Boys and Girls Clubs of Conejo and Las Virgenes

Employee Handbook

Boys and Girls Clubs of Conejo and Las Virgenes

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SECTION I:

WELCOME TO THE BOYS & GIRLS CLUBS OF CONEJO & LAS VIRGENES (BGC/CLV)

MEMO FROM THE CHIEF PROFESSIONAL OFFICER

To Our Employees:

It is with great pleasure that we welcome you to our team. As a new employee, you will find your supervisor and coworkers are ready to assist with on-the-job guidance on your new duties and responsibilities. If at any time you are unclear about any part of your position, please ask your supervisor for additional clarity and training.

The Boys & Girls Clubs of Conejo & Las Virgenes is committed to providing the best possible climate for maximum development and achievement of goals. We make every effort to develop a spirit of teamwork. . .individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, BGC/CLV strives to provide a workplace that is comfortable and progressive, but most importantly, a workplace where communication is open and challenges can be discussed and resolved in a mutually respectful atmosphere.

Again, welcome to the Boys & Girls Clubs of Conejo & Las Virgenes and we wish you the greatest success in your new position.

Sincerely,

Mark Elswick
Chief Professional Officer
ABOUT THE HANDBOOK

This Employee Handbook is expressly intended for the use of the employees of the Boys & Girls Clubs of Conejo & Las Virgenes (Hereinafter also referred to as the “Club,” BGC/CLV, or the organization).

This Handbook is more than rules and regulations; it’s about how to succeed as a member of the BGC/CLV team. This Handbook is a ‘living’ document that can and will change as the BGC/CLV grows and changes. Except for its policy of employment-at-will, BGC/CLV reserves the right to add, revise or eliminate any of the policies or benefits described in this Handbook. The only recognized deviations from the stated policies are those authorized and signed by an officer of BGC/CLV. Unless by separate written agreement, all employees are “at will” employees with no implied contracts. Employment of any employee may be terminated at any time at the discretion of the organization or the employee pursuant to the applicable labor laws. If, at any time, the employee or BGC/CLV chooses to end the employment relationship, neither shall be bound to continue.

Each employee is encouraged to comply with all provisions of the Handbook. While it describes many of your responsibilities as an employee, it is not intended to be an employment contract, nor intended to create contractual obligations of any kind. Please take the time to read through it, and keep it on hand for future reference. Our organization believes in open and honest communication. If at any time you have questions about this Handbook or about any issues pertaining to the organization or your job, you are encouraged to seek clarification and information from your supervisor or Human Resources. It is our continued goal is to provide a work environment that enhances both personal and professional growth. We welcome you!
SECTION 2: EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Boys & Girls Clubs of Conejo & Las Virgenes will be based on merit, qualifications, and abilities. The BGC/CLV does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, age ancestry, national origin, marital status, or status as a veteran, qualified disabled veteran and/or any qualified individual or any other characteristic protected by law.

This policy governs all aspects of employment, hiring, training, compensation, discipline, termination and promotion, as well as any other condition of employment.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

UNLAWFUL HARASSMENT

In accordance with applicable law, Boys & Girls Clubs of Conejo & Las Virgenes prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age or any other basis protected by federal, state or local law.

DISABILITY ACCOMMODATION

The Boys & Girls Clubs of Conejo & Las Virgenes is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified
persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other form of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Boys & Girls Clubs of Conejo & Las Virgenes is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The BGC/CLV will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The BGC/CLV is committed to taking all other actions necessary to ensure equal opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

**REDUCTIONS IN FORCE**

While the Club hopes to continue growing and providing employment opportunities, changes in business conditions and other factors can create a need to restructure or reduce the number of people employed.

If it becomes necessary to restructure our operations or reduce the number of employees, the Club will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. Employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite, if possible. Ultimately, however, the Club has the sole discretion to determine which employees will be selected for layoff.
EMPLOYMENT CLASSIFICATION

Employees of the Club are classified under the following classifications:

(a) either exempt or non-exempt (from overtime compensation requirements)

(b) full-time, part-time, regular or temporary (seasonal)

An employee will be notified of their classification and status at the time of hire, rehire, promotion, or any other time a change in status occurs.

Exempt: Employees who occupy jobs that are executive, administrative, professional, or who hold outside sales positions as defined under the applicable State Wage Orders and the Fair Labor Standards Act. Such employees are ineligible for overtime compensation and are salaried.

Non-Exempt: Employees who are eligible for overtime compensation in accordance with state wage and hours laws, and other defined treatment pursuant to state and federal laws.

Regular: Employees who are regularly scheduled to work a minimum of 30 hours per week on a continuous basis, who thus become entitled to receive medical benefits.

Full-time: Employees whose regular weekly work schedule averages 40 hours or more on a continuous basis, who thus become entitled to receive all company benefits.

Part-time: Employees whose regular weekly work schedule averages less than 35 30 hours. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are not eligible for employee benefits, except for participation in the Club’s pension plan. Part-time employees are not paid for holidays (unless they work those days), nor do they accrue paid vacation and sick time.

Temporary/Seasonal: Employees hired to perform work part- or full-time for a limited duration during the absence of a regular employee or due to workload demands. Temporary/seasonal employees are not eligible to receive Club benefits, except as required by applicable law.

Independent Contractors: An independent contractor maintains or works for an independent business and is not an associate of the Boys & Girls Clubs of Conejo & Las Virgenes. The provisions of this handbook do not cover independent contractors.
Inactive Employees: Inactive employees do not earn paid time off, vacation or sick leave. Inactive status includes, but is not limited to, leaves of absence, periods of work-related disability and other periods of non-work related disability.

**JOB DESCRIPTIONS**

The BGC/CLV endeavors to prepare, and keep current, job descriptions on each position. Periodically, employees may be asked to assist in the revision of their job descriptions in order to keep the description current. However, employees must keep in mind that job descriptions are general summaries and do not contain every duty and responsibility that may be assigned to them.

**BACKGROUND CHECKS**

The Club reserves the right to investigate an individual’s prior employment history, personal references, and educational background, as well as other relevant information. Consistent with legal requirements, the Club also reserves the right to obtain and to review an applicant’s or an employee’s credit report, criminal history, driving record and other relevant information. An employee may also be required to pass a drug test, health screening, as well as a tuberculosis test. All or part of this information may be used when making employment decisions. Employees will be required to have their criminal background clearance rechecked periodically. All employees working with children must maintain criminal record clearance or CPO approval throughout their employment. If at any time an employee’s criminal record clearance changes, they must inform their supervisor immediately.
SECTION 3: PERSONNEL PRACTICES AND PROCEDURES

ACCESS TO PERSONNEL FILES

The BGC/CLV maintains a personnel file for each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of BGC/CLV and access to the information they contain is restricted. Generally, only supervisors and management personnel of the BGC/CLV who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the BGC/CLV’s Office Manager. With reasonable advance notice, employees may review their own personnel files in the BGC/CLV’s offices and in the presence of an individual appointed by the BGC/CLV to maintain the files.

PERSONNEL DATA CHANGES

It is each employee’s responsibility to keep the Organization informed of his or her current address, telephone number, emergency-contact information, health conditions, marital status, change in dependents, change in beneficiaries and other relevant information by notifying the BGC/CLV’s Office Manager Representative in writing at the time these changes occur. Failure to do so could result in ineligibility for or loss of benefits.

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow the Club’s policies and to maintain proper standards of conduct at all times. If an individual’s behavior interferes with orderly and efficient operations, corrective disciplinary measures will be taken.
The BGC/CLV’s reputation has been built on excellent youth development service, quality work, and a dedication to high standards of conduct. To maintain this reputation requires the vigilance and active participation of every employee. The opinions and attitudes that people have toward the Club may be influenced for a long period of time by the behavior and actions of one employee.

All Boys & Girls Club employees are role models for many children both inside and outside of the club as well as a representative of our organization. For this reason, we ask that while wearing staff attire, during both working and non-working hours you refrain from smoking, consuming alcoholic beverages, from political lobbying or endorsements, and any other behavior that may negatively alter the reputation or image of the Boys & Girls Club.

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

POLICY REGARDING WORKPLACE VIOLENCE

The safety and security of Club employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the Club or which occur on Club property, will not be tolerated.

Complaints of threats or intimidation will be investigated. Because violent acts are often preceded by verbal or written threats made to the victim, or to others about the victim by the person committing the violence, every threat of violence will be taken seriously. Excuses such as, “I was only joking” or “I didn’t really mean it” will not relieve the person of responsibility for having made the threat.

Any employee who believes he or she has been a victim of workplace violence or threat of violence, or has witnessed, or been made aware of such behavior or incident which may constitute a potentially violent situation in the workplace, must immediately report the situation to his or her supervisor and the Chief Professional Officer. All complaints will be investigated promptly and, where appropriate, corrective action will be taken, up to and including discharge.

This prohibition against threats and acts of violence applies to all persons involved in the operation of the Club, including, but not limited to, Club personnel, contract and temporary workers and anyone else on Club property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.
GRIEVANCE RESOLUTION AND PROCEDURE

For matters involving workplace discrimination and/or harassment, employees are referred to the Club’s harassment policy and procedures set forth in this Handbook. With respect to other problems, employee complaints are best handled by open communications and through internal means. The Club believes that it is in the best interests of both its employees and the Club to resolve those disputes in a forum that provides the fastest, least expensive and fairest method for resolving them. Therefore the BGC/CLV has established a grievance procedure to resolve any such disputes.

Employees are required to use the procedures for any work related complaint, including complaints regarding termination of employment. If the dispute involves unlawful harassment or discrimination, the employee should speak directly with his or her supervisor or with the Chief Professional Officer, as set forth in the Unlawful Harassment and Discrimination policy in this Handbook.

The steps involved in the Grievance Procedure are as follows:

1. The employee must inform the appropriate supervisor in a timely fashion of his or her desire to use the Grievance procedure. The employee shall verbally describe (a) the issue, (b) the nature of concern and/or the effect of the problem, and (c) reasonable suggestions for an appropriate remedy. If a satisfactory solution cannot be reached, the employee has the option of proceeding with the next step.

2. A full description of the issue must be presented in writing (not by e-mail) to the Chief Professional Officer who will investigate, examine and evaluate the factual basis of the situation in an attempt to reach a satisfactory solution. The Chief Professional Officer will communicate the conclusion to the employee within a reasonable time frame. If the decision is not a satisfactory solution to the employee, the issue may be advanced by the employee to the third step.

3. Employees may appeal to the Chief Professional Officer of the Organization and he or she will gather relevant facts via interviews and otherwise to make a final determination regarding the employee’s concern. The final determination will be communicated to all appropriate persons.

The Club may also, at its discretion involve the services of an outside service to assist in the investigation and resolution of employee grievances.
EMPLOYMENT APPLICATIONS

The Boys & Girls Clubs of Conejo & Las Virgenes relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the BGC/CLV’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT REFERENCE CHECKS

The Boys & Girls Clubs of Conejo & Las Virgenes will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the BGC/CLV’s records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

SUGGESTIONS AND IDEAS

BGC/CLV welcomes your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to your supervisor. After your suggestion is evaluated, you will be notified whether or not it is feasible to put into practice.

We believe suggestions indicate initiative on the part of an employee. We will place the suggestion in your personnel file and take it into consideration at the time of your performance review.

WORK WEEK AND SCHEDULES

The headquarters of BGC/CLV is normally open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday. The hours of our Clubhouses vary, so you will need to check with them as to when they open and close.

The weekly work schedule will be posted at each location. Work schedules are assigned depending on operational demands. All employees are expected to be at their desk or workstation at the start of their scheduled shift, ready to perform their work. Part-time employees may have their normal work schedule modified by supervisors where operational needs make it necessary or desirable to do so. Employees will be notified of any such changes.
Exchanging work schedules with other employees may be permitted at the discretion of your supervisor. All work schedule changes must be authorized in advance. Trading of scheduled work times will not be approved for mere convenience or if the exchange will result in disruption of or interference with, normal operations or will result in overtime.

At times, emergencies such as power failures, road closings, earthquakes, fires or severe weather may interfere with BGC/CLV operations. In such an event, the Club may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off, may or may not be paid.

**TIME KEEPING PROCEDURES**

Non-exempt employees are responsible for recording the times they work in accordance with the established procedures at the applicable location. These employees must scan their cards or record their working time at the beginning and ending of each work period and each meal period. Employees must also record their time whenever they leave the building for any reason other than Club business. Failure to properly record work and meal periods will be grounds for disciplinary action, up to and including discharge.

You must give your completed timesheet to your supervisor on the posted payroll input day (the finance department will provide a schedule). Any handwritten marks or changes on the timesheet must be initialed by a supervisor. If you are out of the office when a timesheet is due, be sure to fill out a timesheet on your return.

Employees are strictly prohibited from adjusting or recording another employee’s time. Any errors in your timesheet should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

Exempt employees are required to report full days of absence from work due to vacation, sick leave, personal business, etc. and may be required to record their time worked.

**MEALS AND REST PERIODS**

All employees are required to take breaks and meal periods as mandated by state and federal law. Meal periods are based on departmental needs and are subject to change. Non-exempt employees are required to take meal and rest periods at designated times, based on departmental requirements for coverage. Exempt employees may take breaks and meal periods according to the employee’s work schedule, depending on the needs of the department in which the employee works.
As required by law, a non-compensated meal period of at least 30 minutes will be provided to employees. Certain company locations and/or positions may be provided a longer meal period. Compensated rest periods of 10 minute-intervals are provided for each 3.5 hours worked or as otherwise required by state and federal law. Rest periods may not be combined with, or added to, and employee’s meal period, nor taken during the first or last work hour unless warranted by special conditions and approved by a supervisor. As a general rule, employees may not leave the business premises during rest periods without authorization from their supervisor.

You are expected to observe your assigned working hours and the time allowed for meal and rest periods. Employees should remain in the vicinity during their rest periods and not take more than ten minutes for each rest period. Employees may leave the premises during their meal periods.

**OVERTIME**

Only non-exempt employees are eligible for overtime compensation. All overtime work must be previously authorized by a supervisor. Overtime compensation will be paid in accordance with state and federal wage laws at the rate of 1-1/2 times their regular rate of pay based on the number of hours actually worked by eligible non-exempt employees after the first 8 hours then double their normal rate for any hours worked after 12 hours. For purposes of overtime calculation, hours paid but not worked (e.g., vacation, holidays, sick days, some approved leaves of absence, etc.) will not be counted. For overtime purposes for non-exempt employees, the workday begins at 12:01 a.m. and ends at midnight. The workweek begins at 12:01 a.m. Monday and ends at midnight the following Sunday for all employees. The employee should refer any specific questions regarding overtime to their supervisor or the Chief Professional Officer.

Exempt employees are expected to work as much of each work day as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

**REPORTING PAY / REDUCTION OF HOURS**

On some occasions work schedules may vary depending on operational necessity and/or customer service needs. At times, staffing needs may decrease and previously scheduled working hours may, at the discretion of the supervisor be reduced in accordance with its staffing requirements. In such circumstances, consistent with applicable law, the particular club may provide reporting-time pay when an employee reports to work at the employee’s scheduled time, but is not put to work or is given less than half the usual or scheduled day’s work.
PAYCHECKS

Separating employees will normally be paid on their last day of work provided more than 72 hours notice is given. If an employee quits with less than 72 hours notice or abandons their job, their final paycheck will be available at the branch main office within 72 hours of the time notice is given. Generally, final pay checks must be picked up in person so that any final paperwork or collection of keys, employee I.D. badges, BGC/CLV property, and/or cash advances can be accomplished. If you are moving and will not be able to collect your final check in person, please arrange to take care of all outstanding items prior to leaving and arrange to have your final check mailed to you. We cannot give your paycheck to a third party.

Paychecks are distributed in the administration office on the 15th and the last day of each month. You should not expect to receive your paycheck before 5 p.m. on payday although it may be delivered to your branch earlier. Clubhouse Directors are responsible for picking-up pay checks for clubhouse employees and will be asked to sign for checks. If these dates fall on a Saturday, then paychecks will be available on Friday. If these dates fall on a Sunday, then your paycheck will be available on Monday. (At times your paycheck may be available earlier - please consult the payroll schedule.) If these dates fall on a holiday, then your paycheck will be available on the closest business day. Changes to this schedule will be posted in advance by the finance department.

Hourly Non-Exempt Staff: 11th-25th of each month & 26th of the previous month through the 10th of the same month.

Salaried Exempt Staff: 16th of month through the last day of the month and 1st through the 15th of the same month.

The Club is required by law to make mandatory deductions from earnings. Amounts withheld may vary according to how much is earned, marital status, government employment regulations and other factors. Mandatory withholdings include federal income tax and social security, and any other taxes or deduction required to be withheld by state and/or federal law. In addition to mandatory payroll deductions, the Club is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders.

If there is an error in your check, please report it immediately to your supervisor. Direct deposit is also available to all employees upon request.
With the exception of clubhouse directors—who may pick up checks for Clubhouse employees, no one other than the employee to whom the check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so.

The Club does not permit advanced payment against paychecks or against accrued or un-accrued vacation.

**SALARY PAY POLICY**

In general, exempt employees will receive their salary for any week in which the employee performs any work. However, an exempt employee's salary may be reduced in certain situations. For example, an exempt employee’s salary may be reduced for complete days of absence due to unpaid vacations, holiday or personal business, before sick leave benefits accrue or after they are exhausted and incomplete initial and final weeks of work.

An exempt employee's salary will not be reduced due to partial weeks of work due to service as a juror, witness or military obligation or for lack of work.

Full-time exempt employees are paid their regular salary “current,” meaning up to the day that they are issued their paycheck. Wages for non-exempt employees are paid through the date of the last time sheet submitted. This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and applicable state laws. All employees are encouraged to bring any question concerning their pay to their supervisor so that any error can be corrected.

**PAY ADVANCES**

Pay advances will not be granted to employees.

**PERFORMANCE EVALUATIONS**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Your first performance evaluation will likely be conducted after you have completed three months of continuous employment. You will only be eligible for salary reviews in conjunction with the performance evaluations you are given. The frequency of performance evaluations may vary, depending upon, among other things, length of service, job position, past performance, changes in job duties or recurring performance problems.
A formal written performance evaluation will be conducted annually (currently during the November/December timeframe) to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Your performance evaluations will include a review of the quality and quantity of the work you perform, your knowledge of your job, your initiative, and your ability to work well with customers and co-workers. The performance evaluation should help you become aware of the progress you are making, the areas in which you need to improve and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Club and depend upon many factors in addition to your individual performance.

**REQUIREMENT TO REPORT CHILD ABUSE**

California law REQUIRES any workers of a public or private youth center, youth recreation program, or youth organization to be mandated reporters. As an employee of such an organization you are responsible for making a report to the agency listed below whenever, in your professional capacity or within the scope of your employment, you have knowledge of or observe a child whom you know or reasonably suspect has been the victim of child abuse or neglect.

As a mandated reporter you shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and shall prepare and send, fax, or electronically transmit a written follow-up report thereof within 36 hours of receiving the information concerning the incident. You may also include with the report any documentary evidence you possess relating to the incident.

In many cases your supervisor or the Chief Professional Officer may be able to assist you with your reporting duties. As a team you may file one report, but it is ultimately YOUR duty to ensure that the report has been made. Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the agency listed below.

No supervisor or administrator may impede or inhibit your reporting duties, and no employee making a report shall be subject to any disciplinary action for making the report. You do not need to make your identity known to the Club for reporting purposes.

As a mandated reporter you shall not be civilly or criminally liable for any report even if you acquired the knowledge or reasonable suspicion of child abuse or neglect outside of your professional capacity or outside the scope of your employment.

To report child abuse in Los Angeles County, contact the Child Protection Hotline, 24 hours a day, 7 days a week at (800) 540-4000.
To report child abuse in Ventura County, contact the Department of Children and Family Services 24 hours a day, 7 days a week at (805) 654-3200.

Written reports must be submitted on Department of justice form 8572 (“Suspected Child Abuse Report”).

**IMPROPER GIFTS**

No employee may accept a gift or gratuity of more than nominal value from any member, parent, vendor, supplier or other person doing business with BGC/CLV. In the case of expenses paid by such persons for business meals or trips, please discuss this with the Chief Professional Officer in advance. In no way may a gift, gratuity or expense payment influence a business decision, transaction or service.

Any gifts, the acceptance of which would raise even the slightest doubt of improper influence, must be declined. Exceptions to this rule are the purchase of normal business meals and gifts offered to an entire work group.

The term “gift” includes, but is not limited to, substantial favors, money, credit or services, loans, trips and excessive entertainment expenses. Gifts to an employee’s immediate family are included in this policy. Any questions regarding the propriety of a gift should be directed to the Chief Professional Officer.

**DONATIONS**

All donations given to the club need to be recorded, and the donor needs to receive a thank you letter from the administration office, preferably no later than 48 hours of BGC/CLV’s receipt. Donors should not receive any special services, or have improper influence. All Club personnel knowing of a donation must notify the administration office.

**CONFLICT OF INTEREST**

In order to protect the reputation and integrity of the Club, and to prevent employees from placing themselves in a position of actual or potential conflict of interest, the Club requires that employees avoid engaging in the following types of activities:

- Violating or failing to report a violation of the Club’s policies.
• Using the Club’s name, likeness, facilities, assets or resources, or representing the authority of one’s position with the Club for personal gain or in furtherance of private interests.

• Engaging in off-duty conduct or outside employment, the nature of which conflicts with the Club’s business, the employee’s job performance, the performance of other employees, or the reputation and welfare of the Club.

• Fraternization between a superior and a subordinate employee or co-workers in any situation that may potentially create a morale or security problem or other conflict of interest, including the appearance of impropriety, in the workplace.

• Drinking alcohol or performing any illegal or unethical activity while wearing staff attire.

• Political Lobbying while wearing staff attire.

When a conflict of interest exists or is suspected, employees may be required to disclose information that otherwise might be considered private or personal. Employees found to be in violation of any of the guidelines pertaining to conflict of interest may be subject to disciplinary action, up to and including discharge.

In accordance with the foregoing, the following types of outside employment are prohibited:

1. Employment which conflicts with your work schedule, duties and responsibilities or creates an actual conflict of interest.

2. Employment which impairs or has a detrimental effect on your work performance with the Club (For the purposes of this policy, self-employment is considered outside employment).

3. Employment which requires you to conduct work or related activities on Club property, during Club working hours or using Club facilities and/or equipment.

The Club shall not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of outside employment.

**DRUG AND ALCOHOL ABUSE**

The Club is committed to creating and maintaining a Drug Free Workplace. The use of alcohol, illegal drugs, intoxicants and controlled substances, whether on or off duty, can impair an employee’s ability to work safely and efficiently. BGC/CLV prohibits the use of these substances to the extent that
they affect or have the potential to affect the workplace. BGC/CLV will not jeopardize the safety of the employee, other employees, our members, the public and Club operations due to an individual’s poor judgment. Accordingly, the Club prohibits the following:

- Possessing, using, or being under the influence of alcohol, an illegal drug, intoxicant or controlled substance during working hours or while on Club business.

- Operating a vehicle owned or leased by the Club while under the influence of alcohol, an illegal drug, intoxicant or controlled substance.

- Distribution, sale, manufacture or purchase—or the attempted distribution, sale, manufacture or purchase—of alcohol, an illegal drug, intoxicant or controlled substance during working hours, while on Club business or while on premises owned or occupied by the Club.

An employee suspected or in possession of alcohol, an illegal drug, intoxicants or controlled substance is subject to inspection and search, with or without notice. Employees’ personal belongings, including any bags, purses, briefcases and clothing and all Club property, are also subject to inspection and search, with or without notice. Employees who violate the Club’s drug and alcohol policy will be removed from the workplace immediately. The Club may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for criminal conduct involving illegal drugs, intoxicants or controlled substances, whether on or off duty; any violation of the Club’s drug and alcohol abuse policy, may lead to disciplinary action, up to and including discharge.

The use of prescription drugs and/or over-the-counter drugs may also affect an employee’s job performance and may seriously impair an employee’s value to the Club. An employee who is using prescription or over-the-counter drugs, which may impair his or her ability to safely perform the job or may affect the safety or well-being of others’ must submit a physician’s statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness. Various federal, state and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under these laws or to violate said laws.

Employees desiring assistance should request an unpaid treatment or rehabilitation leave of absence. The Club is also not obligated to reemploy any person who has participated in treatment or rehabilitation. The Club’s support for treatment and rehabilitation does not obligate BGC/CLV to employ any person who violates the Club’s drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. Employees who are given the opportunity to seek treatment and/or rehabilitation and are involved in any further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.
SUBSTANCE ABUSE TESTING POLICY

The Club maintains a strict policy against the use of unlawful drugs while on duty, while on Club premises, and while operating Club vehicles. To facilitate the administration and enforcement of this policy, the Club may require or request job applicants and employees to submit at anytime to drug or substance abuse testing. The Club will pay the full cost of any testing that it has requested of an applicant or employee, including the reasonable cost of any transportation to and from the designated testing facility.

EMPLOYEE PRIVACY

The Club provides lockers, desks, voice mail, e-mail, computers and other work related items for the business use of some of our employees. This property remains the property of the BGC/CLV, and therefore the Club reserves the right to access and/or monitor any locker, desk, voice mail, e-mail, or computer for the purpose of inspection at any time. Employees have no expectation of privacy in these areas.

MEMBER AND PUBLIC RELATIONS

Our reputation has been built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that members or supporters have towards the Club may be determined for a long period of time by the actions of one employee. It sometimes is easy to take our jobs for granted, but when we do, we run the risk of losing not only Club members, but also their associates, friends or family who also may be members or prospective members.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

The use of the Club logo is a form of advertising and marketing. Everyone must understand that we advertise our organization whenever we present our logo in public whether on our shirts, vehicles, facilities or in some other way; therefore, proper decorum is expected at all times.
MEDIA RELATIONS

From time to time, the organization is contacted by members of the press and electronic news media. All media contacts are to be referred to the Chief Professional Officer. At no time should you offer your comments to the media about Club-related activities without the prior approval of the Chief Professional Officer. If you have any questions regarding this policy, please ask your supervisor or contact the administration office for a list of guidelines.

COMPANY CREDIT CARD

The Club may, at its discretion, issue an employee a credit card to facilitate the handling of Club business. Misuse of the card will result in appropriate disciplinary action, up to and including discharge.

All purchases must be accounted for; receipts are required. Receipts and accompanying copy of the credit card bill must be turned into the accounting department within the month of the purchase.

The following are some conditions under which the credit card should NOT be used. If an invoice or a Purchase Order can be issued for payment then the credit card should NOT be used.

1. Charges of $400 or more must be preauthorized by the Chief Professional Officer.

2. Lunches, dinners or other meals and entertainment with fellow employees whether for business or pleasure is strictly prohibited unless it is previously authorized by the Chief Professional Officer.

3. Any type of personal purchases.

Questions as to the acceptable and appropriate use of the card should be directed to the Chief Professional Officer.
EXPENSE AND REIMBURSEMENT

The Club will reimburse employees for all usual and reasonable expenses incurred on behalf of, or in connection with Club business, provided those expenses have been authorized and approved by the Department Manager. It is the responsibility of each employee to incur business expenses at the least cost possible to the Club.

Towards this end, employees are expected to use good judgment and common sense in the handling of travel expenses. They should be fair to the Club and to themselves. Keep in mind that expense report will be reviewed by Department Managers and, on occasion, the Finance Department. Reasonable expenses will not be questioned when expense reports are reviewed as long as adequate supporting information is provided and the expense is justifiable. Any expenditure found to be excessive will be rejected.

All reimbursable expenses should be submitted within 30 days of the date of expenditure. Any expense not submitted within 30 days of the date of expenditure may not be reimbursed unless special circumstances are involved.

Original receipts are required for all expenses. If an original receipt is lost, duplicate receipts or proof of payment may be accepted. If an original is lost and payment cannot be otherwise documented, the employee bears the expense.

Violation of this expense reimbursement travel policy, including falsifying expense reports to reflect costs not incurred by the employee or incurred for non-business related purposes, will be grounds for disciplinary action up to and including discharge.

The following preauthorized business expenses will be reimbursed:

- Travel expense
- Automobile expense per mile (in accordance with IRS standards)
- Lodging
- Business Meals
- Tips in accordance with IRS standards
- Rental cars
CONFIDENTIALITY

Information about Boys & Girls Clubs of Conejo & Las Virgenes, its employees, members, suppliers and vendors is to be kept confidential and divulged only to individuals within the Club with a need to receive and authorized to receive, such information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your supervisor.

All records and files maintained by the Club are confidential and remain the property of the Club. Records and files are not to be disclosed to any outside party without the express permission of the Chief Professional Officer. Confidential information includes, but is in no way limited to financial records, personnel and payroll records (regarding current or past employees), information regarding member transactions, member account information, information regarding members, vendors or suppliers, or any documents or information regarding Club operations, procedures or practices. Such confidential information may not be removed from the Club premises without expressed written authorization.

Confidential information obtained during or through employment with the Club may not be used by any employee for the purpose of furthering current or future outside employment or for obtaining personal gain or profit. The Club reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of such impermissible use of confidential information.

DRESS CODE

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. The image this organization projects must demonstrate that it is the most professional, productive, thorough and reliable provider of service in the youth development area. Appearance is a major element of the Club’s image. The Club’s employees represent role models for the youth we serve. To this end, it is the policy of the Club that an employee’s dress and grooming should be, in the Club’s opinion, appropriate to the employee’s work situation and responsibilities.

Our members’ satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct member contact, you represent Boys & Girls Clubs of Conejo & Las Virgenes with your appearance, as well as your actions. The properly attired individual helps to create a favorable image of the Club to the public and to fellow employees.

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

Eccentric hairdos, jewelry, tattoos, and makeup, are also not permitted.

Employees reporting to work improperly dressed may be sent home by their supervisor to change clothing or until further scheduled for work. Violations of this policy may also result in disciplinary action.

The Club reserves the right in all situations to decide whether any employee is in violation of this policy.

The organization provides staff name badges, shirts, and/or sweatshirts upon hire to qualified employees at no charge. Proper care of these garments is required.

Program staff is expected to wear staff shirts (or sweatshirts) during Club hours or special events.

All shirts, accessories or nametags issued by the organization must be returned in good condition upon leaving Boys & Girls Clubs of Conejo & Las Virgenes.

Employees in the administrative offices are required to wear proper business attire at all times. Please see your supervisor for specifics.

Certain employees may be required to wear safety equipment or clothing.

SAFETY IN THE WORKPLACE

Safety can only be achieved through teamwork at Boys & Girls Clubs of Conejo & Las Virgenes. Employees are expected to follow safe work practices and protect themselves, their co-workers and Company property from accidents. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. When in doubt about safety-related matters concerning the performance of any job task, employees should consult a supervisor or other appropriate person before engaging in the work.

To ensure a safe work place the Club will:

- Adhere to OSHA standards and other applicable local and state laws.

- Require that regular and thorough inspections of physical facilities are conducted by managers, as well as representatives from government agencies when needed.
Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.

2. The use of alcoholic beverages or illegal drug substances or the abuse of legal prescription drugs during working hours or around our members or other youth served will not be tolerated. The use of tobacco products indoors, around our members or other youth served or in the immediate vicinity of youth facilities is also forbidden. The possession of illegal drug substances on the Club’s property is forbidden. The possession of alcoholic beverages on the Club’s property, unless in association with a Club event approved by the Chief Professional Officer, is forbidden.

3. Use, adjust and repair machines and equipment only if you are trained and qualified to do so.

4. Get help when lifting or pushing heavy objects.

5. Understand your job fully and follow instructions. If you are unsure of proper safety procedures, don’t guess; ask your supervisor.

6. Know the location, contents and proper use of first-aid and fire-fighting equipment.

A violation of a safety precaution is, in itself, an unsafe act. A violation may lead to disciplinary action up to and including discharge.

REPORTING WORK INJURIES/ILLNESSES

Employees who are injured on the job, or while engaged in activities directly related to the performance of their job, are required to report all injuries to their supervisor immediately the same day of the injury and by no later than the day following the injury, regardless of how minor the injury may be. If medical care is needed or is advisable, the supervisor will assist the employee in getting the necessary medical attention promptly. Notification to a supervisor is also necessary to ensure that each accident is investigated and evaluated for corrective action.
FINGERPRINT RECORDS

Your employment is contingent upon successfully completing a fingerprint background check. We reserve the right to withdraw an employment offer should the results reveal prior criminal activity. BGC/CLV requires all adult employees (18 years of age or older) to provide fingerprint records. The State Department and the Federal Bureau of Investigation (FBI) screens these records for any criminal activity. Any discovered criminal activity will be discussed with the employee in question and may or may not result in discharge. Repeat of prior criminal behavior, whether minor or severe, while employed with the Club, will likely result in discharge. All Justice Department and FBI findings are kept strictly confidential. The fingerprint reports are the property of BGC/CLV and are to remain on file. If at any point during employment there is a change in an employee’s criminal record, it is up to the employee to notify the BGC/CLV’s Office Manager. The Club may require periodic and/or random criminal record checks.
HOLIDAYS

BGC/CLV recognizes certain days during the course of the calendar year as holidays. All full-time employees normally scheduled to work on these days will be given these days off and paid their normal base pay, unless otherwise designated.

Following is a list of normally-recognized Club holidays. This list is subject to change, and every effort will be made to notify employees of changes in advance of the normally-recognized holiday.

New Year’s Day
President’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

If a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday; however, the Club may recognize the holiday on another day or grant individual days instead of closing. Holiday observance will be announced in advance.

Full-time employees are eligible for paid holidays immediately upon hire. Regular, Part-time and temporary employees will not be paid holiday pay.

To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday falls and must work your scheduled working day immediately preceding and the scheduled working day immediately following the holiday, unless an absence on either day is approved in advance by your supervisor.
If a holiday occurs during your vacation period, you will not be charged a vacation day for that holiday.

**VACATION**

The Club encourages full-time employees to take vacation on an annual basis. Full-time employees need to request vacation as far in advance as possible. Full-time employees are encouraged to schedule their vacation time for one-week periods. Any more than 2 weeks taken in succession is subject to CPO approval. Vacations will be scheduled so as to provide adequate coverage of jobs and staff requirements. The Club has the right to grant or deny vacation requests at its discretion. Full-time employees are eligible to take up to 1 week (5 work days) of paid vacation after six months of employment.

Company policy for vacation accrual for full-time employees with less than 5 years of service includes 2 weeks (10 work days) per year accrued at 3.335 hours per pay period. Full-time employees with 5 – 10 years of service includes 3 weeks (15 work days) accrued at 6.67 hours per pay period. Full-time employees with more than 10 years of service will accrue at 10 hours per pay period for 4 weeks of vacation (20 work days).

Unused vacation is carried over from year to year, but only up to 20 vacation days total for full-time employees with less than 5 years of service. Full-time employees with 5 – 10 years of service may only accrue up to 25 vacation days. Full-time employees with over 10 years of service may only accrue up to 30 vacation days. Part-time and Temporary/Seasonal employees do not accrue paid vacation time. Prior service with Boys and Girls Clubs will be taken into account when assessing vacation time at the time of hire.

Full-time employees on leaves of absence or other periods of inactive service do not accrue vacation time.

Full-time employees may not cash-out unused vacation time except upon termination. Full-time employees will be paid their vacation upon termination-based on a pro-rated basis to the last workday at the full-time employee’s prevailing base hourly rate.

**SICK DAYS**

The Club offers paid sick leave for times when you cannot work due to an illness or injury. Sick leave is not for “personal” absences and is paid to full-time employees. Company policy for sick pay includes 6 days per year, and accumulates one-half day per month (2 hours per pay period). Full-time
employees are eligible for sick pay after 3 months of employment. Once the maximum amount of 18 days has been accrued, no further sick leave will accrue until previously accrued sick leave is used. You will not be compensated for unused sick leave at the end of your employment. Sick leave may not be used during holidays, vacations or for hours of work outside an employee's regular schedule.

For absences of three or more consecutive days, a certification from a health care provider may be required. The certificate must state that you are under the provider's care or treatment for the days in question and that it is the provider's recommendation that you remain off work. A health care provider's certification may also be required in other circumstances. The Club reserves the right to require a second opinion from a health care provider of its choice and a third and final opinion if the second opinion differs from the first.

It is your responsibility to apply for any disability benefits for which you may be eligible as a result of illness or disability, including California State Disability Insurance, workers' compensation insurance, family medical leave, and/or any other disability insurance benefits. Your sick leave benefits will be fully integrated with other benefits available to you such that at no time will you be paid more than your regular compensation.

Full-time employees will not accrue sick leave during unpaid leaves of absence.

INSURANCE BENEFITS

Employees who work over 30 hours per week consistently are eligible for medical, dental and vision insurance. Coverage is effective on the 1st day of the month following the expiration of the 1 month waiting period. Employees can enroll in the plan by completing the required enrollment application during the eligibility period. Employees may consult the administrative office for more complete information about eligibility and the details of the Club’s medical, dental and vision insurance plan.

Currently, the Club pays 100% of the premiums for employees who meet the insurance participation requirements listed above and who participate in the Club’s HMO 100% Plan. The Club also offers other plans with the same carrier which an employee may choose to participate in instead of the aforementioned HMO but the Club will only pay the premium price of the HMO 100% Plan. The employee will pay the difference through payroll deductions. Employees may add a family member at the employee’s expense through payroll deductions. You should consult the administrative office for complete information about the other plan options—If an employee chooses to opt out of a plan offered by the Club, they will receive $150 per month in lieu of the plan coverage.

In the event of any increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage.
LIABILITY INSURANCE

BGC/CLV carries comprehensive public liability insurance protecting the employees and the clubs in legal actions, which might develop as a result of an injury sustained in programs or on club premises.

Proper care and caution must be exercised by the employee when conducting an activity or in supervising and area of the building in order to avoid any charge of negligence.

Accidents must be reported immediately to the Chief Professional Officer.

DISABILITY INSURANCE

You are covered by California State Disability Insurance (SDI). SDI may be payable when you cannot work because of illness or injury not caused by employment at the Club or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount.

LIFE INSURANCE

Eligible employees are enrolled in the Club’s group life insurance plan. It is designed to help you provide for your family's financial needs in the event of your death or any other covered loss. Full-time employees qualify for this benefit on the first of the month following 30 days of continuous employment. The amount of your coverage is one times your annual earnings.

The cost of this insurance for the employee is fully paid for by the Club. The Club only pays for the employee, not dependents or spouses. To enroll in this insurance plan, you must complete an insurance form on which you designate your beneficiary(ies). You are responsible for notifying the administrative office if you want to change your beneficiary(ies).

UNEMPLOYMENT COMPENSATION

In the event your employment with the Club ends, you may be entitled to benefits in accordance with applicable law.
SOCIAL SECURITY

Social Security is an important part of every employee's retirement benefit. All employers pay a matching contribution to each employee's Social Security taxes.

COBRA

Under federal law, Consolidated Omnibus Reconciliation Act (COBRA) of 1986, if an employee resigns or is terminated from the Company, or if an employee’s work hours are reduced, and if this event causes the employee or his or her dependents to be ineligible to participate in the Company’s health, dental and vision plan, the employee and his or her dependents may have the right to continue to participate in the plan for up to eighteen months at the employee’s (or his or her dependents’) expense. Under certain circumstances coverage may be extended up to thirty-six months. For further details regarding continuing or converting health insurance benefits, please contact the BGC/CLV’s insurance carrier.

WORKER’S COMPENSATION

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by Workers’ Compensation insurance. The amount of benefits payable and the duration of payment depend on the nature and extent of the employee’s injury or illness and are not provided by or at the option of the Club. This benefit will be maintained in accordance with applicable state guidelines. See the BGC/CLV’s Office Manager for details.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work related injury to your supervisor.
- Complete a written Employee's Claim Form and return it to the administrative office.
- Seek medical treatment and follow-up care if required.

The Club is required by law to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who knowingly makes or causes to be made false or fraudulent material statement(s) 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 fifty thousand dollars ($50,000.00), or
double the value of the fraud, whichever is greater, or both. Additional civil penalties may also be assessed.

**LONG TERM DISABILITY**

Boys & Girls Clubs of Conejo & Las Virgenes offers a long term disability plan. The plan provides financial protection for employees by paying a portion of their income while disabled. The amount received is based on the amount earned before disability began. In some cases, a disability payment can be received even if the employee worked while disabled.

Full-time employees qualify for this benefit on the first of the month following 30 days of continuous employment. Employees should contact the BGC/CLV’s Office Manager for further information regarding eligibility for this benefit.

**RETIREMENT PROGRAM**

Boys & Girls Clubs of Conejo & Las Virgenes participates in the Boys & Girls Clubs of America Pension Plan. Employees over the age of 21 become eligible for BGC/CLV’s pension plan on the January 1st following one full year of continuous employment working at least 1000 hours of service per year. Once an employee is eligible, Boys & Girls Clubs of Conejo & Las Virgenes contributes an amount equal to five percent (5%) of the employee’s annual income each year to the pension account (assuming continued eligibility).

The assets in the account belong to the employee on a graduated schedule meaning the employee earns vesting over time; 20% after 2 years, 40% after 3 years, 60% after 4 years, 80% after 5 years and 100% after 6 years.

Employees meeting the eligibility requirements for the Club’s pension plan may become participants. The plan allows for pre-tax contribution and employer matching, according to the eligibility requirements of the plan. Please see the BGC/CLV’s Finance Manager for detailed information on eligibility and participation.

**MILEAGE REIMBURSEMENT**

Boys & Girls Clubs of Conejo & Las Virgenes will pay mileage for company business and is reimbursed at the federal mileage rate. All mileage reimbursement must be requested on an Expense Report Form stating business purpose and general ledger account.
SECTION 5: LEAVES / ABSENCES

PUNCTUALITY AND ATTENDANCE

As an employee of Boys & Girls Clubs of Conejo & Las Virgenes, the employee is expected to be in attendance and punctual unless previous arrangements have been made with their supervisor. Any tardiness or absence can cause problems for fellow employees and their supervisor. Employees are expected to report to work as scheduled, on time and prepared to start work. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report for work on any particular day, they must notify their supervisor as soon as possible, prior to the time they are scheduled to begin working for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees must also inform their supervisor of the expected duration of any absence. Unless there are extenuating circumstances, an employee must call in on any day they are scheduled to work and will not report to work (Text Messaging and/or email are not approved notification methods). The Club will comply with applicable laws relating to time off from work, but it is the employee’s responsibility to provide sufficient information to enable the Club to determine if any such law(s) applies to the absence. Employees should keep in touch with their supervisor and notify the Club of any change in their status as soon as possible.

If an employee fails to report for work without any notification to their supervisor, they may be considered to have abandoned employment with the Club.

Individuals with disabilities may be granted reasonable accommodation in complying with these policies if undue hardship does not result to the Club’s operations. However, regular attendance and promptness are considered part of an employee’s essential job functions.
LEAVES OF ABSENCE

The Club may grant a leave of absence in certain circumstances. It is important to request any leave in writing as far in advance as possible. Employees are encouraged to keep in touch with their supervisor during leave and give prompt notice if there is any change in their return date.

Other employment may not be obtained and an employee may not apply for unemployment insurance while on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment with the Club.

Vacation, holidays and other benefits will not accrue while on a leave of absence unless otherwise required by law. Upon return from a leave of absence, employees will be credited with the full employment status which existed prior to the start of the leave. Employees will retain their original date of hire, and will not receive length of service credit for the time they were on leave, unless otherwise required by law.

In order to be eligible to remain on an authorized leave and be eligible for reinstatement at the expiration of a leave, the employee must comply with all Club requests for information and supporting documentation. Except in emergency situations, employees must have written authorization from the Chief Professional Officer in advance and have provided an anticipated return to work date.

During a leave of absence, the employee must maintain regular periodic communication with the Chief Professional Officer, at least on a weekly basis or as reasonable under the circumstances. All communications must be made by the employee directly. The Club will not accept physician notes or certificates as a substitute for direct employee communication.

The employee must contact the Chief Professional Officer to report an extension or change in the anticipated return to work date immediately upon learning that such an extension or change is necessary. All requests for an extension of a leave or change in the anticipated return to work date must be made in writing to the Chief Professional Officer at least five (5) business days before the anticipated return to work date.

To the extent provided by law, employees are required to use accrued vacations, sick days and personal days to supplement other benefits during an authorized leave of absence.

Prior to returning to work from leave for medical purposes, the Club may require a physician’s release verifying the employee’s fitness to return to work.

Failure to comply with any of these requirements may lead to the denial of reinstatement following a leave or of a request for a further extension of a leave of absence.
JOB REINSTATEMENT

Under most circumstances, upon return an employee will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off and not gone on leave or if their position had been eliminated during the leave, then they would not be entitled to reinstatement.

FAMILY AND MEDICAL LEAVE

This section provides a general description of the federal Family and Medical Leave Act (“FMLA”). Employees should contact their Financial Manager for specific questions regarding family and medical leave.

Regular-status employees, who have been employed by the Club for at least 12 months and have worked at least 1,250 hours in the preceding year, may be eligible to take an unpaid Family Medical Leave for up to twelve weeks in a 12-month period during their active and continuous employment with the company. The 12-month period shall be calculated from the first day Family Medical Leave is taken. Family Medical Leave may run concurrently with other types of leaves of absence.

Family Medical Leave may be taken for the birth or adoption of a child, to provide necessary care for the employee’s immediate family member (employee’s spouse, domestic partner, parent or child) who has a serious health condition, or for the employee’s own serious health condition. Benefits will be extended per the terms of the Family Medical Leave Act.

Each separate family and/or medical leave must be requested and approved (30) days in advance by the employee’s supervisor and Chief Professional Officer when the need for the leave is foreseeable. When the need to take a leave is not foreseeable and/or in emergency situations, notification must be given as soon as practical upon learning of the need for the leave or of the emergency. Reasonable efforts must be taken to plan medical treatment to reduce or avoid disruption of the Club’s operations.

Employees seeking to take a family and/or medical leave must provide a certification issued by a health care provider. The Club may, at its expense, require a second medical opinion. During the term of an extended leave, the employee is responsible for providing regular periodic certifications and reports to update the employee’s or family member’s medical condition.
At least five (5) working days prior to the expiration of the leave (or, in cases involving leaves of a shorter duration, as soon as the employee knows) the employee must notify the Club whether he or she intends to return to work on the first workday following the expiration of the approved leave or if an extension of leave is necessary. Prior to returning to work from a medical leave, the Club may require a physician’s release verifying the employee’s fitness to return to work.

The Club will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under either law.

Under some circumstances, an employee may take family or medical leave intermittently—which means taking leave in blocks of time or by reducing a normal weekly or daily work schedule.

If an employee is pregnant, she may have the right to take a pregnancy disability leave in addition to a family leave. Certain restrictions on these benefits may apply.

Family and medical leave is unpaid. The Club may require an employee to use accrued paid leave (such as vacation and sick leave) to cover some or all of the family and medical leave. The use of paid time off will not extend the length of a family and medical leave.

BGC/CLV will maintain group health insurance coverage during a family and medical leave for up to a maximum of 12 workweeks per 12-month period if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Club may recover premiums it paid to maintain health coverage if the employee fails to return to work following a family and medical leave.

**PREGNANCY DISABILITY LEAVE**

The Club will grant an unpaid pregnancy disability leave to employees disabled on account of their pregnancy, childbirth or related medical conditions.

If an employee is disabled due to pregnancy, childbirth, or related medical condition she may take up to a maximum of four months leave. As an alternative, the Club may transfer the employee to a less strenuous or hazardous position if requested, with the written advice of a physician, if the transfer can be reasonably accommodated.

Leave taken under the pregnancy disability policy runs concurrent with family and medical leave under federal law, but not with family and medical leave under California law.
If an employee needs to take a pregnancy disability leave, they must provide the Club with reasonable advance notice. In addition, they must provide the Club with a health-care provider’s statement certifying the last day they can work and the expected date of return.

Pregnancy disability leaves are without pay; however an employee may take accrued vacation time and any other accrued paid time off during the leave. All such payments will be integrated with any state disability or other wage reimbursement benefits that the employee may receive. At no time will an employee receive a greater total payment than their regular compensation.

If an employee is eligible for family and medical leave, the Club will maintain, for up to a maximum of 12 workweeks per 12-month period, any group health insurance coverage that was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Club may recover premiums it paid to maintain health coverage if the employee fails to return to work following a pregnancy disability leave. If an employee is not eligible for family and medical leave, they will receive continued paid coverage on the same basis as employees taking other leaves.

**WORKER’S COMPENSATION DISABILITY LEAVE**

The Club will grant a workers’ compensation disability leave if the employee has an occupational illness or injury in accordance with state law. As an alternative, the Club may offer a modified work. Leave taken under the workers’ compensation disability policy runs concurrent with family and medical leave under both federal and state law.

An employee must report all workplace accidents, injuries and illnesses no matter how minor to their supervisor. In addition, the Club must be provided with a certification from a health-care provider regarding their inability to work and/or work restrictions, plus the expected duration of restrictions and/or inability to work.

Workers' compensation disability leave is without pay; however, an employee may take accrued vacation time and any other accrued paid time off during the leave. All such payments will be integrated with any state disability, workers' compensation, or other wage reimbursement benefits for which they may be eligible. At no time will an employee receive a greater total payment than their regular compensation.

If an employee is taking a workers' compensation disability leave, the Club will maintain their group health coverage if such insurance was provided before the leave was taken and on the same terms as if they had continued to work.
Under certain circumstances, an employee’s workers’ compensation disability leave may end, but the employee may still be entitled to the remaining portion of his or her family and medical leave under federal or state law. In these circumstances, the Club will maintain the employee’s group health insurance coverage for the remaining portion of the employee’s family and medical leave—up to a maximum of 12 workweeks per 12-month period as required by law—if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Club may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work following the family and medical leave.

Employees on family and medical leave, which extends beyond a workers’ compensation disability leave, who do not receive continued paid coverage or those whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Club in conjunction with federal COBRA guidelines by making monthly payments to the Club for the amount of the relevant premium. Employees should contact their supervisor or the administrative office for further information.

Upon the submission of a medical certification that an employee is able to return to work, they will be reinstated in accordance with applicable law. If an employee is disabled due to an industrial injury, the Club will attempt to accommodate them. If an employee is returning from a workers’ compensation disability leave that runs concurrent with a family and medical leave, then the provisions of the Family and Medical Leave policy will also apply.

**MILITARY LEAVE (ACTIVE AND RESERVE SERVICE)**

Leave without pay is provided to an employee when they enter military service of the Armed Forces of the United States or are in the Armed Forces Reserves. They are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act and the California Military and Veterans Code. An employee needs to bring their military service orders to the BGC/CLV’s Office Manager for review prior to commencement of the leave.
BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. “Immediate family member” is defined as the employee’s spouse, significant other, parent, child, grandparent or sibling.

Up to three (3) days of paid bereavement leave per year will be provided to eligible full-time employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor’s approval, use any available paid leave for additional time off as necessary.

An Absence Report needs to be completed by the Employee promptly upon returning from an absence, or prior to the absence if known in advance. Once the Absence Report has been approved by the Supervisor, it will then be forwarded by the Supervisor to the Finance Department for payroll processing.

JURY DUTY

Upon reasonable notice, the BGC/CLV encourages employees to fulfill their civic responsibilities by serving on jury duty or as a witness as required by law.

Full-time employees may request paid jury/witness duty leave for up to five (5) days per year, upon receipt of a copy of the Court’s certification of such jury/witness service. If additional time is required, non-exempt employees may use available paid time off (e.g. vacation benefits) for the length of absence.

Employees need to show the jury/witness duty summons to their supervisor at the time of their leave request so the supervisor may make arrangements to accommodate their absence. The BGC/CLV will continue to provide health insurance benefits for the full term of the jury/witness jury absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury/witness duty leave.
TRAINING PROGRAMS, SEMINARS AND OUTSIDE ACTIVITIES

For the benefit of the Club and/or individual employees, it may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities. Attendance at such activities may be required by the Club or requested by individual employees. All trainings must have prior approval from a supervisor. To obtain approval, employees wishing to attend outside activities must submit a written request detailing all relevant information including date, hours, location, cost, expenses, and nature, purpose and justification for attendance.

Where attendance is required or authorized by the Club, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Customary and reasonable expenses generally may include registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with the administrative office.

All employees are required to maintain current CPR and First Aid certification.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.
SECTION 6: FACILITIES

USE OF EQUIPMENT

All Club property, including, but not limited to: desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles—must be used properly and maintained in good working order. Employees who lose, steal, or misuse Club property may be personally liable for replacing or fixing the item and may be subject to discipline, up to and including discharge.

Boys & Girls Clubs of Conejo & Las Virgenes reserves the right, at all times and without prior notice, to inspect and search all Club property for the purpose of determining whether this policy or any other policy of the Club has been violated or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the employee.

In addition, in order to ensure the safety and security of employees and Members, and to protect the Club’s legitimate business interests, BGC/CLV reserves the right to question and inspect or search any employee or other individual entering onto or leaving Club premises. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, etc. These items are subject to inspection and search at any time, with or without prior notice. BGC/CLV also may require employees while on the job or on Club’s premises to agree to reasonable inspection of their personal property and/or persons. The individual may be requested to self-inspect his or her personal property or person by displaying the contents of any packages and/or turning out his or her pockets, etc., in the presence of a representative of the Club, typically a management employee of the same gender. BGC/CLV will not tolerate any employee’s refusal to submit to a search.

Employees are otherwise permitted to use Club equipment for occasional, non-work purposes with permission from their supervisor. Nevertheless, employees have no right of privacy as to any information or file maintained in or on Club property or transmitted or stored through Club computer systems, voice mail, e-mail, or other technical resources. All bills and other documentation related to the use of Club equipment or property are the property of the Club and may be reviewed and used for purposes that Boys & Girls Clubs of Conejo & Las Virgenes considers appropriate.
Employees may access only files or programs, whether computerized or not, that they have permission to enter. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes both the Club and the individual employee to substantial fines and/or imprisonment. Therefore, employees may not load personal software onto Boys & Girls Clubs of Conejo & Las Virgenes’ computer system, and may not copy software from the Club for personal use. All employees must have approval of the Chief Professional Officer to install any software on the Club’s computer system. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs or other property of Boys & Girls Clubs of Conejo & Las Virgenes or improper use of information obtained by unauthorized means, may be grounds for disciplinary action up to and including discharge.

Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability.

**COMPUTER, E-MAIL, AND VOICE MAIL USE**

All computers and the data stored on them are and remain at all times the property of the Club. As such, all messages created, sent or retrieved over the Internet or the Club’s electronic mail systems are the property of the Club, and should be considered public information. Employees should be aware that, even when a message is deleted or erased, it is still possible to retrieve the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are public communication and are not private. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Internet, World Wide Web and Intranet access have been provided to the BGC/CLV employees for the benefit of the club, its members, vendors and suppliers. This access enables employees to connect to information and other resources around the world. All employees are required to maintain and enhance the Club’s public image, and to use these resources in a productive and professional manner.

All communications should be for professional business reasons and should not be for personal use. Each employee is responsible for ensuring they use their access privilege in an effective, ethical and lawful manner. For example, “Chat rooms” may only be used to conduct official Club business, or
to gain technical or analytical advice. Electronic email may be used for non-confidential business contacts.

Each employee is responsible for the content of all text, audio or images that they place or send over the internet. All messages communicated on the Internet should have an employee’s name attached. No messages will be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any messages and may not express personal opinions on the Internet using Club computers.

All information transmitted or received on the Club’s computer network, email system or voice mail system is subject to retrieval and review by the Club at its discretion. Any computer activities that violate Club policies against discrimination and harassment will subject the employee to disciplinary action up to and including immediate discharge.

Employees may access only those computerized files and programs, e-mail and voice mail which they have been given permission to use. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords or other information contained in the Club’s computer network, e-mail and voice mail will not be tolerated and may result in disciplinary action, up to and including immediate discharge.

Employees may be given keys and passwords for access to a variety of different rooms and systems. As passwords change, an employee must notify their supervisor so that the system may be accessed by the Club when you are absent. Keys that are checked out to you are your responsibility and must be used only for official Club business.

Any unauthorized purchase and/or installation of programs on Club computers are strictly prohibited and any violation of this policy may subject employee to discipline, up to and including discharge. All software on the technology center computers must be approved by the Chief Professional Officer in advance of installation. There should be no violence based games on the computers, even if they may be considered “leadership or teambuilding.” This includes, but is not limited to Call of Duty, Mortal Combat, or anything else that may be deemed inappropriate. Any questions regarding the authorization and appropriate use of the Club’s network and other technical resources should be directed to the Vice Chief Professional Officer of Operations.

Violations of any guidelines listed above may result in disciplinary action up to and including discharge. In addition, the Club may advise appropriate legal officials of any violations of the law. This policy is in no way intended to modify the at-will nature of employment with the Club.
BGC/CLV VEHICLES

Operators of BGC/CLV vehicles are responsible for the safe operation and cleanliness of the vehicles. Operators must be approved to drive by submitting a copy of the proper license to the administrative office. Operators will be added to the DMV Pull Program and DMV records will be reviewed.

All employees who are 21 years of age and who drive, must turn in a copy of their up-to-date automobile insurance declaration form.

Accidents involving a BGC/CLV vehicle must be reported to your supervisor immediately. Employees are responsible for any moving and parking violations and fines which may result from their operating a Boys & Girls Clubs of Conejo & Las Virgenes vehicle.

Boys & Girls Clubs of Conejo & Las Virgenes vehicles may be used for job-related travel only, and must be reserved for use through the Fleet Manager or other designated authority.

The use of seat belts is mandatory for operators and passengers of BGC/CLV vehicles.

EMPLOYEE PROPERTY

Employees are urged not to bring valuables to work. If it becomes necessary to do so, all valuables should be kept in a secure location. BGC/CLV assumes no responsibility for the loss, theft or damage of employee personal property.

VISITORS

Friends and relatives should be asked not to visit employees during working hours. Unattended children are not allowed in the facility or on the premises at any time. For safety and insurance reasons, friends, relatives and members are not permitted in areas restricted to employees only, unless authorized by management.
SECURITY

Security of Club facilities as well as the welfare of our employees and members requires that every individual be constantly alert to security risks. In this regard please note the following:

 Immediately notify your supervisor of suspicious people or persons acting in a suspicious manner, in or around the facilities.
 Immediately notify a supervisor of the loss of keys, security passes or identification badges.
 Do not lend keys, security passes or identification badges to anyone who is not authorized to possess them.
 Do not disclose computer passwords, electronic door codes or any other security access information to anyone who is not authorized to have that information.
 Do not re-key any entrance locks or change any alarm system codes without the approval of the Chief Professional Officer. Be sure to immediately provide the new key and/or alarm system code to whoever approved the change.

SOLICITATION / DISTRIBUTION OF LITERATURE

BGC/CLV has established rules applicable to all employees who govern solicitation and/or distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these Club rules.

 No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.
 No employee shall distribute or circulate any written or printed material in work areas at any time.
 Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Club property.
 Off-duty employees are not permitted in areas off limits to the public.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for the Club; it does not include break periods, meal periods or periods in which an employee is not performing and is not scheduled to be performing services or work for the Club.
BULLETIN BOARDS

Bulletin boards are reserved for the exclusive use of the Club for posting work-related notices or notices which must be posted pursuant to local, state and federal law. From time to time, special notices and information for employees will be posted by the Club on the bulletin boards. Please check the boards regularly for such notices. Employee postings are not permitted.

TELEPHONES

Our business relies heavily on the telephone, it is important that telephone lines be kept available. Personal calls, both incoming and outgoing are not permitted, except in emergencies. Employees should limit personal telephone calls to personal time and use public telephones. Any personal long-distance calls should be charged to the employee’s personal telephone or personal credit card, and any numbers like 411, that charge for service are prohibited to be made on BGC/CLV phones.

Text messaging is not permitted and can be a dangerous distraction. Employees must limit their text messaging to break times and non-work hours.

SUBSCRIPTIONS

You may be provided with newspapers, trade journals, magazines, and bulletins which the Club believes will help you accomplish your job responsibilities. You must obtain approval from your supervisor prior to ordering a subscription.

HOUSEKEEPING

All employees are expected to keep their work areas clean and organized. Common areas such as lunch rooms, locker rooms and restrooms should be kept clean by those using them. Please clean up after meals and dispose of trash properly.
SMOKING

The Club maintains a smoke-free working environment. Smoking is not tolerated in our buildings, around our members or other youth served or in the immediate vicinity of youth facilities.

HEALTH AND SAFETY

The health and safety of employees and others on Club property are of critical concern to the Club. We strive to attain the highest possible level of safety in all activities and operations. The Club also intends to comply with all health and safety laws applicable to our business.

To this end, the Club must rely upon our employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about work place safety including proper operating methods and known dangerous conditions or hazards. Employees should report any unsafe conditions or potential hazards to a supervisor immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on Club premises, or in a product, facility, piece of equipment, process or business practice for which the Club is responsible, bring it to the attention of your supervisor immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and should contact the administrative office regarding the problem.

Periodically, the Club may issue rules and guidelines governing work place safety and health. The Club may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected. Contact your supervisor for copies of current rules and guidelines. Failure to strictly comply with rules and guidelines regarding health and safety or negligent work performance which endangers health and safety will not be tolerated.

Any work place injury, accident or illness must be reported to your supervisor as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in receiving medical care, after which the details of the injury or accident must be reported.
PERCEIVED VIOLATIONS POLICY

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

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

Compliance with this policy is a term and condition of continued employment with the Club. If employees have any questions with regard to this duty to report perceived violations, they may contact their Branch Director or Chief Professional Officer.
OUR MISSION STATEMENT

The Mission of the Boys & Girls Clubs of Conejo & Las Virgenes is to enhance the lives of our youth by providing them with a positive before and after school environment which includes programs that develop values, skills, good health, citizenship, character and leadership.

OUR CORE CHARACTERISTICS – WHAT SETS THE CLUBS APART

Boys & Girls Clubs of Conejo & Las Virgenes is a youth development organization dedicated to promoting the health, social, education, vocational, cultural, character and leadership development of youth. We aim to help young people improve their lives by building self-esteem and developing values and skills during critical periods of growth.

FIVE CORE PROGRAMS

Character and Leadership Development – This area empowers youth to support and influence their club and community, sustain meaningful relationships with others, develop a positive self image, participate in the democratic process and respect their own and others’ cultural identities, i.e., Teen Supreme, Keystone Club, Torch Club, Youth of the Year Program, Jr. Leaders, voter registration drive, community service programs, etc.

Education and Career Development – Enables youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to optimize employability,
i.e., Power Hour, club newspapers, puzzles, tutoring, motivational reading programs, youth entrepreneurial programs, computer labs and more.

**Health & Life Skills** – Develops young people’s capacity to engage in positive behaviors that nurture their well-being, helps them set personal goals and allows them to develop the competencies to live successfully as self-sufficient adults, i.e. Smart Moves, A Broader Horizon, Goals for Growth, health and prevention programs and independent living classes.

**The Arts** – Enables youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts and creative writing, i.e., drawing, dance, folk festivals, origami, painting, photography, puppetry, sculpture and storytelling.

**Sports, Fitness and Recreation** – This area develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social and inter-personal skills, i.e., team sports, individual sports (track, tennis, golf, gymnastics, billiards, table tennis, board and table games, martial arts, wrestling), fitness, aerobics, relay races, athletic leagues and tournaments.

**YOUTH DEVELOPMENT STRATEGY**

Boys & Girls Clubs of Conejo & Las Virgenes’ programs and services promote and enhance the development of boys and girls by instilling:

- A sense of BELONGING – A setting where young people know they “fit” and are accepted.
- A sense of USEFULNESS – The opportunity to do something of value for other people.
- A sense of INFLUENCE – a chance to be heard and to influence decisions.
- A sense of COMPETENCE – The feeling there is something boys and girls can do and do well.

When this strategy is fully implemented, self-esteem is enhanced and an environment is created, which helps boys and girls achieve their full potential.
ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Boys & Girls Clubs of Conejo & Las Virgenes’ Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with the Club. I understand and agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with Boys & Girls Clubs of Conejo & Las Virgenes is not for a specified period of time and can be terminated at any time for any or no reason, with or without cause or notice, by me or by the Club. I acknowledge that no statements or representations regarding my employment can alter the foregoing. I also acknowledge that no supervisor or employee has the authority to enter into an employment agreement—express or implied—providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the Club reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing and must be signed by the Chief Professional Officer. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the Club may be modified at the sole discretion of the Club with or without cause or notice at any time. No implied contract concerning any employment-related decision or term and condition of employment can be established by any other statement, conduct, policy or practice.

I understand that the foregoing agreement concerning my employment-at-will status and the Club’s right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and Boys & Girls Clubs of Conejo & Las Virgenes concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with Club. I also acknowledge and agree that in the event employment disputes arise between me and the Club, I will be bound by the Alternative Dispute Resolution Policy which provides for final and binding arbitration for all disputes relating to termination of employment, unlawful discrimination or alleged sexual harassment or other unlawful harassment, as defined in the Alternative Dispute Resolution Policy.

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

____________________________  ____________________________
Employee’s Name (Printed)        Employee Signature

___________
Date