use, an employee notices that any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair, he/she should notify the supervisor or maintenance department in writing as soon as possible.

Personal Use of Telephones

Employees are discouraged from making an excessive number of personal local phone calls. Any personal long distance calls will be billed to the

employee by the finance office each month, and payment must be made upon receipt of the bill.

Personal Use of Photocopier

The Camp's photocopying equipment is to be used for Camp business purposes. Occasional personal use of the Camp's photocopying equipment for making limited numbers of copies is permitted. Limited personal use of the equipment is requested to minimize costs to the Camp.

Personal Use of Letterhead

Employees may not use official stationery and envelopes when it could be construed either as direct solicitation for funds or expressing personal opinions that could be interpreted as a position or statement of the Camp.

Safety

The prevention of accidents and injuries to employees, participants and the general public shall be totally integrated into all aspects of the working environment. Everyone will be held accountable in maintaining a safe and healthy environment and ensuring that all safety rules, regulations, and precautions are adhered to. Each employee must follow the rules and regulations for his/her own safety and for the safety of his/her co-workers. Employees who are injured or become ill as a direct result of their work must immediately contact their supervisor.

The Camp's philosophy about safety is that it is a condition of employment; therefore, employees are required to comply with the safety rules and regulations at all times.

General Safety Rules

It is important that employees comply with all safety rules and practices all the time. They should never allow conditions that may create a safety hazard, and they are obligated to ensure that no action by them endangers themselves or their co-workers or results in the destruction of anything, including equipment and participant property. Personal protective equipment will be provided and should be used when deemed necessary.

Order must be maintained at all times to facilitate safe work operations and for the protection of employees. Work areas must always be neat, orderly and clean. Employees should remain alert and be sensitive to noises around them. Read and obey all signs, labels, danger notices and other warning devices; these should not be removed without proper approval.

Safety is the Employee's Responsibility

Employees should immediately notify their supervisor of any unsafe work conditions or practices. Any violation of the safety rules is considered to be unsatisfactory job performance and will be treated accordingly.

Under no circumstances should an employee risk injury in carrying out his/her assigned work. Employees should ask their supervisor about anything they do not understand and should not take any chances. Employees who notice a co-worker working in an unsafe manner should talk to him/her about it. If the individual continues this unsafe practice, the employee is obligated to inform his/her supervisor – doing so may save a life or prevent a serious accident.

Clothing and Protective Equipment

Employees are expected to wear clothing that is suitable for their job. Personal protective equipment, such as appropriate footwear, safety glasses, gloves, earplugs or other safety gear must be worn when required. Jewelry and loose clothing are not to be worn when working with machinery or equipment as these objects may catch in/on equipment and could result in serious injury.

Fire Prevention

Employees should know the location of the fire alarms and fire fighting equipment in their area. “No Smoking” restrictions must be carefully observed.

Employees should ensure that electrical panels, aisles, fire lanes, fire escapes, extinguishers, sprinkler control valves, stairs and exits are not blocked or obstructed. Fire doors should not be blocked or tied open.

Bloodborne Pathogens

The Camp will comply with all OSHA requirements for training employees on Bloodborne Pathogens Standards. In so doing, it will make an exposure determination, prepare an exposure plan, train employees, make available the Hepatitis B vaccine (when necessary), and take other action regarding labeling, waste disposal and follow-up in the event an employee is exposed to blood or other potentially infectious material.

Lifting and Handling Materials

Employees should follow good lifting practices and lift with their legs, not with their back. If the object is too heavy or bulky, the employee should ask for assistance. The stacking of items should be done in a safe manner.

Machinery Operation

Employees must be thoroughly trained in the operation of the machinery for their job. Machinery must be in good working condition at all times. Employees should contact their supervisor if they need additional training in the operation of the machinery or are concerned with the condition of a piece of equipment.

Equipment should never be operated unless all appropriate guards are in place. The guards and safety devices are for the employee's protection and should be used as required.

Security

Maintaining appropriate security in Camp facilities, such as keeping access to certain areas locked, is every employee's responsibility. Employees should familiarize themselves with all relevant security information, which may be obtained from their supervisor. Employees who become aware of a theft or other security problem, or observe anything suspicious (such as people removing items from the building), should immediately notify their supervisor.

It is also important that employees avoid having personal valuables at the workplace and safeguard their personal belongings, as the Camp is not liable for their loss or damage.

Workers' Compensation

Employees are protected by a Workers' Compensation (WC) policy owned by the Camp. WC coverage protects employees against financial loss due to an injury or illness arising out of or in the course of employment, as provided by Wisconsin law. Regardless of the severity, all work-related injuries and/or illnesses must be reported to the employee's supervisor within 24 hours of its occurrence.

Return to Work Policy

The Camp is committed to utilizing its resources to provide a safe work environment for all employees. If a work-related injury does occur, the Camp is committed to returning the injured worker to productive employment as soon as possible.

The Camp will make every effort to provide transitional work assignments or project work until an injured employee is able to resume his/her normal duties. All modified work is on a temporary basis and is intended to facilitate a return to the employee's regular work duties when medically feasible. This program will be managed and monitored to ensure the employee reaches his/her end of healing and is able to return to his/her regular work assignment as quickly as possible.

The Return to Work Policy will be implemented and monitored in the same manner as any other Camp policy. Refusal to participate in the modified/restricted duties and/or failure to follow the Return to Work Policy may result in Workers' Compensation benefits being limited and/or suspended.

Parking

Staff members must park their vehicles within designated parking areas. It is recommended that employees keep their cars locked while in the parking lot. The Camp does not assume responsibility for any damage to or theft of any automobile or personal property left in any automobile in the Camp parking lot.

Tobacco Use

Smoking, including e-cigarettes, hookah pens, e-hookahs or vaping pens, or the use of tobacco products is prohibited on all Camp property and within its offices, including on-site housing. Storage of tobacco and e-cigarette products in personal vehicles is allowed.

Background Checks

Criminal background checks will be conducted on all new employees and any employee who has had a 6 or more month break in employment and minimally on an annual basis.

Vehicle Use

Whenever possible, Camp vehicles are to be used when driving on Camp-related business. Employees who use their personal vehicle for business reasons must receive prior authorization from their supervisor. Employees must receive approval from the Chief Executive before using camp-owned or camp-rented vehicles for personal reasons.

Only Camp Manito-wish employees are allowed to drive Camp-owned or Camp-rented vehicles. No campers or program participants shall be given rides in personal vehicles unless an emergency situation dictates an exception and the director gives permission.

All employees who drive on Camp business must have a valid drivers' license and vehicle liability insurance in the minimum amounts required by law. Periodic Department of Motor Vehicle printouts may be required as proof of an employee's current driving record.

Any employee who has his/her driver license revoked or suspended must notify his/her supervisor within 24 hours of the revocation/ suspension and immediately discontinue operation of any vehicle on Camp business. Employees who receive a traffic violation/ticket while driving a Camp-owned, Camp-rented or personal vehicle on Camp business are fully responsible for that expense and must report that infraction to their supervisor within 24 hours of the occurrence.

Driver Safety Rules

- Employees may not operate a vehicle on Camp business when their ability to do so safely has been impaired by illness, fatigue, injury and the like.
- All drivers and passengers must wear a seatbelt, even if the vehicle is equipped with air bags.
- All equipment being transported must be firmly secured within the vehicle.

When using a personal vehicle for Camp business, the employee assumes all liability for the vehicle. The Camp does not assume any liability for any damage or loss to the employee's vehicle. The employee is wholly responsible for any damage that may occur to his/her personal property/vehicle or any public or private property in the operation of his/her vehicle for Camp business.

Staff members must park their vehicles within designated parking areas and restrict vehicle use to off-duty hours. Staff members loaning vehicles to their fellow staff members must assume all liability for their own vehicle's use; Camp insurance provides no coverage.

Any accident that occurs in the course of an employee's job duties, regardless of how minor, must be reported to the employee's supervisor within 24 hours of the accident.

Personal Cell Phones

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of Camp phones. Excessive personal calls and phone usage (texts, internet, etc.) during the work day can interfere with employee productivity and be distracting to others. While we all have personal needs and obligations with our families and friends, it is asked that personal cell phones be silenced and their use be limited to breaks so that our business needs are minimally interrupted. Also, as our campers arrive, please be discrete when and where you are using your phone.

The Camp will not be liable for the loss of personal cell phones brought into the workplace.

Cell Phone Usage While Driving

Employees whose job responsibilities include driving on Camp business are expected to refrain from using all functions of their cell phone while driving. Safety must come before all other concerns.

The use of headsets or hands-free devices while driving is permissible as long as the use of such device does not violate relevant traffic laws and set-up and use or adjustment of the device does not cause distraction. Refrain from complicated or emotional discussions and remain focused on driving safely. Special care should be taken in situations where there is traffic, inclement weather or the driver is driving in an unfamiliar area.

Rules of Conduct

Unacceptable Conduct

When people work together, certain standards of reasonable conduct need to be established in order to maintain a respectful, orderly and efficient work environment. The following, although not exhaustive, lists examples of types of conduct that are not acceptable in the workplace. Because it is impossible to list every conceivable area of unacceptable conduct, these guidelines can be amended by the Camp within its total discretion.

- Insubordination or the refusal to follow the direct order of a supervisor or member of management.
- Falsifying an employment application, employment records, timesheet or other Camp information.
- Theft or misappropriation of property belonging to the Camp or other employees.
- Any form of dishonesty.
- Fighting, threats, intimidation or harassment of participants or employees, or any violation of the Workplace Violence policy.
- Absence for two consecutive workdays without proper notification.
- Absenteeism or habitual tardiness.
- Sleeping while on the job.
- Misuse or unauthorized use of Camp property.

The Camp reserves the right to add to, modify, or eliminate any rule when circumstances require a change, or at its own discretion. Any discipline of FLSA exempt employees will comply with applicable FLSA rules and regulations.

Personal Conduct

The following statements represent general guidelines for conduct within the Manito-wish tradition for responsible community behavior. The Camp's core values of caring, honesty, respect, and responsibility must be understood and followed to maintain a healthy community.

Appearance

Appearance, speech, actions and personal hygiene reflect directly upon the employee and the Camp and are a primary source of good public relations. Employees can make friends for the Camp by their attitudes in approaching their daily duties on the job, as well as during off-duty hours. Courtesy,

helpfulness, promptness and a consistent attitude of friendliness on the part of all employees is essential.

Language

Staff members will not use profane or abusive language at any time. Staff members should not welcome, encourage or participate in any such conversations and should not tolerate its use by campers or peers. Appropriate language is required at all Camp programs and functions.

Rights and Privileges of Others

Manito-wish expects each staff member to fully respect the individual and property rights of all members of the Camp's community. Specifically, each staff member should consciously safeguard each camper and program participant's right to an enriching experience. The physical, mental or sexual abuse of any member of the Manito-wish community or the violation of personal privacy shall not be tolerated at any level.

Self-discipline

Staff members shall at all times discipline themselves and their own actions so as to provide campers and program participants with a positive image of what it means to be a mature and responsible member of an ethical community.

Staff Sexual Conduct Policy

Employees are asked to restrict all public displays of affection while participating in a Manito-wish program or function and should keep in mind that displays of affection may cause discomfort and disruption within the Camp's community if they are made with the intention greater than friendship. Employees should restrict their personal relationships to their time off, off of Camp property and away from Camp programs and functions.

Cohabitation

The Camp's respective living (sleeping) areas are for the privacy of employees and their assigned roommates. Visiting friends or staff members are not allowed to reside at Camp unless approved by your immediate supervisor or the Chief Executive.

Concealed Carry Policy

Camp Manito-wish YMCA is committed to maintaining a working environment that is safe and free of violence. Camp Manito-wish strictly prohibits the possession or concealment of weapons by its employees in Camp Manito-wish's buildings and/or offices during the course of employment. For purposes of this policy, weapons shall include all firearms including a handgun, an electronic weapon as defined by Wis. Stats. § 941.24, or a Billy Club.

Nothing in this policy shall prohibit employees from carrying concealed weapons in their personal vehicles while not in the course of employment, should they be licensed to do so, however, no employee may bring their weapon out of their vehicle and on to Camp Manito-wish YMCA owned or leased grounds or parking lots during the course of employment.

Full-time Camp Manito-wish employees, who are required to live on site, shall be allowed to keep personal weapons, within their home, locked and stored according to the housing policy signed upon the start of their employment.

Any employee or other person who possesses or conceals a weapon in violation of this policy shall be subject to disciplinary action up to and including termination. Camp Manito-wish will contact law enforcement officials should employees violate this policy.

If employees have questions regarding this policy, or the rights they retain as provided to them by Wisconsin Statute § 175.60, please contact the Chief Executive

Workplace Violence and Prevention

The Camp is committed to preventing workplace violence and maintaining a safe work environment. The Camp has adopted the following policy to address intimidation, harassment, or other threats of (or actual) violence that may occur during business hours, on the Camp premises, or at Camp-related events, regardless of where or when the conduct occurs.

All employees should be treated with courtesy and respect at all times and treat others in the same manner. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. All firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the Camp premises without prior authorization from management (except as may be allowed by applicable law in your own vehicle).

Conduct that threatens, intimidates, or coerces another employee, a participant, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence should be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by participants, vendors, solicitors, or other members of the public. All suspicious individuals or activities should also be reported as soon as possible to a supervisor.

Employees should not place themselves in peril. **If an immediate threat exists or develops, 911 should be called immediately.** When reporting a threat of violence, the employee should be as specific and detailed as possible.

The Camp will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Camp may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment.

Internet and Email

The Camp uses the Internet and computer systems, including email in order to communicate and conduct business in an efficient manner. The Camp expects that each employee with access to the Internet and computer systems will use them properly and in accordance with the following policy. Questions concerning the policy should be directed to the employee's supervisor, a member of management or a Network Administrator.

- The internet and email system is part of the Camp's business equipment and technology platform and is to be used only for Camp purposes unless otherwise noted. The only circumstances under which the Internet and email systems can be used for other purposes are during meal periods or before or after regular working hours.
- At no time should any subject matter of a sexual nature, or any other nature that would violate the Camp's Anti-Harassment Policy, be viewed.
- Information and messages that are sent or received via email are to be disclosed only to authorized individuals.
- There should be no expectation of personal privacy in any matter created, received or sent using the Camp's computer systems. The Camp, in its discretion, reserves the right to monitor and to access any matter created, received or sent from the Internet or email system at any time and with no prior notice.
- Messages sent during working hours should be sent only with good business reason for doing so. Copies should be forwarded only for good business reasons.
- Each employee is responsible for messages that are sent from his or her accounts. Employees with email passwords should not share their

password with anyone other than their supervisor or the Network Administrator. Employee accounts can be accessed at any time for verification that information being created, received or sent via the Internet or email system is being created, received or sent for good business reason, to check that personal email is not being sent during working hours, and to ensure that the information contained within personal messages does not compromise, libel or slander the Camp in any way.

- All email must follow the Camp policy regarding solicitation and distribution.
- No email that constitutes intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation or disability should be created, sent or received at any time. The Camp's policy against harassment applies fully to the Internet and email system.
- The Internet and email system is not a secure, one-way communication tool and information sent over it may be intercepted and read by unauthorized individuals. Employees must take every precaution to protect proprietary and confidential information about the Camp and its clients/participants.
- Employees who become aware of misuse of the Internet or email system should promptly contact their supervisor, a member of management or the Network Administrator.
- Email attachments should not be opened unless they have a business purpose and are received from a known source. Attachments should be sent only with good business reasons. Attachments received via personal email may be forwarded only to a personal home email address. Personal or non-business related email should not be forwarded to other internal employees or the employees of another business, organization or person with business relations with the Camp.
- Employees should not copy or distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, downloaded information) through the Internet or email system or by any other means unless they have confirmed in advance from appropriate sources that the Camp has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the Camp, as well as legal action by the copyright owner.
- Employees who want to install software on a Camp computer must contact their supervisor or the Network Administrator and request to have the software installed. Employees are prohibited from installing

any software on any Camp computer without receiving prior approval from their supervisor or the Network Administrator.

Social Media Policy

The limited purpose of this Policy is to provide general guidance to employees regarding the general use of social media, including personal use, and the Camp Manito-wish YMCA's statement of best practices. Although related to the following policies and practices, this Policy is separate and distinct from the Camp's marketing and sales strategy with respect to social media and the Camp's use of social media for the benefit of its participants

Camp Manito-wish YMCA provides the following guidelines below to all Camp employees with the expectation that they will review and adhere to them. However, like technology and social media itself, we recognize that these guidelines will evolve over time.

- Social media is one of many ways in which people and organizations communicate and interact. Camp Manito-wish YMCA acknowledges the significance and critical role that social media and social networking play in helping the Camp communicate not only with participants, but also with our employees, business partners, and the larger business community. As a result, the Camp strongly encourages the use of any social media that supports the Camp's service goals and objectives and that adheres to the guidelines in this policy.
- The basic principles that apply to the conduct of the Camp staff in general also apply to our staff's online activities. As a result, this policy is intended to provide guidance as to all sorts of online publishing and discussion including, but not limited to, blogs, wikis, social networks, file-sharing, and user-generated web content (video, audio) – and without regard to how staff accesses those networks (desktop/laptop, tablet, Smart Phone, etc.) – and without regard to where and when staff accesses those networks.
- Employees are responsible for what you say/publish. The Camp suggests asking these key questions before publishing anything online:
 - Are you speaking with a positive voice?
 - Will others find your statement/information useful?
 - Does your message support our Camp's mission/objectives?
 - Does your message reflect well on our brand?

- Recognize how other Camp Manito-wish YMCA camp policies apply to online activities, particularly our Anti-harassment, Ethics, Confidentiality and Internal and Email policies.
- As explained in our “Internet and Email” policy, personal use of social media while at work should be limited to meal and break times – and must be in compliance with this Policy and any other relevant Camp policies.
- Use Camp Manito-wish YMCA or other trademarked images only after discussing appropriate use of those images with your supervisor or the Chief Executive.
- Write/publish in the first person (don’t impersonate) and use a disclaimer, similar to the one indicated below, if employees are publishing content that is related to their work at Camp Manito-wish YMCA.
 - Distinguish between personal opinions and those that represent Camp Manito-wish YMCA’s position.
 - If publishing content related to your work at Camp Manito-wish YMCA, the disclaimer should clearly state that the opinion is that of the author and does not represent the view of the Camp – or words to that effect.
- Where appropriate, disclose your association with Camp Manito-wish YMCA. So, when posting/publishing on matters related to Camp Manito-wish YMCA, keep the following in mind:
 - When discussing Camp Manito-wish YMCA activities, employees should disclose your connection to Camp Manito-wish YMCA and their role within the Camp.
 - Postings should not attempt to conceal conflicts of interest. In other words, if employees have a conflict of interest with the subject matter at issue by virtue of your Camp employment, employees should so state.
 - Postings should not misrepresent the poster’s identity.
 - Use good judgment and strive for accuracy in your communication.

- Errors and omissions reflect poorly on the employee and the Camp.
- Respect intellectual property rights
 - Where appropriate, provide references and cite sources.
 - Do not upload, publish or otherwise share Camp Manito-wish YMCA materials, or any others, without permission.
 - All postings should comply with the Camp's applicable confidentiality, privacy, and disclosure policies, located in the Employee Handbook.
- Respect the audience; minimize the chance of offending others; and beware of potentially controversial topics. If an employee has identified him or herself as a Camp employee, be particularly sensitive to discussions that involve potentially controversial topics like politics and religion.
- If employees are using social media and/or social networking sites for primarily personal reasons, do not use a Camp email address.
 - Camp Manito-wish YMCA email addresses should be used only for camp-related communications.
 - Camp Manito-wish YMCA emails are subject to different record retention policies. An employee's personal posting may be subject to Camp Manito-wish YMCA record retention rules and limits.
- If you make a mistake with an online communication, admit it and correct it as soon as possible.
- There should be no expectation of personal privacy in any matter created, received or sent using any of the Camp's systems, hardware, software, Camp-supported devices (including Smart Phones), etc.
- Managers should carefully consider whether to "friend" employees that report to them. Friending direct reports or other non-managerial employees could lead to the sharing of personal information.

Questions, concerns, suggestions, etc. about this Policy should be directed to your supervisor or the Chief Executive.

Resignation/Termination

Exempt employees who wish to leave their employment with the Camp are asked to provide written notice to their supervisor at least four weeks prior to their last day of work. Non-exempt employees who wish to leave their employment with the Camp are asked to provide written notice to their supervisor at least two weeks prior to their last day of work. All employees are employed "at-will" and either the employee or the Camp can terminate employment at any time, with or without notice.

Any employee who fails to report for work two consecutive work days without giving notice will be considered to have voluntarily resigned his/her employment. If the employee leaves work during the workday without notification, the employee may be considered to have voluntarily resigned his/her employment with the Camp.

The employee's final paycheck will be issued on the next regularly scheduled payday unless otherwise required by applicable law.

Payment of Paid Time Off Balances Upon Resignation/Termination

In the event of termination, exempt employees who provide a minimum of four-week notice and non-exempt employees who provide a minimum of two-week notice and return all Camp property will be paid for ½ of any accrued but unused paid time off.

Employees who fail to provide the requested amount of notice or fail to return all Camp property forfeit the payout of their accrued but unused paid time off unless otherwise stated by applicable law. "Return of Company property" includes, but is not limited to, immediately ending use of any Camp passwords, passcodes, account information assigned to the Camp for any purposes and returning any keys, mobile devices, credit cards, etc.

Should an employee have a negative balance in his/her paid time off bank, the amount of paid time off that was taken but not earned will be deducted from the employee's last paycheck, unless otherwise required by applicable law. Paid time off may not be used to extend the termination date. Employees who terminate within their first three months of employment are not entitled to any paid time off pay.

Employees whose employment has been involuntarily terminated must return all Camp property to be paid for any accrued but unused paid time off unless otherwise stated by applicable law.

Leaves of Absence

Military Leave

These are absences required because an employee is a member of the U.S. Military, National Guard or other defense service and is ordered to active duty or active duty for training. Employees first entering the service also have certain statutory rights to reemployment that are different from the provisions relating to leave. The Camp will comply with all applicable statutes regarding military leave.

The employee's length of leave will be determined by his/her orders and the appropriate statute. During active duty, the employee will not receive any pay from the Camp. The employee may elect to utilize accrued paid time off (PTO) during the military leave. In that case, the employee will receive full pay for the accrued PTO time, in addition to the military pay.

Time spent on military leave will be considered continuous service if the employee returns to work within the time set by law. The employee may elect to continue group life and medical insurance during the time on military leave; however, full insurance premiums must be paid by the employee on a pre-paid basis or will be deducted from any salary payments from the Camp during the leave. The employee will not be entitled to short-term disability or long-term disability while on active military duty.

Personal Paid Leave of Absence

Employees with at least 90 days of continuous employment may be granted up to three days of paid leave per calendar year to take care of personal business of an urgent nature. All personal leaves with pay must be pre-approved by the employee's supervisor and may be taken in only half-day or full-day increments.

Regular Leave of Absence

Regular status full- and part-time employees who wish to take an unpaid leave of absence must submit a written request, for approval by the Chief Executive in conjunction with their immediate supervisor prior to commencement of leave.

Absence from work for a period of 30 days or less is considered "regular" time off and does not qualify as a leave of absence. To ensure comparable treatment for all employees, supervisors should consult with the Chief Executive whenever an employee requests additional time off in excess of one week.

Employees who are absent from work more than 30 continuous days and are not covered by sick time or PTO may utilize an initial leave of absence of up

to 90 days. A request may be submitted to the Chief Executive in conjunction with their immediate supervisor for an unpaid leave of absence in excess of 90 days. The maximum amount of time an employee will be allowed on a leave of absence is generally one year.

All employee benefits will be cancelled during a non-FMLA leave of absence; however, employees may elect to continue their health and/or dental insurance during their leave of absence through COBRA continuation coverage. The Camp will discontinue its contributions to the Retirement Plan during an employee's leave of absence. Service will be considered continuous as long as the employee returns to the Camp at the end of his/her leave. Unless prior arrangements have been made in writing for an extension of a leave of absence, employees who fail to return to work at the end of their leave will be considered to have voluntarily resigned their position with the Camp.

Benefits

The following summary of benefits is intended only to provide a brief description of some of the benefits available to eligible employees. Summary Plan Descriptions, which explain these benefits and the eligibility requirements for these benefit programs in greater detail, are available from the Camp. The Camp reserves the exclusive right to change or terminate any benefits or related policy at any time, in accordance with applicable law.

Benefits Philosophy

Employee benefits represent a significant part of an employee's compensation package. The Camp's benefits program is intended to enhance the work environment and is responsive to the understanding that employees have different needs depending when selecting benefit options.

Descriptive materials regarding the Camp's benefits are provided to employees during their initial orientation or whenever a change in coverage occurs. Benefits may be modified or terminated at the discretion of the Camp. All benefits provided by the Camp are based upon a November 1st through October 31st fiscal year.

Benefits Eligibility

All full-time, regular employees are eligible to enroll in the benefit plans at the time of their employment. However, full participation may be subject to meeting the plan requirements of specific coverage or by restrictions, detailed in other parts of this manual. Subject to the amount of benefits offered to full-time employees of the Camp, there will be no interruption of benefits for employees in the same classification who have transferred from another YMCA.

For the purpose of determining benefits eligibility (when years of service are the basis for awarding the benefits), continuous full-time employment in any YMCA (local or national) is to be counted. Years of service are counted from the original date of full-time employment and continue to accrue, as long as that employment remains full-time and continuous.

Participation in the YMCA Retirement Plan is a condition of employment for eligible employees. To be eligible to be enrolled in the Retirement Plan, employees must be 21 years old and must have completed 1,000 hours of service during each of any two 12-month periods of time, beginning with their date of hire. Those 2 years do not have to be consecutive, and they may be shared among more than one YMCA in each of the two 12-month periods. Employees will automatically be enrolled in the Plan once they meet the eligibility requirements. Once enrolled, employees are fully vested and entitled to the benefits the Fund provides.

Employees classified as part-time, temporary/seasonal, casual/on-call or internship/fellowship are not eligible for benefits unless specifically noted below or required under the Affordable Care Act.

Health and Dental Insurance

The Camp encourages its employees to maintain a healthy lifestyle, which will assist in developing a more productive work force and improving overall health.

Regular status employees regularly scheduled and actively working 30 or more hours per week may elect to enroll in the health insurance plan made available to employees through the Camp. Dental insurance coverage is available to regular status full-time employees and part-time exempt employees. Coverage begins the first of the month following a 30-day waiting period. Employees who initially waive enrollment in the health and/or dental insurance plan but later wish to enroll in the Camp's plan/s must complete an enrollment form and be subject to underwriting.

Under the health insurance plan, the Camp currently pays 90% of the employee only premium for regular status full-time exempt and non-exempt employees and regular status part-time exempt employees, and an additional 75% towards other coverage (e.g. family, spouse, children). Premiums are deducted from the employee's paycheck on a pre-tax basis. Employees eligible for the health insurance plan who waive health insurance enrollment may be eligible for reimbursement of up to \$750 per year towards other health insurance coverage (e.g., health insurance through the employee's spouse).

The Camp pays 100% of the total monthly dental insurance premium for all eligible employees.

A "dependent" is classified as being the employee's legal spouse, child or step-child. Coverage is available for children and step-children younger than age 26.

Coverage ends at midnight on the employee's last day of employment or last day of benefits eligibility. Eligible employees and family members may elect to continue their health and/or dental insurance coverage through COBRA continuation coverage. This information will be provided to eligible participants as required by law.

All rights and benefits under the health and dental insurance plans are subject to the provisions of the Summary Plan Descriptions, which may be amended from time to time.

All seasonal staff members are encouraged to have medical care with hospitalization coverage during inclusive dates of employment. Camp provides coverage for those not already insured that has a \$150.00 deductible for the first \$2,000.00 of cost associated with a single illness.

Long Term Disability

Benefit eligible employees are enrolled in the Group Long Term Disability Plan beginning the first of the month following 30 days of employment. The Camp pays 100% of the premium for this benefit.

Coverage begins after 90 days (13 weeks) of disability and may be offset by other insurance coverage. A summary plan description will be provided to eligible employees. All long-term disability claims are subject to review and approval by the insurance provider.

Camp Holidays

The following is a list of potential Camp closings due to holiday:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

When the Camp is closed, it is up to the employee's supervisor to determine, based upon the needs of the organization whether or not the employee will be allowed to work. Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday.

Any unscheduled absence from a scheduled workday before, on, or after a legal holiday must be verified as a work disabling illness or injury in order to receive holiday pay. Failure to verify illness/injury may cause denial of holiday pay.

Paid Time Off

Camp Manito-wish YMCA believes that Paid Time Off ("PTO") is beneficial to the health and welfare of employees and should be taken on an annual basis. Immediate supervisors are responsible for scheduling and documenting PTO for their employees, taking into consideration employee requests and work schedule demands. The ability to meet work requirements, seniority and previous priorities are the deciding factors in honoring PTO requests.

PTO must be taken within the fiscal year (November 1 - October 31).

Employees working in regular exempt and non-exempt full-time and exempt part-time positions are eligible for PTO, which will be awarded on November 1st of each year. Upon completion of one year of continuous service, regular part-time non-exempt employees working 1,560 hours in the previous fiscal year are also eligible for PTO. PTO is not available to temporary, seasonal or casual/on-call employees.

PTO is paid at the employee’s current rate of pay and is based upon continuous and regular employment. The amount of continuous service the employee has as of October 31st will determine his/her PTO eligibility for the following year.

PTO cannot be utilized in increments of less than 2 hours. Compensation is not granted in lieu of PTO, nor is compensation paid for unused PTO not taken during the fiscal year. Employees who provide appropriate notice of resignation of employment and who have returned all Camp property will be paid for ½ of any accrued but unused PTO available as of the employee’s last day of employment with the Camp.

PTO may not be scheduled by the supervisor or the employee after the employee has provided notice of resignation.

PTO is based upon regularly scheduled work hours. A PTO day equals the same paid hours as a work day. Computation of pro-rated PTO is based upon the number of PTO hours owed times the employee’s hourly rate of pay.

PTO Accrual for Non-exempt Employees (during first year of employment)		
Non-exempt Employees	Full-time	Part-time
Year of Hire	Remaining Holidays	---

PTO Accrual for Non-exempt Employees as of October 31st (following completion of first fiscal year of service)		
Less than 1 year of service	16 days ¹	---
1-5 years of service	21 days	5 days ²
6-10 years of service	26 days	10 days ²
11-15 years of service	28 days	12 days ²
16+ years of service	31 days	15 days ²

¹Following 6 months of continuous service.

²PTO eligibility for part-time employees is determined by *working* 1,560 hours in the previous fiscal year. Hours worked do not include PTO hours. Part-time employees

must complete one continuous full year of employment as of October 31st to earn PTO for the following year.

Example – A regular full-time, non-exempt employee hired on August 8, 2006 is eligible for 1 day of PTO (Labor Day) in FY 2006, but is eligible for 16 day of PTO in FY 2007.

PTO Accrual for Exempt Employees (during first year of employment)		
Exempt Employees	Full-time	Part-time
Year of Hire	Remaining Holidays	Remaining Holidays

PTO Accrual for Exempt Employees as of October 31st (following completion of first fiscal year of service)		
Less than 1 year of service	16 days ¹	13 days ¹
1-2 years of service	21 days	16 days
3-5 years of service	26 days	21 days
6-10 years of service	31 days	26 days
11-15 years of service	33 days	28 days
16+ years of service	36 days	31 days

¹Following 6 months of continuous service.

²PTO eligibility for part-time employees is determined by *working* 1,560 hours in the previous fiscal year. Hours worked do not include PTO hours. Part-time employees must complete one continuous full year of employment as of October 31st to earn PTO for the following year.

When an employee transfers from another YMCA, employment will be considered continuous if there is no break in service. Vacation eligibility will be based upon the original date of continuous service with the YMCA and will be prorated for the first fiscal year based upon the employee’s effective date of hire with Camp Manito-wish YMCA.

Sick Time

Sick time is available to regular status full-time exempt and non-exempt employees, and regular status part-time exempt employees. The amount of sick time available to an employee is based upon the employee’s most recent date of hire and is calculated on a fiscal year basis. Hence, an employee’s years of continuous service as of October 31st of each year will determine his/her sick time eligibility for the following year.

Sick time may be used only for the employee’s illness, and/or doctor and dental appointments for the employee. The sick time benefit should not be viewed as a holiday or vacation to which the employee is entitled, regardless

of whether or not he/she needs it. Sick time can be carried over, up to a maximum of 30 days and is not payable to the employee upon termination.

The Camp may require employees to submit a release from a licensed health care provider prior to returning to work after they have been absent for at least 3 consecutive days, or for each absence when all available paid time off (vacation, sick or otherwise) has been exhausted.

Employees wishing to utilize paid sick time in conjunction with an unpaid leave of absence must utilize all of their paid time off prior to commencing an unpaid leave of absence. Sick pay will be coordinated with long-term disability benefits, if necessary.

Sick Time Accrual for Non-exempt Employees (during first year of employment)		
Non-exempt Employees	Full-time	Part-time
If hired between November 1 st – April 30 th	3 days	---
If hired between May 1 st – October 31 st	---	---

(following completion of first fiscal year of service)		
Less than 1 year of service	5 days ¹	---
1+ years of service	10 days	---

¹Following 6 months of continuous service.

Sick Time Accrual for Exempt Employees (during first year of employment)		
Non-exempt Employees	Full-time	Part-time
If hired between November 1 st – April 30 th	3 days	---
If hired between May 1 st – October 31 st	---	---

(following completion of first fiscal year of service)		
Less than 1 year of service	5 days ¹	3 days ¹
1+ years of service	10 days	8 days

¹Following 6 months of continuous service.

Sick time will be paid based upon the number of hours the employee is regularly scheduled to work.

When an employee transfers from another YMCA, employment will be considered continuous if there is no break in service. Eligibility for sick time will be based upon the original date of continuous service with the YMCA and

will be prorated for the first fiscal year of employment, based upon the employee's date of hire with the Camp Manito-wish YMCA.

Seasonal employees are eligible to receive four paid sick days each season. Sick leave may not be carried over from one season to another.

Time off – Seasonal Staff

Manito-wish recognizes that time-off must be provided for each staff member if they are to create a fruitful experience for all members of the community. Therefore, Manito-wish will strive to see that each seasonal staff member receives a total of 2 non-consecutive hours off each day. Additionally, seasonal staff members will be off at least 24 hours every 2 weeks, in blocks of not less than 12 consecutive hours. Staff is expected to be in Camp at all times, with the exception of authorized time off.

Days off will begin at 5:30 p.m. and end at 5:30 p.m. the following day. Nights off will begin at 5:30 p.m. and end at 12:30 a.m.

Exceptions to this policy will be dictated by job obligations (such as trail) and program type. Schedules for on-duty nights will be posted in the program office. All Camp absences must be approved by the appropriate supervisor, regardless of the reason for the absence.

- a. Period's Off-Duty:** All staff members will be considered "on-duty," except during authorized off-duty hours. All absences from Camp must be authorized by the appropriate supervisor, and proper sign-out/in procedure must be followed.
- b. Counselors Den:** All staff members may use the counselors' den during time off or-free time. Off-duty counselors may use the den's overnight sleeping facilities.

Bereavement Leave

Full-time exempt and non-exempt employees may be granted up to 5 days of paid bereavement leave due to the death of an immediate family member. The Chief Executive in conjunction with their immediate supervisor will take into consideration a number of factors when determining the amount of time off the employee will be allowed to take including, but not limited to, the need for out-of-town travel and responsibility for handling funeral arrangements. The term "immediate family member" includes the employee's spouse, child/step-child, parent/step-parent, sibling and step-sibling.

The Chief Executive in conjunction with their immediate supervisor may allow eligible employees to take up to 2 days of paid bereavement leave due

to the death of the employee's son- or daughter-in-law, mother- or father-in-law, sister- or brother-in-law, grandparent, aunt and uncle.

Paid bereavement leave due to the death of the employee's significant other, close personal friend, or relative not named in the family list will be decided by the Chief Executive in conjunction with their immediate supervisor on a case-by-case basis.

At the supervisor's discretion, seasonal employees may be granted up to 3 days of paid emergency leave per season due to the death or illness of a family member, or urgent personal business.

Jury Duty

Employees called for jury duty will be granted up to 5 days of paid time off at their regular rate of pay. Employees may retain any compensation received from the government. Employees are expected to return to work on days in which they are excused from jury duty prior to the end of their normal work day.

Jury duty pay is subject to the normal federal, state and other payroll taxes. Employees must immediately notify their supervisor upon receipt of notification for jury duty service so appropriate staffing arrangements can be made. Employees must provide proof of jury duty in order to be paid for that time.

Retirement Plan

Eligible employees may elect to participate in the YMCA Retirement Fund. The Retirement Fund is a defined contribution pension plan that provides retirement, disability and death benefits. A description of the eligibility rules and benefits is provided in the Fund's Summary Plan Description. Administrative information is provided in the Fund's Administrative Manual. The terms and conditions of the Plan control in every case.

Participation in the YMCA Retirement Plan is a condition of employment for eligible employees. To be eligible to be enrolled in the Retirement Plan, employees must be 21 years old and must have completed 1,000 hours of service during each of any two 12-month periods of time, beginning with their date of hire. Those 2 years do not have to be consecutive, and they may be shared among more than one YMCA in each of the two 12-month periods. Employees will automatically be enrolled in the Plan once they meet the eligibility requirements. Once enrolled, employees are fully vested and entitled to the benefits the Fund provides.

The Camp currently contributes 12% of an eligible employee's salary to the retirement plan on a monthly basis, pursuant to the terms of the Special Agreement with the YMCA Retirement Plan. Participants may make

additional after-tax or tax-deferred contributions to the Fund via payroll deduction, to provide increased benefits at retirement.

No contribution will be made for participants on a leave of absence if the employee will not be compensated during the leave. Otherwise, contributions are required and will be calculated based upon the employee's gross earnings. Participants who terminate their employment with the Camp and are re-hired by the YMCA within 12 months can resume participation in the Fund. These employees' contributions will continue to vest throughout that 12 month period of time.

The Camp reserves the right to amend its participation in the Fund at any time within the terms and conditions of the Plan. The Fund may also amend the Plan at any time. Complete information regarding the YMCA Retirement Fund is available from the Finance Office or designated employee.

Program Participation and Fees

Regular full-time and part-time exempt employees and their dependent family members are eligible to participate in one 1 or 2 week session of Summer Camp per dependent with no program fee, the equivalent fee for a 2 week session may be applied to participation in a 4 week session and they may participate in Outpost and facility usage at ½-off the program fee. These discounts do not pertain to participation in adult trips or alumni events.

Regular full-time exempt and non-exempt and part-time exempt employees of other YMCAs may take advantage of a 50% discount for Summer Camp programs, and a 25% discount on Outpost trips and Leadership Camp. These discounts do not pertain to participation in adult trips or alumni events.

Part-time, non-exempt employees of Camp Manito-wish and other YMCAs will receive a 20% discount off of Summer Camp program fees, Outpost trips and Leadership camp. These discounts do not pertain to participation in adult trips or alumni events.

Acknowledgement Form A

I understand and acknowledge that this Employee Handbook provides guidelines and information but that this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that my employment and compensation can be terminated at the option of either the Camp or me, at any time and for any reason. I understand that this Handbook and the Acknowledgement Form do not vary or modify the at-will employment relationship between the Camp and me.

I further understand that the employment policies and practices of the Camp are subject to modification, revocation, suspension, termination or change by the Camp at any time with or without notice. Furthermore, such policies and practices contained in this Handbook do not constitute a contract between the Camp and me. I understand that the Camp will apply such policies and practices to particular situations as it deems to be in the best interest of the Camp.

Without limiting the foregoing representations, I certify that I have reviewed, understand and acknowledge the policies of the Camp.

This copy of the Acknowledgement Form should remain in the Employee Handbook.

Acknowledgement Form B

I understand and acknowledge that this Employee Handbook provides guidelines and information but that this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that my employment and compensation can be terminated at the option of either the Camp or me, at any time and for any reason. I understand that this Handbook and the Acknowledgement Form do not vary or modify the at-will employment relationship between the Camp and me.

I further understand that the employment policies and practices of the Camp are subject to modification, revocation, suspension, termination or change by the Camp at any time with or without notice. Furthermore, such policies and practices contained in this Handbook do not constitute a contract between the Camp and me. I understand that the Camp will apply such policies and practices to particular situations as it deems to be in the best interest of the Camp.

Without limiting the foregoing representations, I certify that I have reviewed, understand and acknowledge the policies of the Camp.

Employee Name (please print)

Employee Signature

Date

After you have read, initialed and signed this page, please detach this page from the handbook and return it to your supervisor.