



**BOYS & GIRLS CLUBS  
OF THE CSRA**

# EMPLOYEE HANDBOOK

UPDATED NOVEMBER 2018



## **OUR MISSION**

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

### **ABOUT THIS HANDBOOK**

This Employee Handbook is intended for the use of the employees of the Boys & Girls Clubs of The CSRA (hereinafter referred to as the “Club”). This Employee Handbook sets forth basic policies and guidelines for employee conduct and also contains important summary information regarding employee benefits. If you have specific questions regarding the benefits/plans described, please refer to the plan documents or summary plan descriptions or contact the Executive Director. The Employee Handbook was developed by the Personnel Committee and the Executive Director. This employee handbook will serve as a guide with respect to employment policies and procedures. This guide will be made available to all staff members at the time of hire.

Unless otherwise specified, the employee benefits described in this handbook apply only to regular full-time and part-time employees of the Club. By contrast, the policies outlined in this handbook apply to all employees – regular full-time, regular part-time, and temporary.

In all cases of interpretation of this handbook, decisions by Management and/or the Board of Directors are final. The organization reserves the right to change or delete any part of this Employee Handbook at its sole discretion, without prior notice.

\*NOTHING CONTAINED WITHIN THIS EMPLOYEE HANDBOOK IS INTENDED TO CREATE A CONTRACT FOR EMPLOYMENT, EXPRESSED OR IMPLIED, NOR A GUARANTEE OF CONTINUED EMPLOYMENT FOR A SPECIFIC DURATION.

\*\*THE EMPLOYEE AGREES THAT HE/SHE IS EMPLOYED AT WILL AND THAT BOYS & GIRLS CLUBS OF THE CSRA EXPRESSLY RESERVES THE RIGHT TO DISCHARGE THE EMPLOYEE AT ANY TIME FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR THE CLUB'S POLICIES, PRACTICES, OR PROCEDURES SHALL CONFER UPON THE EMPLOYEE ANY RIGHT TO CONTINUE EMPLOYMENT.

## **HUMAN RESOURCES POLICY**

The Board of Directors will have the responsibility of employing the Executive Director, who shall be responsible to the same. The Executive Director shall have the responsibility of employing the professional employees, also, for employing clerical, maintenance, and part-time employees. Job descriptions will be prepared by the Executive Director for all employees, such job descriptions will be reviewed annually by the Personnel Committee.

## **CONFIDENTIALITY POLICY**

In the course of employment with BGCCSRA, employees may have access to the organization's confidential information which may include financial information, contracts, suppliers, personnel information, curriculum or other information that the Club considers proprietary and confidential. This duty of confidentiality applies whether the employee is on or off BGCCSRA premises.

## **IMMIGRATION LAW COMPLIANCE POLICY**

In compliance with E-Verify and the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form I-9 on the first day of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. This organization participates in E-Verify and will provide the Social Security Administration with information from each new employee's I-9 form to confirm work authorization.

## **SALARY POLICY**

The Personnel Committee will review the salaries each year and make recommendations for adjustments to the Finance Committee. Minimum and maximum scale of salary ranges will be recommended annually by the Personnel Committee for approval by the Board of Directors. Each member of the staff will be informed on the minimum and maximum salary applying to his/her position.

## **EQUAL EMPLOYMENT OPPORTUNITY & AMERICANS WITH DISABILITIES ACT POLICY**

The Club is an equal opportunity employer. The Club is committed to the spirit and letter of all federal, state and local law and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex, age national origin, 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 condoned.
- In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **HARASSMENT POLICY**

It is the policy of the Club to provide, at all time, an 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, age, national origin, sexual orientation, disability or marital status. The term harassing conduct also includes sexual advances, requests for sexual favors and other conduct of sexual nature. Any employee violating this policy will be subject to corrective action, up to and including dismissal/termination of employment.

- Harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation, 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 items which could be construed as harassment include, but are not limited to:
- Degrading any group or class of people.
- Assignment of less desirable work or working conditions to members of such protected groups based solely on their group membership.
- Treatment of protected individuals in a demeaning fashion.
- Comments, jokes, or slurs that are demeaning, demoralizing, or that are directed to one gender over the other.

## **SEXUAL HARASSMENT POLICY**

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.
- 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 which could be construed as sexual harassment include, but are not limited to:
- Explicit or implicit threats to withhold pay increases, benefits, or working conditions unless sexual favors or sexual activity is granted.
- Promises to improve pay, benefits, or working conditions in exchange for sexual favors or sexual activity.
- Demanding sexual favors or sexual activity of another employee.
- Subtle pressure for sexual favors or sexual activity of another employee.
- Deliberate, repeated, or unsolicited verbal comments, gestures, or physical actions of a sexual nature toward another employee (i.e., lewd or lascivious remarks and unnecessary touching, patting, or pinching).
- Comments, jokes, or slurs that are demeaning, demoralizing, or that are directed to one gender over the other.
- If you believe you or another employee is being subjected to harassing conduct, you should immediately contact your Unit Director, Director of Operations, or Executive Director.
- A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Complaints will be handled confidentially, to every extent possible. The Executive Director has the responsibility for investigating and resolving complaints of harassment. If the complaint is against the Executive Director, however, you should immediately contact the Board President.
- Consequences of Engaging in Harassing Conduct:
- Any employee, including any supervisor or agent, who is found to have engaged in harassing conduct will be subject to appropriate discipline, up to and including dismissal/termination of employment. The policy applies to all employees of the organization.

**No Retaliation or Reprisals:** Under no circumstances will a person's employment be jeopardized because of a bona fide report of what he or she perceives to be an incident of harassing conduct or behavior. You have a duty to report any harassing conduct you either experience or observe.

## **WORKPLACE VIOLENCE POLICY**

Nothing is more important to the Club than the safety of its employees. Therefore, threatening behavior or acts of violence against employees, members, guests, or visitors by anyone on Club property or during Club activities will not be tolerated. Violation of this policy will result in disciplinary action, which may include dismissal, arrest, and prosecution.

- Any person who makes verbal threats, exhibits threatening behavior, or engages in violent acts on Club property or during Club activities will be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation. The Club will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of duties, suspension, or termination of employment and/or criminal prosecution of the person/persons involved.
- All Club employees are responsible for notifying their supervisor of any threats they have received, witnessed, or that they have been told about by another person. Even without an actual threat, employees should report any behaviors they have witnessed they regard as threatening or violent, when that behavior is job related or might be carried out on Club property, during Club activities, or connected to Club employment. Employees are responsible for making this report regardless of relationship between the individual who initiated the threat or threatening behavior. If the supervisor is not available to receive such a report, the employee should report the threat to the Executive Director.
- All individuals who apply or obtain protective or restraining orders which lists the Club as a protected area, must provide to their supervisor a copy of the petitions and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

## **DRUG/ALCOHOL/SMOKE FREE WORKPLACE POLICY**

The Club is committed to creating and maintaining a Drug Free Workplace. This policy applies to all applicants for employment and to all employees in all job classifications. Substance abuse, which includes the possession, use, or sale of illegal drugs or the unlawful use of unlawful substances, including alcohol and prescription drugs, will not be tolerated during working hours, or on Club premises or at any non-personal, club sponsored, or club related functions. It is the condition of employment to refrain from using drugs and the unlawful use of lawful substances, including alcohol and prescription drugs, and to abide by the guidelines of the Drug Free Workplace Policy. Employees determined to be under the influence of drugs or alcohol, including the unlawful use of lawful substances, or who violate this policy in other ways, are subject to immediate dismissal/termination of employment. Under the Club's drug and alcohol testing policy, current employees may be required to submit to voluntary testing. Submitting to drug testing is a condition for employment. No prospective employee will be required to submit to testing unless an offer of employment is made. At any time, employees may be tested at random or per reasonable cause. The Club is a smoke-free environment. Smoking in or around the Club's premises is strictly prohibited.

## **PERCEIVED VIOLATIONS POLICY**

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

- Examples of perceived violations of law include violations of child labor laws, wage-hour regulations, and unlawful discrimination/harassment. Examples of violations of Club policy include employee theft, discrimination, and harassing conduct or behavior.
- Compliance with this policy is a term and condition of continued employment with the Club. If employees have any questions with regard to this duty to report perceived violations, they may contact their Unit Director or Executive Director.

## **WHISTLEBLOWER POLICY**

Our Code of Ethics and Conduct (“Code”) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

- **Reporting Responsibility:** It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations in accordance with the Whistleblowers Policy.
- **No Retaliation:** No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.
- **Reporting Violations:** The code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer directly.
- **Compliance Officer:** The Organization’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the Board of Directors and is required to report to the audit committee at least annually on compliance activity. The Organization’s Compliance Officer is the chair of the audit committee.
- **Accounting and Auditing Matters:** The audit committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.
- **Acting in Good Faith:** Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- **Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- **Handling of Reported Violations:** The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **EMPLOYMENT POLICY**

The first 90 days of employment for new employees of the Club is considered an introductory or 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. During the time employment may be terminated by either party with or without cause, without negatively impacting employment record. New employees will be evaluated at or near the end of the probationary period. An evaluation will be made of a new employee at or near the end of the probationary period. Neither the designation nor the successful completion of the introductory period constitutes an employment contract for any period of time (including the probationary period) or a guarantee of continued employment. Employment with the Club is at-will.

### Categories of Employment

- Salaried Full-time: An employee whose regular work schedule averages 40 hours per calendar week or more in a calendar year. Salaried employees are not compensated on an hourly basis.
- Full-time: An employee whose regular work schedule averages 35 hours or more per week in a calendar year and who is not on probationary status.
- Part-time: An employee whose regular work schedule averages less than 35 hours per week in a calendar week during a calendar year.
- 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. Temporary employees may work either full-time or part-time, but they are not considered "regular" employees.

### Status of Employment

Employees are categorized as either exempt or non-exempt for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act.

- Non-Exempt employees are compensated based on the number of hours worked each workweek.
- Exempt employees (e.g. certain administrative, professional, and executive personnel whose positions meet the Fair Labor Standards Act definitions and criteria for exempt status) are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and are paid on a salary basis.

## **BACKGROUND CHECK POLICY**

All applicants must provide a picture ID, social security number, telephone number, address, training history, employment history, education, references, and agree to have a background check completed annually. The aforementioned will become a part of the applicant's personnel file. Personal information is checked against national and state criminal databases, and is also checked against the national sex offender databases. All current staff members have on file copies of Comply with Official Code of Georgia Annotated (O.C.G.A.) 49-5-110 et. seq. that requires a criminal background check to ensure that potential employees have not been convicted of crimes that would invalidate their acceptability for employment. Anyone seeking employment is given a copy of their job description where this requirement is clearly stated. No person is hired to work directly with children prior to completing this process. When results are known from background checks, a review of the information obtained gives us insight about arrests during the last seven years, and any convictions (no matter when it occurred). Employee backgrounds are performed annually. Any information, regarding a conviction will not necessarily constitute termination, but will be reviewed in light of surrounding circumstances, including seriousness and nature of the violation, rehabilitation, and relationship to employment and federal statutory requirements. See policy and procedure manual regarding questionable results.

## **OVERTIME POLICY**

Occasionally, employees may be asked to work overtime. The failure to work overtime when requested may lead to discipline, up to and including termination of employment.

- Overtime pay depends on an employee's status as Exempt or Non-Exempt as follows:
- Non-Exempt: If an employee whose position is classified as non-exempt, 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 hourly rate. Employees are not permitted to work overtime unless such overtime is specifically approved in advance by their supervisor. All overtime, however, must be accurately reported as worked, whether or not it was required or approved, and it will be paid accordingly. In addition, employees may not take off to compensate for extra hours worked to offset payment of overtime unless such arrangements are specifically approved in advance by their supervisor. Repeated or continued working of unapproved overtime and/or failure to report actual hours worked may result in disciplinary action.
- Exempt: Exempt employees do not receive overtime compensation.

## **PERSONNEL RECORDS POLICY**

It is very important for employees to keep their personnel records up to date. All personnel records are the property of the Club and may not be released without written consent from the employee.

The Club directs employees to notify the Unit Director immediately if there is a change in status, including but not limited to the following:

- Name and social security number
- Home address
- Home telephone number
- Emergency contact and telephone number
- Background check and consent
- Payroll deductions consent
- W-4
- G-4
- I-9
- Employment application
- Driver's license status
- Drug/alcohol test
- Motor vehicle report
- Periodic employee reviews

## **PERFORMANCE REVIEW POLICY**

Supervisors, in addition to routinely observing employee effectiveness, periodically conduct performance reviews to evaluate an employee's work. Performance reviews can 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.

- Employees will be reviewed near the completion of the introductory period and on a semi-annual basis thereafter.
- Performance reviews are an evaluation and planning tool for both supervisors and employees and do not necessarily result in pay increases.
- 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. Annual salary adjustments will be determined by the outcome of the employee's performance reviews.

## **JOB POSTINGS POLICY**

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. Job openings will be posted on the Boys & Girls Clubs of the CSRA website or will be announced internally. Employees who have completed their introductory period who are interested in a particular opening should submit the appropriate, timely application materials in the manner appropriate for the post.

## **PAY CYCLE AND PAYROLL DEDUCTIONS POLICY**

The work week begins on Sunday and ends on Saturday. Friday is payday. 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 as well as 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. Additional withholdings will be withheld only with written consent of the employee.

## **TIME OFF/LEAVE POLICY**

Paid Leave Holidays:

Boys & Girls Clubs of the CSRA observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day After Thanksgiving
- Christmas Eve & Christmas Day

If one of the above holidays falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. Full-time employees after completion of probationary period are eligible for paid holidays immediately upon hire.

Paid Time Off (PTO):

Regular full-time employees accrue PTO at the following rate:

- All: Week of 4th of July
- First year: 10 Days
- Two-Five years: 15 Days
- Six-Nine years: 15 Days + 3 personal days
- 10 years +: 15 Days + 5 personal days

**Bereavement Leave:** Full-time and part time employees will receive up to 3 paid days off for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandparents, grandchildren, brothers-in-law, sisters-in-law, and parents-in-law. Compensation will be based on the employee's schedule at the time of leave.

**Maternity Leave:** The Club will make every effort to work with expectant mothers as they approach the date of birth. The Club will honor a request for maternity leave based on physician's recommendations up to 6 weeks paid leave for salaried and fulltime employees and will place her back into a similar position when she returns. Expectant mothers can take unpaid leave up to 12 weeks or as permitted by FMLA.

**Jury Duty:** Full-time and part-time employees who are summoned for jury duty will be paid their normal rate of pay for a period of up to one month. Should you have to be required to serve more than one month on jury duty, you may take unpaid time off or elect to utilize unused vacation days. You should make arrangements with your supervisor as soon as you receive your summons. A copy of your summons and proof of jury service, including dates and times, should be provided to your supervisor as soon as possible. You are expected to return to your job if you are excused from jury duty during your regular working hours.

**Military Leave:** Employees who are required to serve in any branch of the Armed Forces of the United States or are engaged in military reserve service will be given leave in accordance with all applicable Federal and State Laws.

**EMPLOYEE ABSENCE POLICY**

Employee work hours are provided at the time of employment. Attendance and punctuality are important factors for your success within the organization.

**\*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, no less than 2 hours prior to scheduled work time. Employees are responsible for ensuring proper notice is provided. Only under exceptional circumstance 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 work days, it will be presumed the employee has voluntarily abandoned his or her job.

**UNEXCUSED ABSENCE POLICY**

Failure to provide notice of absence as described above will result in an unexcused absence regardless of the reason. Unexcused absences or any other violation of the Absences Policy could result in disciplinary action, up to and including dismissal/termination of employment. If an employee fails to provide proper notice of absence for 3 consecutive work days, it will be presumed the employee has voluntarily abandoned his or her job.

## **HANDS-OFF POLICY**

“Hands-Off” means that no staff member may touch a student or use abusive language as a means of coercion. BGCA staff is expected to lead through positive methods that do not include the use of physical force or verbal abuse. Use of such tactics must be considered a leadership failure. “Hands-Off” leadership also prohibits staff members from using unprofessional language, including profanity, vulgarity or off-color jokes when interacting with, correcting, or motivating students. This includes joking and horseplay that is easily carried too far. The uncompromising standard for behavior and language on the part of the staff is nothing less than complete transparency and total professionalism.

- Students or staff shall not be subject to disciplinary action or any other form of retaliation for reporting an alleged violation.
- Any student or staff experiencing or witnessing any violation of this directive is to immediately report it to their superior or the next member in the chain of command.

## **OPEN DOOR POLICY**

The Club wants to assure its employees that ideas, suggestions, and complaints will be heard. It is management’s policy to attempt to resolve disputes which may arise between fellow employees or between employees and their supervisors. Open communication between employees and immediate supervisors is encouraged. Employees should feel free to voice ideas, suggestions, or complaints without fear of reprisal or retribution. If an employee wishes to remain completely anonymous, he or she can write the idea, suggestion, or complaint down on paper and drop it to the Administrative Office. Otherwise, if employees have ideas, suggestions, or complaints to share, they are directed to follow these simple steps, unless it is a matter more appropriately raised pursuant to the steps set forth in the Club’s policy against harassment:

- STEP 1:** Employees are directed to discuss complaints with their immediate supervisor within 24 hours of the matter causing the complaint. Employees should provide detail and offer possible solutions. Most of the matters can be resolved at Step 1.
- STEP 2:** If the employee is not satisfied with the results of a discussion with his/her immediate supervisor, the employee is directed to take the matter to the next highest supervisor (in other words, their immediate supervisor’s supervisor) within 3 working days after meeting with the immediate supervisor.
- STEP 3:** If the employee believes the matter remains unresolved, he/she is directed to present the matter in writing to the Executive Director within 3 days. The Executive Director shall review all matters brought to their attention and will provide a statement of action in writing to the employee.
- STEP 4:** If the employee feels the matter remains unresolved, he/she is directed to submit the matter in writing to the Personnel Committee within 3 working days. The Personnel Committee shall consider all matters brought to their attention pursuant to this procedure and all decisions made by the Personnel Committee are to be final.

## **MANDATED REPORTER POLICY**

All Club employees, as mandated reporters are required by Georgia law to report all suspected cases of child abuse. Child abuse is any act, omission, or commission that endangers or impairs a child’s physical or emotional health and development. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention. Club staff follow specific procedures including clarifying with student, notifying the supervisor, and notifying the authorities. All staff members in direct contact with children are required to take the online course, “Mandated Reporters”, within the first two weeks of employment. A copy of the completion certificate will be kept in their personnel files.

## **INSPECTION, THEFT, AND 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 will from time to time conduct internal investigations including inspections and audits on company premises. The Club reserves the right to conduct a routine inspection or audit at any time for company property or company-related information. The Club reserves the right to inspect the following, including but not limited to: personal property brought onto or taken from the premises, any work, rest, or storage areas, all company vehicles, desks, lockers, computers, etc., that are within the employee's possession or control. A routine inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing in the workplace items of personal property they do not want revealed to management. Under certain circumstances, 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/she is directed to notify the supervisor immediately. The theft, misuse, or unauthorized removal of Club property is cause for immediate discipline, including dismissal/termination of employment. At the Club's discretion, other legal actions may also be taken against the employee for theft, misuse, and or unauthorized removal of Club property.

## **ANTI-FRAUD POLICY**

The purpose of this policy is to provide guidelines and controls to aid in the prevention, deterrence, and detection of fraud, theft, waste, or abuse against the Boys & Girls Clubs. This policy expands upon the Boys & Girls Clubs Employee Ethics, Standards of Conduct, and Conflict of Interest policy and outlines more specific responsibilities and expectations related to fraud. This policy applies to all Boys & Girls Clubs of The CSRA employees, volunteers, and contractors (business associates). The Boys & Girls Clubs of The CSRA's policy is to promote consistent, legal, and ethical organizational behavior by:

- Assigning responsibility for reporting fraud, theft, waste, or abuse
- Providing guidelines to conduct investigations of suspected fraudulent behavior
- Making anti-fraud awareness training available annually

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Examples of fraud include:

- Any dishonest or fraudulent act
- Impropriety in the handling or reporting of money or financial transactions
- Forgery or alteration of any document or account belonging to the Boys & Girls Clubs (checks, timesheets, invoices, contractor agreements, bid documents, purchase orders, electronic files, and other financial documents)
- Forgery or alteration of a check, bank draft, or any other financial document
- Financial report misrepresentation
- Misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, computers, fixtures, or equipment)
- Authorizing or receiving payments for hours not worked
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Boys & Girls Clubs that may be construed to be an attempt to influence the performance of an employee's official duty in the scope of employment for the Boys & Girls Clubs
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment

Theft is defined as the act of taking something from someone unlawfully. An example of theft would include: Taking home a printer belonging to the organization and keeping it for personal use.

Waste is the loss or misuse of District resources that results from deficient practices, system controls, or poor decisions. An example of waste is: Not taking advantage of available early bird conference registration discounts.

Abuse is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. An example of abuse would be: Using organization equipment or supplies to conduct personal business.

## **ANTI-FRAUD POLICY (CONTINUED)**

### **RESPONSIBILITY TO REPORT SUSPECTED FRAUD**

Each employee is required to report any suspected fraud, theft, waste, or abuse or other dishonest conduct to the BGCA Chief Executive Officer or the Organization's Compliance Officer. Unit Directors do not have the authority to determine the merits of a report of suspected fraud; the Chief Executive Officer makes this determination after an internal investigation has been completed. The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law. Suspected improprieties and/or misconduct concerning an employee's ethical conduct should be reported to the Chief Executive Officer. All employees are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Each Administrator shall be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of fraud. Any fraud that is detected or suspected must be reported immediately to the Chief Executive Officer, who shall order an internal investigation. All employees will be held accountable to act within the organization's code of conduct. The Boys & Girls Clubs will not tolerate any type of fraud, theft, waste, or abuse.

### **GUIDELINES FOR HANDLING A REPORT OF SUSPECTED FRAUD, THEFT, WASTE, OR ABUSE**

Whether the initial report is made to the Unit Director, the Operations Director, and/or the Chief Executive Officer, the reporting employee/individual should receive the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts or demand restitution
- Allow the Chief Executive Officer to order an internal investigation be conducted. Do not further investigate the allegations
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Chief Executive Officer
- Retaliation will not be tolerated. BGCA will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud
- Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s)
- The identity of an employee or other individual who reports a suspected act of fraud will be protected as provided by this policy

**Responsibility of Compliance Officer:** Under the direction of the Board of Directors, the Compliance Officer, or any other designated investigator shall document the allegation and conduct an investigation. If the investigation substantiates the allegation of fraud, appropriate corrective action will be taken according to BGCA policy. The Compliance Officer or other designed investigator shall make every effort to protect the rights and the reputations of everyone involved in a report of suspected fraud, including the individual who in good faith alleges perceived misconduct, as well as the alleged violator(s).

**Quarterly Compliance Report:** Investigated incidents of suspected fraud shall be reported to the BGCA Board of Directors on a quarterly basis. The Compliance Report shall include: whether the report was from an employee, the outcome of the investigation, and the corrective action taken.

**Violations and Corrective Actions:** Employees who violate the Anti-Fraud policy and procedures will be subject to corrective action up to and including termination in accordance with BGCA's

**Progressive Discipline Policy:** An employee who has engaged in any form of fraud, waste, or abuse, suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy, or intentionally reports false or misleading information is subject to such corrective action up to and including termination. In addition, corrective action may be taken as provided by this policy against an employee who makes a report alleging fraud in bad faith. Failure to comply with any part of this policy by a Contractor (Business Associate) could result in cancellation of the business or other relationship between the entity and the Boys & Girls Clubs. When appropriate, the Chief Executive Officer or the designee will also report the violation(s) to federal, state, and/or local law enforcement agencies.

**Anti-Fraud Awareness Training:** BGCA Operations Director will conduct employee training and/or provide training materials to the Unit Directors during in-services and/or staff meetings on an annual basis.

### **NO SOLICITATION POLICY**

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

### **NON-FRATERNIZATION POLICY**

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and possible complaints of harassment, all employees at the supervisory level and higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any employee of the Club. All employees are strictly prohibited from dating or pursuing romantic or sexual relationships with any member of the Club. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

### **WORKERS' COMPENSATION POLICY**

All employees are covered by the Boys & Girls Clubs of The CSRA Workers' Compensation Insurance from the moment they begin work. The insurance covers any job related injury or illness and the benefits are established by State Law.

- It is imperative that every injury, no matter how minor, is reported to the Unit Director. Injuries which require medical care must be reported on a state approved form which is available in the Unit Director's office. A Boys & Girls Club injury report must be completed and sent to the Administrative Office.
- All work related injuries must receive first treatment from a qualified physician listed from the Club's approved list of physicians. This list is available from your Unit Director or the Administrative Office. The approved physicians will refer you to an appropriate specialist when required.
- After the doctor visit, you must send the diagnosis to the Club's Administrative Office. You must have a signed release from the doctor before returning to work.

### **EMERGENCY/SAFETY POLICY**

Evacuation plans must be posted at all facilities. All Boys & Girls Clubs will conduct monthly safety drills for evacuation, tornadoes, hurricanes, fire, and lockdown. All staff will be trained in emergency response to severe weather and crisis management.

## **STANDARDS OF CONDUCT POLICY**

The Club expects all of its employees to conduct themselves in a manner which is in the best interests of the organization and its employees.

- Each employee has an obligation to observe and follow the Club's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with orderly and efficient operations, corrective disciplinary measures will be taken.
- The Club's reputation has been built on excellent youth development service, quality work, and a dedication to high standards of conduct. To maintain this reputation requires the vigilance and active participation of every employee. The opinions and attitudes that the people have toward the Club may be influenced for a long period of time by the behavior and actions of one employee.
- Each employee must be sensitive to the importance of providing fair and courteous treatment in all working relationships, projecting a professional image, and maintaining the standards of conduct expected of all Club employees.

## **DISCIPLINARY POLICY**

The Club has established policies and procedures for the convenience and protection of all its employees. Violations of any of these policies and procedures are considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following: oral warnings, written warnings, suspension with or without pay, and termination. Discipline actions are noted in the personnel file. Serious misconduct may result in immediate suspension and/or immediate dismissal/termination of employment. The appropriate disciplinary actions will be determined by management. There is no guarantee that one form of disciplinary action will necessarily proceed another. The following is a partial list of examples of misconduct which may be cause for disciplinary action, up to and including dismissal/termination of employment:

- Violation of the Club's equal opportunity or harassment policy
- Disclosure of confidential Club or employee information to unauthorized parties
- Behavior resulting in Club member, vendor, 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, including the solicitation of 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 fellow employees or the public
- 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, official, or its products
- Destruction or misuse of property
- Any other conduct which violates any Club policy or which is not in the best interests of the organization
- Communicating threats of violence
- Unauthorized use of property
- Discussion of compensation among employees

## **DRESS CODE POLICY**

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

- Hair, as well as facial hair, should be clean, combed, and well maintained in a business-like style.
- Employees are expected to dress in a manner that is not only conducive to the image we reflect to our members, board, donors, and the general public, but also appropriate to the safe performance of job requirements.
- Employees must wear the approved designated staff shirts to work each day. Khaki, navy blue, black, or jean pants along with collared staff shirt should be worn during the week.
- Other accepted apparel includes: slacks, long dresses, and denim jean skirts or shorts which may not be more than 2" above the knee.
- Pants, jeans, shorts, and skirts may not be ripped, frayed, skin tight, or hanging below the waist.
- No jackets or sweaters may cover staff shirts. Long sleeves may be worn under staff shirts.
- Employees are not permitted to wear hats, head dresses, head scarves, bandanas, spandex, tights, leggings, or jeggings inside the Club.
- Employees are expected to wear appropriate footwear conducive to recreational activities. No sandals or open-toe shoes are permitted at any time by staff working directly with children.
- Eccentric hairdos, offensive tattoos, piercings, and excessive jewelry and makeup are also not permitted.
- Employees reporting to work improperly dressed may be sent home without pay by their supervisor to change clothing or until further scheduled for work. Violations of this policy may also result in disciplinary action.
- All Administrative staff and Unit Directors are to be dressed in business casual when attending meetings outside of the Clubs.
- The Club reserves the right in all situations to decide whether any employee is in violation of this dress code policy.

## **TRANSGENDER EMPLOYMENT POLICY**

The Boys & Girls Club of the CSRA does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. This policy is designed to create a safe and productive workplace environment for all employees. This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees, and the needs of each transgender or gender non-conforming employee must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

### **Definitions:**

- **Gender Identity:** A person's internal, deeply felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.
- **Gender Expression:** An individual's characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.
- **Transgender:** An umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth. A person whose sex assigned at birth was female but who identifies as male is a transgender man (also known as female-to-male transgender person, or FTM). A person whose sex assigned at birth was male but who identifies as female is a transgender woman (also known as male-to-female transgender person, or MTF). Some people described by this definition don't consider themselves transgender- they may use other words, or may identify simply as a man or woman. A person does not need to identify as transgender in order for an employer's nondiscrimination policies to apply to them.
- **Gender Non-Conforming:** This term describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations. Keep in mind that these expectations can vary across cultures and have changed over time.
- **Transition:** The process of changing one's gender from the sex assigned at birth to one's gender identity. There are many different ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one or two step process that happens more quickly. Transition may include "coming out" (telling family, friends, and coworkers); changing the name and/or sex on legal documents; and, for many transgender people, accessing medical treatment such as hormones and surgery.
- **Sexual Orientation:** A person's physical or emotional attraction to people of the same and/or other gender. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight, just like non-transgender people.
- **LGBT:** A common abbreviation that refers to the lesbian, gay, bisexual, and transgender community.
- **Everyone has a:** Sex Assigned at Birth, Gender Identity, Gender Expression, and Sexual Orientation

*\*The definitions provided here are not intended to label employees but rather to assist in understanding this policy and the legal obligations of employers. Employees may or may not use these terms to describe themselves.*

## **TRANSGENDER POLICY (CONTINUED)**

### Boys & Girls Club Workplace Specific Policies

Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee gets to decide when, with whom, and how much to share their private information. Information about an employee's transgender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA. Management, human resources staff, or coworkers should not disclose information that may reveal an employee's transgender status or gender non-conforming presentation to others. That kind of personal or confidential information may only be shared with the transgender employee's consent and with coworkers who truly need to know to do their jobs.

**Official Records:** The Boys & Girls Club of the CSRA will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Most records, however, can be changed to reflect a person's preferred name without proof of a legal name change.

A transgender employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. Official records will also be changed to reflect the employee's new name and gender upon the employee's request.

As quickly as possible, we will make every effort to update any photographs at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately. If a new or transitioning employee has questions about company records or ID documents, the employee should contact Lynda Dukes. Human Resources Generalist.

**Names/Pronouns:** An employee has the right to be addressed by the name and pronoun that correspond to the employee's gender identity, upon request. A court ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of this policy. If you are unsure what pronoun a transitioning coworker might prefer, you can politely ask your coworker how they would like to be addressed.

**Transitioning on the Job:** Employees who transition on the job can expect the support of management and human resources staff. HR will work with each transitioning employee individually to ensure a successful workplace transition.

**Sex-Segregated Job Assignment:** For sex-segregated jobs, transgender employees will be classified and assigned in a manner consistent with their gender identity, not their sex assigned at birth.

**Restroom Accessibility:** Employees shall have access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom, when available. No employee, however, shall be required to use such a restroom. All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. That is, transgender women must be permitted to use the women's restroom, and transgender men must be permitted to use the men's restroom. That decision should be left to the transgender employee to determine the most appropriate and safest option for them. Some employees- transgender or non-transgender - may desire additional privacy. Where possible, an employer will make available a unisex single-stall restroom that can be used by any employee who has a need for increased privacy, regardless of the underlying reason. For example, if any employee does not want to share a multi-person restroom with a transgender coworker, they can make use of this kind of option, if available.

## **TRANSGENDER POLICY (CONTINUED)**

**Dress Codes:** The Boys & Girls Club of the CSRA does not have dress codes that restrict employees' clothing or appearance on the basis of gender. Transgender and gender non-conforming employees have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.

**Discrimination/Harassment:** It is unlawful and violates company policy to discriminate in any way (including, but not limited to, failure to hire, failure to promote, or unlawful termination) against an employee because of the employee's actual or perceived gender identity. Additionally, it also is unlawful and contrary to this policy to retaliate against any person objecting to, or supporting enforcement of legal protections against, gender identity discrimination in employment.

The Boys & Girls Club of the CSRA is committed to creating a safe work environment for transgender and gender non-conforming employees. Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action, and providing employees and staff with appropriate resources. The Boys and Girls Club management and staff will respect transgender employees. The transgender and all other staff will respect and abide by the mission of the Boys & Girl s Club. All Employees will respect the rights of our children, parents and any stake holder in the organization. All employees' primary function is to uphold our mission and to contribute positively in their actions, demeanor, and personal presentation to the mission and objectives of the organization. All employees have an obligation to have a reciprocal understanding of the feelings of other employees and stakeholders.

**Sexual Harassment:** It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co worker, or someone who is not an employee of the employer, such as a client or customer.

## **USE OF CELL PHONES POLICY**

This policy outlines the use of personal cell phones at Boys & Girls Club of the CSRA, the personal use of personal cell phones and the policy regarding the safe use of cell phones by employees.

**Personal Cellular Phones:** While at work, employees of the Boys & Girls Club are expected to follow the BGC policy in using personal cellular phones. Employees working directly with students should not be using their cell phone while on duty. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the Club's policy. The Boys & Girls Club will not be liable for the loss of personal cellular phones brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

**Cellular Phone Use while Operating a Vehicle:** Employees whose job responsibilities include driving should refrain from using their phone/communication device while driving a Boys & Girls Club vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting business. Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. Incoming or outgoing cellular phone calls are not allowed while driving. Sending or reading text messages, emails, dialing cellular phones, viewing television, videos, or DVD1s and inputting data into laptop computers. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

## **TECHNOLOGY USAGE POLICY**

The Boys & Girls Clubs provides access to technology through the use of computers in our programs. The primary purpose of our technology program is to prepare youth for the world of work and to provide educational opportunities. The BGC takes every step necessary to ensure internet safety precautions are taken. Students are only allowed to go on appropriate websites and are monitored by staff. File sharing of copyright music or any other document is illegal and members will not be permitted to use the system for such activity.

## **PROFESSIONAL DEVELOPMENT POLICY**

Professional Learning Plan: It is imperative that employees be knowledgeable and adequately trained in the National Programs which are required to conduct. The success of our programs and development of our members is also contingent on the ability of our professionals to supervise and provide guidance to our members. Each year, at the discretion of the Executive Director, selected employees are required to successfully complete certifications in first aid and CPR. Employees are also required to complete 12 hours of training in Effective Discipline and Guidance Techniques which will be conducted in-house by the Administrative Staff. Boys & Girls Clubs of America offers programmatic training in each of the Club's core areas of programming. It will be to the discretion of the Executive Director for eligibility.

All 21st CCLC afterschool programs are required to attend scheduled trainings in the professional learning plan. Attached is a copy of the professional learning plan for the afterschool program. The 21st CCLC afterschool program staff will abide by these policies adopted by the Boys & Girls Clubs of the CSRA.

Annual Professional Development Trainings include:

- Back to School Training- August\*
- Georgia All-Staff – August\*
- Georgia ASYD- October\*
- Back to Basics Training- December\*
- Teaming up for the New Year – January\*
- Beyond School Hours Conference – February\*
- Southeast Conference – March\*
- National Conference – May\*

\*Refer to yearly calendar for exact dates.

## **EMPLOYEE BENEFITS POLICY**

The following description of the Club's employee benefits program is in summary form and does not give the specific details of the benefit programs. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the descriptions contained in this or any other publication of the Club and the official policy or plan description, the language of the official policy or plan description controls. Employees are directed to read their policy and plan documents for detailed information. The Club provides certain benefits to all salaried, full-time employees, including:

- Comprehensive medical coverage (Medical Insurance, Dental and Vision Plan, Short and Long Term Disability and Life Insurance)
- Retirement Savings Plan
- Paid Time Off (PTO)

**Comprehensive Medical Coverage:** After a 60-day introductory period, regular full-time and full-time equivalent employees are eligible for the following types of insurance coverage: BGC of CSRA pays 100% of employee-only premiums for health insurance; Employees are 100% responsible for other types of coverage, including dental and vision; Elected employee premiums are deducted on a bi-weekly basis via payroll deduction; Dependent coverage is also available and coverage information will be provided to each employee at the time of enrollment; All premiums for dependent coverage will be passed on to the employee.

- Medical Provider: Humana POS (See Administrator for details of Employee Benefits.)
- Life Insurance Provider: Humana \$25,000 flat benefit (See Administrator for details of Employee Benefits.)
- Other Benefits Available at 100% Employee Expense: Dental, Vision, Voluntary Life Insurance, STD, and LTD. Contact the Finance Director for information on tuition reimbursement policy.

**Retirement Savings Plan:** The Club is concerned about the financial well-being of its employees through their retirement years. The Club offers a retirement savings plan that employees may elect to participate in. Under the Club's plan, employees may elect to defer (have withheld on or before income tax basis) a portion of their wages into a retirement savings plan account. The amount an employee can defer into their account is limited by Federal Tax Law. The Club will match 100% employee contributions up to 3% of the employee's gross annual income. Employees are eligible to participate in the Club's retirement plan on the first day of the first quarter following the employee's one-year anniversary from date of hire.

**Contributions:** Employees are 100% vested in the amounts they contribute to the plan. Employees come 20% vested after their first year of service with the Club and become an additional 20% vested after each year of service until the end of the employee's fifth year of service. At that time, they will be 100% vested in all Club contributions. The Club will, at its discretion, make discretionary contributions to the plan. Discretionary contributions to the plan are allocated based on each participant's eligible compensation for the preceding 12 month period. The Club's Retirement Savings Plan can be amended or terminated at the discretion of the Club.

## **CLUB MEMBER RECRUITMENT POLICY**

Recruitment Strategy and Retention Guidelines: Recruitment will start at each of the clubs amongst the students who already attend the Boys & Girls Clubs of Augusta.

- Those students in grades 2nd-9th grades will receive priority.
- Parent/Guardian must sign the form included in the registration packet for the STARS Program.
- After all students who currently attend the site are targeted, additional space will be allotted to our partner schools. We will inform the principals/staff of any opening by grade. The school staff will speak to parents/guardians to inform them of our program.

### **OTHER WAYS BGCA RECRUITS YOUTH TO OUR CLUBS:**

- By distributing program fliers to area schools
- Recruiting at community events (Time to Care, Day for Kids, Children's Week)
- Visiting schools where program staff eat lunch with the students

### **RECRUITING SPECIAL EDUCATION STUDENTS:**

- Program Coordinator and Unit Directors will speak with guidance counselors and Special Education teachers to promote the program to them
- Invite Special Education Parents out to the club for a pre-visit to determine if it would be a suitable fit for their child.
- Follow up with parent/counselor to see if interest in our programs is evident
- If so, give an application and follow through with our membership procedure
- If not interested in attending our program, try to get the reasoning for the parent/counselor not wanting to enroll their child
- If special education student begins attending but is unable to participate in a main stream setting (due to behavior/adjustment issues), alternative programs at partner agencies will be recommended to the parent/guardian

### **RECRUITING PRIVATE SCHOOL STUDENTS:**

- Program Coordinator and Unit Directors will speak with principals to promote the program to them
- Offer to present programming & results to whole staff at a meeting
- Offer to have a table at a parent event promoting our programs
- Invite private school parents out to the club for a pre-visit to determine if it would be a suitable fit for their child
- Follow up with parent/principal to see if interest in our programs is evident
- If so, give an application and follow through with our membership procedure
- If not interested in attending our program, try to get the reasoning for the parent/counselor not wanting to enroll their child

### **STUDENT/FAMILY RETENTION WILL BE REINFORCED ON SEVERAL LEVELS:**

- Encouragement from staff for daily attendance at the site
- Calls home from program staff to students who miss several program days at a time
- Lunch with students at their day school to promote caring relationships between staff and students
- Provide graduation coaches and/or mentors for middle school students to encourage them to move on successfully to high school
- Incentives for good/positive behavior and attendance
- Details vary by site, but most have an "incentive" program where students can visit to pick prizes
- Parents who attend family events can earn a chance for raffle prizes
- At family events, we stress the importance of encouraging their child to attend the program

## **BACKGROUND CHECK & BARRIER CRIME POLICY:**

The Boys & Girls Clubs of the CSRA is committed to selecting and retaining the best staff and volunteers to serve its youth. As a part of the initial selection process and on an on-going basis, The Boys & Girls Clubs of the CSRA will:

- (1) Conduct criminal background checks of all employees, including minors, board volunteers, who serve on a standing or enumerated committee, advisor or otherwise.
- (2) Conduct background checks on all volunteers, including minors who have direct repetitive contact with Club members.

Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals. Fingerprint checks are good for 5 years however; all employees will adhere to a yearly first advantage/enterprise advantage record search. All background checks findings shall be considered when making employment or volunteer decisions.

The Boys & Girls Clubs of the CSRA will not consider an applicant eligible for employment or volunteer service, if such individual:

- refuses to consent to a criminal check
- makes a false statement in connection with such criminal background check
- is registered, or is required to be a registered on a State or National sex offenders registry
- dishonesty on job application
- has been convicted of felony consisting of:
  - murder or manslaughter
  - child abuse or child neglect
  - a crime against children, including child pornography,
  - spousal abuse
  - a crime involving rape or sexual assault,
  - arson or
  - physical assault, battery
  - felony stalking
  - abuse of elderly and incapacitated adults
  - drive by shooting
  - robbery
  - abduction for immoral purposes
  - pandering
  - felony violation of protective order
  - extortion by threat
  - felony terroristic threat
  - felony possession of drugs within (7) years of date of application
- Other crimes which may exclude volunteers/staff temporarily from service:
  - DUI- 1 year following conviction
  - Possession/Distribution – (5) years following conviction
  - Shoplifting – (5) years following conviction
  - Simple Assault – (5) years following conviction

All pending charges for barrier crime (except crime against minors) and convictions for other crimes revealed through background checks shall be reviewed on a case-by case basis to determine if individual poses a safety risk to children and to organization. No individual may be found ineligible because of pending charges, except those for barrier crimes. However an individual may ultimately be found ineligible if the previously pending charges results in a conviction which indicates that the individual ineligible unless or until such charges are subsequently dismissed or the individual is found not guilty.

## **STAFF COMMUNICATION POLICY**

### 21st CCLC Communication Plan

All 21st CCLC afterschool programs are expected to communicate utilizing the communication plan. The communication plan for the afterschool program is detailed below. The 21st CCLC afterschool program staff will abide by these policies adopted by the Boys & Girls Clubs of the CSRA.

### Afterschool Program Communication Plan

- Maintain communication with School Day Teachers
- Compile names of student's school day teacher from application.
- Acquire teacher email addresses from school staff
- Contact school day teachers regularly regarding
- Recruiting and acceptance to program
- Homework expectations and assignments
- Student progress
- Principal Communication
- Meet with principals quarterly to discuss scheduling, and recruiting; additional meetings scheduled as needed
- All principals are invited to advisory board meetings and encouraged to attend
- Email regular updates regarding staff changes and roster changes
- Give principals copies of Club newsletter
- Communicate all parent and extra-curricular events by email
- Copy principals on all evaluations and reports
- Create email database and begin email contact with parents
- Send communication home regarding recruiting, acceptance to program, parent events, field trips, and behavioral or academic updates
- Send paper copy of newsletter and electronic copy to email database
- Keep website and Facebook page updated with newsletters, handbook, calendar, etc.
- Site Director updates parents regularly (positive comments and concerns) at sign out time and note conversations on parent

### Principal Communication Plan for Boys & Girls Clubs of the CSRA

- Meet with principals quarterly to discuss scheduling, and recruiting; additional meetings scheduled as needed
- All principals are invited to advisory board meetings and encouraged to attend
- Email regular updates regarding staff changes and roster changes
- Give principals copies of Club newsletter
- Communicate all parent and extra-curricular events by email
- Copy principals on all evaluations and reports

### Parent Communication Plan for Boys & Girls Clubs of the CSRA

- Create email database and begin email contact with parents
- Send communication home regarding recruiting, acceptance to program, parent events, field trips, and behavioral or academic updates
- Send paper copy of newsletter and electronic copy to email database
- Keep website and Facebook page updated with newsletters, handbook, calendar, etc.
- Site Director updates parents regularly (positive comments and concerns) at sign out time and note conversations on parent communication log

### Communication with parents with limited English proficiency

- Utilize enrichment staff to help with phone calls and create translated documents to follow all of above plan (16C) for parents with limited English proficiency
- Seek and utilize bilingual staff

## **TRANSPORTATION POLICY**

The purpose of the transportation program is to provide safe transportation of Club members. BGC staff must adhere to all Georgia Highway Patrol regulations regarding vehicles, drivers, and safety procedures. Unless it is an emergency, staff will not transport members in their own personal car or vehicles.

### **VEHICLE SAFETY RULES:**

- Staff should always accompany an orderly line of children to and from vehicles.
- Children should not be in parking lot without a staff member.
- One staff member should be present during boarding and departing vehicles. Staff should be standing at the door helping the children.
- Staff only should open and shut doors. Children are never to touch the doors.
- In the use of a van, children are to only use the cargo door. No children should enter nor exit through the passenger side door.
- Every child must sit in a seat. No one should sit on a lap, on the tire well, on the armrest or on the floor.
- All passengers including the driver must wear a seat belt.
- A staff member should check all children's seat belts to make sure they are fastened and tight.
- The engine should not be started until the seat belt check has been completed. Seat belts are to remain fastened until the vehicle engine is turned off.
- All fingers, hands, and faces must remain inside the vehicle. Nothing should be put on the windows.
- No kicking or putting feet on the seats.
- Children must remain facing forward.
- No eating or drinking is allowed in the vehicles (staff and children).
- All papers and trash should be discarded after each use.
- Inappropriate behavior or safety violations will result in the loss of transportation privileges.
- When two staff are in the vehicle, one drives and the other rides in the back seat to observe. Rosters should be checked when students get on or off the bus.
- Unless it is an EMERGENCY, staff will not transport members in their own personal car or vehicles.
- Field Trip Policy
- Boys & Girls Clubs of the CSRA will plan field trips during the school year. If your child will be participating in any scheduled trip, he/she must have the following:
  - A permission slip signed by a parent/guardian
  - His/her Boys & Girls Club membership card
  - Accepting permission over the phone is strictly prohibited.

### **DROP OFF & PICK UP POLICY**

Boys & Girls Clubs are "drop-in" facilities. Members must scan his/her club card at the front counter before the program areas and scan out before leaving the Club. Boys & Girls Clubs of the CSRA welcomes your child at any time during our operating hours, however, each child must be picked up from the club on or before closing. Parents may be charged a late fee of \$1.00 per minute past Club closing time. The organization asks that all parents/guardians come into the club to pick up their children. The exception is if you have signed a release form giving your child permission to walk to/from the club. The club will not be held responsible for any member who leaves the club for any reason on his/her own. Only those who are noted on your child's application as "authorized" to pick up will be allowed to sign out your child. Identification may be requested by the club staff in order to release members to individuals. Please make sure that you keep your authorized pick up and contact information up to date with the club.

## **CLUB MEMBER BEHAVIOR POLICY**

Behavior Plan: All 21st CCLC student are expected to abide by the code of conduct. The 21st CCLC afterschool program students will abide by these policies adopted by the Boys & Girls Clubs of the CSRA.

### Code of Conduct:

- Use your membership card to scan in and out daily.
- Play fair and be honest.
- Be respectful of Boys & Girls Club staff and volunteers.
- Say good and encouraging things to others.
- Resolve disagreements in a positive way.
- Be respectful of other Club members and their property.
- Be respectful of the Club's building and equipment.
- Avoid the use of improper or abusive language.
- Remove all head wear before entering the club.
- Applaud the efforts of other members.
- Participate in activities that are open to your age group
- Dress appropriately at all times - please follow public school dress code.
- Smoking, drugs and alcohol are prohibited on club property
- Any and all weapons are prohibited on club property
- Walk at all times while inside the club except for gym activities
- Eat and drink only in designated areas
- Name calling is prohibited

Please review the code of conduct with your students. There are no exceptions to the code of conduct policy. Members who fail to follow the code of conduct, or violate Club rules or policies will be subject to the following actions.

### MINOR OFFENSES

- Redirection/Cool Down Time
- Temporary Loss of Activity Privileges.
- Parent conference with the Club Director.

### MAJOR OFFENSES

- Loss of Activity Privileges.
- Parent conference with the Club Director.
- Suspension and/or Dismissal from the Club.

## **CLUB ATTENDANCE POLICY:**

While Club attendance is not mandatory, we ask that Club members attend at least three days per week in order to achieve maximum program impact. Members must scan their Club cards at the front counter before entering into the program areas and scan out before leaving the Club. Parents should let Club staff know if their child/children will be away from the Club for several days due to illness, vacation, etc. Clubs typically have waiting lists and a child's spot may be given away if they are not attending regularly.

# EMERGENCY PREPAREDNESS PLAN

## **SOFT LOCKDOWN (HEIGHTENED STATE OF SECURITY/ PREVENTATIVE LOCKDOWN PROTOCOL):**

Description- The soft Lockdown Protocol is a preventative measure used when conditions indicate that a higher than normal threat is present on or near the campus. This might be implemented for the following situations:

- A fight involving numerous individuals, gangs, or weapons.
- Implementation of a lockdown by another school in the system or local area.
- An intruder or suspicious person on campus.
- The presence of a disruptive, potentially violent, or unstable person on campus.
- Major crime or police chase near school.
- Report of a firearm on campus.
- Dangerous animal on or near campus.
- Information received that indicates the possibility of a weapons assault on campus.

## **RESPONSES:**

- Director will announce that a Soft Lockdown is being implemented. Areas without intercoms should be notified in the most appropriate manner (bullhorn, phone, messenger, radio, etc.)
- All students will be kept in program areas with the doors locked.
- Staff without classes will monitor areas for students not in class. Students will be immediately sent to their appropriate area.
- Staff without classes will limit access to their workspace and report any suspicious activity to the Director.
- Teachers will not allow students to leave class unless approved by the Director
- Personnel and activities outside the building may be required to move inside.
- In the classrooms, teachers will explain the soft lockdown protocol to the students. They will explain that this is a heightened security procedure and there is no imminent danger.
- Staff will not open doors for anyone unless cleared by the administration.

## **HARD LOCKDOWN (ACTUAL CRISIS RESPONSE):**

Description- A hard lockdown is used when an actual crisis has occurred. A hard lockdown might be implemented for the following situations:

- Shots being fired on or near the club.
- Threats involving weapons of mass destruction that have the potential for immediate danger to those at the club site.
- A stabbing or other violent act the club.
- An explosion near, but not on-site.
- A hostage situation or an armed barricaded subject on or near the club.
- Natural disasters or hazardous materials incidences.

## **RESPONSES:**

- The director will announce that the hard lockdown is being implemented.
- Teachers lock their doors and ask students to move away from windows and to sit on the floor.
- If possible, staff without classes will monitor the halls for students not in class. If safe, students will go to their classes. If not safe, students will go to the nearest classroom.
- Staff who are engaged in outside activities will determine as quickly as possible if it is safer to return to the building or to leave campus. If the decision is to leave club, the administration will be notified of the location and the number of people evacuated. A list of names of the evacuees will be prepared as soon as possible.
- In the classrooms, teachers will explain the hard lockdown protocol to the students. They will tell the students that an apparent crisis situation has developed. They will advise students to

- remain quiet and review emergency evacuation procedures with them.
- Students will not be allowed to leave the room unless approved by the Director.
- Teachers will not open the door for anyone unless it is a staff member that they recognize by sight or voice.
- Cell phones, microphones, walkie-talkies, pagers, portable radios, or any device that transmits radio waves will not be used! Energy transmitted from radio waves is capable of detonating explosives.

### **CODE BLUE (Return to Normal Operations Protocol):**

Description- The Code Blue Protocol will be used when:

- There is no indication that an above normal level of danger exists.
- Further measures, such as evacuation, will not be necessary.
- It is possible for the club to return to normal functioning.

**SIGNAL-** “Staff: The situation has been resolved. Please return to routine activities.”

### **RESPONSES:**

- The Director will announce that Code Blue Protocol is in effect.
- The Director may give an explanation of why the hard lockdown or soft lockdown was implemented. This may help to prevent inaccurate rumors.
- Depending on the situation, the Director may want to confer with administrative personnel regarding statements to be sent home to the parents or to be presented to the media.

### **BOMB THREAT AND EXPLOSION PROCEDURES:**

As in all threatening situations, the direct responsibility of all personnel is student safety. Control of the bomb status situation is the responsibility of the local safety officials. A bomb threat is defined as the possibility that an explosive device is present in the school or on the campus and the potential exists for an explosion. Threats may be received by phone, e-mail, facsimile, mail, package, in person, or any other manner of notification.

Upon receiving a threatening phone call, the person taking call will:

- Record the time the call was received, the date, and the number of the line on which the call was received.
- Obtain as many details as possible. **DO NOT HANG UP!**
- Refer to bomb threat check list. All staff members with phones have copies of the check list. A copy of the check list is in the appendix of this document.
- While still on the phone, attempt to get the attention of someone else in the office so that an administrator can be notified immediately.

### **ADMINISTRATIVE RESPONSIBILITIES:**

- Call 911 on another line. Tell them the names of the evacuation and reunification sites.
- Call the telephone company’s annoyance tracing center at 780-2969, dial 0, and ask for a supervisor to expedite the process.
- Decide the evacuation site to be used.

**SIGNAL-** “Teachers and staff, please proceed with an extended evacuation to (name of evacuation site). “Please turn off and do not use any cell phones, microwaves, walkie-talkies, two-way radios, pagers, or any other device that emits radio waves.”

- Notify the administrative office.
- Monitor building to make sure that it has been cleared.
- Do not search the building until law enforcement arrives, although staff should report anything unusual as they exit the building.

- Law enforcement will determine the legitimacy of the call.
- If law enforcement determines the legitimacy of the call, three outside agencies are available to collaborate with local law enforcement:
  - GBI Bomb Disposal Unit (Mike Clayton) (800) 282-8746
  - Warner Robins AFB Bomb Squad—only if a suspicious package is found
  - Ft. Stewart Bomb Squad—only if a suspicious package is found
- Director or designee familiar with the building conducts the search assisted by emergency personnel.

### **STAFF RESPONSIBILITIES:**

- After the evacuation announcement, proceed immediately with the evacuation to the announced site. Follow the evacuation protocol.
- During the evacuation avoid all cars and parking areas.
- DO NOT USE CELL PHONES, PAGERS, RADIOS, MICROWAVES, OR ANY DEVICE THAT OPERATES ON RADIO FREQUENCIES. TURN THEM ALL OFF!
- In leaving the building be alert for any suspicious item. If you notice something, report it, but do not touch it or disturb it in any manner. Suspicious packages may include:
  - Lumps, bulges, or protrusions.
  - Lop-sided or heavy-sided appearance.
  - Handwritten addresses or labels from companies with incorrect information or address components.
  - Excess postage or a small package or letter indicates that the package was not processed by the post office.
  - No postage or hand-canceled postage.
  - Handwritten notes (ex. “to be opened in the privacy of ...”)
  - Improper spelling of common names, places, or titles.
  - Generic or incorrect titles.
  - Leaks, stains, or protruding wires, strings, tape, etc.
- In exiting the building students will take only personal items with them that are in their immediate possession. No student will be allowed to go back in search of possessions.
- Staff will take their roll book and a copy of the club safety plan with them to the evacuation site.
- At the site, staff will report all students for whom they cannot account to the Director or the evacuation site coordinator.
- Remain at the evacuation site until an administrator announces that it is safe to return to the building or you are instructed to go to the Family Reunification Site.
- If transported to a reunification site, follow the Family Reunification Protocol.
- Be alert to the potential for secondary explosive devices.

### **EXPLOSION PRIOR TO EVACUATION:**

- Instruct students to take cover under desks or tables.
- Preferred position: kneeling on floor, face down, hands covering head.
- Remain in this position until flying debris stops
- Assess medical condition of injured, provide first aid as possible, and await instruction from administration or emergency personnel.
- Be alert to the possibility of secondary explosives.
- Check attendance if the group was not together at the time of the explosion.

### **INTRUDER PROCEDURES:**

The presence of an intruder or suspicious person on campus represents a potential danger to the safety of students and staff. An intruder or suspicious person is alien to the school environment and is uninvited and unwelcome.

The signal, if any, will vary according to the degree of potential danger as assessed by the Director and the administrators. Announcements may be:

**SIGNAL-**

“Staff, please lock your doors. We are having a soft lockdown.”

“Staff, please lock your doors. We are having a hard lockdown.”

“Staff, please evacuate to (name of site).”

**PREPAREDNESS, PREVENTION, AND ROUTINE PROCEDURES:**

- Free access to the building is restricted by having as few doors as possible unlocked from outside.
- On locked outside doors, signs direct visitors to the main entrance and office.
- All visitors are required to sign in and out in the main office and wear a visitor badge while in the building.
- Students and staff are discouraged from unlocking outside doors.
- BGC employees are encouraged to periodically check outside doors for security.
- Doors to remain unlocked are the main entrance doors and the doors to the gym.
- Approach any unidentified individual with caution, but in a non-threatening manner. Direct that person to the main office.
- If the person fails to comply, contact the office immediately giving a description of the individual, location of the intruder, and behavior exhibited.

**ADMINISTRATIVE RESPONSIBILITIES:**

- Monitor situations involving visitors. Intervene when situations appear to have the potential for violent or hostile confrontations.
- Involve the Operations Director as needed.
- Call the appropriate protocol if necessary.
- If necessary call for more law enforcement.
- Notify the administrative office if necessary.

**STAFF RESPONSIBILITIES:**

- Ask, in a non-threatening manner, if you can be of assistance to the individual.
- Help direct the individual to the main office by accompanying him or her to the office.
- If the unidentified individual becomes violent, hostile, or exhibits any irrational behavior, let the office know that immediate attention is needed at the location of the individual.
- If unidentified person is visibly armed with a weapon, seek protection in a nearby classroom and
- Immediately notify the office. Give the location of the individual at the time you noticed him or her. A staff member should not attempt to disarm anyone in possession of a weapon.

**FIRE AND FIRE DRILL PROCEDURES:**

**SIGNAL-** The speaker strobe device will transmit a siren alarm accompanied with a strobe light and a recorded message.

**ADMINISTRATIVE RESPONSIBILITIES FOR FIRE DRILLS:**

- Sound the fire alarm for immediate evacuation.
- Monitor the halls for clearance and closed doors.
- Determine and record the time required for evacuation.
- Note any unusual situation or suggestion for evacuation improvement.
- Monitor the evacuation sites for distance from the building.
- Sound the alarm for students to return to program areas.
- Monitor students’ return to program areas.

### **ADMINISTRATIVE RESPONSIBILITIES FOR FIRE EVACUATIONS:**

- Sound the fire alarm for immediate evacuation.
- Notify the Fire Department by calling 911. Provide essential details such as possible breaks in gas lines, electrical fires, or specific hazards.
- Notify the administrative office.
- Designate a staff member to meet the first responder and provide a set of master keys. This staff member will have a walkie-talkie.
- Account for all students and staff members after evacuation.
- Monitor evacuation distance and make adjustments as needed. If advised, evacuate to alternate evacuation site.
- Instruct those with cars parked in access areas to clear the way for emergency vehicles.
- Compile a list of students for whom teachers cannot account.
- Assist the Firefighters as needed.
- Designate staff members to take emergency kits to the evacuation site.
- If building is unsafe for return, initiate Family Reunification Protocol.
- If instructed by Firefighters, contact gas and electric companies to turn off all utilities to the building.
- If the building is safe to return, sound signal for return to site.
- Assign duties to staff without classes.

### **STAFF RESPONSIBILITIES FOR FIRE DRILLS:**

- Post an evacuation map in classroom. Prior to drill, instruct students on exit route.
- Take roll book to evacuation site and check attendance once you have reached your designated area.
- Close, but do not lock, doors as you leave.
- Instruct students to take only valuables out with them. Do not allow students to go to their cubbies to retrieve possessions.
- Check the room and be the last to leave.
- When outside, make sure students are a minimum of 300 feet from the building (the length of a football field).
- At the signal, return to your classroom.

### **STAFF RESPONSIBILITIES FOR FIRE EVACUATIONS:**

- When instructed, implement Evacuation Protocol.
- Take roll book to the designated evacuation site and check attendance once you have reached your designated evacuation area.
- Notify the administration of students for whom you cannot account.
- Close, but do not lock, doors as you leave. If you have a window in your room that opens, make sure it is closed.
- Turn off electrical or gas equipment.
- Instruct students to take only valuables out with them. Do not allow students to go to lockers or cubbies.
- Instruct first student in line to hold the exit door open for all other students.
- Send students with disabilities to the main office IF possible.
- Check the room and be the last to leave.
- Assure that students exit the building in a quiet and orderly manner.
- When outside, make sure students are a minimum of 300 feet from the building (the length of a football field).
- Return to your site ONLY if signaled to do so.
- Staff without classes will check with Director for assignments.
- Keep students out of areas that will be used for emergency vehicles.
- If the building is not safe to re-enter, follow Family Reunification Protocol when announced to do so.

- If the building is cleared for return, return your classrooms in an orderly manner. Check roll when you return to the club..
- You may attempt to extinguish a small fire with the fire extinguisher, however, leave large fires to professional Firefighters.
- Never attempt to extinguish any fire that might involve explosives or hazardous materials.
- Do not use water on electrical fires.

## **SEVERE THUNDERSTORMS AND TORNADOES**

Unlike hurricanes where there is usually advanced notice, severe thunderstorms and tornadoes can develop suddenly and without warning. Thunderstorms and tornadoes occur frequently in Georgia. The following definitions will be used:

Thunderstorm: A thunderstorm may consist of thunder, lightning, high winds, rain, and hail. A severe thunderstorm may be a precursor to a tornado.

- Watch—a severe thunderstorm may develop in local area. Take appropriate precautions.
- Warning—a severe thunderstorm has developed in local area. Take appropriate action as indicated for the safety of all who may be affected.

Tornado: A tornado is a local storm with whirling winds of tremendous speeds that can exceed 100 miles per hour. These storms are generally small and short-lived, but they are the most violent of all atmospheric phenomena.

- Watch—weather conditions are such that a tornado may develop. Monitor weather radio and other media for updates.
- Warning—a formed tornado has been sighted and may affect the given areas. Protective measures must be implemented immediately.

## **SIGNALS-**

Watch - “Faculty and staff we are under a tornado (severe thunderstorm) watch. Please be alert to the possibility of worsening conditions.”

Warning - Will be undulating and extended sounding of the class change buzzer.

## **THUNDERSTORMS ADMINISTRATIVE RESPONSIBILITIES**

### **PREPAREDNESS:**

- At least monthly, inform staff and students about severe weather and emergency procedures to be used if needed.
- Designate a safe sheltering location for students in mobile classrooms.
- Develop with teachers a response program for special needs students.
- Develop with coaches, club staff, a response program for after hour emergencies.
- Assure that trees surrounding the building are more wind resistant by removing damaged limbs and pruning them to allow for the wind to blow through them.

### **OUTSIDE PROCEDURES:**

- If possible, get into a building as soon as possible.
- Never seek shelter under isolated trees, near metal fences, or in exposed shelters (i.e. baseball dugout).
- Avoid open fields and high places in areas where there is no shelter.
- If it is impossible to avoid an open field, position yourself in a crouch position.
- If possible, seek shelter in a ravine, ditch, etc. Do not lie flat. The balls of your feet should be touching the ground.

- Avoid electrically conductive overhead objects such as wires or transformers.
- Do not touch metal objects (i.e. aluminum bats, golf clubs, tennis rackets, chain link fences etc.)
- Remove shoes with metal cleats.
- If swimming, leave the water immediately.
- Vehicles should not be parked under an electrical wire.
- In a vehicle, avoid touching exposed metal parts.

### **INSIDE PROCEDURES:**

- Stay inside.
- Move students who are housed in portable units into the main building.
- Students should not be near glassed areas especially if there are high winds.
- Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm is over.
- Lightning can travel through telephone lines. Avoid using the phone.
- Do not handle flammable liquids in open containers.
- Turn off and unplug electrical equipment (i.e. TV sets, computers, etc.)

### **AFTER THE STORM:**

- Avoid wet or damaged electrical lines.
- Avoid lanterns, matches, or other flammable material until it is determined that there are no leaks from gas lines or other materials that could ignite.

### **TORNADOES ADMINISTRATIVE RESPONSIBILITIES PREPAREDNESS:**

- Using resource personnel from GEMA (Georgia Emergency Management Agency) and the local EMA (Emergency Management Agency), evaluate the entire site and develop a plan for safe facility use. Because of the wide roof span, do not incorporate the use of the gym as a safe facility area. All teachers with classes in the gym will take their classes into the main building.
- The staff in the mobile unit will take his or her class into the main building.
- Designate best areas to serve as shelters (interior hallways away from windows).
- Develop a special alarm sound that is different from the fire alarm.
- Keep first aid supplies available and updated.
- At least monthly, inform staff, and students about procedures for severe weather.
- Post diagrams of the building with routes to sheltered areas.
- Conduct practice tornado drills.
- Follow evacuation procedures applicable to the emergency.
- Designate staff member to monitor weather reports.
- Prepare for the possibility of activation of the alarm and/or sprinkler systems.

### **ACTIONS:**

- Monitor weather conditions using the weather radio or other media (TV, Computer, etc.)
- Use signal appropriate to the conditions. If electricity is interrupted, use runners or bullhorn to make announcements. Call or send messenger to mobile unit. Make sure message gets to the mobile unit.
- As warranted by conditions, move all students from outlying buildings and outside facilities into the main building.
- Do not allow students to board buses or leave in cars if severe weather warnings are issued.
- In the event of a sighting, call 911 and the Central Office.
- After the tornado, consult with local emergency management officials regarding the structural integrity of the facility prior to re-entry.

### **WATCH TO WARNING RESPONSES:**

- Move all students into the main building.
- Designate staff members to secure the building by closing all windows and doors.

- Direct everyone to seek cover where floors and walls meet.
- Direct faculty and staff to secure, if possible, all articles that could become missiles.
- Check with the transportation director for verification that the contracted bus personnel are instructed in proper actions for tornado sightings while students are on the buses being transported to or from school. Some tornado safety considerations for buses are:
  - If possible, drive away from the tornado's path, evacuate the bus, and seek protection.
  - Take shelter in a designated building or strong structure on the bus's route.
  - If no safe buildings are available, evacuate the bus and direct students to a ditch or hollow. Have them lie face down with their hands over their heads. Avoid utility poles and overhead wires. Keep students away from the bus so that it cannot be turned over on them.

### **STAFF RESPONSIBILITIES FOR A TORNADO WARNING:**

- If a warning is issued, staff will instruct their students to move to their designated area.
- Staff are to close classroom doors after the students exit to their designated tornado security area.
- Staff will check attendance and report to the office the names of missing students.
- Students will be seated on the floor with their backs to corridor walls, away from glass areas.
- Available coats and jackets should be used to cover heads, arms and legs, so as to reduce the number of injuries from flying missiles of glass and other debris.
- Books will be used to cover heads.
- Students will be located as far as possible from all exterior walls in corridors, particularly if they contain windows or doors.
- Provide appropriate assistance to students with special needs.

### **STUDENTS WILL:**

- Sit on floor with backs to walls,
- Bend knees,
- Put heads down on their knees,
- Take books with them and put books over their heads, and
- Take coats (if have them) and use coats for body cover.

**\*TORNADO SAFETY AREAS:** Never place a student in front of a door or in an area that is enclosed in glass. Students are to sit with their backs to the wall knees bent and head placed on their knees. If possible cover head with a book or jacket.

# Receipt and Acceptance of Employee Handbook

I, \_\_\_\_\_ have received a copy of the Boys & Girls Clubs of The CSRA's Employee Handbook, and I understand that I am responsible for reading the policies and procedures described within it. I agree to abide by the policies and procedures contained herein. I understand that the policies and benefits contained in this employee handbook may be added to, deleted, or changed by the Club at any time. I understand that neither this handbook nor any other written or verbal communication by a management representative is intended to in any way, create a contract of employment. I understand that my employment is at-will, which permits the company to terminate the employment relationship at any time, for any reason, with or without notice. Nothing in the handbook is intended to guarantee employment for a specific duration. The company will not modify their policy of employment-at-will in any case. If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of my supervisor.

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

\_\_\_\_\_  
Date