



BOYS & GIRLS CLUBS
OF NORTH LOUISIANA

Employee Handbook

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ABOUT THE HANDBOOK

This Employee Handbook (“Handbook”) is expressly intended for the use of the employees of the Boys & Girls Club of North Louisiana (hereinafter referred to as “BGCofNL” or the “Club”). This Handbook sets forth basic policies and expectations for employee conduct and contains important summary information regarding employee benefits.

Unless otherwise specified or required by law, the benefits described in this Handbook apply only to regular, full-time staff of BGCofNL. By contrast, the policies outlined in this Handbook apply to all employees – introductory, regular full-time, regular part-time and temporary. In all cases of interpretation of this Handbook, management decisions are final. BGCofNL may modify any part of this Handbook at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Club employee handbooks or personnel policy manuals

All BGCofNL employees are expected to follow the policies and procedures outlined in this Handbook. Any violation of these or any other Club policy, practice or procedure will subject an employee to discipline, up to and including separation.

Employment at BGCofNL is at-will. BGCofNL may discharge an employee at any time, for any reason whatsoever, with or without cause, and with or without notice. According to LA Civ. Code Art. 2747, 2024, Louisiana is an “employment-at-will” state. In general, this means either the employer or employee may terminate an employment relationship at any time and for any reason unless a law or contract exists to the contrary.

Nothing within this Handbook or within the Club’s policies, practices or procedures is intended to create a contract for employment, express or implied, a guarantee of continued employment for a specific duration or interfere with, restrain, or prevent employee communications regarding wages, hours or other terms and conditions of employment. BGCofNL recognizes that laws, rules, and regulations underpinning this Handbook are dynamic and change more often than these materials are updated and revised. In every case, this Handbook shall be interpreted and enforced with such applicable laws, rules and regulations as may from time to time apply.

Employees should refer questions regarding BGCofNL’s benefit plans to the BGCofNL Chief Executive Officer (hereinafter referred to as “CEO”) or Chief Operations Officer (hereinafter referred to as “COO”) or refer to BGCofNL’s plan documents or summary plan descriptions. Employees should contact the BGCofNL CEO or COO with questions concerning the contents of this Handbook.

EMPLOYEE POLICIES

Equal Employment Opportunity

BGCofNL is an equal opportunity employer. BGCofNL is committed to the spirit and letter of



all federal, state, and local laws and regulations pertaining to equal opportunity. To this end, BGCofNL does not discriminate against any individual regarding race, color, religion, sex, national origin, age, disability, genetic information, 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.

Consistent with its commitment to equal employment, the Club will work to accommodate disabled employees in keeping with applicable law. If an employee believes they need accommodation because of a disability, they should make a request to the BGCofNL CEO, and BGCofNL will engage in an interactive dialogue with the employee to determine the best course of action.

No form of unlawful discrimination, including unlawful harassment, will be tolerated.

Harassment

It is BGCofNL's policy to provide a work environment free of harassment that results in unlawful discrimination. The Club will not tolerate any form of harassment based upon an individual's race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or other protected status. For these purposes, the term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or other protected status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature.

SO THAT YOU KNOW . . .

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

Examples of behavior which could be construed as harassment include, but are not limited to, the following:

- degrading any group or class of people.
- assigning less desirable work or working conditions to members of such protected groups based solely on their group membership; or,
- treating protected individuals in a demeaning fashion.

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

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

performance or creating an intimidating, hostile, or offensive work environment.

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

- explicit or implicit threats to withhold pay increases, benefits or working conditions in exchange for sexual favors or sexual activity.
- promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity.
- demands for sexual favors or sexual activity.
- subtle pressure for sexual favors or sexual activity; or,
- deliberate, repeated, or unsolicited verbal comments, gestures, or physical actions of a sexual nature (*i.e.*, lewd, or lascivious remarks and unnecessary touching, patting, or pinching).

WHAT TO DO ABOUT HARASSING CONDUCT . . .

- A. An employee experiencing unwelcome behavior may choose to tell the offender to cease the behavior. Doing so may be sufficient to prevent recurrence. BGCofNL does not require employees to do so, and certainly does not require that this be done before using the reporting procedure provided in this policy. However, if the behavior continues, the employee's concern should be reported promptly.
- B. In order that complaints may be investigated timely and effectively, employees are strongly encouraged to report sexual harassment as soon as possible to their First Line Supervisor. A prompt investigation will be conducted of every complaint and appropriate action will be taken. Employees involved are required to participate in all Club investigations. Complaints will be handled confidentially, to the extent possible. The CEO or the designee has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the First Line Supervisor, the Club CEO or COO should be notified, and they will fulfill the investigatory role in the progress.
- C. BGCofNL does not impose a deadline for reporting sexual harassment, but immediate reporting is ideal.

No Retaliation or Reprisals

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

Drug and Alcohol-Free Workplace

The Club is committed to protecting the safety, health, and well-being of its employees and all individuals who encounter its workplace, and property, and/or use its products and services. As part of this mission, the Club is committed to maintaining a Drug-Free Workplace.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use or misuse of lawful substances, including alcohol and prescription drugs, will not be tolerated. The Club also prohibits the illicit use, possession, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, cultivation or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.

Perceived Violations Policy

It is the Club's policy to comply fully with the spirit and letter of all federal, state, and local laws, rules or regulations that apply to the Club and its business operations. If an employee believes that any employee of the Club may be acting in violation of any such law, rule, or regulation – or in violation of a BGCoFNL policy – the employee has a duty to report the perceived violation, preferably in writing, to their First Line Supervisor within 24 hours of observing of such conduct. All inquiries pertaining to perceived violations will be managed in the strictest confidence possible.

Examples of perceived violations of law include violations of child labor laws or wage- hour regulations.

Examples of perceived violations of BGCoFNL Policy include falsifying attendance records, employee theft or breach of the Club's Confidentiality or No Solicitation Policy.

Moreover, the Club also expects and encourages its employees to report any questionable accounting or auditing concerns to the Club's COO. Employees may confidentially and anonymously submit their concerns, in writing, to:

BGC of North Louisiana
P.O. Box 1844
Ruston, LA 71293
Attention: Chief Operations Officer

When necessary, appropriate or when financial irregularities are involved, employee concerns will be forwarded to the Club's Finance Committee.

If employees have any questions regarding their duty to report perceived violations, they may contact the Club's COO. Under no circumstances will the Club retaliate against an employee who reports conduct that the employee perceives to be a violation of law or policy.

Introductory Period

An introductory period is the period set forth to solidify the employment relationship which will consist of the familiarization and climatization of the employee's area(s) of responsibility and any required training. It is intended to provide a new employee the opportunity to become familiar with other Club staff and members.

Categories of Employment

Regular Full-Time: An employee whose regular work schedule averages 40 hours or more per workweek and who is not on introductory status.

Regular Part-Time: An employee whose regular work schedule average less than 35 hours per workweek and who is not on introductory status. A regular part-time employee may be eligible for certain benefits, but only as specifically provided for in this Handbook or in keeping with applicable law.

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").

Non-Exempt Employees are compensated based on the number of hours worked each workweek and are subject to the minimum wage and overtime provisions of the FLSA.

Exempt Employees (*e.g.*, certain administrative, professional, and executive personnel) are exempt from the minimum wage and overtime provisions of the FLSA and paid on a salary basis.

Overtime

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

Non-Exempt Employees are compensated based upon the number of hours worked each workweek.

If a non-exempt employee works more than 40 hours in one work week, the employee will receive overtime compensation at the rate of one and one-half times the employee's regular rate of pay. All overtime must be accurately reported as worked, whether it was required or approved, and it will be paid accordingly.

Exempt Employees do not receive overtime compensation.

Employees are not permitted to work overtime unless they receive advance authorization from the CEO.

Timekeeping

Biweekly time records must be maintained by all employees. Employees must record all hours worked on their timesheets. Employees must sign their timesheets and verify that the hours are accurate; employees must also initial all changes or corrections to their timesheets.

Timesheets must be completed daily. Each employee is responsible for correctly recording and properly submitting their hours of work on their timesheet. Time records must be submitted to the COO no later than the 9th and 24th of each month. Employees are not permitted to record another employee's time or let another employee record their time.

Employees must accurately record all time worked, both during work hours and before or after work hours, *e.g.*, speaking to members, communicating with other co-workers on work-related matters, checking e-mails or using electronic devices to work remotely.

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

Personnel Records

Employees must keep their personnel records up to date. Club employees (part time or grant funded) should notify the COO immediately if there is a change in status, including but not limited to the following:

- Name and social security number
- Home address or telephone number
- Cellular or Mobile telephone number
- E-mail address
- Marital status
- Number of dependents
- Beneficiary(ies)
- Emergency contact information
- Driver's license status
- Additional education and training

Employees are required to report any situation or incident that may affect their employment with the Club including but not limited to any criminal charges, whether occurring on or off duty, to the CEO as soon as possible, and in any case no more than 5 days from the event.

All personnel records are the property of the Club.

Pay Cycle, Payroll Deductions and Paychecks

The Club's typical workweek begins on Monday and ends on Friday. Any changes due to holidays or other events that may interfere with this pay 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 the employee earns, marital status, government employment regulations, and other factors. Mandatory withholdings include federal income tax and social security, and any other taxes or deductions required to be withheld by state and/or federal law.

In addition to mandatory payroll deductions, the Club is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders. All deductions from an employee's pay shall be in keeping with the requirements of the FLSA. Employees should refer any questions regarding deductions from their pay to their First Line Supervisor.

Employees will receive a payroll statement detailing their gross and net pay on payday. Payday falls on the 15th and the 30th or 31st (whichever is the last day of the month). Employees must verify that their paychecks are correct every payday. If an error does occur, employees must inform the COO immediately so that the payroll department can obtain the correct information and determine whether an adjustment is in order. Periodically, employees should also verify that the personal information on their paychecks is correct. Any changes must be immediately communicated to the COO in writing so that the proper information can be forwarded to payroll.

Open Lines of Communication

The Club wants to ensure its employees that ideas, suggestions, and complaints will be heard. It is also the policy of management to attempt to resolve disputes that may arise between or among fellow employees or between employees and their supervisors.

Open communication between employees and their 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, they can write the idea, suggestion, or complaint down on paper and drop it/give it to the COO. Otherwise, if employees have ideas, suggestions, or complaints to share, the Club directs them to follow these simple steps:

STEP 1: An employee is directed to discuss complaints with their immediate supervisor as soon as possible of the matter causing the complaint. The employee should provide detail and offer possible solutions. Most matters can be resolved at Step 1.

STEP 2: If the employee is not satisfied with the results of a discussion with their immediate supervisor, the employee is directed to take the matter to the next higher supervisor (in other words, their immediate supervisor's supervisor) within 3 (three) working days after meeting

with the immediate supervisor.

STEP 3: If the employee believes that the matter remains unresolved, they are directed to present the matter in writing to the CEO within 3 working days of speaking to or meeting with their supervisor and/or next higher supervisor. Management shall consider all matters brought to their attention pursuant to this procedure and all decisions made by the Board of Directors shall be final.

In the event of a complaint involving the CEO, BGCofNL Board of Director's Appointee will fulfill the investigatory and decision-making role in this process.

Use of Club Network and Devices

The Club may provide equipment, computers, printers, and other electronic and mobile devices (hereinafter collectively referred to as "devices") to its employees to perform their job functions. These devices and all related materials, including the Club's Network and software, are Club property and are intended for Club business.

Only software that is authorized by the Club may be used, copied, or installed on the Club's devices. Employees may also not insert and/or attach personal electronic storage media, *e.g.*, external hard drives, flash drives and memory cards, to any drive on a Club device unless approved by CEO/COO. All data contained on the Club's electronic devices belong to the Club and may not be altered without specific written authorization from the COO. No data stored on the Club's devices may be released to any person or outside the Club.

Employees who access the Club's Network, Cloud or electronic files from remote locations are governed by the terms of this Policy and may not download the Club's electronic files to their own personal devices or other remote locations. Employees who are authorized to work on Club business either from home or remote locations must virus check any CD's, external drives, or other media storage devices before using them on the Club's devices and/or Network. During working hours, outside computer services such as the Internet, e-mail, instant messaging, blogging, or use of social media or social networking, may be accessed, and used for Club business only. The Club's devices and/or services may not be used to solicit or create any threats of violence or messages that are obscene, false, and malicious, or bullying. The Club devices and/or services shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, financial data or similar materials or information. All messages composed, sent, or received on the Club's devices are and remain the property of the Club; they are not the private property of any employee. The Club may review, audit, intercept, access and disclose all messages created, received, or sent using the Company's e-mail domain or Network for any purpose without the permission of the employee; the confidentiality of any electronic message should not be assumed.

Computer-related passwords and security codes assigned to employees may not be communicated to any other employee or third party unless specifically authorized by the COO.

Employees may not retrieve or read any electronic messages that are not sent to them. Any exception to this Policy must receive prior approval from the COO.

Social Media

The Club recognizes that its employees, members, and business associates may use online social networking, social media or other online venues for networking and discussion; however, the use of social media presents certain risks and carries with it responsibilities. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to posting to a personal website, blog, social networking web site, web bulletin board or chat room. While the Club does not intend to limit its employees' lawful use of social media, employee use of social media must be consistent with all the Club's policies and procedures, as well as all applicable laws, rules, and regulations.

Additionally, when using social media:

- Employee conduct that adversely affects their job performance, the performance of their co-workers or otherwise adversely affects members, suppliers, people who work on behalf of the Club or the Club's legitimate business interests will not be tolerated.
- Employees may not post discriminatory or harassing remarks, threats of violence or similar inappropriate or unlawful conduct.
- Employees may not post statements, photographs, video, or audio that could be viewed as malicious, obscene, threatening or intimidating, that could disparage the Club, its members or business associates, or that might constitute harassment or bullying.
- Employees must be honest and accurate; if a mistake is made, it should be immediately corrected.
- Employees may not post information or rumors that are known to be false about the Club, its employees, members, business associates or people working on behalf of the Club or its competitors.
- Employees may not post or otherwise disclose unlawful, private, or confidential information related to the Club, its employees, or members – private or confidential information is information protected by law or privilege.
- Employees may not represent themselves, the Club or the Club's members or business associates in a false or misleading way.
- Employees must disclose their employment with the Club when posting information about the Club, its products, or services. Employees must make it clear that the views and opinions they express about work-related matters are their own and are not portrayed as being those of the Club; they may not claim to be a spokesperson for the Club. If the Club is a subject of the content being created, employees must be clear and open that the views presented do not represent those of the Club, its employees, members, business associates or those working on behalf of the Club. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Club."
- Employees may not use social media while on work time unless it is work-related and authorized in advance.

- Employees may not use the Club’s email addresses to register on social networks, blogs or other online tools utilized for personal use.

This policy shall in no way be construed to limit or obstruct concerted activity protected by the National Labor Relations Act. The Club prohibits taking negative action against any employee for reporting a possible deviation from this Policy or for cooperating in an investigation.

Any exceptions to this Policy must receive prior approval from the COO. Employees should refer questions regarding this Policy to the COO.

Media Relations

Public statements on behalf of the Club may only be made by the CEO; please direct all calls accordingly.

Performance and Salary Reviews

Supervisors shall conduct regular performance reviews to evaluate an employee’s work. In addition, supervisors shall routinely observe employee effectiveness. Performance reviews provide employees with an opportunity to talk about their job, their performance on the job, and their job goals, as well as to discuss any suggestions, questions, or complaints.

Employees will be reviewed near the completion of the introductory period and annually thereafter.

Performance reviews are an evaluation and planning tool for both supervisors and employees and do not necessarily result in pay increases. Raises will be granted solely based on merit. The amount of any raise is discretionary and depends on several factors, including but not limited to, the employee’s performance review.

Pay adjustments are made in January of each year for Club personnel.

Job Postings

Qualified employees are encouraged to apply for promotions or transfers to new or vacant positions. Whenever possible, the Club will promote from within the organization; however, the Club may recruit externally when job openings do occur.

Job posting/vacancy notices are placed on several professional social media sites such as Indeed, Monster, Handshake, and others. An employee who has completed their introductory period, meets the minimum job requirements, and is interested in a particular opening, should submit the appropriate, timely application materials in accordance with the posted process.

Attendance

Employees must appear fit to work each day and remain fit to work throughout the day. Employees must notify their supervisors immediately if, for any reason, they are not able to work safely.

The Club's normal business hours are as follows:

- Administrative Personnel: Monday through Friday, 8:00 A.M. until 6:45 P.M. CST
- Programming Personnel: Monday through Friday, 10:30 A.M. until 6:45 P.M. CST

Attendance and punctuality are important factors for an employee's success within the organization. Employees are expected to report to work on time. Excessive absenteeism and tardiness will not be tolerated. Member needs and exigent circumstances may demand fluctuation of the Club's business hours from time to time.

Notice of Absence

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

If an employee will be absent, the employee is required to contact their supervisor as soon as possible but no later than 1 hour prior to scheduled work time for each unscheduled absence. Employees are responsible for ensuring that proper notice is provided. Only under exceptional circumstances will notice from a family member or friend satisfy the notice requirement.

If an employee fails to provide proper notice of absence for 3 consecutive workdays, they will be deemed to have abandoned their job.

Unexcused Absences

Failure to provide notice of an absence, as described above, will result in an unexcused absence regardless of the reason. Unexcused absences will not be tolerated.

Search, Theft and Audit Policy

The Club will from time to time conduct internal investigations including inspections, searches, and audits on Club premises.

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

A routine search or inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to management. Generally, the Club will 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, they are directed to notify the CEO immediately.

No Smoking

The Club is a smoke-free workplace. No person may smoke in any indoor area of the Club or inside of Club vehicles. Smoking is only permitted in designated outside smoking areas a minimum at 200 feet from entrances, exits or around the building. Smoking is not allowed in enclosed areas.

No Solicitation

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

Non-Fraternization Policy

To promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and complaints of harassment, all Club employees at the supervisory level and higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any other Club employee below their supervisory level. In addition, all Club employees are strictly prohibited from socializing with Club members (children/youth) while off duty or dating or pursuing romantic or sexual relationships with any Club members (children/youth).

Dress Code Policy

Personal appearance plays a significant role in the public's perception of an employee as an individual as well as in the Club as an organization. Employees are expected to dress by using good judgment in selecting apparel appropriate to their functional position; employees should cover all inappropriate tattoos (i.e., gang related, sexual nature, illegal activity, etc.) and/or body piercings while at work. Employees who come to work dressed in a manner that is inconsistent with this Policy will be sent home to change and any time missed will be unpaid.

Employees should consult their supervisors and/or COO or CPO for counseling on proper business attire.

Disciplinary Policy and Standards of Employee Conduct

The Club expects all its employees to conduct themselves in a manner that is in the best interests of the organization and its employees. Employees should know that any conduct which violates a Club policy, or which is not in the best interests of the Club, will subject an employee to discipline, up to and including separation. Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate separation, without notice.

The Club has established policies and procedures for the convenience and protection of all its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following:

- verbal warning
- written warning
- suspension without pay
- separation

There is no guarantee that one form of disciplinary action will necessarily precede another. After review of offense including any supporting documentation, and statements from employee, the appropriate disciplinary action will be determined by the First Line Supervisor and CEO.

The following is a list of some of the more common examples of policy violations and misconduct:

- Disclosure of confidential Club or Club member information to unauthorized parties.
- Behavior resulting in Club member, vendor, or employee complaints.
- Supplying false, misleading information, or falsifying any Club record.
- Possessing weapons on premises or off premises while performing duties for the Club, unless otherwise permitted by applicable law.
- Immoral or indecent conduct; soliciting persons for immoral purposes.
- Insubordination, including but not limited to, refusing to complete a work assignment or directive of a supervisor or Club official.
- Disruptive conduct, including but not limited to gambling; fighting; horseplay; coercion; intimidation or threats against Club employees; vulgarity; or abusive treatment to the public, or fellow employees; Theft or unauthorized possession or removal of property or money belonging to the Club, its employees, or third parties.
- Making threats of violence or publishing false and malicious, obscene, or bullying statements concerning a member, employee, supervisor, other Club official or its services.
- Excessive tardiness and/or absenteeism.
- Destruction, vandalism or misuse of Club or member property; or,
- Unauthorized use of the Club's devices, computers, passwords, or computer programs.

Standards of Conduct/Code of Ethics

The Club expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization.

The reputation of BGCofNL has been built on excellent youth development service, quality work, and a dedication to high standards of conduct. To maintain this credibility requires the vigilance and active participation of every employee. The opinions and perceptions that people have toward the Club may be influenced for a prolonged period of time by the behavior and actions of one employee.

At all times, each Club 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.

Conflicts of Interest

Employees must avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of the Club or in any way damage Club business.

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

- interfere with the employee's effective performance of their duties.
- make use of any of the Club's proprietary or confidential information; or,
- require the use of Club time, resources, facilities, or equipment.

Whenever there is a conflict of interest, it must be discussed with the employee's supervisor.

Employment of Relatives

For purposes of this Policy, a relative is any person who is related by blood, marriage, or adoption or those who live in the employee's household. Under no circumstances will relatives be allowed to work in positions in which one relative directly or indirectly supervises another or has any decisional responsibility with respect to employment, performance reviews, work assignments, transfer, salary, promotion, or discharge of another relative. In most cases, relatives will not be permitted to work in the same facility, branch, department. No relative shall be assigned to a position where a potential conflict of interest exists.

Confidentiality Policy

Information learned regarding the Club's members and services performed during employment at the Club shall be kept confidential and remain confidential. For purposes of this Policy, "Confidential Information" shall mean all non-public information about the Club and its members and shall include trade secrets, as well as proprietary, financial, marketing, strategic and other confidential business information. Under no circumstances should any Club employee use confidential information that they learned in the course of their employment with the Club for personal gain, personal use, or personal business. Disclosing confidential information to persons not entitled to such information and/or assisting others in gaining unauthorized access to the Club's records or information are clear violations of this Policy. The communication of false and malicious information about the Club, its members or its employees is also a violation of this Policy.

Except with the express permission of the CEO, employees may not at any time during or after their employment, use, duplicate, or disclose by any means, any information regarding current or past members to any unauthorized person or Club entity. Moreover, the very fact that an individual is served by the Club must be kept private and confidential; disclosure can be made only under specific conditions described below for reasons relating to law enforcement and fulfilling the Club's mission. As such, employees shall not disclose any information about a person, including the fact that they are or is not served by the Club, to anyone outside of the Club unless authorized by the CEO or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions, and activities.

No member information requested by someone outside the Club may be given over the telephone.

Outside Employment

All Club employees, including regular part-time and introductory employees that have the desire and ability to obtain and accept employment (full-time, part-time, or temporary/seasonal) outside the Club can do so if it does not interfere with job performance and a conflict of interest.

Outside employment is considered performance of any service for an employer other than the Club, before, or after an employee's regular working hours or while the employee is out on approved leave.

Workplace Violence

Prohibited Conduct

The Club does not tolerate any type of workplace violence committed by or against our employees, contractors, members, or vendors. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct

that are prohibited in the workplace:

- Threatening an employee or any other person, either physically or verbally.
- Causing physical injury to another person.
- Engaging in aggressive, threatening, or hostile behavior that reasonably creates a fear of harm to another person.
- Intentionally damaging Club property or property of another person.
- Possessing a weapon while on Club property or while on Club business, except as specifically permitted by applicable law.

Reporting Procedures

All employees are responsible for assisting in maintaining a safe and secure work environment. Employees must immediately report any potentially dangerous situations to their First Line Supervisor; all reported situations will be investigated as soon as possible. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. If it is determined that a violation of this policy has occurred, the Club will take appropriate action to help ensure the safety of all employees, contractors, and vendors. This includes, but is not limited to, seeking the assistance of law enforcement officials.

While BGCofNL does not expect every employee to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their First Line Supervisor if any individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors include displaying overt signs of extreme stress, resentment, hostility, or anger, making threatening remarks or displaying threatening behavior, or displaying irrational or inappropriate behavior.

Verification of Employment and Reference Checks

All inquiries about employees or requests for verification of employment or comments on an employee or former employee shall be referred to the COO for response. No other employee may respond. The Club will only verify the employee's date of employment and job title in response to any such request, unless otherwise required by law or regulation.

Separation

An employee ending their employment with the Club should advise their supervisor at least 2 weeks prior to the date of departure so that an orderly transition can be made. The separation process includes turning in all Club property and materials, completing required forms, obtaining appropriate clearances, and having an exit interview.

Exit Interview

Employees whose employment with the Club is ending will be asked to complete an exit interview prior to their last day of work.

EMPLOYEE BENEFITS

Group Benefits

The Club provides certain Health & Welfare benefits to all eligible employees, including:

- Medical
- Dental
- Vision
- Life Insurance
- Long-term & Short-term Disability Insurance
- Pension

The following summary descriptions of the Club's employee benefits are included for illustration purposes only and are not meant to give the specific details of the benefit plans. 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 Club publication and the official policy or plan documents, the language of the official policy or plan documents controls in every case. Employees are directed to read their policy and plan documents for detailed information.

The Club may modify or terminate any of its current insurance policies and contribution requirements at any time.

Employees should refer questions regarding the Club's benefit plans to the COO or refer to the Company's plan documents or summary plan descriptions.

Medical Insurance

The Club offers medical coverage for all eligible employees. Eligible employees are defined as those persons who are considered full time (salaried) staff. The insurance becomes effective 30 days after 1000 hours worked. At the present time, the Club pays 100% of the staff's premium.

Dependent medical insurance is also available and coverage information will be provided to each employee at the time of enrollment. Dependents are those persons of the employee's immediate household. Employees pay 100% of premiums relating to dependent coverage.

Dental Insurance

The Club offers dental coverage for all eligible employees. Eligible employees are defined as those persons who are considered full time (salaried) staff. The insurance coverage becomes effective 30 days after 1000 hours worked. At the present time, the Club pays 100% of the employee's premium.

Dependent dental insurance is also available and coverage information will be provided to each employee at the time of enrollment. Employees pay 100% of premiums relating to dependent coverage.

Vision Insurance

The Club offers vision insurance for all eligible employees. Eligible employees are defined as those persons who are considered full time (salaried) staff. The insurance becomes effective 30 days after 1000 hours worked.

At the present time, the Club pays 100% of the eligible employee's premium. Additional information will be provided to the employee at the time of enrollment.

Life Insurance

The Club offers life insurance for all eligible employees. Eligible employees are defined as those persons who are considered full time (salaried) staff. The insurance coverage becomes effective 30 days after 1000 hours worked.

At the present time, the Club pays two times the annual salary of the employee. Additional information will be provided to the employee at the time of enrollment.

Long-term & Short-term Disability Insurance

The Club offers long-term & short-term disability insurance for all eligible employees. Eligible employees are defined as those persons who are considered full time (salaried) staff. The insurance becomes effective 30 days after 1000 hours worked.

At the present time, the Club pays 100% of the eligible employee's premium. Additional information will be provided to the employee at the time of enrollment.

Pension

The Club maintains a pension program. The program is administrated through the Pension Trust of the Boys & Girls Clubs of America. Eligibility requirements and vesting rights will be discussed with each employee at the time of hiring.

Paid Time Off

Holidays

The Club normally observes the following holidays:

New Years' Day	Memorial Day
4 th of July (weekdays only)	Labor Day
Christmas Eve	Christmas Day
New Year's Eve	

If one of the above holidays falls on Saturday, the holiday will be observed on the preceding Friday; if one falls on a Sunday, it will be observed on the following Monday.

Regular full-time employees are eligible to take paid holidays as of their first day of work.

Vacation Leave Policy

Vacation leave is granted after the required completion of the initial of 90 days of employment. Thereafter, and during the initial year of employment, eligible employees may take a prorated amount of vacation leave

Employees are granted vacation leave on a yearly basis. Vacation leave is earned according to length of service as follows:

- 1 – 3 Years of Service will earn and may take up to 5 days of Vacation/Leave per Year
- 4 - 5 Years of Service will earn and may take up to 10 days of Vacation/Leave per Year
- 6 - 10 Years of Service will earn and may take up to 15 days of Vacation/Leave per Year
- 10+ Years of Service will earn and may take up to 20 days of Vacation/Leave per Year

Requests for vacation leave should be submitted at least two (2) weeks in advance to the employee's First Line Supervisor using the Request for Absence Form or electronically via Calendar invitation. These forms are available from the front desk area at each site. When possible, vacation leave will be approved as requested based on work demands. Length of employment will be considered in scheduling vacation time where there are conflicting requests.

Vacation pay will not be granted in lieu of taking the actual time off. Vacation time is not accrued and shall not be carried into the following year and considered forfeited. In the event of unusual circumstances where vacation was not taken during the year, requests shall be submitted via the First Line Supervisor and the COO to take any unused vacation within the first 30 days of the following year. It shall be at the discretion of the CEO to approve/disapprove any such requests and tracked by the COO. If said vacation leave granted by the CEO but not utilized within the first 30 days of the following year, it will be forfeited, and the COO will notify the CEO. No vacation leave from previous year can be taken in conjunction with leave earned during the current year.



Sick Leave

Regular full-time employees are eligible to take up to 5 days paid sick leave each year after completion of initial 90 days of employment.

Bereavement Leave Policy

Regular full-time employees may take up to 5 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.

Jury Duty Policy

Non-exempt regular full-time employees who are summoned for jury duty will be paid their normal rate of pay for a period of up to 8 hours. If an employee is released early from their Jury duty, they are to notify their First Line Supervisor immediately after release.

Employees should plan with their supervisors as soon as a summons is received. A copy of the summons and proof of jury service, including dates and times, should be provided to the employee's supervisor as soon as possible.

Employees are expected to return to work if excused from jury duty during regular working hours.

Other Time Off

Military Leave

Club employees who serve in any branch of the Armed Forces of the United States or the State of Louisiana or are engaged in military reserve service shall receive those benefits and rights as provided by applicable federal and state laws.

Workers' Compensation

Workers' compensation is provided in accordance with applicable state law. Work-related accidents and injuries, no matter how small, must be immediately reported to First Line Supervisor. Following a work-related injury, an employee is required to return to work as soon as possible.

RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK

I have this day received a copy of The Boys & Girls Club of North Louisiana (“BGCofNL” or “Club”) Employee Handbook, and I understand that I am responsible for reading the policies and procedures described within it.

I understand that the policies, procedures, and benefits contained in this Handbook may be modified by the Club at any time.

I understand that I am expected to follow the policies and procedures outlined in this Handbook. I also understand that any violation of these or any other Club policy, practice or procedure will subject me to disciplinary action, up to and including separation.

I understand that my employment is at-will, which means that the Club may discharge me at any time, for any reason whatsoever, with or without cause and with or without notice. I understand that the Club will not modify its policy of employment-at-will in any case.

I understand that nothing within this Handbook or within the Club’s policies, practices, or procedures is intended to create employment, express or implied, or a guarantee of continued employment for a specific duration or interfere with, restrain, or prevent employee communications regarding wages, hours or other terms and conditions of employment.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the immediate attention of the CEO.

Signature

Date

Supervisor Signature

Date

COO Signature

Date

CEO Signature

Date

