

**BOYS & GIRLS CLUB
OF THE SISKIYOU**

**Employee Handbook
Personnel Policies**

The mission of the Boys & Girls Club of the Siskiyou is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**Revised as of December 10, 2012,
Off-Duty Conduct, Holiday Policies-10-14,
Sick/Vacation Leave Policy-6-15**

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1.0 PURPOSE OF PERSONNEL POLICIES

Welcome! As an employee of the Boys & Girls Club of the Siskiyou (the “Club”), an extension of Boys & Girls club of the Redwoods, you are an important member of a team effort. We hope that you will find your position with the Club rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Club.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. This employee handbook contains the employment policies and practices of the Club in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The Club reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Chief Professional Officer (CPO) and Chief Volunteer Officer.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the Club. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Personnel Policies are reviewed annually, in part or as a whole, to ensure that they continue to reflect current thinking in the field of human resources management and are consistent with current trends and legislative requirements. The Employee Handbook is intended to provide the basis for reasonable and consistent treatment of all staff. The policies contained herein do not constitute an employment contract and are subject to change at the discretion of the Board of Directors of the Boys & Girls Club of the Siskiyou.

All employees will receive a copy of the Employee Handbook at the time of employment and each time the policies are updated. Employees will be asked to sign an acknowledgment statement upon receipt, acknowledging their understanding and review of the Employee Handbook

For the purpose of efficiency, the following personnel policy statements are directed to all employees & volunteers, including the Chief Professional Officer (CPO). The Boys & Girls Club of The Siskiyou Board of Directors supervises the CPO.

2.0 EMPLOYMENT PHILOSOPHY

The Boys & Girls Club of The Siskiyou is committed to a work environment in which relationships are characterized by dignity, courtesy, respect and equitable treatment of all staff. The Board of Directors of the Boys & Girls Club of The Siskiyou is accountable to the Board through the President, for the management of the operation of the Boys & Girls Club of the Siskiyou. The Chief Professional Officer is responsible for the hiring, supervision, and termination of all operational staff members and for directing employees work. Equitable administration and interpretation of personnel policies are the responsibilities of the Chief Professional Officer. Employees are expected to abide by the personnel policies herein.

2.1 Non-Discrimination Policy

The Club is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Club policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical conditions including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The Club is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Club Professional and prohibits unlawful discrimination by any employee of the Club, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Club will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Club representative with day-to-day personnel responsibilities and request such an accommodation. The applicant or employee with the disability should specify what accommodation he or she needs to perform the job. The Club then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Club will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Club will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination you may: submit a written complaint or contact your immediate supervisor or any other supervisor with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact your immediate supervisor or the CPO. The Club will undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Club determines that unlawful discrimination has occurred, appropriate remedial action will be taken. Appropriate action also will be taken to deter any future discrimination. The Club will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

You also have the right to file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

3.0 EMPLOYMENT

The Club personnel are employed on an “at-will” basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Club. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Club has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms.

3.1 Criminal History Check

All employees of the Club may be required to authorize a fingerprint based criminal history check by an agency assigned by the Club. The result of such an inquiry is reviewed and accepted by management before the assignment is made. Exceptions to this policy may be made after approval from the Chief Professional Officer. The Club retains the right to require any and all employees to undergo a criminal background check at any time during their employment at the Club. Criminal background checks are active during the duration of employment with the Club and are under subsequent arrest notification; the Club will be notified by the Department of Justice of any arrests made on Club employees while employed by the Club. Criminal background checks that are deemed unacceptable by the Club will result in immediate termination.

All employees are required to inform their immediate supervisor of any arrest within the first three days after any arrest. Employees may be required to submit a police report or other documentation concerning the arrest and charges to the employee. If an employee is absent from work because of an arrest the unexcused absence(s) will be held to the club Absenteeism/Punctuality policy (see 4.3(a)). Depending on the

conduct that led to the arrest the employee may be subject to unpaid leave, suspension or termination. If an employee does not adhere to employer requests made after her/his arrest, he or she may be disciplined up to and including termination.

Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness, a justifiable conflict between her/his job functions and the nature of her/his conviction and set policy. Convictions that are deemed unacceptable by the Club may result in immediate termination.

3.2 Employee Classifications

The following employee classifications are described in the Fair Labor Standards Act:

- A. **Exempt:** The term exempt employee is used for those employees who are excluded from the overtime pay provisions and/or the minimum wage provisions of the Fair Labor Standards Act. Responsibilities are considered to be of administrative, managerial, professional, or of a creative nature.
- B. **Nonexempt:** The term nonexempt employee is used for those employees who, regardless of title or function, are not exempt from the hours-of-work and overtime pay provisions of the Fair Labor Standards Act. All employees who do not meet the qualifications for exemption are included in the term nonexempt.
- C. **Minors:** The term minor employee is used for those employees who are under 18 years of age. These employees are subject to the Child Labor Laws in California. While too numerous to list in this Personnel Policy manual, the Boys & Girls Club of The Siskiyou abides by these laws specifying the number and length of working hours for minors according to the type of work and age of the minor. This publication is available in the central files under Child Labor Laws in California. A work permit from the school that the minor is attending must be submitted before becoming an employee.

3.3 Employee Categories

- A. **Regular Full Time Employees:** Are those not in a temporary, introductory, or part time status and who are regularly scheduled to work 40 hours per week. Regular Full Time Staff may be exempt or non-exempt. They may be eligible for the Club's benefit package. All legally mandated benefits will be provided.
- B. **Part Time Employees:** Are those who are not assigned temporary or introductory status and who are regularly scheduled to work between 25 and 39 hours per week. Part Time Employees may be eligible for limited Club benefit programs, including pro-rated vacation, holidays and sick leave. Part Time Employees receive all benefits mandated by federal, state or local law and include Social Security, Workers' Compensation insurance and unemployment compensation

insurance.

- C. **Part Time Ineligible Employees:** Are those who are not assigned temporary or introductory status and who are regularly scheduled to work less than 25 hours per week. Part Time Ineligible Employees receive all legally mandated benefits; however, they are ineligible for all other Club benefit programs. Statutory benefits are mandated by federal, state or local law and include Social Security, Workers' Compensation insurance and unemployment compensation insurance.
- D. **Temporary/Seasonal Employees:** Temporary employees are hired to perform a specific job for a specific period of time, normally less than one year. These employees are eligible for statutory benefits only. Statutory benefits are mandated by federal, state or local law and include Social Security, Workers' Compensation insurance and unemployment compensation insurance; however Temporary employees are ineligible for all other Club benefit programs. Work-study and interns fall within this classification. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change in writing.
- E. **Introductory Employees:** Are those who are in the 180-day orientation period where performance is being evaluated to determine whether further employment in a specific position is appropriate. While they do receive all legally mandated benefits they are ineligible for all other benefit programs.

3.4 Anniversary Date

The first day an employee reports to work is recorded in organization records as the employee's anniversary date. This date is used to calculate organization benefits. The anniversary date will be adjusted by the duration of any leave period over 30 days, for calculation of any subsequent benefits eligibility.

3.5 Personnel Records

Employees have the right to know what information is contained in their personnel file. A personnel file is maintained for each employee and includes: application documentation, job description, salary history, and performance appraisals.

The information contained in personnel records is confidential and will only be released with the permission of the employee and/or pertinent to applicable laws governing the release of such records. Personnel records will be kept and maintained under lock and key. Employees wishing to view their personnel records should request to do so in writing and by arranging a convenient time to do so with their supervisor.

3.6 Confidentiality

Club employees, may on occasion in the exercise of their assigned job

responsibilities, have access to confidential information related to the Club, its members and its employees. Except with the express permission of the Chief Professional Officer, employees may not at any time during or after their employment, use, duplicate, or disclose by any means, any such information to any unauthorized person or Club entity. Moreover, the very fact that an individual is served by the Club must be kept private and confidential; disclosure can be made only under specific conditions for reasons related to law enforcement and fulfilling the Club's missions. As such, employees shall not disclose any information about a person, including the fact that he or she is or is not served by the Club, to anyone outside of the Club unless authorized by the Chief Professional Officer or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, function and activities for all Club youth, employees and vendors.

3.7 Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationship.

Although the Club has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the Club will take action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

3.8 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the basic framework within which the Club wishes the business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Safe Point of Contact Officer for more information or questions about conflicts of interest.

Personal or romantic involvement with a competitor, supplier, co-worker or subordinate employee of the Club, which in the opinion of the Club, impairs an employee's ability to exercise good judgment on behalf of the Club, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems. An employee involved in any of the types of

potential conflicts of interest described in this policy must immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or the Business Manager, for a determination about whether a potential or actual conflict exists. This disclosure must be documented and signed by all employees involved, the immediate supervisor and the Business Manager. If an actual or potential conflict is determined, the Club may take any corrective action that appears appropriate according to the circumstances, up to and including termination. Failure to disclose facts may constitute grounds for disciplinary action, up to and including termination.

Transactions with outside firms must be conducted within a framework established and controlled by the Professional level of the Club. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes; product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific approval from the Chief Professional Officer.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Club's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of wrongdoing" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the Club as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relatives has a significant ownership in a firm with which the Club does business, but also when an employee or relative receives any kickback, bribe or substantial gift, or special consideration as a result of any transaction or business dealings involving the Club.

Off-Duty Conduct Policy

BGCR will need to review any employee conduct that has the potential to impact the business, other employees, or members. Therefore, BGCR management may need to review off-duty conduct of employees.

General guidelines are provided for off-duty conduct or fraternization that may relate to BGCR business. If in doubt, please ask before you act.

Other off-duty conduct may result in discipline. For example, if an employee is late or misses work due to an arrest, this is not an acceptable excuse. Similarly, if off-duty conduct could result in punitive action to BGCR, affect the safety of members or other

employees, impair operations, or affect loss of funding, that behavior may result in discipline that can include termination.

Other examples of off-duty conduct that may result in discipline include sexual harassment of other employees, violent acts, use of illegal substances, illegal use of intoxicants such as underage drinking, disruptive action on BGCR property or BGCR-sponsored events, use of intoxicants in such a manner as to cause damage to BGCR's reputation, use of BGCR facilities without permission, or disclosure of confidential information.

3.9 Member Non-Fraternization Policy

Employees should refrain from participating with members in non-structured, non-sponsored activities (exceptions being family relationships, and also may be made at the Chief Professional Officer's discretion for other circumstances such as babysitting). Prohibited involvement with members includes, but is not limited to: meeting members somewhere or having them come to your house, telephone or email communication, text or voice messaging, communication through Internet social networking sites (such as MySpace, etc..). If a situation arises where an employee is asked to have outside contact with a Club member, the employee is required to advise their immediate supervisor of the contact and to obtain a signed Parental Waiver from the member's guardian for approval by the Chief Professional Officer. Waiver forms are available through your supervisor or the Human Resource office. Employees may not give rides in a personal vehicle to any Club member without the explicit approval of the Chief Professional Officer and written approval from the child's parent or guardian. Please notify your supervisor immediately for guidance if you are unsure if this applies to your situation or if you believe you may be in conflict with this policy.

3.10 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the Club. All employees will be judged by the same performance standards and will be subject to the Club's scheduling demands, regardless of any existing outside work requirements.

If the Chief Professional Officer determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Club as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Club.

Outside employment will present a conflict of interest if it has an adverse impact on the Club. If a conflict of interest is determined disciplinary action may take place, up to and including termination of employment.

4.0 ATTENDANCE AND TIME OFF

4.1 Working Hours

Working hours will vary for each employee depending on the employment classification and category of each position. The working hours for each employee will be stated in his or her job description when hired. The Chief Professional Officer may change a job description at any time. All employees impacted by any changes made will be notified.

Operating hours, which govern work hours, of the Boys & Girls Club of The Siskiyou may be changed by decision of the Chief Professional Officer with the approval of the Board of Directors of the Boys & Girls Club of The Siskiyou. A Club work week is Sunday through Saturday.

4.2 Employees who are Required to Drive

Employees who are required to drive a Club vehicle or their own vehicles on Club business will be required to show proof of a current valid driver license and current effective insurance coverage with a minimum of \$100,000 before the first day of employment. Employees must also have their Motor Vehicle Report (MVR) turned in and approved by the Club's insurance provider before driving a Club vehicle.

The Club participates in a system that regularly checks state Department of Motor Vehicles (DMV) records through ongoing MVR update reports of all employees who drive as part of their job.

The Club retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Club's policy.

Employees who drive their own vehicles on Club business with approval from supervisor will be reimbursed at the per mile rate established by the Club.

Employees who drive a Club vehicle to conduct Club business are prohibited from using cellular phones or 'texting' while driving even if using a hands free mobile device. Employees are required to pull safely off the road to make or receive calls and check messages. This same policy is applied to pagers, personal data assistants (PDAs) and remote wireless access technologies.

4.3 Attendance, Punctuality and Time Cards

4.3(a) Absenteeism/Punctuality

Attendance and punctuality are important factors for employees' success within our organization. Employees work as a team, which requires that each person be reliable and be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Club. Employees are to remain at work during their assigned work hours. Since hours of work may vary by department, your

supervisor will assign your work schedule to you. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. If an employee is going to be late for work or absent, a supervisor must be notified as soon as possible, no later than four hours before the start of the workday. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. If an employee is absent for three working days without notifying a direct supervisor, it is assumed that the employee has voluntarily abandoned the position with the Club, and the employee will be terminated and removed from the payroll. The employee will be notified by registered letter that his/her employment has been terminated and any paid time owed will be sent to the employee's last known address. Any of the above situations may lead to disciplinary action, up to and including termination.

4.3(b) Time Sheets

All non-exempt employees are required to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after their lunch break. Employees also must record their time whenever they leave the building for any reason other than Club business. A supervisor must initial any changes on the timesheet. Writing on another employee's timesheet and/or allowing another employee to alter a time sheet is not permissible and is subject to disciplinary action, up to and including termination of employment. Employees are required to total up their hours worked on the time sheet and turn it into their Supervisor on the required payroll dates. A supervisor must approve any over-time hours. Any errors on your timecard should be reported immediately to your supervisor. If an error occurs and corrections have to be made, employees must turn in the correction in writing, signed by the employee and his/her immediate supervisor.

Personal issues requiring time away from your work, such as doctor's appointments or other matters should be scheduled during non-work hours if possible.

Because of the nature of the Club's business, work schedules may vary depending on the job. Normal business hours are 9-6:00 p.m., Monday through Friday.

4.4 Rest and Meal Periods

All employees are entitled to one (1) meal period during each 5-8 hour work shift. However, if six (6) hours of work will complete the day's work, employee(s) may voluntarily choose not to take the meal break. Depending on your department, the meal period will be either 1 hour or ½ hour. Your supervisor will determine the length of your meal period. Meal periods should be taken near the middle of the work shift and are not counted in computing hours worked. Employees are allowed a 10-minute rest period for every four hours of work or major portion thereof. Employees and their immediate supervisors will coordinate meal and rest periods.

You are expected to observe your assigned working hours and the time allowed for

meal and rest periods. If the employee does not follow meal and rest period procedures disciplinary action may take place up to and including termination.

4.5 Holidays

The Clubs are closed on the following holidays and all staff that have regularly been scheduled to and have worked 25 hours or more per week for six months (benefited level) are entitled to paid time off on these holidays. Staff that become benefited and have worked six months or more are eligible to be paid for holidays without the six month wait period. Holiday pay is pro-rated, based on regularly scheduled hours. The two personal days must be requested and approved in advance by the supervisor. They must be used within a calendar year, and unused personal days are not owed when an employee leaves BGCR.

New Year's Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Day after Christmas
Labor Day	two personal days

4.6 Vacation

The vacation leave benefit is based upon years of continuous service with the Boys & Girls Club of The Siskiyous and employment classification. Exempt and nonexempt staff regularly working and scheduled to work at least 25 hours per week for six months can accrue vacation hours. Staff that work less than 40 hours per week accrue vacation on a pro-rated basis.

Effective 6-1-15, employees who are eligible for benefits receive the following vacation leave benefit. The Board of Directors may set a different schedule for the Executive Director:

Length of Employment	Days per Year
0- 3 years	12 days
3-5 years	15 days
5-9 years	18 days
9 plus years	21 days

1. Employees must submit a leave report to be approved by their supervisor before scheduling vacation.
2. Unused vacation time is paid at the existing pay rate when the employee resigns or is terminated.
3. Holidays during an employee's vacation period will not be counted as a day of vacation.
4. Staff may use vacation time in lieu of sick time if sick leave has been exhausted with supervisor approval.

5. Approved extended leaves of absence and maternity leaves exceeding 30 days will not be used to accrue vacation time or count toward calculation of subsequent benefits eligibility.
6. The Executive Director will make the final decision on the employee's vacation schedule.
7. Newly hired staff eligible for benefits will accrue vacation hours immediately upon becoming benefited; however, they are not eligible to use vacation leave until after six months. Staff that become benefited and have worked six months or more are eligible to use vacation leave immediately upon accrual.
8. Accrual of vacation hours will be capped at 200% of eligible hours. Employees will not accrue any additional vacation hours until they are under this limit.

4.7 Sick Time

Paid sick time is a benefit to provide paid time off to all employees. It may be used for preventive care, care for an existing health condition or for specified purposes if the employee is a victim of domestic violence, sexual assault or stalking.

Effective 7-1-15, exempt and nonexempt staff, regularly working and scheduled to work at least 25 hours per week for three months or more, accrue sick time at the rate of 6.67 hours per month (1.15 hours for every 30 hours), or a maximum of ten days per year. Unused staff leave will carry over to the next 12 month period.

Effective 7-1-15 and hired thereafter, all staff that work less than 25 hours per week accrue sick time at the rate of 1 hour for every 30 hours worked. Temporary, seasonal, and on-call staff are also eligible for this benefit. Unused sick leave will carry over to the next 12 month period.

1. Employees must notify their supervisor no later than four hours to the time set to report to work that they will not be in to work due to personal or family illness.
2. Employees must submit a leave report to be approved by their supervisor upon return from sick time.
3. Staff may use vacation time in lieu of sick time if sick leave has been exhausted with supervisor approval.
4. Unused sick time is not paid on termination of employment.
5. Approved extended leaves of absence and maternity leaves exceeding 30 days will not be used to accrue sick time or count toward calculation of subsequent benefits eligibility.
6. Sick leave may be used for the following family members, and an employee can use the full amount of accrued sick time for a qualifying family member :

Biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employees spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

Biological, adopted or foster child, stepchild, legal ward, or a child to whom the

employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status;

Spouse, registered domestic partner, grandparent, grandchild, and sibling.

7. All staff will accrue sick hours immediately upon becoming hired; however, they are not eligible to use sick leave until after 90 days of employment.
8. Accrual of sick hours will be capped at 200% of eligible hours. Employees will not accrue any additional sick hours until they are under this limit.
9. Employees may contact Human Resources for additional information on this benefit.

5.0 LEAVES OF ABSENCES

5.1 Maternity/Paternity

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy disability leave should advise their supervisor as early as possible. The individual should make an appointment with the Business Manager to discuss the following conditions:

- Employees who need to take pregnancy disability must inform the Club when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with immediate supervisor and the Business Manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the Professional of the Club. Any such scheduling is subject to the approval of the employee's health care provider. If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed, if necessary, to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the Club with a certification from a health care provider. The certification indicating disability should contain:
 - The date on which the employee became disabled due to pregnancy;

- The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Leave returns will be allowed only when the employee's physician sends a release;
 - An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation (if otherwise eligible to take the time) during a pregnancy disability leave;
 - Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata (in proportion to) basis. This means part-time employees are eligible to time off due to pregnancy in proportion to the amount of leave determined by the advice of the employee's physician. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

5.2 Jury Duty

In the event an employee is called for jury duty, the Club will grant leave with pay up to ten days for employees regularly scheduled to work 25 hours or more per week. Part-time ineligible employees may be granted leave without pay. Grand Jury duty can be quite lengthy; therefore, the Club will not pay for individuals opting to be on Grand Jury.

Employees are required to notify a supervisor upon receipt of a jury summons. Employees are expected to return to work after being excused from jury duty during regular working hours. Verification from the court clerk of having served may be required.

Any fee received by an employee for jury duty may be credited against any payments made by the Boys & Girls Club of the Siskiyou and should be submitted to the Business Manager located at the Boys & Girls Club of the Redwoods.

5.3 Military Leave

A military leave of absence will be granted to all employees who attend scheduled drills or training or active duty with the U.S. armed services. Military leaves of absence will be unpaid. However, employees may use any available paid time off for the absence. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

An employee returning to the Club from active military leave in a timely fashion after discharge (or release from hospitalization that continued after discharge) will be offered reinstatement as required by law.

5.4 Workers' Compensation

The Club, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.
- To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:
 - Immediately (within 24 hours) report any work-related injury to your supervisor before leaving the Club;
 - Seek medical treatment and follow-up care if required;
 - Complete a written Employee's Claim Form (DWC Form 1) and return it to the Finance Department;
 - Provide the Club with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Club's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Club's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires the Club to notify the workers' compensation insurance of any concerns of false or fraudulent claims.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued any unused sick leave, the additional absences from work will be paid with the use of sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation for further absences from work related to your illness or injury.

5.5 Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- You must be the victim of a crime, or you must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.
- An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.
- A registered domestic partner means a domestic partner who is registered in accordance with California State Law.
- The absence from work must be in order to attend judicial proceedings related to a crime listed above.

Before you are absent for such a reason, you must provide documentation of the

scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation.

6.0 COMPENSATION

6.1 Paydays

Employees are paid semi-monthly by check. Checks are available the fifth and the twentieth of each month. If payday falls on a Saturday, paychecks will be available to employees on the preceding workday. If it falls on a Sunday or a holiday, payday will be the following workday.

Deductions from employee's pay will be made in accordance with prevailing law, contracts and rules and regulations. Other deductions can be made on written authorization from each employee with the agreement of the Chief Professional Officer.

6.2 Overtime

The employee's direct supervisor or the Chief Professional Officer must approve all overtime in advance.

Nonexempt Staff are subject to the provisions of the Fair Labor Standards Act and are paid overtime for hours worked in excess of 8 hours a day (unless an alternative work week schedule has been filed) and 40 hours in a work week. A Club work week is Sunday through Saturday (calendar week).

Exempt staff is not eligible for overtime, nor are they eligible for compensating time off for time worked in excess of their normal work week.

6.3 Advances

The Club does not permit advances against paychecks or against unaccrued vacation.

6.4 Travel and Expense Policy

Subject to certain conditions, an employee may be entitled to reimbursement for ordinary and necessary business-related expenses. Reimbursement requests should be submitted to the Business Manager on the appropriate form that has been approved by

the staff's supervisor. Original receipts documenting expenditures must be attached to the form to be reimbursed.

All travel expenses must be approved by the employee's supervisor, or in the case of Chief Professional Officer, as set forth in the approved budget. Mileage will be reimbursed at the approved rate. The Club pays for approved non-luxury lodging and reasonable meals costs. Expenses of a personal nature are not reimbursed. If a travel advance is needed and/ or an employee attends a conference, the employee must fill out the Check Request Form and turn in the worksheet approved by the employee's supervisor no later than seven days before the scheduled business trip.

6.5 Pay for Mandatory Meetings/Training

The Club will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- 1 Attendance is mandatory;
- 2 The meeting, course, or lecture is directly related to the employee's job;
- 3 The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- 4 The employee will be paid at the then applicable minimum wage for time spent traveling to and from trainings. Normal wages will be paid for time spent in meetings, lectures, and training programs; and
- 5 Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

6.6 Job Descriptions

Current job descriptions are maintained for each of the Boys & Girls Club of The Siskiyou positions.

6.7 Performance Appraisals

The performance appraisal system is an integral part of the Boys & Girls Club of The Siskiyou compensation program. In order to compensate an employee, advancements in salary shall be based on the performance appraisal system and contingent upon available funds. Each employee will receive a performance appraisal after 90 days and annually thereafter.

Periodic work planning and review sessions are conducted throughout the year for the purpose of evaluating progress on the achievement of weekly goals, action plans, performance goals and assigned responsibilities.

The Chief Professional Officer, Unit Directors and/or any other supervisor will conduct performance reviews for their employees. Employees will receive advance notice of performance reviews. A copy of the evaluation will be filed in the employee's permanent personnel file.

6.8 Personnel Records

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Club representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file. If you have any disputed items in your file contact the Business Manager for further review or assistance.

The Club will restrict disclosure of your personnel file to authorized individuals within the Club. Any request for information contained in personnel files must be directed to the Business Manager. Only the Business Manager or CPO is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, the Club will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

6.9 Reference Requests

All requests for references must be directed to the Business Manager. No other manager, supervisor, or employee is authorized to release references for current or former employees. By policy, the Club discloses only the dates of employment, the title of the last position held of former employees, and if the former employee was eligible for rehire. If you authorize the disclosure in writing, the Club also will inform prospective employers of the amount of salary or wage you last earned.

7.0 BENEFITS

7.1 Medical

Full Time Exempt Employees (see 3.4) may participate in the Club medical insurance plan. Eligible employees may enroll in either a single or family contract after 6 months of employment. Information and enrollment forms may be obtained from the business manager. The Club pays 50% of the cost of the employees' entitled health benefits with the remaining 50% paid by the employee. The employee is responsible for 100% of the costs associated with adding a spouse or other eligible family members.

A booklet containing the details of the plan and eligibility requirements may be obtained from the Business Manager. Upon termination, an employee may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state law, (see 7.3).

7.2 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Club's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

The Club provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Club's health insurance plan. This COBRA continuation of medical benefits is explained in the insurance "Summary Plan Description" booklet. This booklet contains important information about the employee's rights and obligations.

7.3 Retirement Plan

The Club provides eligible employees with a retirement plan. Information about the retirement plan is available from the Business Manager.

8.0 DISCIPLINARY ACTION

Violation of the Club's policies and rules may warrant disciplinary action up to and including termination. The Club may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, including verbal warnings, written warnings, and suspension, and up to and including termination of employment. The Club's discipline policy in no way limits or alters the "at-will" employment relationship. All employees are deemed to be "at-will" employees and may be terminated at any time with or without cause.

8.1 Voluntary Termination

Voluntary termination results when an employee voluntarily resigns his or her employment at the Club, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor (see 4.3(a)). All Club-owned property, including keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment. Electronic access to Boys & Girls Club websites and/or email accounts will be disabled upon termination of employment.

8.2 Exit Interview

The CPO or Direct Supervisor conducts an exit interview with each separating staff

member. Employees must return all property belonging to the Boys & Girls Club of The Siskiyou at this time. Employees will be advised of benefit plan provisions and conversion options during the exit interview (if applicable).

9.0 DRUG-FREE WORKPLACE/SUBSTANCE ABUSE

The Club is committed to creating a drug-free work environment. The Club is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety and health, and therefore seriously impair the employee's value to the Club. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Club to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Club.

The following rules and standards of conduct apply to all employees either on Club property or during the workday (including meals and rest periods). Behavior that violates Club policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a Club vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The Club also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the Club reserves the right to conduct searches of Club property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Club property will not be tolerated because such conduct, even though off duty, reflects adversely on the Club. In addition, the Club must keep people who sell or possess controlled substances off Club premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.

The Club will encourage employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. The Club is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of

drug or alcohol use, nor is the Club obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. This policy on treatment and rehabilitation is not intended to affect the Club's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

9.1 Smoking

In keeping with the Club's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and on Club property or within a three block radius of the Club. Smoking is prohibited while wearing any item that displays the Club logo or while involved in any Club activity. Smoking is also prohibited in all motor vehicles owned or leased by the Club.

This policy applies equally to all employees, customers, and visitors.

10.0 UNLAWFUL HARASSMENT

The Boys & Girls Club of The Siskiyou are committed to a work environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment of all staff members. Club policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. The Club's anti-harassment policy applies to all persons involved in the operation of the Club and prohibits unlawful harassment by any employee of the Club, including supervisors, coworkers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in

- return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, contact your immediate supervisor, any other Club supervisor, or the CPO. You will be asked to provide details of the incident(s), names of individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the CPO. The Club will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the Club determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Club to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A Club representative will advise all parties concerned of the results of the investigation. The Club will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Club encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the U.S. Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency (EEOC or the DFEH). The nearest office is listed in the telephone book.

10.1 Grievances/Whistleblower Policy

The Boys & Girls Club of the Siskiyou requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We must practice honesty and integrity in fulfilling our responsibilities and organizational goals, and comply with all applicable laws and regulations.

It is the responsibility of all employees to comply with the Grievances/Whistleblower Policy and report violations or suspected violations related to policy, conduct, and law. No employee who in good faith reports a violation of policy, conduct and/or law shall suffer harassment, retaliation or adverse employment consequences. Any employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

This policy encompasses an open door policy and suggests that employees share their questions, comments, concerns, or complaints with someone who can address them properly. In most cases, an employee's supervisor is the best person to address an area of concern. However, if you are not comfortable speaking with your supervisor, have a complaint against your supervisor, or are not satisfied with his/her response, you are encouraged to speak with the Safe Point of Contact Officer in the Business Manager. A full investigation will take place until the issue reported is resolved and closed.

11.0 LIFE THREATENING DISEASES

The Club recognizes that Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), related conditions such as AIDS - related complex (ARC), and persons with positive test results pose significant concerns for employees in the workplace. Accordingly, the Club has established the following guidelines for handling issues that may arise when an employee is affected by these viruses.

- A. The Club is committed to maintaining a safe and healthy work environment for all employees;
- B. Consistent with this commitment, the Club will treat AIDS the same as other illnesses in terms of all employee policies and benefits, group health and life insurance, disability leaves of absence, and other disability benefits;
- C. Based on overwhelming medical evidence and scientific opinion, including Statements from the U.S. Public Health Service Centers for Disease Control: "AIDS virus is not casually transmitted in ordinary social or occupational settings or conditions." Therefore, subject to changes in available medical information, Club employees with AIDS or any of its related conditions may continue to work as long as they are able.

The Club will provide AIDS-afflicted employees with reasonable accommodations as long as they are medically able to perform the duties of their position. Co-workers may not refuse to work or withhold their services for fear of contracting AIDS by working with an AIDS-afflicted person, and may not harass or otherwise discriminate against an AIDS-afflicted employee.

Employees who engage in such behavior by refusing to work, or by harassing or otherwise discriminating against any AIDS-afflicted employee will be subject to discipline, up to and including termination.

The Club will treat all medical information obtained from employees with AIDS or related conditions confidential, as required by law.

12.0 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operation and provide the best possible work environment, the Club expects employees to follow rules of conduct that will protect the interest and safety of all employees and the Club. It's impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are only examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

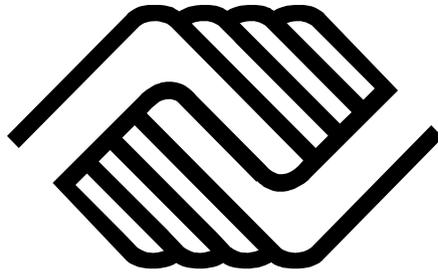
1. Falsification of records including, but not limited to, employment application or timecard;
2. Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
3. Unauthorized possession of Club or employee property, fraud, carrying weapons or explosives, or violation of criminal laws on Club premises;
4. Fighting, throwing things, horseplay, practical jokes, or other disorderly conduct which may endanger the well being of any employee or Club Professional;
5. Threatening, intimidating, coercing, using abusive language, or interfering with the performance of fellow employees;
6. Insubordination or refusal to comply with instructions or failure to perform reasonable duties to which assigned;
7. Negligence or improper conduct leading to damage of employer owned or client owned property;
8. Failing to obtain permission to leave work for any reason during normal working hours;
9. Failing to observe working schedules, including rest and lunch periods;
10. Failing to provide a physician's certificate when requested or required to do so;
11. Sexual, other unlawful or unwelcome harassment;
12. Violation of personnel policies including violation of safety or health rules, violation of Job Description, Club Mission Statement, and any other violation that may disrupt the safe and harmonious work environment the Club adheres to;
13. Talking about controversial issues outside of approved program curriculum and/or representing them as beliefs of the Club, Boys & Girls Club of America or their co-workers.
14. Use of Club material, time, or equipment for the manufacture or production of an article for unauthorized purposes or personal use without express permission of the Chief Professional Officer;
15. Unacceptable criminal background check;
16. Unauthorized use of Club property including, but not limited to: cell phone, Club vehicles, Club sites, Club credit cards, Club charge accounts, Club phones resulting in long distance charges for personal business;
17. Improper use of email or Internet, including visiting unacceptable sites or receiving or sending improper email messages;
18. Improper relations with Club members and/or their families;

19. Conduct that reflects adversely on the employee or the Club;
20. Performance, which in the Club's opinion does not meet the requirements of the position;
21. Engaging in such other practices as may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Club its members and its employees;
22. Use, possession, sale, purchase, or being under the influence of illegal drugs or other intoxicants at any time on Club premises or while operating employer-owned vehicles and equipment;
23. Theft or inappropriate removal or possession of property;
24. Excessive absenteeism or absence without notice; excessive tardiness;
25. Misuse of phone or mail systems (including but not limited to e-mail);
26. Unsatisfactory performance or conduct;
27. Other circumstances which warrant discipline.

This statement of prohibited conduct does not alter the Club's policy of at-will employment. Either you or the Club remain free to terminate the employment relationship at any time, with or without reason or advanced notice.

13.0 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Club presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult your supervisor if you have questions as to what constitutes appropriate attire.



BOYS & GIRLS CLUB OF THE SISKIYOU

XIV. Employee Acknowledgment Statement

I have this day received a copy of and read the Boys & Girls Club of the Siskiyou (an extension of the Boys & Girls Club of the Redwoods) Employee Handbook. I understand and voluntarily accept the terms and conditions of employment and policies and procedures as described therein.

I understand that the policies and benefits contained in this Employee Handbook may be added to, deleted or changed by the Club at any time. I understand that neither this manual nor any other verbal or written communication by a management representative is intended to in any way create contract of employment, and that this handbook is for informational purposes only.

If I have questions regarding the content or interpretation of this handbook, I will bring them to the attention of the Business Manager located at the Boys & Girls Club of the Redwoods.

Print Employee Name

Employee Signature

Date