

STAFF WORK RULES

Staff members are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the YMCA. Appropriate employee conduct includes:

- Treating all members, visitors and coworkers in a courteous manner;
- Reporting to management suspicious, unethical or illegal conduct by coworkers, members or suppliers;
- Reporting to management any threatening or potentially violent behavior by coworkers;
- Cooperating with YMCA investigations;
- Complying with all YMCA safety and security regulations;
- Wearing clothing appropriate for the work being performed and appropriate personal appearance;
- Performing assigned tasks efficiently and in accord with established quality standards;
- Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
- Personally giving proper advance notice (at least two hours) whenever unable to work or report on time. Earlier notice is preferred when possible and is mandatory if your position directly relates to program delivery; notice to be given to both your supervisor and the front desk.
- Smoking only at times and in places not prohibited by YMCA rules or local ordinances;
- Eating meals only during meal periods and only in the designated eating areas;
- Timecards are to be totaled and signed at the end of each work week;
 - No changes should be made to a timecard without prior authorization of either a direct supervisor or the HR office.
 - All changes are to be documented and initialed by the authorizing individual.
- Submitting Incident Reports within 24 hrs of occurrence
- Maintaining cleanliness and order in the workplace and work areas.

The following conduct is prohibited:

- Engaging in threatening acts of workplace violence, included but not limited to:
 - Possessing firearms or other weapons on YMCA property or program sites;
 - Fighting or assaulting a coworker, member or guest;
 - Threatening or intimidating a coworker, member or guest;
- Engaging in any form of sexual or other harassment;
- Reporting to work under the influence of alcohol, illegal drugs or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on YMCA premises or program sites;
- Falsifying or altering any YMCA record or report, or presenting fraudulent documents or claims, either oral or written, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records. Timecards are to be punched in and out by employee named on card;
- Stealing, destroying, defacing, or misusing YMCA property or another employee’s or member’s property;
- Misusing YMCA communication systems, including electronic mail, computers, Internet access and telephones;
- Use of a personal cell phone while on duty (exception for receiving “emergency” calls);
- Refusing to follow management’s instructions concerning a job-related matter or being insubordinate;
- Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
- Using profanity or abusive language;
- Sleeping on the job without authorization;
- Gambling on YMCA property;
- Failure to promptly report an on-the-job injury to your supervisor...must be reported within 24 hrs.
- Playing pranks or engaging in horseplay;

I have read and understand the YMCA’s work rules. I also understand that violation of any rule may result in disciplinary action up to and including termination of employment.

Signature

Date

Print Name