



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# Camp Manito-wish YMCA

## Employee Handbook

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# **Welcome**

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## ***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.

## ***Commitment***

Camp Manito-wish YMCA strives to create an inclusive environment by upholding human dignity, valuing diversity, and acknowledging unique experiences.

Camp Manito-wish is proud of its wide variety of participants and staff members from many different backgrounds. Our community includes people of many ethnicities/races, faiths, genders, gender identities, sexual orientation, socio-economic back grounds, and life experiences. We believe we are stronger when we are inclusive and when everyone has the opportunity to learn, grow and thrive.

## ***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. Allows others to amplify their abilities.
5. Understands that followership and leadership go together.
6. Doesn't collaborate to turn out the lights.
7. Practices environmental stewardship.
8. 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***

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## ***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.

### ***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 a Camp 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.

### ***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.

### ***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, sex, sexual orientation, marital status, pregnancy or childbirth, use of lawful products, or arrest or conviction record, or any other discriminatory basis prohibited by applicable local, state and federal law.

### ***Workplace and/or Sexual Harassment***

Harassment refers to behavior, statements, inferences or other conduct that is based on a protected characteristic of another person and is offensive to a reasonable person, impairs morale, undermines the integrity of employment relationships or causes serious harm to the productivity, efficiency and stability of Camp operations.



Sexual harassment, or harassment on the basis of gender, deserves special mention and treatment. The purpose of this policy is four-fold:

1. To assure that each employee knows and follows the Camp's policy on sexual and all other kinds of unlawful harassment and discrimination;
2. To make certain all personnel understand what constitutes sexual harassment;
3. To determine what steps are required to prevent sexual harassment in the workplace; and
4. To inform employees of their obligations with respect to reporting and filing complaints regarding actions of harassment and to allow the Camp to fully and fairly investigate those complaints.

The Camp will not tolerate or condone any sexual or other type of unlawful harassment of its employees or the relatives, friends or associates of an employee that is intended to intimidate or otherwise inflict harm or injury on the individual. Likewise, harassment directed toward vendors, suppliers, community members and others using the services or facilities of the Camp is expressly prohibited and covered by this policy. All employees will be subject to severe discipline, up to and including termination, for any act of sexual harassment. Future access to Camp as a visitor or volunteer might also be restricted.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

### **Examples of Harassment**

Examples of harassment include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Leering or making sexual gestures.

- Displaying or circulating sexually suggestive objects, pictures, cartoons, e-mails, texts or posters.
- Displaying or circulating offensive objects, pictures, cartoons, e-mails, texts or posters based on a legally protected class such as, without limitation, race, religion, sex or sexual orientation.
- Making or using derogatory comments, epithets, slurs, or jokes about any protected class.
- Graphic verbal commentaries about an individual's body, using sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Unwelcome physical contact or conduct including touching, assaulting, impeding or blocking movements, and threatening and intimidating behavior.

## **Reporting Procedure**

- Employees who believe they have experienced or witnessed sexual or other unlawful harassment in the workplace, whether by employees or non-employees, should take the following steps:
  - Take immediate action rather than ignoring the problem and waiting for it to go away;
  - Tell the offending person, if they feel comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and it must stop immediately;
  - Report the incident as soon as possible to a supervisor, the CEO or Human Resources Director; and
  - Remember that Camp will *not* tolerate any retaliation against you for reporting concerns about harassing behavior or conduct.
- Employees who *witness* harassment or inappropriate behavior should:
  - Take the incident(s) seriously;
  - Refuse to condone or participate in the behavior;
  - Encourage the victim to speak with his or her supervisor, the CEO or Human Resources Director; and
  - Express concerns to the appropriate supervisor, or the CEO so that we can be alerted to any possibly harassing situations.
- Employees who *may be engaging* in harassing or inappropriate behavior must:
  - Stop the behavior immediately;
  - Listen to the person complaining about the behavior; and
  - Learn from the experience and do not repeat it.
- Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately report the harassment to the CEO so it can be investigated in a timely manner.

- Full time staff will determine the level of concern to determine the appropriate investigation
  - The staff will be given the time and attention necessary to allow them to share their thoughts in person.
  - Their concern will be taken seriously, and appropriate action will be taken.
  - They will be informed, as appropriate, of the steps that Camp will take in addressing the matter.
  - They will be provided as necessary updates of how the process is advancing
  - Camp will protect them from any form of retaliation.
  - The staff member will be included on the mandatory report as deemed necessary
- All charges of harassment will be promptly investigated by appropriate Camp management. All complaints will be handled as discreetly as possible, although the Camp cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to answer the charges, particularly if discipline or termination is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved.
  - Corrective action will be taken consistent with the results of the Camp's investigation, which could include some or all of the following: employment discipline, suspension or termination; training or counseling; restriction from Camp premises as visitor or volunteer; limitation on any consideration for rehire.
  - All employees are under a duty to cooperate with harassment investigations. An employee who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process is subject to discipline, up to and including termination of employment.

### ***Camp Response and Management***

In the event that a supervisor member receives a report of a camper, staff, or participants sexualized behavior or peer-to-peer sexual activity, they are instructed to follow these guidelines:

- Meet with the employee or volunteer who reported the sexual activity to gather additional information as needed.
- Confirm that the participants involved have been separated or placed under increased supervision.

Notify your supervisor, camp director, operations director, and/or the director of finance and administration to determine appropriate next steps.

**\*see also pages 22, 34 and 35.**

### ***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 .04 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.

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 take a drug/alcohol test.

### ***Personal Information Related to Employment Records***

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

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.

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.

### ***Whistleblower Policy***

In keeping with the policy of maintaining the highest standards of conduct and ethics, Camp Manito-wish YMCA ("Camp") will investigate any suspected fraudulent or dishonest use or misuse of the Camp's resources or property by staff, board members, consultants, or volunteers.

Staff are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

### **REPORTING**

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the CEO. If, for any reason, a person finds it

difficult to report his or her concerns to the CEO, the person may report the concerns directly to the current board president.

Methods to report to these individuals include electronic, written, or verbal forms to their addresses listed in the Seasonal Staff Manual. When reporting utilize specific information to help provide context for the situation.

Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

## **RIGHTS & RESPONSIBILITIES**

### **Investigation**

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

## **WHISTLEBLOWER PROTECTION**

The Camp will protect whistleblowers as defined below:

- Camp will use its best efforts to protect whistleblowers against retaliation. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the Camp can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, report to law enforcement personnel.
- Whistleblowers who believe that they have been retaliated against may file a written complaint with the CEO or the board president. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated.
- Whistleblowers must be cautious to avoid baseless allegations

# ***Pay and Employment Practices***

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## ***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. For information on exempt status, please refer to Section 12(a)(1) of the FLSA as defined by Regulations, 29 C.F.R. Part 541.

## ***Non-Exempt Status***

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.

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

## ***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 32 hours or more per week, or a total of 1,664 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 32 hours per week, or less than 1,664 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 positions for a limited period of time, generally less than 12 months.

### ***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 work needs. 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.

### ***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 work hours 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.

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.

### ***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 ½-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 workdays 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.

### ***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.

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 the minimum requested notice and return all Camp property will be paid for 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.

# ***Child Abuse Prevention***

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## ***Child Abuse Prevention***

Camp has zero tolerance for abuse. It is imperative that every employee or volunteer actively participates in the protection of youth. 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.

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)(b) or s.948.02 of the state statutes;
  - c. Sexual exploitation of children as defined in 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) (am); 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.

### ***Mandatory Reporting as a Staff/ Volunteer/ Member***

All reports of suspicious or inappropriate behavior with campers will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to do the following:

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it Anonymously: (<https://manito-wish.org/about/our-commitment/health-and-safety/keeping-your-child-safe/child-abuse-reporting/>)
- If the report is about a supervisor or administrator, contact the next level of management.
- Complete an internal report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

### ***Mandatory Reporting as a Administrator and Youth Serving Organization***

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of anyone employed or in programming at Camp — whether on or off organization property. Reports may be made confidentially or anonymously. Any of the following staff can be contacted regarding potential abuse, Immediate supervisor, or Directors. An employee or volunteer 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. Staff and Volunteers will orally report the situation immediately to their immediate supervisor who will communicate with the Camp Director, Director of Operations and the CEO.
  - a. Complete an Incident Report Form (available in the Administration

- Office). You will include your name as you are making the report.
- b. Camp Director/CEO/ Director of Operations will:
    - i. Speak with the employee or volunteer who has been reported.
    - ii. Review the file of the employee or volunteer to determine if similar complaints were reported.
    - iii. Determine the appropriate response based on the report and take into consideration factors such as:
      1. Context of red-flag or inappropriate behavior or policy violation;
      2. Severity of red-flag or inappropriate behavior or policy violation;
      3. History of red-flag or inappropriate behaviors or policy violations; and
      4. Trainability of employee or volunteer.
2. The Camp Director/ Director of Operations/ CEO shall gather and document all facts to be reported and support the staff member when they make the report. The report must be done immediately and made to 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 and the CEO will be contacted.
  3. The Supervisor receiving the initial report, with the assistance of the CEO, is responsible for confirming the facts reported and the condition of the child. This will be in a timely fashion in collaboration with appropriate staff and authorities. The CEO will inform the President of the Board of Directors. The CEO will notify parents/ guardians, if appropriate.
  4. In the event the reported incident involves a Camp employee or program volunteer, the Director of Operations 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.
  5. 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.
  6. Reinstatement of an employee or program volunteer will occur only after all allegations have been cleared to the satisfaction of the CEO and investigating agency. All employees and volunteers 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 CEO or the investigating agency. Employees and volunteers may not contact the children or parents involved in an alleged child abuse incident without the permission of the CEO.

Organizational Response – After the internal review of the red-flag or inappropriate behaviors or policy violations, determine if system changes are necessary, such as:

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

### ***Training***

Annual abuse prevention training refreshes previously learned concepts and provides additional knowledge and skills to enhance the ability of employees and volunteers to protect campers. Trainings must be completed prior to working with or around campers or participants. All employees are responsible for annually completing training on the following concepts: Camp's policies related to preventing and responding to abuse and additional topics that contribute to employee and volunteers' skills and knowledge related to abuse prevention. These vary according to an employee's role within the organization. Failure to complete required trainings could result in disciplinary actions up to and including termination or removal from the organization.

# ***Peer to Peer Sexual Activity***

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## ***In Camp or On Trail Management***

Peer-to-peer sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

## ***Prevention Tools***

A thorough review of the Manito-wish Staff Handbook and Expectations for Campers/Staff are essential.

## ***Recognizing and responding to peer-to-peer sexual activity***

If employees or volunteers witness peer-to-peer sexual behaviors that are contrary to defined behavioral expectations, they are instructed to follow these guidelines:

- If you observe sexual activity between peers, safely separate them as soon as possible.
- Calmly explain that such interactions are not permitted and separate the participants and/or staff.
- Notify your supervisor.
- Complete a write-up of what you observed and how you responded. Send via email to your supervisor and do not save it to the public drive at camp.
- Follow your supervisor's instructions on supporting the participants involved.

# ***Rules and Regulations***

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## ***No Solicitation/No Distribution***

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 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 family's 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.
- 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.

# ***General Camp Guidelines***

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## ***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.

## ***Outside Employment***

Full-time exempt employees may not engage in outside work for personal remuneration without having received prior authorization from their 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 enjoy their full liberties as citizens, including the right to express their personal opinions 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 CEO.

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 CEO to be advantageous to the Camp's interests.

### ***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***

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 forfeit one day of paid time off.

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

In the event the CEO 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.

### ***Speaking to the Media***

All inquiries from the media should be referred to the CEO. 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 CEO.

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 CEO."

### ***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 CEO. Furthermore, no employee shall willfully alter, mutilate, abuse or waste any property, equipment or supplies belonging to the Camp or located on Camp property.

# ***Safety Rules***

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## ***General Safety***

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.

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.

It is important that employees comply with all safety rules and practices at all times. 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.

### ***Automated External Defibrillator***

Camp Manito-wish possesses 3 AED's, they are located in the Health Center (from May – September), Boyce Administration Office and the Manito-wish Leadership Center. All Year round staff are trained on AED usage annually.

### ***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.

### ***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. Staff and volunteers are required to immediately notify their supervisor and Human Resources if they are arrested or convicted of a crime while they are employed by Camp Manito-wish YMCA. Furthermore, employees and volunteers are expected to cooperate fully with any investigation and failure to do so may be grounds for termination.

International staff's sponsor agency will run an initial background check in their home country and Camp Manito-wish YMCA will run an additional criminal background check upon receiving their social security number.

### ***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 CEO 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.

### ***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.

### ***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.



# ***Rules of Conduct***

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## ***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.

## ***Personal Interactions***

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***

Camp 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 monitor their behavior 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***

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 CEO.

### ***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 or Non-Discrimination and AntiHarassment policies.
- 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.

### ***Concealed Carry Rule***

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.

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 Manitowish 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 CEO

### ***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, sexual orientation 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. Camp has a firewall in place to prohibit the interaction of such subject matter. If an attempt is made, an alert is sent directly to our IT and HR department heads.
- 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***

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At Camp Manito-wish YMCA we understand that the internet and social media platforms are constantly changing, but there are certain principles that remain constant. While it is your right to use social media (Twitter, Facebook, Snapchat, Instagram etc.), everything you post and share can be viewed by others and is a reflection of Camp. To ensure that Camp Manito-wish YMCA remains an emotionally safe and supportive environment for all staff, members, volunteers and participants—and specifically to create an environment where sexual abuse and bullying are not tolerated—the following policies are in place. Failure to comply with the policies listed below may result in disciplinary action, including termination of employment and/or legal recourse.

## **Everything is Public**

Staff should keep in mind that whatever is published on their social media sites is public, regardless of privacy settings. The opportunity for followers to take screenshots makes even private accounts—or deleted posts—susceptible to being shared publicly. Parents and members will often search online for staff profiles, so be mindful of how your online presence may be perceived.

## **Staff Represent Us**

All content included on a staff's social media profile is a reflection of Camp Manito-wish YMCA and should align with the organization's policies and expectations, regardless of whether or not the employee identifies themselves as an Camp Manito-wish YMCA employee on their profile.

## **Inappropriate Content**

Staff are personally responsible for editing and managing their social media profiles to ensure that they do not contain inappropriate content. This includes posts made prior to employment.

Examples of inappropriate content include (but are not limited to):

- Photos/content that could be considered violent or threatening.
- References to/photos of illegal use of alcohol, illegal drugs/illicit substances.
- Photos/content that is sexually suggestive or revealing, or could be considered objectionable.
- Photos/content that may be considered insulting, offensive, defamatory to individuals/organizations.
- Participant/staff/guests' confidential or private information.

- Comments or communications that could be considered to be bullying or demeaning of any individual or group.
- Any other content that is inconsistent with Camp Manito-wish YMCA policies, code of conduct, or mission statement.

### **Factual Content**

Information can spread quickly online, and can easily be misinterpreted or taken out of context. Any posts that reference Camp Manito-wish YMCA or include a link to the organization's website, should reflect the organization in a positive light and include only accurate, public information. Obtain prior written approval before citing/referencing staff, participants, partners or suppliers. Do not use social media to expose the organization's internal policies, programs, strategies, financials, products, etc. Staff must specify, when necessary, that any content they post is their own view/belief, and not the stance of the Camp.

### **Public Communication Only**

We know from several investigations into real-world child sexual abuse that predators will often use social media to gain access to or groom children prior to abuse. That's why connecting with children electronically is strictly prohibited. This prohibition includes private messaging, the sharing of social media accounts, the exchange of cell phone numbers, e-mail addresses, as well as physical mailing addresses. "Good intentions" and "harmless gestures" do not excuse private communication with underage children, as such actions can be misinterpreted.

### **Report Communication/Connections/Contact**

If you already have an outside connection with a child within the organization, or a child tries to initiate an outside connection, report this to your supervisor immediately and discuss appropriate next steps, (e.g. block the request, parent communication, or privatizing account settings). If you have any questions regarding any of Camp's Child abuse prevention policies, contact Camp's Operations Director.

### **Photo Use**

Taking unauthorized photographs/videos of members or participants, guests, volunteers, or children is prohibited, regardless of whether or not staff choose to share those photos/videos to personal social media platforms. If pictures are needed for Camp's website, flyers, social media etc., they are to be taken by designated/approved staff only, and must be accompanied by a signed photo release form to be kept on file.

# ***Benefits***

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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 1<sup>st</sup> through October 31<sup>st</sup> 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.

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 32 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 exempt and non-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 an additional 75% towards other coverage (e.g. family, spouse, children). Premium contributions 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.

## ***Retirement Plan***

The Retirement Plan 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 Plan's Summary Plan Description. Administrative information is provided in the Plan'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 Plan 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 Plan 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 Plan. 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 Plan at any time within the terms and conditions of the Plan. The Plan may also amend the Plan at any time. Complete information regarding the YMCA Retirement Plan is available from the Finance Office or designated employee.

## ***Long Term Disability***

Benefit eligible employees are enrolled in the Group Long Term Disability Plan beginning the first of the month following 320 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:

Thanksgiving Day	Day after Thanksgiving
Christmas Eve Day	Christmas Day
New Year's Eve Day	New Year's Day

When the Camp is closed, all staff are expected to be off and to record PTO usage unless Camp business requires otherwise as directed by your supervisor. 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.

### ***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.

Employees working in regular exempt and non-exempt full-time positions are eligible for PTO, which will be awarded on November 1<sup>st</sup> 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. Camp has determined PTO award levels to be inclusive of all Camp observed holiday closures, 4 floating holidays and time for other personal use.

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 31<sup>st</sup> will determine his/her PTO eligibility for the following year. PTO will accrue monthly, however, employees may still utilize their full allotted amount prior to it having been accrued. All PTO requests must be submitted in ADP and approved by your supervisor.

Compensation is not granted in lieu of PTO, nor is compensation paid for unused PTO not taken during the fiscal year however, a maximum of 5 days of PTO may be carried over on November 1<sup>st</sup>. Employees who provide appropriate notice of resignation of employment and who have returned all Camp property will be paid all accrued but unused PTO available as of the employee's last day of employment with the Camp. Upon termination, any employee who has utilized more PTO than they have accrued will have the balance deducted from their final paycheck.

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 average hours per day worked . Computation of pro-rated PTO is based upon the number of PTO hours owed times the employee's hourly rate of pay.

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<b>PTO Accrual for Non-exempt Employees as of October 31<sup>st</sup></b> (following completion of first fiscal year of service)		
	Full Time	Part Time
Less than 1 year of service - prorated	16 days <sup>1</sup>	---
1-5 years of service	21 days	25 hours <sup>2</sup>
6-10 years of service	26 days	50 hours <sup>2</sup>
11-15 years of service	28 days	60 hours <sup>2</sup>
16+ years of service	31 days	75 hours <sup>2</sup>

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<b>PTO Accrual for Exempt Employees as of October 31<sup>st</sup></b> (following completion of first fiscal year of service)	
Less than 1 year of service - prorated	16 days <sup>1</sup>
1-2 years of service	23 days
3-5 years of service	26 days
6-10 years of service	31 days
11-15 years of service	33 days
16+ years of service	36 days

<sup>1</sup>Following 6 months of continuous service.

<sup>2</sup>PTO 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 31<sup>st</sup> 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. 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 31<sup>st</sup> of each year will determine sick time eligibility for the following year. Sick time will be awarded on November 1<sup>st</sup>. (See chart on page 45 of the employee manual). All Sick time requests must be submitted in ADP and approved by your supervisor prior to usage when possible or as soon as possible thereafter.

Sick time may be used by the employee or for their immediate family for illnesses, and for doctor and dental appointments. This includes caregiving for parents for doctor and dental appointments, checking in at living center, or providing necessary 24-hour care. The sick time benefit should not be viewed as a holiday or vacation to which the employee is entitled, regardless of whether he/she needs it. Sick time can be accumulated up to a maximum of

30 days and is not payable to the employee upon termination. If an employee carries over 25 days from the previous year and is eligible for 10 days for the next fiscal year, they will receive 5 days resulting in 30 days total for the next fiscal year.

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 their paid time off prior to commencing an unpaid leave of absence. Sick pay will be coordinated with long-term disability benefits, if necessary.

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

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

<sup>1</sup>Following 6 months of continuous service.

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

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

<sup>1</sup>Following 6 months of continuous service.

Sick “days” are calculated based on the average daily hours worked in a week (e.g. 25 hour work week = 5 hour average work day).

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.

### ***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.

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

### ***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 CEO 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 CEO 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 CEO 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.

### ***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.

### ***Health/Fitness Center Reimbursement***

Effective immediately, Camp will reimburse year round employees \$10 per visit up to a total of \$40/month with proof of visit to a fitness center of your choice. Other health & fitness participation may be considered on a case by case basis.

### ***Tuition Reimbursement***

The Camp strongly encourages furthering educational goals. Tuition expenses will be reimbursed (based on 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 CEO *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.

### ***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.

### ***Program Participation and Fees***

Regular full-time and part-time exempt employees and their dependent family members are eligible to participate in one 3 week session of Summer Camp per dependent at 75% off the camp fee and they may participate in Outpost at 50% off the program fee. These discounts do not pertain to participation in adult trips or alumni events. Facility usage benefit is available upon request.

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.

# ***Leaves of Absence***

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## ***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 CEO 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 CEO 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 CEO 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 regular 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.

### ***Organ and Bone Marrow Donation Leave***

Employees shall be eligible for Organ and Bone Marrow donation leave as provided by law. Employees should contact their supervisors if desirous of such leave.

### ***Parental Leave Policy***

Camp Manito-wish YMCA provides parental leave for regular status full-time exempt and non-exempt employees. To be eligible for parental leave, the employee must have worked for Camp for 12 consecutive months.

Parental leave is up to two (2) weeks paid at 100% of the employee's regular base wage or salary after the birth, adoption, or foster placement of a child and eight (8) weeks unpaid. The paid leave may be taken intermittently in no more than 2 separate segments of one week each. PTO days should be used up prior to commencing parental leave. Employees must take all paid parental leave within 6 months after the birth or adoption of the child.

The timing of the leave can be flexible and based on the circumstances of the employee and the needs of the organization. Employees must inform their supervisor as soon as practical of their intent to use paid parental leave and an estimated schedule for their leave so that their job responsibilities can be covered.

All employee benefits are to be maintained during the leave as if the employee continued to work instead of taking leave. Employees are also entitled to return to their same job at the end of their leave.

Employees who receive a child through a surrogate are eligible under this policy. Employees who are acting as surrogates or sperm donors are not eligible for paid parental leave under this policy.

Employees receiving one or more children through foster placements, including kinship care, guardianship, or child welfare placements are eligible for paid parental leave under this policy.

Any paid parental leave not taken six months after a qualifying event is forfeited.

### **Breaks for Nursing Mothers**

Camp complies with applicable federal and state laws regarding breaks for nursing mothers. Camp will provide nursing mothers with reasonable break time to express milk for a nursing child each time the employee needs to express milk.

Camp will provide adequate private space for nursing mothers to express milk.

## ***Acknowledgement Form A***

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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.

No representative of the Camp, other than the CEO has the authority to enter into any agreement for a specified period of time or make any agreement contrary to the Employee at Will section on page 7. Any such agreement must be in writing and signed by the CEO 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.

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 A

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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.

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

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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.**