

**Boys & Girls Club of Carbon County**

**EMPLOYMENT POLICY HANDBOOK**

**Revised – January 2009**

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## **1.0 About This EMPLOYMENT POLICY HANDBOOK**

We are delighted about your decision to work with us toward the goal that we all consider so important - that of helping to build the citizens of tomorrow. You bring to your job many admirable qualities, a genuine interest in youth, an understanding of the interests and problems of young people, the skills to lead program activities, and the ability to guide youth into worthy citizenship. We welcome you to our team.

The Board of Directors and all the citizens of Carbon County have the right to expect that the Boys & Girls Club of Carbon County will employ the most qualified person available. The tenure of every Boys & Girls Club employee will be based on a demonstrated need for the work performed, proper personal conduct, continuing fitness for the position, and budgetary constraints. Each employee will be encouraged, trained and developed to assure optimum performance. Employees will be provided with administrative and supervisory direction; informed of duties and responsibilities; and have the opportunity for advancement based on merit and budget. Work performance over an extended period will be recognized and acknowledged.

***This booklet presents the policies that are in effect in our organization.*** In general, these standards follow the recommendations proposed by the Boys & Girls Club of America Personnel Service and the National Committee on Personnel and Professional Standards. Adaptations have been made to fit our unique Club.

This Employment Policy Handbook is intended for the use of the employees of the Boys & Girls Club of Carbon County (hereinafter referred to as the "Club.") This Employment Policy Handbook sets forth basic policies for employee's conduct and contains important summary information regarding employee benefits.

***While the benefits in this Handbook apply only to full-time employees, the policies outlined in this Handbook apply to ALL employees whether they are probationary, regular full-time, regular part-time, or temporary.***

Every effort has been made to establish policies that are fair and which are generally acceptable "best practices." This Handbook cannot possibly cover all of the situations and conditions that might occur, but an attempt has been made to include most of the important aspects of our organization. If you have any questions or do not understand any part of the Employment Policy Handbook, feel free to discuss it with the Executive Director.

The Board of Directors has approved these policies. Revisions will be made whenever the Board may deem such action necessary. The Boys & Girls Club philosophies, policies, procedures and benefits will vary to some degree from other organizations. By reading and becoming familiar with this guide, you should gain a good understanding of the Boys & Girls Club of Carbon County policies and procedures. In all cases of interpretation of this Handbook, management decisions are final. The Board of Directors may modify any part of this Handbook and described benefits at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Handbooks or employee personnel policy manuals.

THIS HANDBOOK IS NOT INTENDED TO CREATE ANY CONTRACTUAL RIGHTS IN FAVOR OF YOU OR THE CLUB, EXPRESS OR IMPLIED, NOR A GUARANTEE OF CONTINUED EMPLOYMENT FOR A SPECIFIC DURATION.

ALL CLUB EMPLOYEES ARE EXPECTED TO FOLLOW THE POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK. ANY VIOLATION OF THESE OR ANY OTHER CLUB POLICY, PRACTICE OR PROCEDURE WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

DURING THE INITIAL SIX-MONTH PROBATIONARY PERIOD, ALL EMPLOYMENT IS ON AN "AT WILL" BASIS. ALL EMPLOYEES ARE SUBJECT TO DISCHARGE AT ANY TIME WITHOUT CAUSE AND WITHOUT NOTICE. THE EXECUTIVE DIRECTOR AND THE BOARD OF DIRECTORS RETAIN THE RIGHT TO EXTEND THE PROBATIONARY PERIOD BY ANY PERIOD OF TIME, IN WRITING, BEFORE THE INITIAL PROBATIONARY PERIOD HAS ENDED.

If you have specific questions regarding the contents of the Employment Policy Handbook please contact the Executive Director.

This Handbook should be read carefully and kept for reference whenever necessary.

I assert that I have read and understood the above, as well as the entire Employment Policy Handbook of the Boys & Girls Club of Carbon County. I accept the terms, policies and procedures in this Handbook, understanding that abiding by these provisions is a condition of my employment at the Club. I understand that I may be terminated for not abiding by these policies. I understand that the Club retains it's right to add, modify, or delete any part of the Employment Policy Handbook. I understand that this document is not a contract for employment and continued employment at the Club is not guaranteed.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## **2.0 Orientation to Boys & Girls Club's Foundational Policies**

### **2.1 Mission Statement**

To inspire and enable young people, especially those who need us the most, to realize their full potential as productive, responsible and caring citizens.

### **2.2 Vision**

We embrace a unique approach that values young people and believes that youth can act to build their own futures. Our stakeholders will facilitate opportunities for youth and adults to develop relationships and share in making and implementing decisions that enhance the health of our community. Through experiential learning we will create an atmosphere to help youth gain positive views of themselves in the world, develop skills, and share their unique gifts with the community. We will establish an enduring organization that transcends any individual and is viewed as a gem in the community.

### **2.3 Purpose**

The general purpose of the Boys & Girls Club is to promote the health, social, educational, vocational, character and leadership development of boys and girls. It provides wholesome leisure time activities and guidance under trained leadership.

- The Boys & Girls Club of Carbon County will make an effort to appeal to and recruit membership from all boys and girls in the extended community of Carbon County.
- The Club is non-sectarian in management and membership.
- The Club allows equal opportunity for membership and participation in Club activities to all boys and girls in grades 1st – 12th.
- The Club fully respects the individual dignity of all members, volunteers, and staff and does not tolerate bullying, sexual harassment, malicious teasing, or any other degrading or insulting behavior.
- The facilities are to be used primarily for Club members, but may be used by lease or otherwise for other activities when they do not conflict with Club activities.
- The program has a wide variety of activities intended to meet the needs and interests of every boy and girl.
- Leaders use structured and organized group and individual approaches in providing service and guidance in the development of members' behavior and attitudes.

### **2.4 Objectives**

Youth guidance and development will be based on teaching the following behavioral concepts:

- Respect Yourself
- Respect Others
- Respect Property
- Respect What You Can Be

Our most important tool is our partnership with the youth, our volunteers, the community, and the staff that plans, develops, and conducts activities and programs of interest illustrating the above concepts.

In order to meet our goals, constant evaluation of all programs is required. Each staff member must strive to help reach the Club's objectives.

## **2.5 Staff Goals in Working With Members**

- To develop high standards of ethics as the basis for character development in the areas of respect, honesty and reliability.
- To develop an appreciation for healthy lifestyles – mentally, physically and morally.
- To develop an appreciation for education; to discover vocational aptitudes; to arouse ambition in our members to discover and develop their interests.
- To develop wholesome attitudes regarding healthy and equalitarian relationships for future marriage and family life.
- To understand and appreciate the values, rights, and obligations of citizenship in a democratic society.
- To develop respect and tolerance for the rights and beliefs of others and the worth of every individual regardless of race, gender or background.
- To develop respect for the property and legal rights of others and to develop positive attitudes toward work and jobs.
- To develop an appreciation of working for the interests of others and to take part in group efforts to improve the community.
- To develop an appreciation of teamwork and cooperation for the success of the group and community and to develop fair play toward others.
- To develop in each member an understanding of his/her own potential and how each may bring it to fruition.

## **2.6 Staff Roles**

- Implement programming that provides opportunities to learn skills in areas that include team building, leadership, conflict resolution and personal decision-making.
- Maintain a democratic framework for our members to help plan and implement activities at the Club that influence day-to-day Club decisions.
- Promote behavioral norms among members that reflect personal responsibility and respect for their environment and respect for others.
- Maintain an active program for youth from 1st through 12th grade during critical hours offering activities in the categories listed above.
- Offer a number and variety of family and community oriented activities.
- Maintain a network of volunteers who can help out in various capacities with Club programs.
- Support and maintain the Red Lodge Youth Council and its partnership with the city and schools.
- Maintain and continue to expand the Celebration of Youth event. Grow and maintain the Club's staff presence at schools, City Council meetings and other community activities.
- Maintain data collection and feedback systems that enable staff to assess the impact of the Club's programs with its members.

## **2.7 Core Programming Areas**

Boys & Girls Club staff must learn to look at every activity from two perspectives. How can this activity be made fun and exciting for Club members? And, how can incorporating components that educate, motivate and support positive youth development increase this activity's impact?

The needs and interests of Club members are met through diverse, integrated and intentional programming. Programs shall be offered in all of the following five Core Program Areas:

1. Character & Leadership Development
2. Education & Career Development
3. Health & Life Skills
4. Arts & Culture
5. Sports, Fitness & Recreation

A Core Program Area is a grouping of activities and services along common disciplines deemed important to the growth and development of children. The five Core Program Areas provide an overall framework for programming in a Boys & Girls Club. Core programs engage young people in activities with adults, peers and family members that enable them to develop self-esteem and reach their full potential. Based on physical, emotional, cultural and social needs and interests of girls and boys, and recognizing developmental principles, Clubs offer program activities in these five areas. Following are descriptions of the five Core Program Areas:

Character and Leadership Development: Programs in this core area empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and good character, participate in the democratic process, and respect their own and others' cultural identities.

Education and Career Development: Programs in this core area enable youth to become skilled in basic educational disciplines, set goals, explore careers, prepare for employment and embrace technology to achieve success in a career.

Health and Life Skills: Programs in this core area develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

Arts & Culture: Programs in this core area enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Sports, Fitness and Recreation: Programs in this core area develop fitness, sportsmanship and teamwork, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

In addition, the Club may also implement Specialized Program Initiatives. These initiatives or programs focus on meeting significant, specific needs that have been identified within the Boys & Girls Club Movement and our Clubhouse. Because their scope is broad, they relate to or complement several or all of the five Core Program Areas.

## **2.8 Five Substantive Elements in Effective Club Programming**

1. Safe, Positive Environment: Club staff, facilities, programs and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

2. Fun: The Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel like home, fostering a family atmosphere and creating a sense of ownership for members.
3. Supportive Relationships: Club youth develop meaningful relationships with adults and their peers. Staff members actively encourage such relationships. Staff members display warmth, caring, appreciation, acceptance and guidance in their interactions with members.
4. Opportunities and Expectations: Club youth have the opportunity to acquire physical, social, technological, artistic and life skills. The Club encourages members to develop a moral character while reinforcing high expectations and helping members with school and post-secondary education.
5. Recognition: The Club recognizes and supports young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

## **2.9 Youth Development Strategy**

The philosophy underlying the Club's programming is the Youth Development Strategy. This strategy defines how youth development professionals and volunteers interact with young people. The strategy was developed by social scientists at the University of Colorado and has been field tested at Boys & Girls Clubs across the country. All programs and activities are designed to maximize opportunities for young people to acquire four basic "senses" which help them build self-esteem and grow into responsible and caring citizens. These four basic "senses" are:

1. Sense of Competency: Young people feel proud and confident when they acquire new skills and know they can do something and do it well. This happens naturally through participation in programs, but it can be enhanced through a conscious effort to help girls and boys develop skills and to recognize them formally and informally for their achievements. The Boys & Girls Club of Carbon County gives young people opportunities to gain skills and knowledge that will be valuable to them throughout their lives.
2. Sense of Usefulness: Young people know the satisfaction of doing something of value for others. It is important to seek out opportunities for young people of all ages to do something useful for others, whether it is helping at the Club or participating in community service projects. The Boys & Girls Club of Carbon County gives young people opportunities to contribute.
3. Sense of Belonging: Young people know they are welcome at the Club, feel that they fit in and are accepted. This occurs naturally at the Club. It is enhanced through warm greetings from staff members when young people arrive at the Club, small group programs, publishing and posting names and photographs of young people involved in programs, or anything else, tangible or intangible, that helps young people feel safe, comfortable and accepted at the Club. Belonging gives our members a stake in their future. The primary socializing institutions of our society (family, schools, clubs) can provide youth with a sense of belonging within their community and their culture, helping them to feel connected to the world in which they live.

4. Sense of Influence: Young people at the Club know their opinions are heard and valued, and that they can influence decisions. This can be enhanced through participation in youth councils, discussion groups, interest surveys and other opportunities to contribute to the development of Club programs and rules. The Boys & Girls Club of Carbon County gives our members a chance to have a personal sense of influence on the world around them.

When the Youth Development Strategy is fully implemented, the self-esteem of the youth is enhanced and an environment is created that helps them to achieve their full potential.

Discuss with your supervisor how these strategies are specifically implemented in the programs that you will be running.

### **2.10 Youth Development Outcomes**

Outcomes are defined as the benefits participants receive during or after involvement with a program. It describes a change that may relate to knowledge, skills, attitudes or behavior. Boys & Girls Clubs define and communicate their success of a program by measuring outcomes. The following are Boys & Girls Clubs of America's Youth Development Outcomes:

- **Positive Self-Identity**: Youth set and attain goals. They have a positive view of their future by confidently making the necessary decisions to achieve their life plans. Self-sufficiency and the ability to support themselves along with others is a result of this outcome.
- **Health and Well-being**: Youth adopt a healthy diet. They practice healthy lifestyle choices, respect their bodies, abstain from drug and alcohol use, and make a lifelong commitment to fitness.
- **Positive Values**: Youth develop and demonstrate strong character. They are guided by positive values including honesty, integrity, caring and fairness.
- **Commitment to Learning**: Youth value education and lifelong learning. Their commitment becomes an integral part of their future plans.
- **Social Competency**: Youth have positive relationships with family, friends and coworkers, in addition to appreciating cultural diversity.
- **Community and Civic Involvement**: Youth are engaged citizens of their community and the world.

Helping young people achieve these long-term outcomes is the reason Boys & Girls Clubs exist. Regardless of the program or activity being offered, the number one goal of Club staff shall be to provide guidance and to assist youth in meeting these outcomes.

There are a variety of ways to measure Youth Development Outcomes, including but not limited to the BGCA Commitment to Quality toolkit. Please ask you supervisor how you can incorporate measurement tools into your program implementation.

### **2.11 Informal Behavior Guidance and Self-Image Building Techniques**

Staff shall:

- Do their utmost to know every Club member by name, and when given the opportunity, meet their parents/legal guardians.
- Greet Club members by name on the street and be the first to wave or say hello.
- Give recognition when a Club member least expects it. Compliment the member who offers to help a new member get acquainted. Recognize the good behavior of the member

who normally exhibits poor behavior. Reinforce any positive behavior of a member in the presence of peers and adults.

- Correct or praise a member in private when:
  - Public criticism can do a great deal of damage to the self-esteem of an individual.
  - Public praise can be reinforcing, but when praised in private the members look upon it as more serious reinforcement.
- Commend good actions and behavior.
- Make all corrections in positive form.
- Correct the act. Do not show dislike for the members, but what he/she did.
- Use certificates. Post names on the wall along with the member's accomplishments.
- Show interest in all members. Be on the lookout for shy or quiet members who can get lost in the crowd.
- Offer members a wide variety of activities so they can have an opportunity for success. Run exciting tournaments/contests and award certificates or prizes to deserving members.
- At all times be: Friendly; Fair; Fun!

### **2.12 Major Points to Remember When Working With Members**

- All corrections should be made in the positive.
- Position yourself for good supervision. Sit or stand where you can see the door, kitchen, and the main room. Circulate in the Club no less than every 15 minutes. Check the bathrooms, teen room and computer room frequently.
- Circulate or station an adult staff member or volunteer on outside premises, especially during mild weather.
- Be alert, alive and enthusiastic.
- Never lend any money or ask to borrow money from Club members.
- Do not meet with members outside of the Club activities without permission from parents and your supervisor.
- Members come first and need your full attention. Any personal business conducted by employees during programming hours shall be limited to emergency situations only.

### 3.0 Club Operations Policies

#### 3.1 Hours of Operation

##### 3.1.1 Business Hours

The Club’s normal business hours are Monday through Friday 10 am – 6 pm.

##### 3.1.2 Program Hours

As per BGCA operating standards, the Club shall be open and shall make activities available to its members on average at least ten months per year, five days per week and four hours per day. The general program hours for the Club are as follows:

<b>School Year:</b> Monday – Friday Friday Evening Saturday & Sunday Early Release Days School In-Service Days	3:00 pm – 6:00 pm 6:00 pm – 10:00 pm Special Events Only 2:00 pm – 6:00 pm 2:00 pm – 6:00 pm
<b>Summer Vacation:</b> Monday – Friday Friday Evenings Saturday & Sunday	12:00 pm – 6:00 pm 6:00 pm – 10:00 pm Special Events Only
<b>National Holidays:</b> New Years Day (January 1 <sup>st</sup> ) Memorial Day (Last Monday in May) Independence Day (July 4 <sup>th</sup> ) Labor Day (First Monday in September) Thanksgiving Break (Thursday & Friday) Christmas Break (December 24 <sup>th</sup> & 25 <sup>th</sup> )	CLOSED CLOSED CLOSED CLOSED CLOSED CLOSED

*Note: The above days are subject to change as needed.*

*By decision of the Executive Director, the Club may be closed on additional days and/or holidays.*

#### 3.2 Open Door Policy & Limitations on Liability

The Boys & Girls Club of Carbon County operates on an OPEN DOOR POLICY, which means that staff is not responsible for ensuring that members stay on Club property. Staff DOES NOT monitor those members who leave Club property, except during approved Club activities. If a parent/legal guardian wants their children to remain in the Club, they must make sure to instruct him/her to do so. It is not the responsibility of Club staff to enforce rules stipulated by a parent/legal guardian.

##### 3.2.1 Open Door Policy Waivers

Parents will be made aware of the Club’s “Open Door” policy and will sign a waiver in recognition of the Club’s “Open Door” policy.

**3.3 Equal Opportunity for Full Participation**

The Club shall provide equal opportunity for full participation in every aspect of the Club's activities. This shall be carried out without regard to race, color, religion, gender, age, physical condition, developmental disability, sexual orientation, or national origin through a positive continuing effort. The Club shall seek to fulfill this goal to the extent that care for a single member's needs does not override the ability of the Club to provide positive experiences for Club members as a whole.

**3.4 Supervision**

All Club activities, whether on or off the premises, will be under continuous adult supervision with the following adult staff or volunteer-to-member ratio, as recommended by the Boys & Girls Clubs of America: These recommendations shall be reviewed yearly and revised in accordance with any new and applicable state laws:

Instructional:	1 adult to 20 youth
Drop-In:	1 adult to 25 youth
Group Clubs:	1 adult to 15 youth
Teams:	1 adult to 15 youth
Day Camp:	1 adult to 10 youth
Day Trips:	1 adult to 8 youth
Overnight:	1 adult to 6 youth (minimum of 2 adults present)
Swimming:	1 lifeguard to 25 swimmers / 1 spotter to 10 swimmers

There shall always be two adults on site (one of which must be a staff member) during Club hours when there are Club members present.

Additionally, all activities off-campus shall always have two adults on duty, one of which shall be a staff member. However, the following exceptions may be made:

- Only one adult supervisor is required for off-site activities at **Field School Park**. This supervisor must be either the Executive Director or the Program Director.
- Two volunteers may supervise off-site activities without a staff member present, if and only if **all** of the following apply:
  1. Both volunteers have read and understand the Volunteer Policy Handbook.
  2. Both volunteers have completed requisite volunteer training as verified by the Executive Director.
  3. One of the two volunteers is certified in **Infant, Child and Adult CPR** and **Basic First Aid**.
  4. Advanced notice of volunteer-only supervision has been given to parents of participants and approved of on requisite permission slips.
  5. Vehicular transportation will not be given by any volunteer to transport members to or from programming site.

Staff shall not spend time alone with a single member except for immediate disciplinary situations. In such situations, staff and Club member shall still remain visible at all times.

Staff shall never leave the Club unattended if members are present.

Staff shall not walk members to their residences during or after Club hours.

### **3.5 Field Trip Policy**

Two adults (one of which must be a staff member) are needed for all trips outside of Red Lodge. One person must be trained in *Infant, Child and Adult CPR* and *Basic First Aid*.

Two copies of permission slips shall be made. One copy shall accompany the Field Trip staff leader. The other copy shall remain in the Executive Director's office.

Permission slips shall state the destination of the field trip, and if across state lines, include signature of parent/legal guardian acknowledging permission to transport youth across state lines.

The Field Trip staff leader shall take a head-count before departing for the excursion and again before departing for home. All passengers **MUST WEAR SEAT BELTS!** It is the staff's responsibility to make sure all members follow the vehicle rules. Club members who depart from the Club in the Club vehicle shall return in the Club vehicle unless prior written permission stating different arrangements is obtained from that Club member's parent or legal guardian.

All *Supervision* policies and ratios apply at all times.

If weather has made traveling unsafe, the trip should be rescheduled. If this is not possible, exercise extreme caution, use your very best judgment at all times, and drive according to conditions.

When a trip is running late, and members will arrive back at the Club later than stated on the permission slips, the staff member will call the Executive Director. The Executive Director will then notify each participant's parent/legal guardian.

Do your best to make sure our members have fun and safe field trips! The kids come first!

#### **3.5.1 Missing Child Policy**

- Secure all members in the group and do a head count.
- Contact the proper authorities.
- Check pre-arranged meeting place.
- NEVER leave members unsupervised on field trips.

### **3.6 Mandatory Reporting of Child Abuse & Neglect**

The Club falls under Montana state law for mandatory reporting of child abuse or neglect. When employees know or have reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected, they are obligated by law to report the matter promptly to the state and the Executive Director. The Executive Director and the employee shall then, by law, promptly notify the department of public health and human services at the Montana toll-free child abuse hotline (866) 820-5437.

The reports referred to under this section must contain:

- The names and addresses of the child and the child's parents or other persons responsible for the child's care;
- To the extent known, the child's age and the nature and extent of the child's injuries/neglect, including any evidence of previous injuries/neglect;

- Any other information that the maker of the report believes might be helpful in establishing the cause of the injuries or showing the willful neglect and the identity of person or persons responsible for the injury or neglect; and
- The facts that led the person reporting to believe that the child has suffered injury or injuries or willful neglect, within the meaning of this chapter.

Staff shall be trained in the use the Montana School Guidelines for the Identification and Reporting of Child Abuse and Neglect or subsequent publications as a guide for detecting possible child abuse or neglect.

While the Club is responsible for reporting suspicions, it is **not** responsible for investigating suspicions.

### **3.7 Member Behavior and Disciplinary Action**

#### **3.7.1 Code of Conduct for Members**

The Club has adopted, and the Board of Directors has approved, a Code of Conduct for Members (*please refer to Appendix V: Code of Conduct & Discipline Policy for Club Members.*) The Code of Conduct has established unacceptable behaviors and their consequences, including but not limited to the following:

- Refusal to obey staff;
- Irresponsible or destructive acts;
- Foul language;
- Bullying;
- Sexual harassment, contact or overtures;
- Disrespectful behavior towards others;
- Use of electronic devices with games rated by the ESRB [Entertainment Software Rating Board] as TEEN or more and/or using “fantasy” or “intense” violence, “sexual themes”, “strong language” and/or the use of weapons;
- Possession of weapons, toy or otherwise, or illegal objects in the Club.

Parents must be made fully aware of the Club’s behavioral expectations. Parents will be expected to attend an orientation with Club staff, where they will receive an overview of applicable policies, and a copy of the Code of Conduct & Discipline Policy for Members. Parents must acknowledge in writing that they have received and understood the materials given to them.

#### **3.7.2 Child Guidance**

The Boys & Girls Club of Carbon County has ZERO tolerance for violence. It is the duty of the staff to maintain a safe environment for all people utilizing the Club. Hitting, pushing, play fighting, antagonizing, teasing, bullying, and other physically or verbally violent behaviors may result in the member(s) being asked to leave.

Any incident where youth are asked to leave shall be documented in an incident and/or accident report form by acting staff person.

A phone call to the responsible parent/legal guardian is absolutely necessary if a member is asked to leave.

### **3.7.3 Discipline Policy for Club Members**

At times, a Club member will exhibit behaviors that will require redirection and/or discipline. For disciplinary policies, please refer to *Appendix V: Code of Conduct and Discipline Policy For Club Members*.

### **3.7.4 Physical Discipline Policy**

Physical discipline of any kind towards employees or Club members will not be tolerated and may be grounds for immediate dismissal.

## **3.8 Incident & Accident Policy**

There are 3 categories of occurrences that require the completion of the appropriate forms:

1. ***Incident:*** An incident is a situation where policy has been violated resulting in some harm to person or property including emotional upset.
2. ***Accident:*** An accident is a situation where person or property has been damaged.
3. ***Unusual Circumstance:*** An unusual circumstance is an occurrence that does not fit into the above categories, but the staff judges to be significant enough to provide written documentation for.

Whether the event occurs on the Club premises or off, a Boys & Girls Club of Carbon County *Incident Report, Accident Report, or Unusual Circumstance Report* must be completed and signed by a staff member at the scene, and submitted to the Executive Director within 24 hours of the event. If the Executive Director is unavailable, the Board President shall be contacted.

#### **Immediate steps to follow:**

1. The staff person at the scene will contact the Executive Director immediately;
2. The Executive Director or Board President will contact the parents/legal guardian;
3. Liability or fault for the incident/accident must not be discussed with anyone;
4. Facts concerning the incident/accident should be discussed with the Executive Director as soon as possible.
5. When deemed necessary, the Crisis Communication Policy shall be followed. (*Please refer to Appendix VI: Crisis Communication Policy.*)

## **3.9 Contracts & Binding Agreements**

Any contract, binding agreement, and or grant application resulting in expenditure or income in excess of \$1000 shall be endorsed by the Executive Committee of the Board of Directors prior to finalization of such document. This shall include letters of hire for all employees.

## **4.0 Employment Policies**

### **4.1 Statutory Compliance**

#### **4.1.1 Equal Employment Opportunity**

The Club is an equal opportunity employer. The Club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, veteran status or other protected status. This policy extends to all terms, conditions and privileges of employment, as well as the use of all Club facilities. No form of unlawful discrimination, including unlawful harassment, will be tolerated.

This policy is applicable to all phases of employment and will be adhered to except where age, sex, or physical requirements constitute a bona fide occupational qualification. The Boys & Girls Club of Carbon County is committed to equal opportunity and equal consideration to all persons through specific measures in the following areas: Board Membership, Equal Employment and Club Services.

#### **4.1.2 Immigration & Employment Eligibility**

In compliance with the Immigration Reform and Control Act of 1986, the Club will hire only those individuals who are authorized to work in the United States.

### **4.2 Employee Classifications**

#### **4.2.1 Classification of Club Employees**

At present the Club has authorized a maximum of four employee classifications. Current job descriptions for each position can be found in the appendices of the Employment Policy Handbook.

Executive Director: This position is exempt from the Fair Labor Standards Act and as such the holder will be paid a negotiated salary with no consideration for overtime payment.

Program Director: This position is an hourly position with pay based on a negotiated hourly rate or yearly salary. It is subject to the Fair Labor Standards Act and approved overtime must be paid for work in excess of 40 hours a week.

Program Aid: This is a part-time position that pays a negotiated hourly rate. It is subject to the Fair Labor Standards Act and overtime must be paid for work in excess of 40 hours a week.

Contract Employee: Specified duties will be completed by an independent contractor, with pay based on a negotiated hourly rate.

#### **4.2.2 Categories of Employment**

Probationary: A new employee in his/her first 6-months of employment, or an employee who has been placed on probationary status due to performance or conduct concerns. This probationary period is structured to be a time requiring intense supervision, support, and training.

The personnel policies and practices that apply to employees during a probationary period are the same as those that apply to regular employees. Completion of the probationary period does not result in a contract of employment and the Club retains its right to terminate employees "at will."

Regular Full-Time: An employee whose regular work schedule averages 30 hours or more and who is not on probationary status. Full-time employees may be exempt or non-exempt, depending upon their job function.

Regular Part-Time: An employee whose regular work schedule averages less than 30 hours per week and who is not on probationary status. A regular part-time employee is not eligible for benefits, unless specifically provided for in this Handbook, or defined as being eligible in the specific employee benefit plan description. Part-time employees may be exempt or non-exempt, depending upon their job function.

Temporary: An employee hired to work on a specific basis, including during peak or seasonal periods, for specific projects or for a limited period of time not to exceed 1000 hours per year. Temporary employees may work either full-time or part-time, but are not considered "regular" employees. A temporary employee is not eligible for benefits, unless specifically provided for in this Handbook.

*Additionally, all employees are categorized as either **Exempt** or **Non-exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").*

Non-exempt: Employees are compensated based on the number of hours worked each workweek and are subject to the minimum wage and overtime provisions of the FLSA. Non-exempt employees are compensated for time worked over 40 hours per week at a rate of one and a half times their normal hourly rate. As per Montana state regulations, non-exempt employees may not accrue compensatory overtime or comp time off.

Exempt: Employees engaged in work that is predominantly managerial, administrative, or professional (e.g. certain administrative, professional and executive personnel whose positions meet the FLSA definitions and criteria for exempt status) are exempt from the minimum wage and overtime provisions of the FLSA and are paid on a salary basis.

#### **4.3 Probationary Period**

The first 6 months of employment for new employees of the Club is considered a probationary period. The probationary period provides a new employee the opportunity to become familiar and acquainted with the Club. During this time, a new employee's work hours, skills, and general work performance will be evaluated.

If at the end of the 6-month probationary period the employee has not shown satisfactory growth in his/her position, the Executive Director and/or the Board of Directors retain the right to extend the employee's probationary period. Any extension of the probationary period must be communicated, in writing, on or before the last day of the initial probationary period.

During the probationary period, including any extensions of the probationary period, employment with the Club is "at-will" and the Club may discharge an employee at any time for any reason whatsoever, with or without cause, and with or without notice. Nothing in this Handbook or the

Club's policies, practices, or procedures is intended to create a contract for employment, express or implied, nor a guarantee of continued employment for a specific duration.

A performance review will be conducted at the conclusion of, or any time during, the probationary period. At that time, the employee will be notified of continuation of employment, extension of the probationary period, or termination.

#### **4.4 Employment Records**

##### **4.4.1 Background Checks**

All applicants are subject to background checks. Once cleared, all Club employees are subject to a background check at least every other year. Background investigations may include, but are not limited to, checks of an employee's driving record, National Sex Offender search, state and federal criminal records and credit checks. Any offenses or convictions may prevent on-going employment.

##### **4.4.2 Medical Examinations**

The Club may require a post offer of employment medical report. This medical report may be a condition of employment and must be satisfactorily completed prior to employment.

##### **4.4.3 Personnel Records**

It is very important for employees to keep their personnel records up to date. The Club directs employees to notify the Executive Director immediately if there is a change in status, including but not limited to the following:

- Name
- Social Security number
- Home address & mailing address
- Home telephone number
- Number of dependents
- Emergency contact and phone number
- Driver's license status and current driving record
- Additional education

In addition to the above, the following documentation shall be kept in an employee's personnel file:

- Resume
- Signed letter of hire
- Signed job description
- Acknowledgement of receipt of Handbook
- Current and prior performance reviews
- Written warnings signed by employee and supervisor
- Documentation of any disciplinary actions taken
- Documentation of any awards received, letters of commendation, etc.
- Documentation of additional BGCA and/or youth development training received.

Employees are required to report any situation or incident that may affect their employment with the Club or may have an impact on the Club image, including but not limited to any criminal charges (felony or misdemeanor,) whether occurring on or off duty, to the

Executive Director within five (5) days of the event. While there may be a probable cause for dismissal, each case shall be handled individually.

All personnel records are the property of the Club and shall be kept in a locked file, only to be viewed by the Executive Director and the Executive Committee.

#### **4.4.4 Verification of Employment**

All inquiries about employees, present or former, and requests for verification of employment shall be referred to the Executive Director. The Executive Director will only verify the employee's date of employment and job title in response to any such request, unless otherwise required by law or regulation.

For the purpose of reference checks and other screening by a potential future employer, the former Club employee must provide a letter of release for such information or evaluation.

### **4.5 Compensation**

#### **4.5.1 Wages & Compensation**

Upon hire, the Board of Directors shall determine the Executive Director's wages based upon the recommendations of the Hiring Committee. Any future compensation adjustments shall be recommended by the Executive Committee and/or Evaluation Committee and approved by the Board of Directors.

The Executive Director shall determine a new employee's starting wage, based upon the recommendations of the Board of Directors. Any future compensation adjustments shall be recommended by the Executive Director and shall remain within the confines of the approved budget and the recommendations of the Board of Directors. All compensation adjustments shall be approved by the Board of Directors.

Compensation adjustments are not guaranteed and are subject to the Club's budgetary constraints and the employee's performance.

Compensation review may be separate from performance review.

#### **4.5.2 Compensation & Employee Benefits for Full Time Employees**

The benefits described below do not take effect for each new employee until after the successful completion of the first 90 days of employment. The benefits described below will be provided to *full time employees only*.

Insurance Benefits: BGCA requires that the Club makes the following benefits available to our full time employees and pays at least 50% of the cost of such benefits:

1. Comprehensive major medical coverage
2. Group life insurance
3. A retirement program which is qualified under applicable Internal Revenue Service regulation
4. A long term disability plan

Education: Subject to approval by the President of the Board, each year the Club will pay up to 2% of the employee's salary toward classes, seminars or workshops that help the employee perform more effectively. This benefit does not accrue if unused and cannot be taken as cash payment.

Worker's Compensation: Workers' compensation is provided in accordance with Montana state law. Work-related accidents and injuries, no matter how small, should be immediately reported to the Executive Director. Following a work-related injury, an employee is required to return to work as soon as possible.

Unemployment Compensation: All eligible employees are covered under the Unemployment Compensation Act of the State of Montana.

Social Security: All Boys & Girls Club paid personnel are enrolled under the FICA Insurance program. The Club and the employee pay for this insurance jointly.

#### **4.5.3 Reimbursements**

Work Expenses: Expenses incurred by an employee while carrying out everyday job responsibilities and while serving as an official representative of the Boys & Girls Club of Carbon County at a conference, workshop or meeting will be reimbursed if authorized and supported by receipts.

Travel Expenses: Authorized travel expenses incurred by an employee representing the Boys & Girls Club of Carbon County will be reimbursed using the current reimbursement rates as a guideline. The current rates are outlined in the Expenditure Reimbursements section of the Boys & Girls Club of Carbon County's Financial Policy.

#### **4.5.4 Timekeeping**

Bi-weekly time records must be maintained by all employees. All employees shall use the current time recording media in use at the Club. Each employee is responsible for correctly recording and properly submitting his/her hours of work on a daily basis. Time records will be collected by the Executive Director at close of business on the final day of each pay period. Employees must sign off on the official timesheet prepared by the Executive Director and verify that the hours are accurate; employees must also initial all changes or corrections to their timesheets.

Employees are not permitted to record another employee's time or let another employee record their time.

Employees should consult their supervisors for additional information on timesheet completion.

#### **4.5.5 Pay Cycle & Payroll Deductions**

The workweek begins on Sunday and ends Saturday. Pay periods are bi-weekly. Employees are paid within 5 business days after the end of the pay period. Any changes due to holidays or other events, which may interfere with this schedule, will be announced in advance.

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 deductions 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.

Each employee must verify that his/her paycheck is correct every payday; any problems should be directed to the Executive Director immediately for resolution. Employees should also periodically verify that the information on their payroll checks is correct. Any changes that need to be made must be communicated to the Executive Director so that the proper information can be forwarded to payroll.

#### **4.5.6 Overtime**

Occasionally, employees may be asked or required to work overtime. Overtime pay depends on an employee's status as Exempt or Non-Exempt, as follows:

Non-Exempt Employees: If a non-exempt employee works more than 40 hours in one work week, the employee will receive overtime compensation at the rate of one and one-half times the employee's regular rate of pay.

**Non-exempt employees are not permitted to work overtime unless their supervisor specifically approves such overtime in writing.** Permission must be obtained in advance, except under extraordinary unforeseen circumstances. Under these circumstances the employee shall notify the Executive Director as soon as possible. All overtime must be accurately reported as worked, whether or not it was required or approved, and it will be paid according to approval.

Exempt Employees: Exempt employees do not receive overtime compensation.

#### **4.5.7 Travel Time**

Travel time will be paid in accordance with Montana state law, which can be referenced on the following website:

<http://erd.dli.mt.gov/laborstandard/documents/generaltravelexamples.pdf>

### **4.6 Absences and Leaves**

#### **4.6.1 Absences**

By the decision of the Executive Director, an employee's work schedule may vary depending upon programming hours and other additional requirements.

Employees are expected to report to work on time. Excessive absenteeism and tardiness will be subject to disciplinary action.

Notice of Absence: All employees are required to provide notice of absence for illness, tardiness or other reasons to their supervisors, unless the absence is due to prescheduled leave, such as vacation leave.

If an employee will be absent, the employee is required to contact his/her supervisor on a daily basis at least 30 minutes prior to scheduled work time. Employees are responsible for ensuring proper notice is provided. Only under exceptional circumstances will notice from a family member or friend satisfy the notice requirement.

If an employee fails to provide proper notice of absence for 3 consecutive workdays, the Club will assume that the employee has voluntarily abandoned his/her job and will be removed from payroll.

Unexcused Absences: Failure to provide notice of an absence, as described above, will result in an unexcused absence regardless of the reason. Excessive unexcused absences will be subject to disciplinary action.

**4.6.2 Personal Time-Off**

PTO is paid time off for personal time and vacation. PTO is given to all full time employees who regularly work 30 or more hours per week. PTO begins to accrue on the first day of employment, and is earned as follows:

<b>Position</b>	<b>Can Be Utilized After</b>	<b>Hours Earned Per Month</b>	<b>Total Hours Per Year</b>
Executive Director	90 days of employment	10	120
Program Director	90 days of employment	6.7	80

Additional PTO shall be earned for continuous employment in good standing. Additional PTO is earned as follows:

<b>Term of service</b>	<b>Total additional hours earned</b>
1-3 years	0
4-6 years	40
7-9 years	80
10+ years	120

Personal time off must be requested and approved prior to being taken. Program Director PTO is approved by the Executive Director. Executive Director PTO is approved by the Executive Committee of the Board of Directors. All requests shall be documented on a PTO/Special Leave Request Form and signed by both the employee and the supervisor.

It is preferable that all PTO earned is taken within calendar year after hours begin to accrue. If PTO is not taken within calendar year, only 40 hours of accrued PTO may be carried over for one additional year. All other PTO earned will be forfeited and may not be carried over into the next year, nor will pay be given in lieu of time off.

NOTE: Holidays that occur during vacation will be paid as holidays and not subtracted from vacation time.

**4.6.3 Sick Leave**

Sick leave is time off with pay due to the following circumstances: personal illness, injury, medical disability, maternity related disability or immediately following the employee’s child’s birth or placement for adoption, quarantine resulting from exposure to a contagious

disease, medical, dental, or eye examination or treatment, and care of or attendance to an immediate family member for any of the above reasons.

Sick leave is given to all eligible employees. Sick Leave begins to accrue on the first day of employment, and is earned as follows:

<b>Position</b>	<b>Can be Utilized After</b>	<b>Total Days per Year</b>
Executive Director	90 days of employment	7 days
Program Director	90 days of employment	5 days

To avoid disruption of Club operations, sick leave must be requested as soon as reasonably possible and approved by the Executive Director. All sick leave shall be documented on a PTO/Special Leave Request Form and signed by both the employee and the Executive Director.

All sick leave earned is available for use only within the calendar year after days begin to accrue. If sick leave is not taken within the calendar year, with the written approval of the Executive Director, two (2) days of unused sick leave may be carried over from the previous year. For budgetary purposes, all carry over requests must be approved no later than January 15<sup>th</sup> of each calendar year. All other sick leave earned will be forfeited and may not be carried over into the next year, nor will pay be given in lieu of sick leave.

#### **4.6.4 Special Leave**

In addition to PTO earned by each employee, the Executive Director is authorized to approve a request for time off with pay, for a period not to exceed five (5) days, for special circumstances such as serious illness, a death in the family, family emergency or other occasions which he/she feels to be reasonable, that will not affect the Club's operating requirements. Examples include:

Jury Duty: Paid leave for jury duty (up to 5 paid days on a yearly basis) is provided to employees called to serve on a jury. Employees are asked to provide documentation to verify the amount of the stipend paid for jury duty. Pay will be adjusted so that the amount received for jury duty plus the adjusted salary will equal, but not exceed the normal salary.

Bereavement Leave: In case of death of employee's parent, legal guardian, child, spouse, brother, sister or grandparent, regular pay shall continue for a maximum of five (5) days, subject to approval by the Executive Director. Additional time can be taken as personal days and days without pay with the approval of the Executive Director.

Under extreme circumstances the Board of Directors may approve a request for additional time off with pay and/or continuing benefits.

An employee may apply to the Executive Director for a leave of absence without pay. Each request must be approved at the discretion of the Executive Director. Board approval is required for extended leave beyond one (1) month.

PTO cannot be accrued while an employee is on unpaid leave. If extended leave is taken, employment is guaranteed, but not Category of Employee or Classification of Employment, as defined in this Handbook.

Employees are expected to give the Club at least 24 hours advance notice of conditions necessitating leave. When scheduling medical treatment, make a reasonable effort to schedule treatment so as not to unduly disrupt the Club's operation. The Club reserves the right to require certification concerning the serious health condition occasioning medical or family leaves.

All Special Leave requests shall be documented on the PTO/Special Leave Request Form and signed by both the employee and the supervisor.

## **4.7 Performance Reviews**

### **4.7.1 Organizational Assessment Policy**

For evaluation purposes, the Board of Directors shall conduct a yearly Club-wide organizational assessment based on BGCA's *Standards of Organizational Effectiveness*. This assessment shall be comprehensive in nature and be an in-depth evaluation of its leadership, operations, policies, procedures, risk management, and fulfillment of its mission. The assessment will include Board driven evaluations including surveys, interviews and questionnaires for Board, staff, Club members, parents, donors, and community members. The purpose of this self-assessment is to highlight areas where the organization is strong; alert the Board and staff to areas that need attention; and assess whether or not the organization is fulfilling its purpose as efficiently and effectively as possible. Regular assessment, and acting upon the results, can help the Club sustain its strengths and consider preventive approaches to any potential problem areas. The outcomes of the assessment shall be used to further the mission of the organization in a positive and constructive manner.

The organizational assessment shall evaluate the following areas:

- Mission
- Board Governance
- Planning
- Resource Development
- External relations
- Administration and Management
- Executive Leadership
- Finance
- Human Resources
- Program Planning and Evaluation
- Space, Facilities, Systems, and Technology

### **4.7.2 Performance Review of the Executive Director**

A committee of the Board shall evaluate the Executive Director six months after initial employment and at least once a year thereafter. The performance review shall be implemented as follows:

- For reference purposes, the Board President shall provide the Board and the Executive Director with a current copy of the Executive Director's job description.
- Two weeks prior to the evaluation, the Board President shall receive from each board member a letter evaluating the performance of the Executive Director for the previous review period based on the meeting of specific measurable objectives set

for that period. The letter shall be addressed to the Board President and Vice President, and shall be confidential.

- The Executive Director shall submit to the members of the board a self-assessment of his/her performance for the previous period. This assessment should include a restatement of the agreed upon objectives, which objectives were met or exceeded, which objectives were not met and why, and what he/she would like to accomplish in the coming year. In addition, the Executive Director shall submit a description of what his/her job entails, and what changes may be needed in his/her role and responsibilities and sphere of influence.
- The Board President and Vice President shall use the Executive Director's self-assessment and the evaluation letters from the board members to draft a performance review for the Executive Committee. The performance review should address areas in which the Executive Director has excelled, areas that need improvement, and objectives and priorities for the coming year. The performance review shall be administered within two weeks of the ending of the review period.
- The Executive Committee or some part shall then meet with the Executive Director to discuss the performance review. A signed copy will be placed in the personnel file.

#### **4.7.3 Performance Reviews**

Supervisors, in addition to routinely observing employee effectiveness and providing ongoing performance and work behavior feedback, periodically conduct formal performance reviews to evaluate an employee's work. Performance reviews provide employees with an opportunity to talk about their job, their performance on the job, and their job goals, as well as to discuss any suggestions, questions, or complaints. Your performance review is designed to provide a basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the organization. Performance reviews are an evaluation and planning tool for both supervisors and employees and do not necessarily result in pay increases.

All employees will be evaluated by the Executive Director before the end of the employee's initial 6-month probationary period, and then annually on his/her anniversary. The Executive Director shall be evaluated by a committee of the Board of Directors before the end of his/her probationary period, and at least once a year thereafter. Any supervisor or employee may initiate a discussion of performance at any time.

### **4.8 Employee Conduct**

#### **4.8.1 Code of Ethics**

Staff members shall conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization.

Staff shall be required to sign the Club Code of Ethics upon hire. *(Please refer to Appendix VII: Code of Ethics for Staff Members.)*

#### **4.8.2 Standards of Employee Conduct**

All staff members are expected to maintain good reputations with regard to public behavior and with sensitivity to the presence of youth. An employee with an unfavorable image reflects on the organization as a whole. Continued socially unacceptable behavior may be cause for dismissal. Each staff member is a role model for members of the Club. All employees shall conduct themselves in a manner that is in the best interests of each individual member, the Club's employees and volunteers, and for the betterment and improvement of the organization.

The staff shall not show partiality or give preferential treatment to any Club member. All employees are required to maintain a professional relationship with all members, both on and off work hours.

On controversial community issues, employees must not give their personal views and positions on the basis that it is the Boys & Girls Club view. Additionally, in their personal associations and public statements, employees must not give the impression or state that their views and positions are those of the Club.

#### **4.8.3 Conflicts of Interest**

The basic principle of conflict of interest is that employees should avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of the Club or in any way damage the Club's business or reputation.

Any employee who wishes to engage in outside professional, business or volunteer activities must be certain that the proposed activity does not:

- Interfere with the employee's effective performance of his/her Club duties;
- Make use of any of the Club's proprietary or confidential information;
- Make use of the Club's name or status for personal financial gain; or,
- Require the use of Club time, resources, facilities or equipment.

In addition, any paid employee is not permitted to volunteer their time at the Club.

Whenever there is a possible conflict of interest, it should be discussed with the Executive Director.

#### **4.8.4 Confidentiality Policy**

During their employment, Club employees have access to confidential information related to the Club and, particularly, its members. Except with the express permission of the Executive Director, employees may not at any time during or after their employment, use, duplicate, or disclose by any means, any such information to any unauthorized person or Club entity. Disclosure can be made only for reasons relating to law enforcement and fulfilling the Club's mission. As such, employees shall not disclose any information about a person to anyone outside of the Club unless authorized by the Executive Director. The principle of confidentiality must be maintained in all programs, departments, functions and activities.

- No information requested by someone outside the Club may be given over the telephone.
- No information about individuals or records may be released to state, federal or other agencies that enable the identification of any person by name, address, Social

Security number or other coding procedures. If records are inspected by an outside agency, the individual(s) who inspects the records must be specifically authorized to do so by the Executive Director. The taking of notes or removal of member records is specifically prohibited in such cases.

- Staff may not discuss any individual's record with unauthorized individuals, whether on or off duty.

#### **4.8.5 Drug & Alcohol Policy**

The Club shall maintain a drug and alcohol free workplace. Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use or misuse of lawful substances, including alcohol and prescription drugs, will not be tolerated.

The Club prohibits the illicit use, possession, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, cultivation or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.

Any employee who reports to work under the influence of alcohol, any illegal substance, or any misused lawful substances shall be subject to disciplinary action up to and including immediate dismissal. Bringing drugs, drug paraphernalia, or alcohol to the Club premises or any Club event or activity is grounds for immediate dismissal.

Use or possession of illegal drugs will be reported to the police.

It is a condition of employment at the Club to refrain from using illegal drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Club's Drug & Alcohol Policy. In addition, employees are required to inform the Executive Director or the Board President of policy violations. It is the policy of the Boys & Girls Club of Carbon County that our work environment and Club members be safe and productive.

Conviction of a DUI/DWI or illicit drug use/possession on or off duty will result in immediate termination.

#### **4.8.6 Smoking Policy**

The Boys & Girls Clubs of America has recommended that all Clubs institute an education campaign to discourage youth from using tobacco products. Adults who smoke nullify much of the effectiveness of such a campaign. In keeping with the National recommendation, no one is permitted to smoke on or about the premises of the Club. Staff members may not smoke in the presence of members of the Club on trips, camps, lectures, training or any off premises location when there is an official function. It would be desirable if staff did not smoke in public.

#### **4.8.7 Harassment**

It is the policy of the Club to provide, at all times, a work environment free of harassing conduct, better enabling us to focus on and fulfill the mission of the Club. The Club will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, or other protected status. For these purposes, the term "harassing conduct" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race,

color, religion, sex, national origin, age, disability, marital status, veteran status, or other protected status. The term harassing conduct also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. Any employee violating this policy will be subject to corrective action, up to and including discharge.

### **SO THAT YOU KNOW . . .**

**Harassment** on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**Examples** of behavior that could be construed as harassment include, but are not limited to:

- Degrading any group or class of people;
- Assigning less desirable work or working conditions to members of a protected group based solely on their group membership; or,
- Treating protected individuals in a demeaning fashion.

**Sexual harassment** is defined as unwelcome physical or verbal sexual conduct where:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person doing the submitting or rejecting; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**Examples** of behavior that could be construed as sexual harassment include, but are not limited to:

- Explicit or implicit threats to withhold pay increases, benefits or working conditions in exchange for sexual favors or sexual activity;
- Promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity;
- Demands for sexual favors or sexual activity;
- Subtle pressure for sexual favors or sexual activity;
- Deliberate, repeated or unsolicited verbal comments, gestures or physical actions of a sexual nature (i.e., vulgar, lewd or lascivious remarks, hand, facial, or body gestures or movements, or unnecessary touching, patting or pinching); or,
- Comments, jokes, or slurs that are demeaning or demoralizing, and directed to one gender.

### **WHAT TO DO ABOUT HARASSING CONDUCT . . .**

An employee who believes he or she and/or another Club employee, volunteer, or Club member has been subjected to harassing conduct should immediately contact his/her supervisor. A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Complaints will be handled confidentially, to the extent possible. The Executive Director and the Board of Directors have the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving

the Executive Director, the Executive Committee of the Board of Directors will fulfill the investigatory role in this process.

Harassment by any individual, or towards any individual, including but not limited to staff, volunteers, and Club members, will be treated in the same manner.

No Retaliation or Reprisals: Employees have a duty to report any harassing conduct they either experience or observe, regardless of whether the alleged harassment is being perpetrated by a Club employee or any other third party. Under no circumstances will a person be retaliated against because of a bona fide report of what he or she perceives to be harassing conduct.

#### **4.8.8 Personal Property Policy**

The Boys & Girls Club of Carbon County will not be responsible for the damage or loss of personal funds or belongings.

Personal belongings shall be secure and should not contain items harmful to others.

Staff and Club members shall not bring knives or weapons of any kind into the Club. These items are strictly prohibited.

#### **4.8.9 Search, Theft & Audit Policy**

In order to ensure its ability to conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club retains the right to conduct internal investigations including inspections, searches and audits on Club premises.

The Club may conduct a routine inspection, search or audit at any time for Club property or Club-related information. The Club may inspect the following, including but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; all Club vehicles, desks, cabinets, lockers, computers, satchels, etc., that are within the employee's possession or control.

A routine search or inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to Club management. The Club will generally attempt to obtain employee consent before conducting a search or inspection, but may not always be able to do so.

If an employee becomes aware of any theft, misuse or unauthorized removal of Club property, he or she is directed to notify the Executive Director immediately. The theft, misuse or unauthorized removal of Club property is cause for immediate discipline, up to and including termination from employment.

#### **4.8.10 No Solicitation Policy**

The Club does not permit non-Club related solicitation of any kind, including the collection of funds, pledges, circulation of petitions, distribution of non-Club literature and other similar types of activity during working time by either employees or outsiders.

#### **4.8.11 Non-Fraternization Policy**

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems and possible complaints of harassment, all Club employees at the supervisory level and higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any other Club employee.

Club employees are also strongly discouraged from dating or pursuing romantic or sexual relationships with any Club volunteers.

#### **4.8.12 Dress Code**

Personal appearance plays an important role in the public's perception of an employee as an individual as well as in the Club as an organization.

Employees are expected to maintain a neat, clean and well-groomed appearance. Dress shall be modest and shall be consistent with the assigned job duties, using good judgment in selecting apparel appropriate to their functional position. In compliance with OSHA, staff may not wear open-toe shoes.

Staff shall mark their presence by wearing uniforms, staff shirts, or other distinctive clothing and nametags.

Employees who come to work dressed in a manner that is inconsistent with this policy will be sent home to change and any time missed will be considered an unexcused absence.

#### **4.8.13 Employee Disciplinary Policy**

The Club has established policies and procedures for the convenience and protection of its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following: oral warnings, written warnings, probation, disciplinary suspension with or without pay, and termination of employment. Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate termination, without notice.

Employees must remember that any conduct which violates any Club policy or which is not in the best interest of the organization will subject them to discipline, up to and including termination. The following is a partial list of some of the more common examples of policy violations or misconduct:

- Disclosure of confidential Club or employee information to unauthorized parties;
- Behavior resulting in Club member, vendor, volunteer, or employee complaints;
- Supplying false or misleading information or falsifying any Club record;
- Possession of weapons on or off premises while performing Club duties;
- Immoral or indecent conduct; soliciting persons for immoral purposes;
- Insubordination, including but not limited to, refusing to obey an order or directive of a supervisor or Club official;
- Disruptive conduct including: gambling; fighting; horseplay; coercion; intimidation or threats against Club employees; vulgarity; abusive treatment to the public, volunteers, or fellow employees;
- The use of swearing and/or other inappropriate language;

- Theft or unauthorized possession or removal of property or money belonging to the Club, employees, or a third party;
- Making or publishing false, vicious or malicious statements concerning an employee, supervisor, or other Club official, or its services;
- Excessive tardiness or absenteeism;
- Destruction or misuse of property; or,
- Any other conduct, which violates any Club policy or which is not in the best interests of the organization.
- Damaging or disparaging comments made in public about the Club, its members, or its functions.

The Executive Director may follow the course of action outlined below, however, these actions are guidelines only. At the discretion of the employee's supervisor one or more actions may be omitted and an employee may be suspended or terminated immediately:

1<sup>st</sup> Warning: Employee will receive a verbal warning. Written documentation will not be put in employee's personnel file but will be kept on file by the Executive Director.

2<sup>nd</sup> Warning: Written documentation of the 2<sup>nd</sup> Warning will be added to the employee's personnel file along with the 1st Warning documentation.

3<sup>rd</sup> Warning: Termination of employment.

#### **4.8.14 Allegations of Misconduct**

If an employee believes that any employee or volunteer of the Club may be acting in violation of law, regulations, or any Club policy (including but not limited to allegations of physical or sexual abuse of a Club member or other minor), the employee has a duty to report the alleged violation, in writing, to the Executive Director within 24 hours of observing or learning of such conduct. Additionally, the Club also expects its employees to report any questionable accounting or auditing concerns to the Club's Executive Director.

When the alleged violations are focused on the Executive Director's actions, an employee may confidentially submit their concerns, in writing to the Board of Directors. All inquiries pertaining to alleged violations will be handled in the strictest confidence possible. When necessary, appropriate, or when financial irregularities are involved, employee concerns will be forwarded to the Club's Financial Committee. If appropriate, the Executive Director will inform the police.

Once a report has been received, the following process shall take place:

Internal Inquiry: The person making the allegation will be requested to sign a written complaint and be informed that the Executive Director, or his/her designee, will conduct a preliminary inquiry immediately. The Executive Director, or his/her designee, shall undertake an inquiry of the allegations whether or not the person reporting said allegations will agree to sign a written complaint. The Executive Director, or his/her designee, will also inquire as to the validity or truthfulness of the allegations. All internal inquiries of allegations are to be reported to the President of the Board of Directors and the Executive Committee by the Executive Director. The inquiry may include interviews with the accused staff members, other staff, Club members and parents, as well as other persons who may have contact with the child/children or staff involved in the alleged misconduct. If another staff member is aware of any misconduct by another staff member and has not reported it, he/she is considered as an accomplice and will be subject to disciplinary action.

Notification: The employee named in the allegation will be informed of such allegation and will be informed that the Executive Director may, at any time deemed necessary, take any of the following actions: restrict the employee's duties; suspend the employee with pay; suspend the employee without pay; terminate employment.

Documentation: A written report of the allegation and subsequent inquiry shall be kept on file.

Report to Department of Family Services: If an allegation asserts that a child has been abused or neglected, a report will be made by the Executive Director to the Department of Family Services in accordance with current state law and Club policy related to the reporting of the abuse or neglect of a child.

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 alleged violations, they may contact the Club's Executive Director.

*NOTE: The actions outlined above are guidelines only. At the discretion of the employee's supervisor one or more actions may be omitted and an employee may be suspended or terminated immediately. The employee's supervisor shall recommend the level of appropriate disciplinary action to the Executive Director who shall approve such action, while at the same time inform the Executive Committee of actions recommended before the action is enforced. In the case when an employee reports directly to the Executive Director or at the discretion of the Executive Director, the Executive Committee will hear the issues from all parties. The Executive Director will be present at all hearings conducted by the Executive Committee. The Executive Committee, including the Executive Director, will make the final decision.*

#### **4.8.15 Grievance Policy**

Any complaint or misunderstanding by an employee concerning any matter of his/her employment should be resolved, if at all possible, by informal discussions with his/her supervisor. If informal approaches are considered unsatisfactory, an employee has the option of using the following formal grievance process:

Step 1: The employee must notify his/her immediate supervisor in writing of his/her concern within ten (10) business days of when he/she became aware of the issue being grieved. The supervisor must discuss the employee's concerns with the employee within five (5) business days of receiving the grievance and render a decision within five (5) business days of the discussion.

Step 2: If the employee is not satisfied with the decision of the immediate supervisor, the Executive Director must hold a conference with the employee within five (5) days of receiving a written grievance and must make a decision within five (5) business days of the conference.

Step 3: If the employee is not satisfied with the decision of the Executive Director, he/she must present a written grievance to the Board President within five (5) days of receiving the Executive Director's decision. The Executive Committee of the Board must hold a conference with the employee within five (5) business days of receiving the employee's written grievance and must render a decision within five (5) business days of the conference. The Executive Committee's decision is final.

If a grievance is not answered within the specified time limits for each step, and no explicit agreement is established to extend the normal time limits, the lack of answer will be considered a denial, and the grievant may file at the next level specified by the grievance procedure. However, the employee needs to note in the next step that they were denied an answer at their last appeal.

#### **4.8.16 Employment of Relatives**

For purposes of this policy, a relative is any person who is related by blood, marriage or adoption. Under no circumstances will relatives be allowed to work in positions in which one relative directly or indirectly supervises another or has any decisional responsibility with respect to employment, performance reviews, work assignments, transfer, salary, promotion or discharge of another relative. No relative shall be assigned to a position where a potential conflict of interest exists.

#### **4.8.17 Outside Employment**

All Club employees, including part-time and probationary employees, must receive permission from the Executive Director before accepting regular or part-time employment outside of the Club. Outside employment is considered performance of any service for an employer other than the Club, before, during or after an employee's regular working hours or while the employee is out on approved leave.

### **4.9 Termination of Employment**

**Involuntary Termination:** Reasons for involuntary termination include, but are not limited to:

- Personal Conduct
- Violation of Policy
- Unsatisfactory Work Performance
- Reorganization of Classification of Club Employees
- Reduction in Force

**Voluntary Termination:** An employee terminating employment with the Club should advise his/her supervisor, in writing, at least two weeks prior to the date of departure so that an orderly transition can be made. A Letter of Resignation from exempt employees should be submitted in writing with as much advanced notice (a minimum of two weeks) as possible. Employees are not to use earned vacation as part of their notice without prior approval of the Executive Director.

The employee must return all Club property and pay debts owed to the Club.

In accordance with Montana state law, the final paycheck shall be issued no later than the next pay day for the period in which the termination occurred, or 15 calendar days, whichever occurs first. Any unused vacation for that year will be paid to the employee at termination of employment.

Employee's benefits will remain in force through the last day worked. Information concerning methods available to continue benefits will be given to the employee. The employee is responsible for the cost of those benefits.

#### **4.10 Exit Interview**

Employees whose employment with the Club is ending will be asked to complete an exit interview prior to their last day of work. The employee's immediate supervisor will conduct the interview and a written report will be submitted to the Executive Director within five (5) working days of the interview.

#### **4.11 Key Policy**

All employees are required to agree to and sign a Key Policy & Check Out Form (*please refer to Appendix VIII: Key Policy & Check Out Form*) prior to receiving keys to any Club facilities, cabinets, vehicles, lock boxes, etc.

Club keys shall not be duplicated without prior written consent from the Executive Director. Keys in the Lock Box shall not be duplicated without written consent from the Board of Directors.

If any keys are lost, it shall be immediately reported to the Executive Director. If keys are lost more than once by any staff member, that employee shall not be allowed to possess any copies of Club keys for a probationary period of no less than 3 months. At no time shall keys contained in the Key Lock Box be removed from the Club.

Upon release from hire, all keys assigned shall be returned to the Club prior to receiving final pay.

#### **4.12 Media Policy**

For purposes of general publicity, an employee may not speak to the press as an official spokesperson of the Boys & Girls Club of Carbon County without prior clearance from the Executive Director.

All written and spoken media materials shall be submitted to the Executive Director and forwarded to the Marketing & Communications Committee for approval prior to submission to the appropriate media outlet.

In the case of serious incidents, the President of the Board of Directors or the Executive Director will be the contact person for all questions from the media, as stated in the Crisis Communications Policy.

#### **4.13 Job Postings**

Career advancement is rewarding for both the employee and the organization. Whenever appropriate, qualified employees are encouraged to apply for promotions to new or vacant positions. The Club also recruits externally when job openings occur.

Job openings will be announced by the Executive Director and/or the Board of Directors. An employee who has completed his/her probationary period who is interested in a particular opening should submit the appropriate timely application materials.

#### **4.14 Computer Equipment & Software Policy**

The technology used to manage its operations and projects is a valuable asset of Boys & Girls Club of Carbon County. The purpose of this policy is to protect these assets from unauthorized use, modification, destruction or disclosure of information stored on these assets whether accidental or intentional.

The Club provides appropriate office-based employees and telecommuters with a computer and the resources associated with its use for business communications including but not limited to e-mail, Internet access, fax and computerized voice mail. These systems and resources are the property of the Club and are provided to employees for business purposes only. The following policies govern all Club Information Technology (IT) resources including but not limited to: computers, internal and external networks, software, computer applications and computer-controlled fax transmissions, cellular phone services, telephone services, personal digital assistants, and all peripheral devices such as fax machines, scanners, photo-copiers, zip-drives, cameras, camera phones and text messaging devices.

The Executive Director, at the direction of the Chairman of the Information Technology Committee, will audit the use and contents of IT resources. Special attention will be given to scanning for unauthorized software or data and computer viruses. Any software determined to be in violation of licensing agreements will be removed. Current anti-virus software will be used to guard against the introduction of computer viruses to the departmental environment. Employees who discover non-compliance with these policies should immediately inform their supervisor. Violations of the IT policies will be addressed as provided for in the Employee Disciplinary Policy section of the Employment Policy Handbook.

Appropriate Use: All Club employees are responsible for using information technology resources in an ethical, professional, and lawful manner at all times. The following are prohibited:

- Attempting to gain unauthorized access to a computer system or network;
- Unauthorized access to or alteration of another user's data or programs;
- Communications that are abusive, threatening, defamatory, harassing or libelous;
- Communications that contain or convey sexually explicit materials, racial slurs, derogatory gender-specific comments, or any comments that offensively address someone's race, gender, age, sexual orientation, religious or political beliefs, national origin, or disability;
- Commercial use or use that results in a personal financial gain;
- Use for personal political, religious or social activities;
- Use for outside organizations not authorized to use Club facilities;
- Use that violates the patent, copyright, trade secret, trademark, or other intellectual property right, privacy or similar right of another party;
- Use that violates any governmental law, statute, ordinance, administrative order, rule or regulation;
- Personal blogs and blogging.

Security & Privacy: All computer software, software applications and data developed and/or processed by employees in the performance of their job or purchased for the use of the Club, belong exclusively to the Club and may not be copied or removed without written authorization from the Executive Director.

Access to valuable and confidential Club information is limited to authorized users for approved purposes only. Such authorized employees are trusted with this access and are responsible and accountable for appropriate use and protection from unauthorized modification, disclosure, distribution or destruction.

The Club and its IT Committee do not offer individuals privacy protection in the use of its

computers and software. Files and communications may be routinely monitored. The Club may rightfully monitor or access any and all data, including but not limited to Internet usage and e-mail messages, if it suspects breaches of security or other violations of Club policies or the law.

Systems and Data Access: Upon hire, all staff shall be assigned usage of specific IT equipment. An inventory of the equipment in use by each staff shall remain on file in the Executive Director's office for the duration of employment.

All approved users of the computer system must provide a unique identification code and password in order to access the Club technology assets requiring secure access. Only that user and the Executive Director should know the user ID and password.

All passwords or access codes are the property of the Club and are maintained by the Executive Director and must not be disclosed without proper authorization. Employees will be responsible for system activity conducted under their user name and password. Employees shall not share their password with another user and must change passwords regularly.

Documents or files, which contain confidential or sensitive information, shall be stored so that only authorized persons have access. Employees must protect these files and documents with great care. They shall not leave documents openly displayed in their work areas. Users shall log off or otherwise secure their computer when leaving it unattended.

Upon termination of employment, employees will have their information technology access privileges immediately revoked by their supervisor or the Executive Director. Additionally, the Executive Director will assess all equipment for damage other than normal usage wear and tear.

Asset Management: The IT Committee shall establish standards authorizing the selection and use of specific hardware, software and network brands and models. The Executive Director is responsible for the acquisition of all technology equipment, including computers, personal digital assistants, software, printers, scanners, computer-attached projectors, digital cameras and related peripheral devices.

All technology requests must be approved and processed by the IT Committee to ensure that all applications conform to company standards and are purchased at the best possible price. All requests for technology must be submitted to the Executive Director on the "Computer Equipment Request" form or associated process.

Software: All software acquired for or on behalf of the Club or developed by Club employees or contract personnel is and shall be deemed Club property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements. Unauthorized copying of licensed software is strictly prohibited. Unauthorized copying includes lending software to others to make unauthorized copies as well as permitting someone to use their computer to make an unauthorized copy.

Software Standards: The Club has embraced the Microsoft software platforms, and all software must be Microsoft compatible. Employees needing software other than standard programs must request such software from the Executive Director. Each request will be considered on a case-by-case basis, based on business function and support requirements. Any programs of a personal nature will be removed in the event the machine needs to be re-imaged without regard of any data that may be contained in the programs. Any software determined to be in violation of licensing agreements will also be removed.

Hardware: All hardware devices acquired for or on behalf of the Club or developed by company employees or contract personnel on behalf of the Club is and shall be deemed company property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Outside Equipment: Equipment not owned by the Club may not be connected to any Club technology resource without the approval of the Executive Director.

Physical Security: The Executive Director, department management and individual users are responsible for the physical security of IT resources located in their work area. Telecommuters are responsible for the physical security of IT resources located in their home office. Procedures shall be in place to reduce the risk of theft, fire or water damage in the work area, including the home office. Physical security guidelines for telecommuters are included in the Telecommuters Policy Manual.

No equipment shall be removed from the employee's work area or home office without the express approval of the Executive Director. In the event of theft or missing equipment, the employee must inform the Executive Director.

Guidelines for Using IT Resources: The Club provides many computing and network resources for use by its employees. Employees are encouraged to use those resources in the performance of their job to facilitate the efficient exchange of useful business information. Access to these resources is a privilege, and responsibilities accompany that privilege. The Club provides access to BGCA.net to all employees. General access to the Internet is also provided to all employees. Examples of inappropriate employee Internet use include, but are not limited to, the following:

- Conducting illegal activities;
- Accessing or downloading pornographic material;
- Gambling;
- Solicitation for personal gain or profit;
- Revealing or publicizing proprietary or confidential information;
- Representing personal opinions as those of the Club;
- Making or posting indecent or illegal remarks and proposals;
- Personal blogs or blogging;
- Knowingly uploading or downloading commercial software or other copyrighted material in violation of its copyright;
- Downloading business purpose electronic files without reasonable virus protection measures in place;
- Intentionally interfering with the normal operation of any Club computer system;
- Any other inappropriate material or actions.

Data File Management: Employees will save all data and files on the network drive that has been activated for their use. No data shall be stored only on their local drive. When working off-line, it will be the employee's responsibility to *move* the files and data created to the network drive.

In the event that service is required on the computer, there will be no attempt made to recover or protect the software on the local drive. All data may be "wiped" clean and a new company software image installed. Therefore, all data and files must be saved on the user's network drive.

Web Development: No one may use the resources provided by the Club to create or link to web pages of any kind for personal business or personal gain.

All development of websites, business application programs and web enabled youth programs must have the prior review and approval of the Executive Director.

General E-Mail Usage Guidelines: The information technology systems are designed to facilitate communications between national BGCA headquarters staff, regional staff, local clubs and partners. In order to promote efficient and open communications and protect BGCA's and the Club's assets, these guidelines shall be followed:

- *Physical security of messages cannot be automatically assured.* When using e-mail to send sensitive and/or confidential information, care should be taken to ensure proper addressing and delivery. The use of digital encryption may be required to ensure secure transmission. The Club shall attach a confidentiality and privacy statement to every email that goes out of the system.
- *Proper email etiquette shall be observed at all times.*
- *Limit the use of attachments where practical.* Attachments should comply with all other e-mail guidelines.
- *E-mail messages are not private.* Employees represent the Club and should use good judgment when communicating messages or data posted to the Internet, BGCA.net, or sent directly to another person inside or outside of the Club.
- *Promote efficient use of network resources.* Employees who receive wasteful or disruptive communications not related to the Club, i.e. chain letters or unsolicited advertisement, shall delete these immediately. If any of these communications violate Club policy and/or the law, employees should report this immediately to their supervisor.
- *Respect the rights of others.* Do not send abusive, threatening, harassing or sexually explicit materials; do not send offensive, sensitive, libelous or defamatory messages.

*While the Club is not responsible for such transmissions, it will investigate and address any violations.*

#### **4.14.1 Disposal of Computer Equipment**

When IT equipment is deemed no longer useful to the Club, the Executive Director shall refer to and follow the BGCA standards for computer equipment disposal practices.

## **5.0 Safety & Emergency Policies**

### **5.1 Hazard Free Club**

The Boys & Girls Club of Carbon County shall form a Safety Committee responsible for:

- Scheduling a yearly, independent, safety audit;
- Reviewing safety policy and procedures;
- Inspecting Club operations for unsafe practices;
- Developing a safety-training curriculum for staff and volunteers;
- Developing emergency response plans and drills;
- Reviewing accident and incident reports, and responding to safety complaints;
- Ensuring compliance with government safety regulations;
- Coordinating with local safety, emergency, and rescue agencies;
- Developing recommendations, goals, and timetables for Board review.

### **5.2 Safety training**

All staff is required to have **Infant, Child and Adult CPR Certification** and **Basic First Aid Certification**. Employees are required that their certifications be kept current and active. Employees are required to review and refresh their coursework each year with a certified trainer. CPR and First Aid Certification records will be kept in each staff member's personnel file.

Immediately upon hire, new staff members shall be trained in the safety and emergency policies and procedures outlined in this guide. Staff shall keep a copy of the Safety & Emergency policies easily accessible for reference purposes during an emergency.

Staff shall understand the Club's policy regarding physical discipline, injuries inflicted on members, harassment, and any form of sexual misconduct.

All staff will be trained in the proper completion of written reports describing accidents, incidents, or unusual circumstances.

### **5.3 Member Safety**

Staff will orient and instruct members about safety in the following areas:

- Safe participation in Club activities;
- Physical boundaries inside and outside the Club, which include but are not limited to the sidewalk and curb, and the fenced in yard and parking area.
- Precautions concerning any hazardous conditions or situations within the Club;
- Emergency drills within the Club.

### **5.4 Service Capacity**

Maximum occupancy will be clearly posted in each room of the facility, and will be in accordance with local building and fire codes. Staff should be made aware that maximum occupancy should not be exceeded.

### **5.5 Security of Premises**

The exterior image is the organization's first line of defense in creating a safe environment. The Club will:

- Keep grounds neat and free of trash and debris;

- Trim shrubbery and eliminate hiding places;
- Remove graffiti within 24 hours;
- Repair or remove vandalized items;
- Ensure security lighting to discourage loitering, vandalism, or illegal entry;
- Establish a surveillance method for areas that are remote or inaccessible.

The Club will have a single point of entry into the Clubhouse for members, parents, and visitors:

- The reception area shall be positioned to engage and identify all people who enter;
- Staff shall identify all people before admitting them into the Club;
- Staff shall require members to present their membership cards;
- Staff shall record all people entering and leaving the Clubhouse, and supervise all vendors and guests;
- On an ongoing basis staff shall monitor vestibules, sidewalks, and parking lots where members may naturally gather;
- Other entries and exit doors shall remain locked and/or alarmed, but still permit emergency exit in accordance with fire codes.

The Club interior shall be easy to observe, with few, if any, visual restrictions.

- Key observation points with clear lines of sight shall be established;
- Interior windows should be clear of posters and other items that restrict observation into the space;
- Members should be discouraged from gathering in restrooms, locker rooms, stairwells, and other isolated places;
- Staff and volunteers are prohibited from being alone with a single member, where they are not easily observable by others.

## **5.6 Fire Prevention & Protections**

An emergency evacuation plan will be developed in conjunction with the local fire department, and will be posted for all areas of the facility. Staff will be trained in and understand its execution.

Fire drills will be held every 60 days, with the cooperation of the local fire department.

- When drills are held, emergency exits shall be used so youth become familiar with their location.
- Blocked exit drills shall be held. In this drill, the fire exit normally used is blocked with a red board prior to the drill without informing the members. Under such conditions, the youth should know which other exit to use.
- During a practice drill, staff shall inspect the premises to ensure that it is completely empty before leaving the building. Staff shall inspect the premises by: opening the door to each room, clearing everyone from the room, and then closing the door.

## **5.7 Emergency & Evacuation Plan**

If danger is **INTERNAL** and evacuation is necessary (i.e. fire, power failure, or gas leak within the premises:)

- Staff shall call 911;
- Evacuation plans that are posted are to be followed;
- Emergency exits are to be unlocked and clearly marked;
- Direct all boys and girls calmly and orderly toward the exit and away from danger;

- Members shall be instructed to report to the Primary Meeting Point (Field School Park Tennis Courts;)
- Staff shall inspect the premises to ensure that it is completely empty before leaving the building;
- Staff shall inspect the premises by: opening the door to each room, clearing everyone from the room, and then closing the door;
- When exiting the Club, the Executive Director or his/her designee will bring that day's sign in sheet & current membership binder;
- Once the premises has been cleared, staff shall account for all members;
- Once outside, keep all boys and girls away from the building and out of the way of police, firefighters and rescue vehicles;
- If staff is instructed by emergency personnel to move to a secondary meeting place, as determined by emergency personnel, staff shall account for all members before and after escorting them to the secondary meeting place;
- No child shall be allowed to leave either the primary or secondary meeting place without permission from staff and/or parent, and without notifying staff before his/her departure;
- After releasing members, staff shall follow up to ensure each member has made it to his/her home or destination safely;
- As soon as the crisis is under control, staff shall inform the Executive Director, and the Crisis Communication Policy shall be followed. *(Please refer to Appendix VI: Crisis Communication Policy.)*

If danger is **EXTERNAL** and "Shelter In Place" is necessary (i.e. structural fire in nearby building, fallen power line on Club property, wide-spread power failure, construction gas leak, wild-land fire, severe weather such as windstorm:)

- Staff shall call 911;
- Staff shall instruct all members to sit down together in an area of the Club deemed to be safe;
- Staff shall account for all members;
- No child shall be allowed to leave the premises without permission from staff and/or parent, and without notifying staff before his/her departure;
- Staff shall be expected to spend the night if the emergency calls for it;
- After releasing members, staff shall follow up to ensure each member has made it to his/her home or destination safely;
- As soon as the crisis is under control, staff shall inform the Executive Director, and the Crisis Communication Policy shall be followed. *(Please refer to Appendix VI: Crisis Communication Policy.)*

## **5.8 Medical Emergency Plan**

In the event of injury:

- Staff shall request an ambulance by calling 911;
- To ensure the safety of the injured party, staff shall use their best judgment and training while awaiting the arrival of medical personnel;
- If possible, a staff person shall accompany any injured member during ambulance transport;
- As soon as the crisis is under control, staff shall inform the Executive Director, and the Crisis Communication Policy shall be followed. *(Please refer to Appendix VI: Crisis Communication Policy.)*

## **6.0 Vehicles & Transportation Policies**

### **6.1 Driver Qualifications**

#### **6.1.1 Driver Selection**

Minimum 21 years of age is required for the operation of any Club vehicle with member passengers.

Minimum 19 years of age is required for the operation of any Club vehicle without member passengers.

Drivers will have a valid driver's license, a good driving record, and must have three or more years of driving experience.

#### **6.1.1.1 Motor Vehicle Record**

Every employee position with driving duties must have a motor vehicle record (MVR) meeting the acceptable grading requirements stated below. This MVR policy applies to all drivers of Club-owned, leased or borrowed vehicles.

MVRs will be examined prior to the start of employment and annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.

#### **6.1.1.2 Standards for Motor Vehicle Records Check**

All operators must have a valid driver's license for at least three years.

No Club employee will be allowed to drive who has a "borderline" or "poor" MVR. MVRs will be graded based on the table below, as minimum requirements.

Driving records must remain "acceptable" or "clear," as graded on the table below, for continued employment in positions with driving duties.

There shall not be any DUI, DWI, or similar alcohol or drug related offenses on the MVR within the past five years.

No exceptions will be allowed for drivers who operate member-occupied vehicles. Any other exceptions to motor vehicle record requirements must be referred to the Executive Director for written approval.

**6.1.1.3 Types of Violations**

<b>Major Violations</b>	<b>Minor Violations</b> All other traffic violations (such as speeding) are counted as “Minor” <i>except</i> the following:
<ul style="list-style-type: none"> <li>• Driving under influence of alcohol/drugs</li> <li>• Failure to stop/report an accident</li> <li>• Reckless driving/speeding contest</li> <li>• Driving while impaired</li> <li>• Making a false accident report</li> <li>• Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>• Driving while license is suspended/revoked</li> <li>• Careless driving</li> <li>• Attempting to elude a police officer</li> </ul>	<ul style="list-style-type: none"> <li>• Motor vehicle equipment, load or size requirement</li> <li>• Improper/failure to display license plates</li> <li>• Failure to sign or display registration</li> <li>• Failure to have driver’s license in possession (if valid license exists)</li> </ul> <p style="text-align: center;"><i>The above listed citations will not be included in the count.</i></p>

**6.1.1.4 Motor Vehicle Grading Criteria**

<b>Number of Minor Violations</b>	<b>Number of At-Fault Accidents</b>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>0</b>	<b>Clear</b>	<b>Acceptable</b>	<b>Borderline</b>	<b>Poor</b>
<b>1</b>	<b>Acceptable</b>	<b>Acceptable</b>	<b>Borderline</b>	<b>Poor</b>
<b>2</b>	<b>Acceptable</b>	<b>Borderline</b>	<b>Poor</b>	<b>Poor</b>
<b>3</b>	<b>Borderline</b>	<b>Poor</b>	<b>Poor</b>	<b>Poor</b>
<b>4</b>	<b>Poor</b>	<b>Poor</b>	<b>Poor</b>	<b>Poor</b>
<b><i>Any Major Violation</i></b>	<b>Poor</b>	<b>Poor</b>	<b>Poor</b>	<b>Poor</b>

\*Tables are provided by The St. Paul Risk Control division as published in *Fleet Exposure Management*.

### **6.1.2 Driver Training**

All staff shall participate in a yearly driver training conducted by a certified trainer. Topics must include:

- Club vehicle and local course area policies and procedures
- Unique design and handling characteristics of 12 passenger vans
- Center of gravity, causes of lateral instability, under-steering and over-steering
- Risks, history and causes of van rollovers
- Weight distribution, loading and unloading
- Emergency handling
- Interstate and intrastate rules and regulations
- Characteristics of four-wheel drive or other specialty vehicles
- Skills specific to topography or road type traveled (highway, urban, off-road, mountain road, sand, four-wheel drive)

Use of trailers or other special equipment shall require additional training and assessment which might include backing, hitching, trailer loading, tongue weight, safety equipment and other topics as deemed necessary by the conditions in which the trailer is operated.

### **6.1.3 Driver Assessment**

A designated certified evaluator will conduct and document a rigorous practical exam. Performance evaluation must include road and driving conditions typically encountered while driving.

A separate assessment and documentation is required to operate a vehicle with a trailer. A written exam will be conducted requiring mastery of topics covered during driver training.

- Drivers will be evaluated every year as part of their annual performance evaluation.
- A central log will be kept of all drivers, certifications and driving records. A completed certification should be in the employee's file.
- Levels of driver certification are: van without members, van with members, van and trailer, and winter driving.

## **6.2 Motor Vehicle Operation**

Our intent with motor vehicle operation is to minimize transport while still running quality courses. Motor vehicle travel constitutes one of the greatest risks for an accident. Added to the normal dangers of highway travel is the fact that we sometimes use narrow, winding and gravel back roads. All operation of Club vehicles, owned, leased, or borrowed, will be done in a safe manner and in compliance with existing laws and the precautions outlined herein. **FAILURE TO DO SO SHALL CONSTITUTE GROUNDS FOR PROBATION OR DISMISSAL!**

1. Before driving a Club vehicle, the driver shall complete a Vehicle Sign Out Form & Safety Checklist. *(Please refer to Appendix IX: Vehicle Sign Out Form & Safety Checklist.)*
2. Each vehicle shall have a logbook containing the following:
  - Insurance and registration;
  - A copy of the Club Vehicle and Transport Policy;
  - A copy of the Club Safety & Emergency Policy;
  - A copy of the Club Incident & Accident Policy;

- A copy of the Club Crisis Communication Policy;
  - The following resources: Tire changing handout; Chains handout; Jumper Cable handout.
3. A First Aid kit will be kept in every vehicle.
  4. The driver shall have his/her current driver's license in possession at all times while operating a moving vehicle.
  5. The driver is completely in charge and responsible for the operation of the vehicle and trailer, and the safety of all passengers.
  6. Seatbelts: All passengers will use seatbelts at all times when the vehicle is in operation. Drivers will ensure and be held responsible for ensuring that all occupants are properly using seatbelts before the vehicle is set in motion.
  7. Minors are not permitted to sit in the front seat of the vehicle.
  8. It is the responsibility of the adult passenger to monitor the activities of the member passengers while the van is moving.
  9. Cell Phones: The driver of a moving vehicle will not use a cell phone or other communication devices that contribute to driver inattention.
  10. The driver of a moving vehicle will not take any actions that contribute to driver inattention, including but not limited to reading a map or guidebook.
  11. The driver of a moving vehicle will wear footwear appropriate for driving.
  12. Loads: Loads shall not exceed the Gross Vehicle Weight Rating (GVWR) that is posted inside the vehicle door-jamb. Drivers are encouraged to stay under 75% GVWR and before approaching the limit, utilize additional vehicles.
  13. Loading vans: Van windows should be clear of obstructions. All loose items and equipment should be tied securely inside the van. See section "*Loading the Van*" in the Vehicle and Transportation Policy.
  14. Loading trailers: Equipment will be packed in trailer and vehicle to achieve lowest center of gravity possible and a balanced load (front-rear and side-side). All gear must be tied down; canoes should be secured with two independent lines (or equivalent). After a trailer is hooked up try lifting trailer coupling off hitch ball. Kneel down and look up to visually inspect coupling clasp against ball.
  15. Tire Pressure:
    - Standard Drives: Front 65 lbs; 75 rear lbs; 35 trailer lbs
    - Long Haul Drives: Front 70 lbs; 80 rear lbs; 35 trailer lbs
    - Suburban: All tires 50 lbs
  16. Alcohol or Drugs: Club vehicles are not to be driven by anyone who, within the previous 24 hours, has consumed prescription drugs that might impair driving ability or any amount of alcohol.
  17. Driving time: No driver shall operate a motor vehicle for more than 8 consecutive hours or 10 total hours in a day.
  18. Club vehicles shall not pick up and/or transport hitchhikers.
  19. Passengers riding on the exterior of Club vehicles, even for a short distance, are prohibited.
  20. Vehicles shall travel with headlights on at all times and during all conditions.
  21. *Speed limits*: Staff driving Club vehicles will not exceed posted speed limits on all roads, public and private. In addition staff must adhere to the following Club-imposed speed limits:
    - Vehicles without trailers on paved roads will not exceed 65 MPH.

- Vehicles with trailers on paved roads will not exceed 60 MPH.
  - Vehicles with or without trailers on gravel roads will not exceed 30 MPH.
22. Travel routes: Routes should be planned to utilize the most improved roads available.
  23. Railroad crossings: At railroad crossings without signal lights, school vehicles will come to a complete stop and the driver will check for trains.
  24. Authorized drivers: Only an authorized employee may drive a Club vehicle.
  25. The Executive Director is responsible for vehicle operation and certification of drivers.

Legal penalties incurred by driver violations will be the responsibility of the driver.

Failure to operate vehicles in a safe manner and in compliance with Club policies and procedures will constitute grounds for probation or dismissal.

**Considerations:**

- Your greatest tool for safe driving is to slow down! Allow ample time to get to your driving destination.
- The driver must factor in road conditions and vehicle weight to determine actual safe driving speed.

**6.3 Driving Conditions**

**6.3.1 Interstate Driving**

All standards listed below are from the *Federal Motor Carrier Safety Administration's Rules and Regulations for Use of Commercial Vehicles*. ANY Club vehicle and its driver that crosses state lines must meet Department of Transportation Rules and Regulations, including:

- Driver minimum age 21.
- Driver record background check completed.
- Driver testing completed.
- Driver must provide a list to his or her employer of all motor vehicle traffic violations for which he/she has been convicted or forfeited bond in the previous 12 months.
- Club vehicles will not transport alcohol across state lines.
- Other federal rules and regulations apply, regardless of whether or not they are listed in the Club Vehicle and Transportation Policy. Changes in the law or interpretation by the D.O.T., FMCSA, NHTSA or other legal agency will be conformed to in all interstate travel.

**6.3.2 Winter Driving**

To drive in winter conditions, staff must have a separate check-off conducted by the Executive Director.

While driving, carry appropriate clothing and gear for conditions and length of trip in case of emergency.

Low speed is your best "avenue" to control of a vehicle. Maintain slower speeds with all winter driving.

### **6.3.3 Inclement Weather**

If weather has made traveling unsafe, the trip should be rescheduled. If not possible, exercise extreme caution, your very best judgment at all times, and drive according to conditions. Reminders when driving in the inclement weather:

- Normal driving speeds and braking distances vary considerably.
- When braking on icy or snow-covered roads, never lock the brakes. Remember that you are only able to steer when the wheels are turning.
- Handling empty vans can be difficult compared with properly loaded ones on winter roads.

## **6.4 Accidents**

If an accident occurs:

- Protect the scene from further damage;
- Call the police;
- Record names and addresses;
- Do not argue or admit blame.

In the event of injury:

- Staff shall request an ambulance by calling 911;
- To ensure the safety of the injured party, staff shall use their best judgment and training while awaiting the arrival of medical personnel.
- If possible, a staff person shall accompany an injured member during ambulance transport.

As soon as the crisis is under control, staff shall inform the Executive Director, and the Crisis Communication Policy shall be followed. (*Please refer to Appendix VI: Crisis Communication Policy.*)

All accidents, no matter how minor, require that the Executive Director be notified immediately. A *Club Accident Report* must be completed and reviewed by the Executive Director. Additionally, the Club's insurer must be notified immediately by the Executive Director.

A drug and/or alcohol test may be required of any staff on duty during the accident. If such a test is recommended, the Executive Director shall consult the Club's legal counsel *before* the test is administered, and all procedures as required by state and federal law shall be followed. If a review determines gross driver negligence, a charge may be assessed to cover a portion of the Club's property damage.

## **6.5 Vehicle Maintenance**

All maintenance of Club vehicles will be done in a safe manner and in compliance with existing laws and the precautions outlined herein.

- Maintenance and safety check schedules must be adhered to. Using the Weekly Inspection Checklist, designated staff shall conduct thorough weekly vehicle inspections on every Club vehicle. Any defects or safety concerns will be immediately reported to the Executive Director. (*Please refer to Appendix IX: Weekly Vehicle Inspection Checklist.*)
- A vehicle maintenance file will be kept in the Executive Director's office.
- Copies of all checklists, maintenance receipts and off-site work information will be given to the Executive Director, to be inserted in the vehicle maintenance file.
- Drivers are the link between vehicle problems and the Executive Director; problems must be reported immediately.

## **6.6 Loading the Van**

Always remember that the load should be forward and low for best stability.

The load to consider includes passengers plus packs and other gear. The driver of a Club van should take responsibility for distributing the weight to optimize handling characteristics of a 12-passenger van. Everyone in the van must be secured by a seatbelt. Everything in the van must be secured so that it can't become a projectile in the event of a rollover or other loss of control.

There are a variety of ways to tie cargo down inside a van. Cargo nets, "load boards" and ropes, plus webbing to make it easier to tie down different size loads.

### Considerations:

- Keep the load forward. Which is heavier—your members or your packs? Arrange them heaviest in the front, lightest in the back.
- Keep the load on the back seat as light as possible or leave it empty. Weighing down the back seat "un-weights" the front of the van. This situation causes handling difficulty. (The van extends far enough beyond the rear axle so that the axle acts like a fulcrum.)

## **6.7 Use of Personal Vehicles**

Members shall not be transported in personal vehicles, except in extreme emergencies when a Club vehicle is not available. Staff shall contact the Executive Director prior to personal vehicle use in an emergency situation. Staff shall also make every reasonable effort to contact the member's parent or legal guardian for notification/approval (written, if possible) prior to transport.

## **7.0 Facility Use Policies**

*The Boys & Girls Club of Carbon County offers the use of their facility to the public. Groups wishing to use the Club facilities should contact the Executive Director to receive approval and make their reservation.*

### **7.1 Eligibility to Reserve**

To be eligible to reserve facilities/equipment at the Club, the named individual must certify that they have proper authority to make application in the name of the organization requesting usage of facilities. The user will agree that their organization will observe all rules and regulations of the Club. The building and all equipment may only be used by the contracting organization.

Club activities shall take precedence over all other use of facilities/equipment. In the event of scheduling conflicts, the Club's activities will always be considered first. Any community organizations that serve youth will be considered next. All other requests will be scheduled on a first come, first serve basis.

Generally, the usage of facilities by various youth groups and the public will occur during normal operating hours. Any usage beyond normal business hours will require at least one staff member to be present at an additional cost as set forth in the Cost section below. Fees will be required to be paid in advance and act as a deposit.

### **7.2 Costs**

The Club has established reasonable rental fees that have been developed to recover any Club expenses and are not designed to compete with private enterprise. A standard fee of \$10 per activity per day will be charged. Any overstay charges will be levied at the rate of \$5 for each additional half hour.

Additionally, a Club staff person is required to be on Club property at all times while the facility is in use. When the facility is in use outside of normal Club business hours, the user shall pay a fee of up to \$20 per hour to recover any overtime compensation for this Club employee.

A deposit equal to the rental fee will be required at the time of reservation. In the event of cancellation, if the Executive Director is notified in writing 24 hours prior to the scheduled event, a 100% refund of deposit will be made.

The user will be financially responsible for any and all damages to the facility, equipment or grounds as a result of their use and shall reimburse the Club in full for the expense of such damage. If deemed necessary by the Executive Director, the Club reserves the right to require an additional \$50 damage security deposit. This deposit will be returned within one week after the event if no deductions are necessary.

### **7.3 Requesting Facilities, Equipment, and/or Services**

Requests for use of Club Facilities, equipment or services are taken by the Executive Director by completing the "Facility Reservation Form". Some events may require the user to complete a facility use agreement that requires the Club to be listed on their liability insurance as an additionally insured party.

The Executive Director reserves the right to restrict or withhold approval of any reservation. The reservation does not become effective until the Executive Director is in receipt of the completed

request form, the fully signed facility use agreement and/or fully signed indemnity forms when required.

Approval of events is determined by Club policies and guidelines, federal, state and local laws and regulations, security considerations and the judgment of the Executive Director. If the Executive Director deems it appropriate to receive the approval of the Board of Directors for an event, approval may require up to 48 hours from the receipt of the request. Every effort is made to process requests within 24 hours; however, some may require a longer period of time.

#### **7.4 Facility Regulations, Supervision & Security**

- The Club reserves the right to control all activities and to eject any person(s) disregarding the rules and regulations. In such case, there will be no refund of fees.
- The Club may not be rented for sales programs, and sales of food and beverages at an event are not allowed.
- The consumption of food and beverages is permitted only in the tiled areas of the facility.
- No tables, chairs or other obstructions will be permitted in passageways, aisles, or emergency exits such as would hinder entering or exiting the facility.
- Ticket sales shall not exceed posted occupancy limits of rented areas.
- The user shall abide by all local ordinances as well as state and federal laws.
- It will be the responsibility of the user to determine and meet any tax levies and obtain any licenses which are needed prior to use.
- The use of alcohol, tobacco or illegal drugs is prohibited in the facility or on the grounds.
- Abusive language is not permitted in the facility or on the grounds.
- Meetings may not exceed the scheduled time. If the time is exceeded a \$5 fee will be levied for each additional half hour.
- Youth groups are required to have at least one competent supervisor over the age of 21 years for each 10 youth present. Co-ed groups are required to have co-ed supervision. Such supervisors will be made aware of the operating rules in the areas they are using. Supervisors are responsible for keeping groups out of areas that they have not rented or arranged for in advance.
- The Club will determine if police security is necessary. Security fees are not included in the rental fee and shall be the sole responsibility of the user.

##### **7.4.1 Decorations**

All decoration plans and installation must be pre-approved by the Executive Director. The Club reserves the right to remove all decorations that do not meet the pre-approved plan. Any decorating time must be included in the rental hours charged.

The user will set-up and remove all decorations as well as clean up and place all refuse in proper containers. It is generally expected that the user will leave the occupied area (s) in the same condition in which it was found.

- All decorations must be fire safe.
- Decorations may not be hung from the ceiling.
- None of the following may be used to hang decorations on the walls: any type of tape, pins, tacks, screws or nails. Fun tack or similar wall adhesive is recommended.
- No glitter or sparkly decorations, no confetti, rice or birdseed is permissible.
- Do not drag furniture or equipment across the floor

**APPENDICES**  
**APPENDIX I**

**Boys & Girls Club of Carbon County**

**POSITION DESCRIPTION**

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**JOB TITLE:** Executive Director

**REPORTS TO:** Board of Directors

**CATEGORY OF EMPLOYMENT:** *EXEMPT*

**PRIMARY FUNCTION:**

The Executive Director is responsible to the Board of Directors for the administration and operation of the Boys & Girls Club of Carbon County, in accordance with organizational mission, and goals. The Executive Director works in partnership with the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies. The Executive Director shall provide direction to staff in carrying out the key roles assigned to them, subject to and in accordance with the policies and procedures adopted by the Board of Directors.

**KEY ROLES:**

Key roles are to be carried out in cooperation with relevant Board committees. The Executive Director shall be responsible for the implementation of Board directives. Periodically, the Executive Director may be assigned special projects by the Board of Directors.

***Leadership:***

1. Ensure the effective operation and delivery of programs within the Club and community:
  - Support the organization's mission and principles.
  - Maintain an environment that facilitates the achievement of youth development outcomes.
  - Implement programs, services, and activities that support youth development outcomes.
  - Establish and monitor adherence to policies and procedures.

***Strategic Planning:***

2. Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
3. Aid the Board in the implementation of the strategic plan.
4. Identify and evaluate opportunities for improvement, and implement those that appear to be beneficial.

***Board Development:***

5. Identify, recruit, and develop effective Board members.
6. Ensure active participation from the Board members, and support effective Board roles and functioning. Ensure that Board committees are provided with all of the information and support necessary to fulfill their objectives.

***Resource Development:***

7. Ensure that the annual budget is funded and the organization has adequate cash flow.
8. Develop strategic plans to generate revenues through a variety of fund raising techniques. Identify, cultivate, and solicit donors. Oversee planning and implementation of special events.
9. Provide guidance to staff and volunteers in performing resource development functions.

***Resource Management:***

10. Develop, implement, and monitor the Club's budget.
11. Implement administrative and operational systems to support safe and effective operations.
12. Ensure productive and effective staff performance by providing guidance, feedback, and opportunities for professional development.
13. Oversee the recruitment and development of a sufficient number of active volunteers.



## APPENDIX II

### Boys & Girls Club of Carbon County

#### POSITION DESCRIPTION

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**JOB TITLE:** Program Director

**REPORTS TO:** Executive Director

**CATEGORY OF EMPLOYMENT:** *NON-EXEMPT*

**PRIMARY FUNCTION:**

The Program Director is responsible for planning, implementing, supervising and evaluating all programs and activities provided in program areas pertaining to Education, Special Education, Arts & Crafts, and the Community Youth Athletic Club (CYAC,) which includes Social Recreation and Physical Education, with an emphasis on the 5 core program areas.

**KEY ROLES:**

***Prepare Youth for Success***

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members.
2. Contribute to the planning and implementation of the strategic plan by:
  - Planning, organizing and implementing a range of program services and activities for drop in members and visitors;
  - Initiating new programs with the approval of the Executive Director;
  - Recommending the development of service area programs; and
  - Promoting and stimulating program participation.
3. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly staff meetings.

***Health and Safety***

4. Ensure a healthy and safe environment, supervising members in program area.
5. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions, as necessary, controlling expenditures against monthly supply budget.

***Program Development and Implementation***

6. Manage administrative systems by registering new members and participating in their club orientation process.
7. Identify and recruit volunteers for new and existing programming needs.

***Supervision***

8. Train and manage assigned program volunteers and staff; provide ongoing feedback; and identify and support development opportunities.

***Communications***

9. Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
10. External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.



## **APPENDIX III**

### **Boys & Girls Club of Carbon County**

#### **POSITION DESCRIPTION**

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**JOB TITLE:** Program Aide

**REPORTS TO:** Executive Director

**CATEGORY OF EMPLOYMENT:** *NON-EXEMPT*

**PRIMARY FUNCTION:**

The Program Aide is responsible for assisting in the planning, implementing, supervising and evaluating of activities provided within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education.

**KEY ROLES:**

***Prepare Youth for Success***

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
  - Promote and stimulate program participation;
  - Register new members and participate in their club orientation process;
  - Provide guidance and role modeling to members.

***Program Development and Implementation***

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times. Prepare periodic activity reports.

***Supervision***

4. Ensure a productive work environment by participating in weekly branch staff meetings.

***Communications***

5. Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
6. External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

**ADDITIONAL RESPONSIBILITIES:**

- May participate in special programs and/or events.
- May be required to drive Club van.

**SKILLS/KNOWLEDGE REQUIRED:**

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.



## APPENDIX IV

### Boys & Girls Club of Carbon County

#### POSITION DESCRIPTION

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**JOB TITLE:** Accountant

**REPORTS TO:** Executive Director

~~\*THIS IS A CONTRACTED POSITION\*~~ (omitted)

**PRIMARY FUNCTION:**

Process and record all assigned financial transactions (payables and/or receivables) in the general ledger. Compile regular reports to monitor adherence to budget targets and prepare regular financial statements for senior management and government/regulatory agencies. May prepare tax filings and coordinate annual audit activities with external auditors.

**KEY ROLES:**

***Leadership***

1. Compile regular financial reports (budget variance reports, general ledger updates, etc.) to support management-level decision-making regarding the Club's fiscal health.

***Strategic Planning***

2. Monitor day-to-day accounting processes to identify opportunities for quality improvement.
3. Work closely with outside auditors in implementing any recommended controls or procedures intended to improve Club financial recordkeeping.

***Resource Management***

4. Ensure the maintenance of accurate and timely financial records by entering, processing and reconciling transactions in accordance with established procedures and formats.
5. Implement day-to-day accounting activities, processing all financial transactions and reports through administrative systems, consistent with Club policies and procedures.

***Partnership Development***

6. Develop collaborative partnerships with Club staff, Club Treasurer, consultants, auditors, vendors and service providers to establish and maintain professional links.

***Communications***

7. Internal: Maintains regular contact with Club supervisor and Treasurer to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
8. External: Maintains contact with vendors, consultants, auditors and service providers to maintain effective accounting operations, manage costs, share information and resolve problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- Associates degree or equivalent.
- Three to five years of general accounting experience, using QuickBooks.
- Strong analytical skills, with attention to detail.
- Strong customer relations skills.



## **APPENDIX V**

### **Code of Conduct & Discipline Policy For Club Members**

#### **ZERO TOLERANCE Conduct**

While on Club property or at Club sponsored events:

- A member shall not possess, use, distribute, or be under the influence of an illegal or controlled substance not specifically prescribed to that member.
- A member shall not possess, use, distribute, or be under the influence of alcohol.
- A member shall not possess, use, or distribute of any form of tobacco.
- A member shall not engage in any sexual conduct.
- A member shall not commit any overt act or gesture, including:
  - verbal or written communications, physical acts, or any other behaviors with the intent to harass, ridicule, humiliate, intimidate, or harm another member(s)
- A member shall not willfully destroy Club property, including but not limited to any purposeful damage, any act causing malfunction of property, and defacement of Club property.

#### **Discipline Guidelines**

- Member will receive immediate one (1) month suspension.
- Member and his/her parent or legal guardian must make an appointment to meet with the Executive Director and a designated member of the Board of Directors within the one the month suspension. The purpose of this meeting will be to ensure that the member and the parent/legal guardian understand the gravity of the offense and to devise a plan to avoid further occurrences. This meeting is mandatory for reinstatement after Zero Tolerance offenses.
- Reinstatement will only be considered with a minimum of twenty (20) hours of community service in the Club.
- After reinstatement, the Club member will serve a 3-month probationary period.

#### **GENERAL Conduct**

While on Club property or at Club sponsored events:

- Occupy areas in the Club only when a designated Staff member is present.
- Show respect for people who are in charge by being obedient and courteous, not talking back, cooperating with instructions, etc.
- Show respect for other Club members and their personal space. Keep hands off! No means no!
- Demonstrate appropriate conduct. Running, fighting, bad and abusive words, or name-calling will not be tolerated.
- Use moderation concerning affectionate expressions towards others while at the Club. Physical displays of affection are not permitted.
- Take care of, properly use, and respect all property belonging to the Club and other members.
- Never take anything from anyone or from the Club without written permission. Always replace property appropriately after use.
- Obey all rules pertaining to travel to and from the Club. This includes, but is not limited to, traffic laws, bus rules, and safe pedestrian practices.
- Refrain from using electronic devices with games rated by the ESRB [Entertainment Software

Rating Board] as TEEN or more and/or using “fantasy” or “intense” violence, “sexual themes”, “strong language” and/or the use of weapons to destroy, kill or maim human or animal caricatures.

- Obtain staff approval to use any personal electronic devices with games, which members bring into the Club or on Club trips, prior to using them in the Club or on Club trips
- Food or drink is to be consumed in the kitchen/break area only.
- Be honest and trustworthy with yourself and others in all actions and communication.

**Discipline Guidelines**

- *First Offense* – Verbal warning.
- *Second Offense* - Formal meeting with member and Club staff with written assignment based on circumstances. Discipline may also include a time-out varying in length of time depending upon the member’s age and gravity of the offense. (The generally accepted rule is one minute of time-out for each year of age.)
- *Third Offense* - Formal meeting with member, parent/legal guardian, and Club staff.
- *Fourth Offense* - Member will receive immediate one (1) week suspension.
  - Reinstatement will be considered with a minimum of ten (10) hours of community service in the Club.

**Member Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Legal Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## APPENDIX VI

### *Crisis Communication Policy*

If a crisis strikes the Club, it is important to act quickly. The moment word “gets out,” the press can be expected to call or appear at the doorstep looking for comments. During a crisis, **only** the Executive Director or the Board President shall speak to the press or release information of any kind. By planning ahead and handling crisis situations in an honest, sensitive way, the organization can minimize immediate negative reaction as well as long-term damage to its reputation and support – thus preserving public trust.

Comments to the Press or Public: In cases where comments can be made to the press, the Executive Director or Board President shall be honest in releasing facts to the media as they become known. The Executive Director or Board President shall explain how the Club is taking responsible action, stating the Club’s case in the most positive way possible under the circumstances.

Withholding Comments: In some cases, under the advisement of legal counsel, all comments should be withheld until a later date. *Never* try to cover up the facts or mislead reporters. “Official comment” should be diplomatically withheld until a later time if the Club is so advised by its legal counsel.

During a crisis, the following communication plan shall be activated:

1. Notify the Executive Director and the Board President;
2. Since any crisis may have legal implications, the Board President and/or the Executive Committee shall contact the Club’s legal counsel for advise;
3. Remind everyone (staff and Board) **not** to talk directly with reporters, but to refer the media to the Club’s designated spokesperson (the Executive Director **or** the Board President;)
4. Brief the Club’s spokesperson of the situation;
5. The Executive Director and the Board President will draft a prepared response for possible release to the media;
6. The spokesperson will:
  - a. Inform the Club staff and Board members of the situation;
  - b. Alert the BGCA regional office;
  - c. Inform major contributors if necessary.
7. Reassure members and their parents/legal guardians.
8. Return to business as usual as quickly as possible.

#### Crisis Communications: *Sample* Holding Statement

- Date
- Paragraph 1. Briefly state the situation, and the Club’s concern.
  - For Example: Allegations of misconduct by an employee have been reported to the Boys & Girls Club of Carbon County. The organization is deeply concerned about these allegations, and is cooperating fully with local law enforcement authorities in a thorough investigation of this case.

- Paragraph 2. State any relevant action the Club has taken.
  - For Example: Pending the conclusion of the investigation, the employee has been suspended without pay, and is barred from any access to Boys & Girls Club facilities and programs.
- Paragraph 3. State the Club's strong position of care and concern for children.
  - For Example: The Boys & Girls Club of Carbon County has as its primary concerns the safety and well being of the young people it serves. The organization does not tolerate illegal or inappropriate activity or behavior on the part of any staff member, volunteer or youth member.
- Paragraph 4. Summarize: no further comment until investigation concludes.
  - For Example: The organization will withhold further comment on this case until the investigation is completed and the case is resolved.
- Contact: (Name of Executive Director or Board President)

## APPENDIX VII

### *Boys & Girls Club of Carbon County Code of Ethics for Staff Members*

The Boys & Girls Club of Carbon County (Club) expects all staff members to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the Club.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of the Club and its mission, not as a comprehensive list of potential concerns.

### **Pledge of Personal and Professional Conduct**

- **Integrity:** I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence:** I will strive to meet the highest standards of performance, quality, service and achievement
- **Honesty:** I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- **Diversity:** I will support diversity -- promoting a working environment that embraces the similarities and differences all people bring to the organization.
- **Respect:** I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility:** I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.
- **Compliance:** I will comply with the Club's Code of Ethics, the Employment Policy Handbook, all policies and procedures and all laws and regulations affecting the Club.

### **Professional Practices**

While the "Pledge" outlines general principles guiding ethical conduct, the following points illustrate important applications that are relevant to every day work. *The points below are not intended to be all-inclusive. Staff is expected to utilize good judgment in maintaining the highest standards of ethics.*

#### **Conflicts of Interest:**

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of the Club, and will avoid any conduct that may impair my judgment with respect to the Club.
- I will not exploit or personally benefit from any donor or funding relationship, volunteer relationship, vendor relationship or organizational committee relationship.
- I will not use my position with the Club to obtain special advantage or gain to myself, any person related to me or any other related party.

- I will not make any payment or provide anything of value to any public official in exchange for or because of any official act performed or to be performed (that is, provide any bribe or unlawful gratuity to anyone).
- I will not ask for, accept from or give to any past, current or potential supplier, advisor, vendors, speaker, customer, competitor, or donor any payment, service, gift, or favor other than gifts of a value less than \$100 or that amount allowed by law unless explicitly approved by the Board.
- I will reveal to the Executive Director, described below, any perceived, potential or actual conflicts of interest.

**Assets, Financial Reporting and Transactions:**

- I will do my part to ensure that the Club complies with prescribed accounting policies and procedures at all times.
- I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not make false or misleading entries in any books, records or reports, invoices, timesheets, expense reports or aid others in doing so.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unlawful, unethical, or inappropriate purpose.

**Fundraising:**

- I will be truthful in communicating with others, including donors and other contributors and will seek to provide factually correct, current and accurate information.
- I will be accurate and truthful in fundraising activities.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will honor our promises by using donated resources in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

**Professional Conduct:**

- I will not exceed my limits of authority.
- I will treat fellow staff, volunteers, donors, vendors, the public we serve, and other stakeholders with fairness, honesty and respect. This includes refraining from gender, racial or other bias, or sexual or other harassment.
- I will adhere to all Club policies related to behavior, conduct and contact with the youth served by the Club.
- I will conduct myself in a professional manner at any Club related function in which I might be considered a representative of the Club.
- I will always uphold the law while working at the Club. This includes but is not limited to obeying all state and local laws governing nonprofits. I understand that illicit drug use/possession, fraud, theft, embezzlement, price-fixing, bid-rigging, or any other illicit activities are grounds for immediate termination and possible prosecution by public authorities.
- I will be alert for and report any conduct described above or any other conduct unbecoming to the Club by other staff members.

**Confidential and Proprietary Information:**

- I will abide by the organization’s Confidentiality Policy.
- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my employment or affiliation with the Club for the purpose of advancing any private interest or otherwise for personal gain.
- I will not unlawfully or improperly copy any material that has copyright or trademark protection.

**Political Activities:**

- I will not use any organizational financial resources to improperly influence any political figure or candidate.
- I will not make - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of the Club.
- I will not use – or create the appearance of using - any organizational financial resources to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of the Club, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

## **Reporting and Investigation**

**Conditions of Employment:**

- Upon receipt of the Code of Ethics, each staff member will agree in writing to comply with the Code of Ethics.
- Compliance with the Code of Ethics is a condition of employment for each employee.

**Questions and Reporting:**

- If a staff person knows of a violation of the Club Code of Ethics, he/she will report it immediately to the Executive Director, who is responsible for relaying the information immediately to the Executive Committee Chair Person, and should not engage in any fact-finding related to the violation. Only in the case of the Executive Director committing the violation will a staff member be allowed to report directly to the Executive Committee Chair Person.
- If a staff member is concerned that he/she may not be in compliance with the Code of Ethics, he/she will If a staff member knows of a violation of the Code of Ethics, he/she will immediately report it to the Executive Director, who is responsible for relaying the information to the Executive Committee complete the appropriate Disclosure Statement, and the Executive Director and/or Executive Committee Chair Person will provide a written response.
- Any supervisor receiving such a report must immediately advise the Executive Director.
- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. The identity of the reporting staff member will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- The Club’s Executive Director/Executive Committee will promptly investigate all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the investigation, and will take whatever corrective action is required. Staff members are expected to cooperate in the investigation.

**Disciplinary Action for Violations:**

- Disciplinary action may be taken for the following violations, and may include dismissal, when appropriate.
  - Authorizing or directly participating in actions that violate the Code of Ethics.
  - Concealing a violation of the Code of Ethics.
  - Failing to detect or report a violation of the Code of Ethics, if such failure reflects inadequate supervision or lack of oversight.
  - Refusing to cooperate in the investigation of a violation of the Code of Ethics;
  - Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
  - Other violations of the law not outlined in this Code of Ethics but that may impact a staff member's job performance.

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  - Refusing to cooperate in the investigation of a violation of the Code of Ethics;
  - Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
  - Other violations of the law not outlined in this Code of Ethics but that may impact a staff member's job performance.

**APPENDIX VIII**

**Key Policy & Check Out Form**

All employees are required to agree to and sign a Key Policy & Check Out Form prior to receiving keys to any Club facilities, cabinets, vehicles, lock boxes, etc.

Club keys shall not be duplicated without prior written consent from the Executive Director. Keys in the Lock Box shall not be duplicated without written consent from the Board of Directors.

If any keys are lost, it shall be immediately reported to the Executive Director. If keys are lost more than once by any staff member, that employee shall not be allowed to possess any copies of Club keys for a probationary period of no less than 3 months. At no time shall keys contained in the Key Lock Box be removed from the Club.

Upon release from hire, all keys assigned shall be returned to the Club prior to receiving final pay.

I \_\_\_\_\_ have received the keys as listed below. As a Boys & Girls Club of Carbon County employee I agree to abide by the key policy stated above.

- |       |               |
|-------|---------------|
| _____ | Entrance Key  |
| _____ | Basement Key  |
| _____ | Storage Key   |
| _____ | ED Office Key |
| _____ | PD Office Key |
| _____ | Key Lock Box  |

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

**APPENDIX IX**

**Vehicle Sign Out Form & Safety Checklist**

Driver Name: \_\_\_\_\_

Vehicle License Plate Number: \_\_\_\_\_

Date of Vehicle Use: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Estimated Return Time: \_\_\_\_\_

**Pre-drive vehicle safety checklist:**

- Tire pressure and condition
- Oil level
- Running lights
- Headlights
- Brake lights
- Turn signals
- Spare tire
- First aid kit
- Fire extinguisher
- Cleanliness
- Chains
- Ice scraper
- Vehicle logbook

*Please report any problems or concerns to the Executive Director.*

I have received a key to the above vehicle and understand all policies and responsibilities that come with safely transporting members and volunteers in the Club vehicle.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX X**

***Weekly Vehicle Inspection Checklist***

## **APPENDIX XI**

### **Boys & Girls Club of Carbon County Facility Use Agreement**

In consideration for being allowed to use the Club building for the event described on the reservation form, the user agrees to assume all risk and liability for and hereby indemnifies, saves and hold harmless the Boys & Girls Club of Carbon County , its Board, Officers, and Employees from and against any and all liability, losses, injuries, damages, claims, demands, suits, fees including reasonable attorney's fees, costs or judgments which in any manner arise out of, or result from, the conduct, error, act, or omission of any person or persons during or related to the conduct of the Event/Program to be conducted by the Sponsor noted herein.

The Event/Program Sponsor represents that adults will supervise its activities, pursuant to this agreement, and that the Event/Program sponsor will observe, and cause the participants in the activity to observe, all safety rules for the facility, and the activity.

If deemed necessary by the Executive Director, the Event/Program Sponsor shall also secure and keep in force during the entire term of the Event/Program noted herein, from an insurance company authorized to do business in this state, liability insurance covering personal injury, death and property damage naming the Club and its agencies, officers, Board Members and employees as additional insured's and furnish a certificate of insurance showing the endorsement naming the Club and the above named insured's. The limits of liability insurance coverage at least \$1,000,000 per occurrence and at least \$2,000,000 aggregate. The policy may not be cancelled without advance written notice to the Executive Director of the Club.

The Event/Program Sponsor is required to read and understand the rules governing facility rental.

### **REQUEST FOR FACILITY/EQUIPMENT RESERVATION**

*Please complete the following information:*

Name of Event or Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Person/Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Event (brief explanation including number of guests, activities, adult supervision, etc.)

*I have read the Facility Use Policy and the Facility Use Agreement of the Boys & Girls Club of Carbon County, and agree to its terms and conditions.*

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_