

Employee Handbook

Revised 2010

Behind each and every

**GREAT KID**

is a great adult,

setting a great example.



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**NEW EMPLOYEE WELCOME**

We are excited that you have chosen to become an employee of Boys and Girls Clubs of the Wiregrass (herein referred to as “Boys and Girls Clubs” or the “Company”). We feel that we offer all of our employees a challenging, interesting and rewarding employment opportunity. We ask that all employees focus their attention and efforts on creating a safe, productive and friendly working environment. The creation of this type of environment will help to ensure that you and your co-workers continue to thrive in your employment.

We have prepared this handbook to help you understand our policies, rules of conduct, expected levels of behavior, and to acquaint you with some of the benefits you are eligible for while working for our company. It should answer most questions that you have regarding your employment with Boys and Girls Clubs and it reflects the basic philosophy of the organization. It is important for you to understand that the policies, procedures, and rules are intended not only to foster satisfactory employee performance, but also to create an environment that is free from any form of illegal discrimination and/or harassment against any of our employees. **The intent of this manual is to provide information on various subjects regarding your employment with our organization and does not imply or create, in any way, specific terms of a contract between any employee and Boys and Girls Clubs.** If you have any questions regarding your employment that have not been addressed in this handbook, please feel free to contact your supervisor.

Welcome aboard!

**COMPANY STATEMENT**

The matters pertaining to employment presented in this handbook are for informational purposes only, and may be unilaterally amended or withdrawn by Boys and Girls Clubs at any time without prior notice to employees. **This handbook is not a contract or offer of a contract of employment terms, and cannot be relied upon as such. The policies, rules of conduct and other information contained in this handbook are not statements of the terms and conditions of employment of you or any employee, and are not intended to give rise to any contractual or other rights, and do not constitute an employment contract. In addition, these policies contain no right to employment or continued employment, but reserve the right of Boys and Girls Clubs and you to terminate the employment relationship at will, with or without cause, at any time.**

By virtue of the execution of the acknowledgment statement pertaining to this handbook each employee agrees, as a condition of hire or continued employment, to the above purpose and limitations on the use of this handbook, and to be bound by any changes in terms and conditions of the employment relationship at any time, for any reason. As a condition of employment, each employee acknowledges and agrees that Boys and Girls Clubs may make changes in his or her terms of at-will employment, and each agrees to be bound by any such changes. The only effective objection an employee may make to any such change is to resign from employment.

**EMPLOYMENT POLICIES**

**Employment at Will**

It is the policy of Boys and Girls Clubs that all personnel are employed at the will of the company for an indefinite period.

**This Handbook is not a contract that guarantees your employment for any specific duration. Although we hope that your employment relationship with us will be rewarding, either you or Boys and Girls Clubs may end this relationship at any time, for any reason not prohibited by law or no reason at all, with or without cause or prior notice. No supervisor, manager, or representative of the company, other than its Board of Directors has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to this paragraph. Further, no employment agreement is enforceable unless it is in writing and signed by Boys and Girls Club’s Board of Directors, and *specifically states* that such agreement alters the at-will employment relationship.**

**Equal Employment Opportunity**

It is our policy to select the most qualified person for each position in the organization. No employee will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, or age. No employee will discriminate against any applicant or fellow employee because of disability or because of the person’s veteran status. This policy applies to all employment practices and personnel actions.

**Harassment Prohibited**

It is the policy of Boys and Girls Clubs to promote a productive work environment. Boys and Girls Clubs does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another’s work performance or that creates an intimidating, offensive, or hostile environment. No form of harassment will be tolerated.

**Reports of alleged harassment must be reported immediately to your supervisor and/or the President. If the supervisor does not respond to the complaint; or if the supervisor is the subject of the complaint; or the employee feels the supervisors response to the complaint was inadequate, the employee must report the incident to the President and the Board of Directors.**

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment of individuals for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Sexual harassment occurs when (a) submission to the sexual advances of a supervisor is a term or condition of hire, continued employment, or promotion (b) non-submission affects the employee’s or applicant’s hire, continued employment, or opportunity for promotion.

Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees or non-employees, is also prohibited. Some examples of this are (a) unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions (b) verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references (c) demeaning, insulting, intimidating, or sexually suggestive comments about an individual’s personal appearance (d) the display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, sexually suggestive messages which are written, recorded, or transmitted electronically. Each supervisor and manager has the responsibility to keep the workplace free of any form of harassment, and have an obligation to report to upper management all complaints of harassment that they are aware of, or any other harassment that they witness or suspect is occurring.

**Any employee who believes that a supervisor’s, manager’s, co-worker’s, or non-employee’s actions or words constitute unwelcome harassment should communicate to that individual that such actions and/or words are offensive and unwelcome and should cease immediately. If you are uncomfortable in confronting the individual engaged in the inappropriate behavior, or if the harassing conduct continues after you have confronted the individual the employee then must report the harassment (verbally or in writing) as soon as possible. The report must be made to the employee’s supervisor and/or the President. If the supervisor does not respond to the complaint; or if the supervisor is the subject of the complaint; or the employee feels the supervisors response to the complaint was inadequate, the employee must report the incident to the President and the Board of Directors.**

Complaints of harassment will be handled and investigated under the company’s complaint resolution policy, unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in an impartial and confidential manner. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination.

**Boys and Girls Club prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment**. However, if an investigation of a complaint shows that the complaint or information was ***purposefully*** fabricated or ***intentionally*** misleading, the individual who provided the false information will be subject to disciplinary action, up to and including termination, when such purposeful fabrications are found to have been made with malicious intent.

**Complaint Resolution/Open Door Policy**

The Boys and Girls Clubs are continuously striving to be the best place to work. It is the intention of all of our supervisors and managers to have an efficient operation with a minimum of distractions and disturbances. Therefore, the following complaint resolution/open door policy has been adopted. The steps that follow will be used to ensure that a prompt and thorough response is issued for all complaints. Please remember, management personnel will handle complaints that are brought forward in strict confidence.

Step 1. If an employee feels there is a need to bring to management’s attention an issue of efficiency, improper or troubling employee relations, or some other concern related to the work environment, then the employee should discuss the issue with his/her supervisor within 48 hours of the occurrence of the situation.

Step 2. The supervisor will immediately respond to the complaint or schedule a time to meet with the employee to discuss the situation. The meeting will normally take place within 2 working days of receipt of the employee statement. The purpose of this meeting is so that the supervisor can gather all the necessary facts and if possible provide the employee with an immediate solution. If a solution cannot be given to the employee at this time the supervisor will inform the employee that he/she needs additional time to further research the matter. The employee will normally receive a solution or answer to the situation within 3 working days of his/her meeting with the supervisor.

Step 3. If the supervisor cannot provide the employee with a satisfactory answer or solution, then the employee can request to meet with the President to further discuss the problem. The President will arrange a meeting within five (5) days of receiving the request from the employee. The President will review the facts and notify the employee and supervisor of his/her solution or answer within 5 working days of the meeting. All decisions made by the President are final.

 ***If a complaint involves the direct supervisor/manager, the employee is required to submit a written statement to the President.***

If the complaint involves the President, the employee is required to submit a written statement to the Board of Directors.

Furthermore, any employee who has an issue to be discussed may do so without fear of retaliation from any Boys and Girls Clubs employee, manager or officer. If you feel that you are being retaliated against, you must report the incident to the President of Boys and Girls Clubs immediately.

**Immigration Reform Act**

In accordance with the Immigration Reform and Control Act (IRCA),Boys and Girls Clubs will not knowingly employ, recruit or refer any individual who is not authorized to work in the United States. Upon employment, you will be required, within the first three (3) days of commencing work, to present verification of U.S. citizenship or lawful admittance to work in the United States as provided under the Immigration Reform and Control Act of 1986.

**Drug Testing and Drug Free Workplace**

Boys and Girls Clubs prohibits the use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company premises or off premises while performing services. Please refer to the complete Drug and Alcohol Policy contained at the end of this handbook

**If an employee is injured on the job, regardless of how minor the injury, the employee is to immediately report his/her injury to the supervisor/manager. If an employee is injured on the job, a mandatory drug test must be administered. If an employee refuses to be tested or tests positive for drugs or alcohol, then the employee may forfeit all eligibility for all Worker’s Compensation Indemnity and/or Medical benefits, and will be terminated.**

**Background Investigations**

Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, The Boys and Girls Clubs may conduct pre-employment checks on credit history, education, criminal, police or motor vehicle records, including those maintained by both public and private organizations for the purpose of confirming the information contained on application and/or obtaining other information which may be applicable to the Boys and Girls Club’s consideration for, or continuation of your employment. The Boys and Girls Clubs reserve the right to conduct these background investigations at any time.

**Employment of Family**

The Boys and Girls Clubs realize that the best recruitment efforts are usually done by word of mouth from employees. We make every effort to ensure that we employ individuals that are qualified for the positions that are vacant. Therefore, it is our policy to consider for employment family members of current or former employees who are deemed qualified. It is also generally not our policy to place immediate family members in positions that give supervision to or receives supervision from another family member. If you have questions concerning this policy, please see your supervisor.

**GENERAL EMPLOYMENT INFORMATION**

**Definition and Classification of an Employee**

You are classified as either non-exempt (hourly) or exempt (salaried) as defined under the Fair Labor Standards Act. Non-exempt employees are eligible for overtime compensation for all hours worked in excess of forty (40) hours in one workweek. The overtime rate is equal to one and one half times the employee’s hourly rate. Hours worked does **not** include PTO, vacation time, sick time, holiday, paid and unpaid leaves, jury duty and/or excused time off. Exempt employees are not eligible for overtime compensation. If you have any questions pertaining to how you are classified, you should see your supervisor.

**Full-time Employee*:*** A full-time employee is one who consistently works thirty-two (32) hours or more per week on average throughout the year as assigned by their Supervisor, and is paid on an hourly or salary basis. Generally, full-time employees are eligible for benefit packages, subject to the terms, conditions, and limitations of each benefit program and/or the contract with the workplace employer.

**Part-time Employee*:***A part-time employee is one who consistently works less than thirty-two (32) hours per week on average throughout the year, and is paid on an hourly basis. Part-time employees are not generally eligible for benefit programs.

**Introductory Employee:** All newly hired employees are considered as introductory during the first ninety (90) days of employment. During the introductory period, the employee will be expected to demonstrate a solid understanding of the job responsibilities, perform at an acceptable level, demonstrate a desire to learn and improve, show acceptable attendance and punctuality, be cooperative and helpful and possess a positive attitude. Any deviation from expected levels of performance or behavior may result in the employees’ termination. **Successfully completing the introductory period in no way grants additional rights or expectations of continued employment, and does not change in any way the at-will employment relationship.**

**Temporary Employee:** A temporary employee is one who is hired as an interim replacement, to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are for a limited time period. Employment beyond any initially stated period does not in any way imply a change in employment status unless the change is in writing and approved by the Board of Directors. Temporary employees are not eligible for benefit programs.

**All employees, whether in a full-time, part-time, probationary or temporary status are still at-will employees who can be terminated at will by the Company at any time, for any legal reason or no reason, with or without cause or prior notice.**

**Personnel Files, Employee Information**

You are allowed to periodically inspect your personnel file. It is required that you make an appointment with the President. He/she will sit down with you as you look over your file. Copies of the contents of the personnel file are not provided or allowed (unless subpoenaed) as your personnel file is considered a confidential company record, not the property of the employee. You may not add or remove any documents from the file or modify in any way documents contained therein.

All information will remain strictly confidential. **If someone inquires about your employment, Boys and Girls Club allows verification of position and dates of employment only and such requests will only be honored if the request is made in writing.** For release of other information, a signed authorization from you must be submitted.

**Change in Employee’s Status**

The company must keep your current address, telephone number and information about you and your family on file. Report any changes in this information to the payroll department immediately. This is very important to you in the event of an emergency and in connection with such things as your Social Security, withholding taxes, etc. Please notify your supervisor whenever changes occur in the following areas:

* Change of home address and telephone number
* Change in marital status
* Legal change of name
* Change of citizenship status
* Beneficiary change (if participating)
* Telephone number of emergency contact

**RESIGNATION AND TERMINATION**

**Termination**

All terminations are to be treated in a confidential and professional manner by all concerned. Inasmuch as you can terminate your employment with the company at any time and for any reason, the company has the right to terminate an employee at any time, for any reason not prohibited by law or no reason at all, with or without cause or notice. Boys and Girls Clubs subscribe to the policy of “employment at will.” Continued employment with the company is at the sole and exclusive option of company management. Permanent employment or employment for a specific term is not guaranteed, promised, or inferred.

Employment with the company is normally terminated through one of the following actions:

* Resignation—voluntary termination by you
* Dismissal—involuntary termination of the employment relationship by the company
* Layoff—termination due to job elimination, job consolidation or other business conditions that require staff level adjustments

**Resignation**

We hope you will enjoy working with us. However, if you find it necessary to resign, you are requested to give advance notice in writing to your supervisor indicating the last day you will be working. Two (2) weeks’ advance notice is requested. If you resign without notice, you may forfeit your eligibility to be rehired.

Depending on your job responsibilities, the company may require you to vacate the premises immediately upon learning of your resignation rather than work out a notice.

**Dismissal**

An employee may be dismissed at any time, for any lawful reason or no reason, with or without cause or notice, at the sole and absolute discretion of company management.

**Reduction of Staff (Layoff)**

Economic slowdown or certain financial conditions of Boys and Girls Clubs may make it necessary to reduce your paid working hours or even lay you off. The company will follow a policy of either staff reduction (layoff) or reduction of hours based on each employee’s job performance, job class, skill level, responsibilities, and with all things being equal, seniority. When hiring is resumed after a layoff, the company may attempt to recall former employees who have a satisfactory performance history. However, there is no guarantee or inference that an employee will be rehired later.

**Final Paycheck**

Before being issued your final paycheck, all company property issued to you such as keys, uniforms, gas cards, company vehicles, advances, records, documents, communication equipment, policy manuals, employee handbooks, and any other company-owned property must be turned in and accounted for.

You will be given your final paycheck, if one is forthcoming, from the Payroll Department on the regular scheduled payday.

**SALARY ADMINISTRATION**

**Benefit Eligibility**

Employees eligible for the company’s benefit plans may have to complete a service period. This varies as to the benefit. The plan document governs issues of eligibility, effective dates of coverage, covered services, exclusions, limitations and providers. The employee will be required to share in certain costs associated with these plans, and such costs vary depending upon several criteria, and may change from year to year. You must pay your portion of the premium each pay period. If you fail to pay your portion of the premium, coverage may be lost. The company reserves the right to modify or discontinue such plans at any time.

**Pay Procedures**

Boys and Girls Clubs will process your payroll and provide you with a check on the designated payday. If it is “Electronically Funds Transferred” to your bank account, then the pay stub to your check will be provided to you on the company’s designated payday.

**Work Schedule**

A work week will be defined as including those workdays starting at 12:01 a.m. on Monday and ending at midnight the following Sunday. Work schedules for employees vary throughout the company. Operational demands may make it necessary for occasional changes in starting and ending times and in the total hours that may be needed each work day and week in order to meet the varying demands of our business.

To maintain efficiency you are expected to be ready to start work at the established starting time and remain at work for the entire work period, excluding unpaid meal periods.

**Meal and Break Periods**

Meal periods — employees may be given 30 – 60 minutes for an unpaid meal period

Break period — Short breaks may be taken as allowed by management. Employees are not allowed to leave the premises or worksite during a paid break period. Your prompt return to work after meal and break periods is an important part of your attendance record.

**Time Cards**

It is your responsibility to properly record hours worked by clocking in and out on the time clock or other designated timekeeping system. You are required to clock in at the start of your shift, clock out at the end of your shift, and clock out for meal periods and clock in upon return from meal periods if applicable. You must start to work at your scheduled time and leave after your workday has ended, unless you have been authorized to work overtime. In addition, if you leave work for any reason, or vary from your scheduled work or scheduled travel for personal errands, you must record your time in/out on the timesheet.

Tampering, altering, or falsifying time records or recording time on another employee’s time sheet is a serious infraction of policy and may result in disciplinary action up to and including termination.

**Overtime**

You are to work overtime only at the request and authorization of your supervisor. Employees who are classified as exempt (salaried) employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and not subject to this policy. Only non-exempt (hourly) employees qualify for overtime pay.

Overtime pay is based on hours worked per workweek in accordance with state and federal requirements. Employees shall record all time worked, including time worked over their normal schedule. Hourly employees, who work in excess of forty (40) hours in a workweek, will be paid at one and one half times the base rate of pay per hour. Hours worked means time actually spent on the job. It does not include hours away from work due to vacation, sickness, or holidays even when these days are compensated. Unpaid sick leave, personal leave or any other time away from work is also not considered hours worked. Employees are not allowed to perform any work “off the clock.” **Working unauthorized overtime will be grounds for disciplinary action, up to and including termination.**

**Payroll Deductions**

The following deductions ***by law*** will be made from your gross wages:

* Federal income tax
* Social security tax (FICA)
* State tax where applicable
* Garnishments

Deductions authorized ***by the employee*** include but not limited to:

* Retirement
* Group Medical/Dental
* Supplemental Insurance

You must fill out and sign a federal withholding allowance form during your first week of employment in accordance with federal regulations. You may fill out a new W-4 anytime your circumstances change.

You will receive an annual wage and tax statement (IRS Form W-2) for the preceding year on or before January 31. If you feel that your deductions are incorrect for any pay period please check with your supervisor.

**Error in Pay**

It is the policy and practice of the Company to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To make sure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your pay stub promptly to identify and to report any errors.

**Review Your Pay Stub**

The Company makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Company’s attention, the Company will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

**Non-exempt Employees**

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded. Each employee must insure that the reported hours worked are complete and accurate, including, where applicable, signing his or her time card. Do not report time or turn in a time card if it is not accurate. Unless you are authorized by your supervisor, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Company’s policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Company policy for any employee or manager to instruct another employee too incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the President.

**Exempt Employees**

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. Salaries can be reduced due to demotion, re-assignment, change of responsibilities, transfer, or other factors related to business conditions and/or job performance.

**To Report Concerns or Obtain More Information**

If you have questions about deductions from your pay, please immediately contact the President. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your time worked, you should immediately report the matter to your supervisor. If your supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the President. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

**Garnishment**

The Boys and Girls Clubs are required by law to recognize certain court orders, liens, and wage assignments. When a garnishment is received, the payroll department will process the garnishment and begin to deduct the funds from your paycheck when the appropriate agency serves notice to do so.

**EMPLOYEE TIME OFF**

**Vacation (Full Time Employees)**

Vacation is a time for you to rest, relax, and pursue special interests. The Boys and Girls Clubs have provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service. You are responsible for planning ahead for vacation and working out a schedule with management to take your vacation. Normally, two (2) weeks advance notice of requested vacation is expected. Management reserves the absolute right to deny vacation requests due to business conditions, work schedule and /or manpower requirements. You will receive your regular rate for vacation pay.

Employees may take vacations at any time during the year. They must, however, pre-arrange such vacations to avoid conflict with scheduled events and other work of the Boys and Girls Clubs that may require their presence. Only regular full-time employees are eligible for paid vacation. You are not eligible for paid vacation if you are a part-time or temporary employee. If you are on Disciplinary Probation, you are not eligible to take or receive vacation.

Full-time staff employees will be granted vacation on an anniversary year basis, according to the schedule below.

**Years of Service Vacation Eligibility Each Year**

Upon completion of one (1) year 5 days or 40 hours

Upon completion of three (3) years 7 days or 56 hours

Upon completion of five (5) years 10 days or 80 hours

Upon completion of ten (10) years 15 days or 120 hours

No more than 3 days vacation may be carried over into the following anniversary year*.* At no time can total vacation exceed twenty (20) days or 160 hours. Unused vacation will not be paid out upon terminations for cause or voluntary resignations**.**

The Boys and Girls Clubs hope and expect that you will give at least two weeks’ notice in the event you intend to leave its employ.

**Sick Leave (Full Time Employees)**

When employees are unable to work due to an illness, injury, doctor’s appointment and/or medical care for spouse or child, they must use available sick leave. Other family emergencies require the approval of the President to use available sick leave. After completing one year continuous service, full-time employees will receive1/4 day (2 hours) per month for a total of 3 days (24 hours) each anniversary year. If you are absent because of illness for two (2) or more successive days, management staff will request that you submit written documentation from your doctor. At no time may an employee have more than 5 days (40 hours) of available but unused sick time.

Employees, who leave the Boys and Girls Clubs, voluntarily or involuntarily, are not paid for any sick leave remaining.

**You are to contact management by telephone one hour prior to your scheduled start time when a sick day is needed. It is your responsibility to keep management informed as to your status and when you will return to work.** Management has the right to request medical certification from a physician anytime you are absent from work due to an illness. The payment of sick time will be at the discretion of management.

**Holidays (Full Time Employees)**

The company provides paid time off for certain holidays. After completing a 90-day introductory period, full-time employees are eligible for paid holidays as follows:

**New Year’s Day**

**Day after Thanksgiving**

**July 4th**

**Christmas Eve**

**Thanksgiving Day**

**Christmas Day**

**However, this is subject to change from year-to-year, and the company reserves the right to modify the above schedule of holidays at any time.**

The company is normally closed on holidays. There may be instances when some employees will be required to work on a holiday that is still recognized by the rest of the staff. Should you work on a paid holiday, you will be paid at your base hourly rate for the time worked. **You must be present at work, or on approved time off in accordance with the policy, the scheduled workdays before and after the holiday in order to be paid for this time.**

**Military Leave**

Full-time employees who are called to active United States Armed Forces service will be granted a military leave of absence. The Company complies with federal and state laws relating to military leave.

Eligibility for military encampment (summer camp) leave is extended to all full-time employees upon employment. If you must go to summer camp, give your supervisor a copy of the official Notification Order to Report before starting the leave, and a copy of your pay record upon return. An employee ordered on extended active duty, with no return date specified, will not be considered to have a break in service if he or she returns to work within 30 days of release from military duty.

**Jury Duty**

The company will grant you time off for mandatory jury duty when you are summoned to serve. A copy of the summons must be supplied to your supervisor when requesting this time off. Hourly employees must bring written documentation of the time served to be excused for this time. Applicable state law will govern the handling of jury duty pay.

**Absenteeism and Tardiness**

Unscheduled absences must be reported no later than three (3) hours before your start time. You must explain the reason for the absence and when you expect to return to work**.** You are expected to be available for work each day by the designated start time. Being late for work or calling in absent places an unfair burden on the company, its supervisors and other employees. If you arrive at work more than one minute after the scheduled start time, you are considered tardy. Your prompt return from meal and break periods is an important part of your attendance record. Repeated absenteeism and tardiness will result in disciplinary action, up to and including termination. (Refer to *Unexcused Absences* below.)

**Excused Absence**

An absence may be recorded as excused if the employee has available vacation or sick time **AND** has properly requested **AND** obtained approval from their supervisor to use such time per the governing policy.

**Unexcused Absence**

An absence will be recorded as unexcused if the employee has no available vacation or sick time to cover an absence**, OR** has not properly requested such time per the governing policy, **OR** management did not approve the use of available time to cover an absence.

Disciplinary action for unexcused absences **may** be taken as follows:

First Absence Verbal Warning

Second Absence Written Warning

Third Absence Discharge

**Boys and Girls Clubs reserves the absolute right to take whatever disciplinary action it deems appropriate. The above steps are for guideline purposes only, and Boys and Girls Clubs may start at any step, skip a step, or initiate immediate termination at any time. There is no guarantee that progressive discipline will be utilized in all or any circumstances.**

**Failure to Report**

Failure to call to report your absence will result in dismissal. You will have been considered to have voluntarily terminated employment with the company.

**RULES AND CONDUCT STANDARDS**

**Safety**

The company strives to provide a safe work place for every employee. You are required to exercise caution at all times while working, in order to minimize work-related accidents. If you are in doubt about any safety rule, ask your supervisor.

***You must report any accident/injury to your immediate supervisor as soon as possible. Even a slight injury without proper care may lead to serious complications. Supervision will then notify the appropriate person at Boys and Girls Clubs. (Refer to Injury Reporting in this section.)***

It is the policy of the company to:

1. Maintain a safe and healthful place of employment for all employees and to abide by all regulations as they pertain to the company’s industry.

2. Require all employees to abide by the safety guidelines within the company and/or their respective departments.

3. Require all employees to abide by the procedures and provisions for the reporting and treatment of injuries.

4. In order to minimize accidents/injuries, all employees are expected to abide by the following rules:

* Report any unsafe situations or conditions to your supervisor immediately.
* Follow the instructions of your supervisor. Do not take matters into your own hands without asking questions.
* Take the time necessary to perform your work safely. Perform each assigned task the safest way possible, even if it takes longer.
* Be alert! Watch for spills, leaks, and equipment malfunction.
* Let others know if you feel they are working in an unsafe or careless manner. Pay close attention to the work methods of new or inexperienced workers; teach them the safe way to work.
* Never operate equipment you have not been trained or authorized to operate.
* Dress properly appropriate to your job duties. Wear appropriate work clothes, gloves and safe shoes or boots.
* Keep all tools/equipment in safe working condition. Never use defective equipment or electrical devices with frayed cords. Report unsafe tools and equipment to your immediate supervisor.
* Any worker handling any hazardous or otherwise harmful substance shall be fully aware of the potential hazards and shall use the personal protective measures required.
* Store all hazardous materials in the designated area.
* Standard safety procedures shall be strictly adhered to in the use of any of these materials.
* Properly care for and be responsible for all personal protective equipment.
* Do not leave obstacles in aisles, walkways, stairways, roads, or other points of entrance or exit. Practice good housekeeping at all times.
* When riding in company vehicles or moving equipment, securely fasten the seat belt. Employees shall not ride in the bed of pickup trucks.
* No smoking is allowed inside company offices or in company vehicles. Never smoke near flammable materials or in other unauthorized areas.
* When working with flammable materials, ensure that a fire extinguisher is close at hand at all times.
* Use a ladder when climbing or reaching.
* The possession, use, or being under the influence of intoxicating beverages, illegal or non-prescribed drugs, or taking prescribed drugs contrary to the prescribed dose, while on the Company premises or any job site is prohibited.
* All posted safety rules must be obeyed and must not be removed except by management’s authorization. Always heed warning signs.
* Horseplay causes accidents and will not be tolerated.
* It is not advisable to talk on a cell phone while driving. Employees should pull over to a safe area to talk. No texting or using any applications on any electronic devices while driving.
* Never disengage, bypass, alter or otherwise modify any safety device, guard and/or mechanism designed to protect against injury.

**Injury Reporting**

It is your responsibility to assure a safe working environment for yourself and your coworkers. If the company determines an accident was due to negligence or carelessness by you, an employee warning will be issued and a copy placed in your personnel file. Repeated acts of negligence or failure to comply with safety rules will lead to termination.

All injuries, no matter how slight, must be reported immediately to your supervisor.

Boys and Girls Clubs provide worker’s compensation coverage for all employees in the event of an injury on the job. Failure to report all work-related accidents/illnesses may be grounds for disciplinary action.

When you have received a RETURN TO WORK order by your treating physician after a work related injury, you must **immediately** report back to work or contact your supervisor by telephone to discuss your work status. If you do not contact the company immediately, you will be subject to disciplinary action, up to and including termination.

**Report of Criminal Convictions**

Employees are required to immediately divulge to company management any criminal conviction(s) that occur before or during employment. Being convicted of a crime does not necessarily mean the employment relationship will be adversely affected, but the company reserves the right to terminate the employment relationship if such conviction is deemed to be a disruption to the workplace or otherwise impacts the willingness of the company to continue the employment relationship. The company also reserves the right to periodically conduct background checks on any employee during the employment relationship.

**Appearance and Dress**

The Boys and Girls Clubs’ desire is to maintain an environment that reflects professionalism and integrity at all times. Therefore, employees are expected to dress to satisfy that desire, and must strive to arrive at work clean, well groomed and in accordance with recognized standards of personal hygiene. Standards of personal hygiene must be followed and all employees are expected to be bathed or showered when they arrive at work.

Personnel are expected to maintain a professional image standard of dress and appearance that is appropriate. You should report to work in clean clothing appropriate to your job responsibilities. Please see you supervisor if you have any questions regarding the dress code for your position and work area.

**The following requirements must be adhered to at all times**:

***General Appearance Standards***

* No visible body piercings other than two sets of earrings
* Hair should be clean, maintained in conventional and acceptable styles
* Facial hair should be neatly groomed
* Proper dental hygiene is required.
* Nails should be kept neat, clean, and short in length, not extending further than slightly past the fingertips
* Perfume and cologne should not be excessive or overpowering
* Tattoos should be discreet and preferably covered
* No jewelry other than wedding rings and the above mentioned earrings

Your dress, grooming, or personal conduct should not provoke undue attention, as this would be considered by Boys and Girls Clubs to be detrimental and disruptive to the normal work atmosphere. Failure to comply with dress and appearance standards may be cause for being sent home to change or recommendation for termination after the first warning. You are expected to make corrections and follow recommendations on your own time if necessary.

**Customer Service**

As an employee of Boys and Girls Clubs, you are a part of an organization that is dedicated to providing the highest quality service to our valued clients. Good customer service encompasses the entire process of every project we undertake, from start to finish. Every person’s job is important and makes a valuable contribution to the final product. For this reason, your personal conduct and work performance should be in keeping with the company's high standards and ideals. Each employee, regardless of job assignment, must treat all customers, clients, and co-workers with respect and courtesy at all times. Any problems or complaints that you feel cannot be satisfactorily handled by you should be referred to your supervisor immediately.

**Company Property**

You are expected to exercise care in your use of company property and to use such property only for authorized purposes. Negligence in the care and use of company property may be considered cause for disciplinary action, up to and including termination. Keep supplies and equipment stored in approved areas so that maximum-security measures may be observed. **Unauthorized removal of company property from the premises, its conversion to personal use and/or unauthorized copying of documents will be considered cause for prosecution by law and termination of employment**. This includes, but is not limited to:

* Materials, equipment, tools, vehicles
* Property owned by the Company or other employees
* Confidential Company literature, sales and quality control documents, records, customer lists, pricing information, and/or financial data
* Computer disks, tapes and other storage media

The company has the right to verify each employee’s work files and how he/she spends work time. Computer users will be issued a company-assigned password to computer files in order to monitor computer usage.

To prevent theft, keep supplies and equipment stored in approved areas so that maximum security measures may be observed. Any employee who is aware of another employee stealing or abusing company property has an obligation to report the problem to management or risk being charged along with the offender. **The company reserves the right to search persons, personal belongings, lockers, automobiles, work areas or any other personal items as well as packages or parcels to determine if any theft or unauthorized removal of company property has occurred or is suspected.**

Any company property issued to you must be returned at the time you are terminated from employment or when your supervisor requests its return. Failure to do so may result in the cost/value of such unreturned items to be deducted from your paycheck.

**Gambling**

The company takes the position that gambling among its employees can lead to bad morale, hard feelings, and financial hardships. Therefore, gambling is prohibited on company premises and will be cause for disciplinary action. Gambling includes card playing, dice, lotteries, betting on horses, or any other kind of wagering. Any employee who is guilty of selling or attempting to sell cards or run betting pools will be subject to discipline.

**Handbills and Collections**

Solicitation and/or distribution of literature and/or products, materials or information of any kind by employees or visitors are strictly prohibited during working hours and at the work site. No notices, announcements, documents or other material can be posted on company bulletin boards, walls, doors or any other areas of the company without the specific authorization of the President.

**Personal and Company Vehicles**

All employees who use a personal vehicle for company business must have authorization from the Executive Assistant or President and provide documentation of personal automobile insurance and valid driver’s license. Employees will be asked to name the company as an “additional insured” on their personal auto policy. Under some job classifications, this may be required for employment. Personal vehicles used for company business may be subject to a documented company safety inspection. The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising from an accident occurring in connection with the operation of his/her own personal vehicle.

Any change in the employee’s insurance and/or license status must be immediately reported to the Executive Assistant or President. Failure to do so may be cause for termination of employment for those required to have insurance and a drivers’ license.

Citations issued to the employee while using a company vehicle or a personal vehicle for company business are the responsibility of the employee and not the company. Continued employment might depend on the driving employee’s insurability. If, due to any traffic violations, irrespective of fault, the employee becomes uninsurable, the company may be forced to terminate them if their job duties require driving.

**Expense Reimbursement**

You must have the President’s written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of the Boys and Girls Clubs. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by the President. Please submit your expense report/voucher each week, as you incur authorized reimbursable expenses. If you are asked to conduct Boys and Girls Clubs business using your personal vehicle, you will be reimbursed for miles driven. Please submit this expense report/voucher to the President.

The President or Executive Assistant must approve all travel in advance. The Boys and Girls Clubs will reimburse the employee in full for all direct expenses relating to the approved trip. The employee must complete an expense voucher listing in detail, day by day, all expenses to be reimbursed. He or she must attach receipts for each expenditure to the voucher. Failure to submit receipts will result in non-reimbursement. Receipts for air travel, car rental and hotels must also be attached to the voucher. The President will review the expense voucher for approval prior to submission to accounting for reimbursement.

**Employee Parking**

Employees are to park their personal vehicles in the designated employee parking area. You should lock your vehicle every day and not block other vehicles. The company is not responsible for the loss of neither personal items nor damages to personal vehicles.

**Lost and Found**

Any item you find on our premises must be turned into a manager. Please attach a note to the article giving the location found, date and your name. If someone calls about an item they might have left, get their name and phone number, a manager will follow up.

**Performance Appraisal**

Your supervisor may discuss performance with you on an informal basis as needed. A formal performance appraisal may be conducted following completion of 90 days continuous service. Thereafter, employees will be evaluated as scheduled by the company.

You should feel free to bring up any problems you are having on your job or suggestions on improving our operation at any time. (Refer to *Complaint Resolution*)

**Personal Telephone Calls**

Outgoing and incoming personal calls should be kept to a minimum and made only in case of necessity or an emergency. Please inform relatives and friends of this telephone policy. If non-emergency personal calls must be made on company telephones, please arrange to make them during your break or meal period. No long distance personal calls may be made on company phones.

**Personal cell phone use during working hours is prohibited unless approved by your direct supervisor.**

**Company Cell Phone Usage**

The Company makes available to certain employees, depending on job position, a cellular phone for communication purposes. Cell phone usage will be monitored due to the cost of phone service and to ensure that usage is not being abused.

Cell phones will be assigned to individuals; those individuals are responsible for taking care of the phone. Any damages should be reported to the office immediately.

It is highly encouraged that employees not talk on a cell phone while driving. Employees are to pull off the road in a safe area to talk. **No texting, emailing, or using any other application on a cell phone or other electronic device is allowed while driving**.

**Visitors and Vendors**

It is the policy of the company that, in order to avoid disruptions and possible security problems:

* Visitors to the company who are there on business must identify themselves and state their business.
* Visits by personal friends and family members of employees are discouraged.
* **No visitor is allowed to wander about the premises or worksites unescorted. You are asked to be alert for the entry of vehicles or persons in unauthorized areas of company premises.**
* No visitor is allowed to break company rules affecting safety and any employee seeing this happen should inform the supervisor.

**Workplace Violence**

The Company has a **ZERO** tolerance level for workplace violence. Any employee who engages in any act of violence or physical assault, brandishes or displays a firearm, or uses any threats of violence or harm against others will be disciplined accordingly, up to and including discharge.

**Non-Fraternization**

Employees are strongly discouraged from engaging in any sort of romantic or intimate relationship with co-workers, customers and/or vendors. Should such a relationship develop, the company may determine that the relationship is disruptive to the workplace or not in the best interest of the business and take appropriate disciplinary or corrective action. In such cases where a relationship exists between co-workers and is deemed to be contrary to the best interest of the business, one or both of the employees in the relationship may be requested to resign or face termination.

The Boys and Girls Clubs require any romantic relationship between a supervisor and subordinate, or between employees where one oversees and/or evaluates the work of the other, to be divulged to management immediately. If such a relationship is determined by management to be disruptive to the work environment, or is considered to be against the best interest of the company or its employees, one or both of the employees engaged in the relationship may be reassigned, asked to resign or may be terminated.

Employees are expected to immediately divulge to the company when a romantic relationship has developed with a customer or vendor.

**Conflict of Interest**

The Boys and Girls Clubs recognize the importance of outside activities. However, employees’ outside activities (including other employment) should not affect their ability to perform job duties in a satisfactory manner, nor should it result in a conflict of interest or potential conflict of interest, or interfere with working your required work schedules. In addition, outside activities should not be detrimental to the Boys and Girls Clubs image, reputation, and/or interests. The Boys and Girls Clubs reserves the right to take disciplinary action when off-duty activities are found to conflict with the Boys and Girls Clubs interests or interfere with the employee’s performance or working schedule.

**Social Networking**

As social media sites such as Facebook, MySpace, LinkedIn, and Twitter are gaining popularity and have become so widespread, the company wishes to establish rules regarding the use of these sites. Employees will not engage in “conversations” on these sites while at work. All personal postings should be done on your personal time and on your own computer. We ask that you always remain respectful and professional. Comments by our staff members regarding our company, our customers, other businesses, competitors, or other individuals can often be taken out of context or misunderstood leading to resentment, hurt feelings or bitterness that can easily be directed towards you or our company. We ask that you keep your conversations positive and free from controversial statements or opinion relating to Boys and Girls Clubs, our community, local businesses, potential customers or even our competitors. While we do not wish to impose restrictions on your freedom of speech, we do ask that you become keenly aware of how negative or gossipy conversations reflect on you as a professional, and potentially, our company as a whole.

**Use of Communication Systems**

***It is the policy of Boys and Girls Clubs, Inc to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.***

Communications services and equipment include mail, electronic mail (e-mail), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, Intranets, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, voice mail, and bulletin boards. Supervisors are responsible for instructing employees on their proper use of the communications services and equipment used by the organization for both internal and external business communications.

Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. **Employees should consult their supervisor if there is a question about the proper mode of communication.**

All Company communications services and equipment, including the messages transmitted or stored by them, are the sole property of the Company. **Accordingly, the Company may access and monitor employee communications and files as it considers appropriate**. **There should be no expectation of privacy.**

Only employees specifically authorized by the Company may access on-line services and the Internet. Employees’ on-line use generally should be limited to work-related activities. Incidental personal use by employees of the Company communications services and equipment is allowed, if approved by management, as long as the use does not interfere with the employee’s work or Company’s operations, and does not violate any Company policies or standards of decency. Personal communications that incur user charges should be placed on a collect basis or charged directly to the employee’s personal credit card or account but not to the Company.

Employees should not duplicate or download from the Internet or from an email any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the Owner of the material. When appropriate Internet material or e-mail files are downloaded, they should be scanned using the Company’s anti-virus software. **Company communications property or equipment may not be removed from the premises without written authorization from the employee’s supervisor.**

Employees who do not have direct access to a Company telephone should make provision to have emergency or other necessary incoming calls routed to their supervisor. Although the Company will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

Employees should ensure that no personal correspondence appears to be an official communication of the Company since employees may be perceived as representatives of the Company and therefore damage or create liability for the Company. All outgoing messages whether mail, facsimile, e-mail, internet transmission, or any other means, should be accurate, appropriate, and work-related. Employees may not use the Company’s address for receiving personal mail or use Company stationery or postage for personal letters. In addition, only the Company may issue personalized Company stationery and business cards.

Improper use of Company communications services and equipment will result in discipline, up to and including termination. Employees with access to company computers are not allowed to “surf” the Internet, or use the Internet for non-business related reasons, unless specifically approved by management. At no time can the internet be used for improper purposes. **Improper use includes any misuse as described in this policy, any misuse that would result in violations of other Company policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically retrieved or transmitted communications.**

**Safe Food Handling**

The food temperature danger zone is 40-140 degrees. Temperatures in this zone allow for rapid growth of bacteria and production of toxins by some bacteria. Food should move through this temperature range as quickly as possible to avoid spoilage. Heat food that is served hot as quickly as possible to at least 140 degrees. Keep food served cold at below 40 degrees. Take food out of refrigeration only as needed for prep or service. Do not allow perishable foods to sit out at room temperature. Never allow food to sit out overnight. Always properly label, date, and rotate all items before putting them away. Make sure chemicals and cleaners are never placed next to food items. **All employees are expected to abide by health codes and regulations.**

**Sanitation**

Germs can spread from one person to another, either directly through bodily contact, or through contaminated food handling. Because of the large amount of “hands-on” preparation that we do, personal hygiene plays a major role in the prevention of food contamination. By failing to follow health codes and our guidelines we could spread illness or disease, create a poor public image, and incur Health Department violations and fines that could possibly result in loss of income.

Basic rules to follow:

* Always wear clean clothing to each shift.
* Report any illnesses, cuts, sores, etc. to your supervisor.
* Do not eat while working with food.
* Wash hands frequently. Always wash after sneezing, coughing, using the restroom, eating, smoking, blowing your nose, or brushing your hair.
* Discard food that comes in contact with the floor.
* Wear gloves when prepping food.
* Rinse your towel often in sanitize solution, and change the sanitize solution frequently.

**Smoking**

No smoking allowed. All Boys and Girls Clubs of the Wiregrass buildings and grounds (whether the location is owned, leased, or loaned) are considered smoke-free areas. Boys and Girls Clubs respects the rights of employees who choose to smoke, as long as their smoking does not interfere with job responsibilities and the rights of other workers who do not wish to be exposed to cigarette or cigar smoke. Please see your supervisor/manager to learn where the designated smoking area is located. Smoking outside of the designated area will result in disciplinary action up to and including termination.

**Disciplinary Action**

It is our philosophy to encourage self-discipline and to gain commitment from our employees to work toward common goals acceptable to the group. Certain rules are necessary to maintain an orderly work environment. The company’s normal practice is to help you identify strengths and weaknesses, and to improve your performance and behavior. **The company reserves the right to take whatever disciplinary measures it feels is appropriate, including discharge**

The company may administer discipline as a teaching or learning experience to correct misconduct or poor performance. The particular disciplinary action taken will be determined by the circumstances surrounding the problem. The levels of discipline that may be used are as follows:

* **Verbal Warning**
* **Written Warning**
* **Demotion**
* **Reduction of Pay**
* **Suspension**
* **Dismissal**

Failure to observe established rules and practices could lead to any of the above disciplinary actions. **The company reserves the absolute right to begin at any disciplinary step, by-pass certain steps, or initiate immediate termination. There is no guarantee or inference that a progressive disciplinary process will be used in all or any circumstances.**

The following is a *non-inclusive* list of misconduct that may lead to immediate adverse personnel action (e.g. discipline, suspension, and/or discharge):

* Theft
* Selling, exchanging, bartering, or other unauthorized transfer of Boys and Girls Clubs property, equipment, and/or materials to any individual, customer, vendor, or entity.
* Negligence or intentional destruction or unauthorized use of company property.
* Language or actions inappropriate to the workplace or that create a racially or sexually harassing environment.
* Intentional falsification of company records, including time and attendance records.
* Threatening, assaulting, fighting or abusing any employee, client or visitor.
* Failure to follow company policies or procedures. Clocking another employees’ time card or logging into systems under another employees name or code.
* Failure to meet performance standards.
* Unauthorized use or possession of firearms, explosives or deadly weapon on company premises or during working hours.
* Intoxication or use of alcohol during working time or on company premises.
* Use, sale, possession, or functioning under the influence of unlawful drugs, or other controlled substances on company premises during working time.
* Refusal to submit to post accident, reasonable suspicion and/or random drug/alcohol tests.
* Excessive absences or tardiness, and/or failure to properly report an absence (see Absenteeism and Tardiness policy).
* Failure to adhere to the scheduled or approved work hours.
* Sleeping during work time, neglecting duties, or disrupting the performance of other employees.
* Gambling
* Insubordination, including refusal to follow work direction
* Failure to adhere to health codes and regulations
* Violations of company safety-regulations or the gross or intentional endangerment of the safety of self or coworkers.
* Violations of company security regulations, including acts of espionage or other subversive activities.
* Failure to deal ethically and honestly with other employees, clients, or company visitors.
* Making social contacts (dates) with guests or clients while on company premises.
* Smoking outside of designated area.
* Disruptive behavior or conduct deemed inappropriate, unprofessional and/or detrimental to the work environment.
* Unprofessional conduct, actions and/or utterances that negatively impact working relationships, customer relationships, or the business in general.
* Using clients and/or vendors of Boys and Girls Clubs for personal gain, to enhance personal financial position or to request favors, gifts, personal loans or compensation of any kind

**Drug and Alcohol Testing Policy**

**Section I - General Drug & Alcohol Testing Policy**

**Purpose**

Drug or alcohol abuse on the job is a serious offense and remaining drug free is a condition of employment with Boys and Girls Clubs. Any employee who is tested and found to be under the influence of illegal drugs or alcohol will be terminated immediately.

The goal of this policy is to establish a drug-testing program for the employees of Boys and Girls Clubs. Disciplinary action taken shall be determined based on the findings as outlined in this policy.

**Statement of Need**

As employees who abuse drugs and alcohol have a problem which could lead to a safety risk to coworkers and to the public and which decreases productivity, Boys and Girls Clubs has developed these policies and procedures to test job applicants for drug use and current employees for drug and alcohol abuse.

**Position Statement**

It is the position of Boys and Girls Clubs that the following constitute a violation of a drug-free working environment, and any violation of this policy will be dealt with accordingly:

1. A detectable quantity of illegal drug(s) in the urine as specified by Department of Transportation regulations, 49 CFR, Part 40. (Levels of testing, evaluation and reporting of results will follow the DOT standard specified in 49CFR, Part 40.)
2. A detectable quantity of scheduled drugs without evidence of duly authorized prescription or in excess of prescribed levels as determined by medical or toxicological authority.
3. A detectable quantity of alcohol as specified by Department of Transportation regulations in 49 CFR, Part 40.
4. Possession of illegal drugs and/or alcohol or associated paraphernalia in the workplace.

**Responsibilities**

It is the desire of Boys and Girls Clubs to provide a drug-free working environment for its employees. It is the employee's responsibility to follow all policies and procedures and avoid the use of illegal drugs and the abuse of alcohol.

**Authority for Testing**

Only the designated supervisors and/or administrative personnel may order a drug and/or alcohol test. All such personnel will have undergone training for identification of "reasonable suspicion" situations.

**Circumstances Allowing For Testing**

**Pre-placement** - Upon conditional offer of employment for all positions, the individual may be tested for drugs as part of his/her pre-placement evaluation.

**Notification** - Applicants will be notified of the policy and procedure prior to drug testing.

**Rejection** - Refusal to take the test, or test results reporting a presence of illegal drugs, or the illegal use of controlled substances, shall be a basis for rejecting an applicant from the selection process.

**Reasonable Suspicion** - Employees may be subjected to drug testing if the supervisor, collaborated by a second credible observer, preferably another supervisor or manager, has a reasonable suspicion that the employee is using illegal drugs, or using prescription drugs without a prescription or in excess of the prescribed doses, or using or under the influence of alcohol during working hours. When deemed to be reasonable, based on surrounding circumstances, the Company may request that the employee submit to a search of his/her person and/or property (including vehicles brought onto Company premises).

Written documentation - Written documentation stating the grounds for reasonable suspicion shall be provided by the supervisor prior to the collection of the specimen.

Definition - Reasonable suspicion shall mean suspicion based upon specific objective findings and reasonable inferences drawn. One or more of the following may exist as determined by the supervisor.

(1) Having more evidence for than against. (e.g.: slurred speech, smell of alcohol on breath, inability to walk a straight line, an accident involving property without reasonable explanation, physical altercation, verbal altercation, behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority, or possession of alcohol or drugs).

(2) An apparent state of facts and/or circumstances which could lead a reasonable person to believe an individual was using drugs/narcotics or alcohol.

**Post-accident** - Post accident drug and alcohol testing will be done for all accidents requiring off-site medical treatment as well as accidents resulting in property damage deemed by management to be caused by employee negligence/carelessness and/or damage that is considered to be more than minimal.

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**Random** – Random drug screens may be conducted on a regular or periodic basis. If an employee is selected for testing, he/she must immediately report to the designated testing facility.

**Testing Procedure Goals**

Detailed testing procedures shall be developed by Boys and Girls Clubs to accomplish the following:

1. Notification - Inform all individuals of the policies and procedures prior to testing.
2. Identification - Positively identify individuals prior to testing.
3. Confidentiality - Provide for employee privacy, security of specimensand confidentiality of Drug/Alcohol results.

**Testing Agent**

Urine testing will be done by a SAMHSA certified lab according to the Department of Transportation standards for screening and confirmation. A certified Breath Alcohol Technician will do breath alcohol testing.

**Employee Consequences**

1. **Test Refusal** – Refusal to take the test shall be seen as a positive test result. An employee who refuses to submit immediately upon request to a search of his or her person or property or to a blood test, urinalysis, “breathalyzer” test or other diagnostic test, or who otherwise is in violation of this policy, is subject to immediate termination. An employee who refuses to submit to or cooperate with a blood or urine test after an accident forfeits his or her rights to recover certain Workers’ Compensation benefits under applicable state law and is subject to immediate termination.
2. **Test Positive** - Employees who test positive for drugs and/or alcohol will be terminated. Any employee whose test sample is contaminated, tampered with or adulterated will be treated the same as a positive test. Any unreasonable delays in reporting to a designated testing (specimen collection) facility will be viewed as a positive result.

**Interpretations**

Neither this policy nor any related policies, practices or guidelines are employment contracts or parts of any employment contract. Due to the nature of the Company’s operations and the possible need to accommodate individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation.

The Company reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, either in individual or Company-wide situations, with or without notice.

**Section II- General Drug and Alcohol Testing Procedures**

**General Procedures**

**Reasonable Suspicion Testing** – Boys and Girls Clubs may schedule a drug/alcohol test when behavioral observations indicate to the supervisor that any employee may be involved in illegal use of a controlled substance, use of alcohol, or abuse of legal drugs. Before testing the employee, the employee's supervisor shall either (1) contact another supervisor or other credible observer to observe the employee's behavior and to concur with the decision to test the employee; (2) review the employee's behavior with another supervisor or other credible observer to obtain concurrence with the decision to test the employee. The Company may request that the employee under suspicion submit to a search by a Company representative of his/her person and/or property (including offices, lockers, desks, cabinets, closet and vehicles brought onto Company premises). The employee shall be promptly escorted to the collection site for testing by the employee's supervisor or designee.

**Post-accident Testing** - Post-accident drug and alcohol testing will be done for accidents requiring off-site medical treatment, or for accidents resulting in property damage deemed by management to be caused by employee negligence/carelessness and/or damage that is considered to be more than minimal.

**Random Testing** – All employees may be subject to random testing with or without prior

notification. Employees selected by random method will be required to immediately report to the

designated testing facility. Failure to do so, or any unreasonable delays in reporting for testing,

will be considered a failed drug screen and will subject the employee to immediate termination.

**Testing Procedures**

The employee must provide proof of identification via photo identification such as Driver's License.

The individual must sign a drug testing consent form to indicate his/her knowledge of the procedure and to confirm that opportunity was granted to clarify any points of procedure.

All testing procedures, including collections, will be performed by technicians at certified laboratories.

The individual's urine specimen will be tested for temperature and evaluated for color before processing for transport to the testing laboratory. If the specimen is suspicious, i.e., color or temperature, the collector will confer with a physician for approval to request the individual to provide a second urine specimen immediately, under witnessed conditions, by a person of the same gender. The individual will be allowed to drink fluids under supervision until a second specimen is provided. If the employee is unable to provide a second specimen within a three-hour period, the individual can be sent for a medical evaluation. If the individual is unable or unwilling to provide a second specimen, the individual will not be eligible for employment due to failure to complete required physical processing.

The Medical Review Officer shall notify the employee directly of the results of any positive drug test in order to give the employee an opportunity to discuss the findings, and provide evidence of a medical explanation.

Controlled substances urine tests must follow split sample procedures. Under this provision, the employee whose urine sample has tested positive for a controlled substance has the option of having the other portion of the split sample tested at another Department of Health and Human Services certified laboratory. The employee must notify the Medical Review Officer after notification of a positive sample that the employee wishes to test the split sample. This must be done within three (3) days. The employee shall be responsible for the cost of the analysis of the split sample.

**Post-Accident Testing**

**All Employees:**

Shall notify their supervisor immediately after any accident that requires off-site treatment or results in property damage. The employee is required to submit to a post-accident drug/alcohol test as soon as possible after an accident, as described below.

* Any employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to an accident shall provide a urine specimen to be tested for the use of controlled substances and/or alcohol as soon as possible after the accident, but in no case to exceed thirty-two (32) hours after an accident for drug testing and eight (8) hours after an accident for breath alcohol testing.
* The supervisor or designee will schedule the employee for testing and assure that he/she is tested the same day as the reportable accident, if possible.

**Employees holding a Commercial Driver's License:**

Definitions of a post-accident test under the Federal Highway Administration include:

* Covered employee involved in an accident which caused a fatality to another person when the driver was operating or about to operate a motor vehicle. **Note:** If the driver is the fatality, drug or alcohol testing may not be required. Also, if the driver is comatose or otherwise medically incapacitated, then no drug or alcohol test may need to be performed.
* Of which accident there is a personal injury to the driver, pedestrian or passenger and that person(s) is transported for medical treatment AND the driver is cited for a violation.
* Damage to vehicle requires either or all vehicles to be towed from the accident AND the driver is cited for a violation.

One of the above criteria must be met in order to require a covered employee to be tested for

the Department of Transportation, but these circumstances do not prevent the company from

requiring the employee to be drug and/or alcohol tested under the company policy.

**Rehabilitation**

An employee who identifies himself to the Company's administrative representative of needing drug/alcohol rehabilitation, **prior to being selected for drug and/or alcohol test**, will not be disciplined if he/she meets all of the following criteria:

1. Obtains counseling and successfully completes a drug and/or alcohol rehabilitation program, at the employee’s expense.

2. Agrees to follow-up drug and alcohol testing for up to sixty months after the successful completions of a drug and alcohol rehabilitation program and return to work. Costs associated with follow-up testing are the employee’s responsibility.

**\*\*\**DO NOT SIGN ACKNOWLEDGMENT PAGE UNTIL YOU HAVE READ THE EMPLOYEE HANDBOOK\*\*\****

**EMPLOYEE’S ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK**

I have received a copy of the EMPLOYEE HANDBOOK of Boys and Girls Clubs on the date indicated below. I understand that I am charged with knowledge of the contents of this Handbook. I understand the following concerning this Handbook and the policies of Boys and Girls Clubs: This Handbook and other statements of Boys and Girls Clubs policy are prepared for informational purposes only. They are **not a contract** between Boys and Girls Clubs and their employees, and should not be construed as such. The policies of Boys and Girls Clubs may be changed or amended at any time, with or without notice. Employment by Boys and Girls Clubs is not for a definite term and just as I may terminate my employment with Boys and Girls Clubs at any time, I acknowledge and agree that Boys and Girls Clubs may terminate my employment at any time, for any lawful reason or no reason, with or without cause or prior notice. No representative of Boys and Girls Clubs, other than the Board of Directors, has any authority to enter into any agreement for employment for any specified period of time, or to make an agreement inconsistent with this acknowledgment; to be **valid**, any such agreement must be **in writing, designated as an employment agreement**, specifically stating that such agreement alters the at-will employment relationship and **signed** by Boys and Girls Clubs Board of Directors.

I understand that the Boys and Girls Clubs do not tolerate racial, sexual, or other harassment of its employees. As a condition of my employment, I pledge to Boys and Girls Clubs that I will not tolerate unwelcome conduct and/or harassment either. I will, without delay, report to the Company management all instances of harassment that I observe or that happen to me.

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Name of Employee Name of BGCW Rep.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Signature of BGCW Rep.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

***\*\*\*DO NOT SIGN UNTIL YOU HAVE READ THE ENTIRE DRUG AND ALCOHOL POLICY\*\*\****

**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received a copy of Boys and Girls Clubs Drug and Alcohol Policy, and I have read and understand the information contained within. I also acknowledge that the provisions of the Policy are part of the terms and conditions of my employment, and that I agree to abide by them. I also acknowledge that under certain conditions I may be required to submit to testing of blood, urine, breath, hair and/or saliva to determine drug or alcohol use or abuse as a condition of my continued employment with Boys and Girls Clubs

I consent to the release to Boys and Girls Clubs all information regarding my work-related injury and subsequent treatment. I consent to release drug/alcohol screen results to authorized Boys and Girls Clubs employer representatives for appropriate review. I release and agree to hold harmless Boys and Girls Clubs and their employees and agents from any liability and from any liability stemming from negligence to me based on the results of the drug screening.

I hereby give my consent to Boys and Girls Clubs and the testing laboratory to release the test results to any Medical Review Officer designated by Boys and Girls Clubs. I understand that if I refuse to submit to or cooperate with a blood or urine test and/or alcohol breathalyzer test after an accident, I forfeit any rights to recover Worker’s Compensation benefits that I might have under State Drug Free Workplace Requirements. I also understand that if I refuse to submit to or cooperate with a blood, urine and/or breathalyzer test after an accident, and/or found to be in violation of Boys and Girls Clubs Drug & Alcohol Policy, I will be subject to immediate termination.

Under state law, workers who are injured at the workplace or in the course of employment may be tested for drugs and alcohol and, if impaired, may not be paid benefits under the State Worker’s Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment:

“A positive Drug Test conducted and evaluated pursuant to standards adopted for drug testing by the U.S. Department of Transportation in 49 C.F.R. Part 40 shall be a conclusive presumption of impairment resulting from the use of illegal drugs. No compensation shall be allowed if the employee refuses to submit to or cooperate with a blood or urine test as set forth above after the accident after being warned in writing by the employer that such refusal would forfeit the employee’s right to recover benefits under this chapter.”

Boys and Girls Clubs now warns you that refusal to take a urine or blood drug test and/or alcohol breathalyzer test after an accident will forfeit your rights to recover benefits under the State Worker’s Compensation Act and will be grounds for immediate termination.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_