



Ballston Area Recreation Commission

(A Nonprofit Community Organization)

Personnel Policy and Employee Handbook

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The Personnel Policy handbook provides important information regarding all employees of Ballston Area Recreation Commission, Inc.

Program specific information may be found under the appropriate titled sections following the appendices.

I. ORGANIZATION

A. MISSION STATEMENT:

Ballston Area Recreation Commission's (BARC) mission is to provide diverse enrichment, athletic, educational and artistic opportunities for the youth and families in our community. We strive to encourage family and community member involvement in the operation of our programs to build a stronger and more inclusive community, while working closely with the Ballston Spa Central School District to identify and plan for the use of school facilities for our programs. We also partner with other community organizations, municipalities and businesses to sponsor and grow our programs to increase the impact of BARC's efforts across the community over time.

B. VISION STATEMENT:

To directly benefit the quality of life of families in the communities in and around Ballston Spa – including the Towns of Milton, Malta and Ballston as well as the Village of Ballston Spa.

C. BOARD OF DIRECTORS:

A volunteer Board of Directors manages the property, affairs and activities of Ballston Area Recreation Commission, Inc.

II. PERSONNEL POLICIES

Statement of Personnel Practices, Policies and Procedures Ballston Area Recreation Commission, Inc.

Thank you for choosing to work at Ballston Area Recreation Commission, Inc. (BARC)! BARC hopes you will find working here rewarding. This personnel handbook will help you become familiar with work expectations, including legal requirements for you and the BARC organization. Becoming familiar with this handbook will help ensure a successful start in your new job. Please do not hesitate to ask your supervisor or the Executive Director if you have any questions. Welcome!

A. AGENCY / EMPLOYMENT AT WILL STATEMENT

1. The Personnel Handbook of BARC is not an employment contract. This set of personnel policies is intended to be merely a guideline. Furthermore, no written or verbal promise or statement made by any supervisor may be interpreted to constitute an employment relationship other than "at will". Rather, your employment with this

nonprofit corporation is “at-will”, terminable by either yourself or the nonprofit corporation at any time, without cause, except as otherwise provided by law.

2. These personnel policies may be amended, modified, or terminated at any time by BARC, without the consent or prior knowledge of the employees. Any such modifications will be promptly communicated in writing to all employees.
3. These personnel policies apply to all programs administered by BARC regardless of program location and supersedes any additional program guidelines or policies set forth by individual programs.
4. Any questions or request for clarification should be made first to an employee’s direct supervisor and then to the Executive Director as appropriate.

B. ORGANIZATION STANDARDS

1. BARC seeks to maintain good personnel policies and salary standards that will help to secure and retain competent staff, as well as foster effective staff teamwork, thereby insuring maximum efficiency and good working relationships. We seek to employ the best and most qualified person for each job, without regard to race, gender, residence, national origin, sexual orientation, age, marital status, veteran’s status, religious preference or handicaps.
2. BARC’s working environment is one based on mutual respect between staff, participants, Board of Directors, and community members.
3. BARC takes the approach to promote teamwork and mutual respect very seriously. BARC believes in fostering a work environment which reflects this - regardless of the program or type of staff member.

C. STAFF ORGANIZATION

BARC’s programs and services determine the number and type of workers in the agency. The Board of Directors selects the Executive Director, who is responsible to the Board of Directors. The Executive Director is the administrative head of the agency and all management level staff members are responsible to him/her. Workers may be full-time or part-time. The Executive Director is responsible for submitting written monthly reports to the Board of Directors. Management level staff are responsible for the individuals working in their programs. All job responsibilities are outlined in an employee’s job description.

D. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

1. BARC is an Equal Opportunity Employer. It is the policy of BARC to provide all persons with equal opportunities regardless of race, gender, residence,

national origin, sexual orientation, age, marital status, veteran's status, religious preference or disabilities.

2. There will be no discrimination against any employee or applicant for employment to any position for which he/she is qualified.
3. This policy applies to all aspects of the employment relationship including advertising, recruiting, hiring, transfer, training, promotion, compensation, termination, and wage & salary administration.
4. All employment decisions and human resource policies will be administered solely on the basis of a person's ability and qualifications for a specific job.

E. HARASSMENT POLICY (SEXUAL AND OTHER FORMS)

It is the policy of BARC to prohibit sexual harassment in accordance to guidelines issued by the New York State Department of Labor in consultation with the Division of Human Rights and promote a productive work environment. As with discrimination involving race, color, national origin, religion, disability, age, marital status, or military status, BARC prohibits sex discrimination, including sexual harassment, of its employees in any form. No form of harassment will be tolerated. BARC will take all steps necessary to prevent and stop the occurrence of sexual harassment in the workplace. The following complaint procedure is intended to provide an effective mechanism for reporting, and promptly resolving, complaints of sexual harassment without any risk of repercussion to a complainant employee for filing in good faith.

1. APPLICABILITY OF POLICY

This policy applies to all BARC employees and officials regardless of supervisory level, whether employed full- or part-time, temporary or seasonal, whether elected or appointed and regardless of compensation level, and all personnel in a contractual relationship with BARC. Depending on the extent BARC exercises its control, this policy may be applied to the conduct of non-employees with respect to sexual harassment of employees in the workplace. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject BARC to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level, who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

2. SUPERVISORY RESPONSIBILITY

Supervisory personnel are responsible for ensuring a work environment free from unsolicited, unwelcome and intimidating sexual overtures. Supervisors must take immediate and appropriate corrective action—when instances of sexual harassment come to their attention—to assure compliance with this policy.

3. DEFINITION OF SEXUAL HARASSMENT

- a) Sexual harassment refers to behavior that is unwelcome, personally and objectively offensive, fails to respect the rights of others, lowers morale and that interferes with an employee's work performance and/or effectiveness. Additionally, it is sexual harassment if the behavior creates an intimidating, hostile or offensive working environment. Exhibiting such conduct that serves to alter the terms and conditions of employment is prohibited by this policy and by state and federal law.
- b) Sexual advances that are not welcome, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - (1) Performing such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; or
 - (2) Performing or rejecting of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer; or termination, affecting such individual; or
 - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

4. FORMS OF SEXUAL HARASSMENT

Specific forms of behavior that BARC considers sexual harassment and which are prohibited include, but are not limited to, the following:

- a) Verbal harassment of a sexual nature related to an employee's gender, including: sexual innuendoes, slurs, sexual slurs, suggestive, derogatory, insulting or lewd comments or sounds, whistling, jokes of a sexual nature, sexual propositions and/or threats.
- b) Sexually oriented comments about an employee's body that are unwelcome and/or unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.
- c) Any sexual advance that is unwelcome or any demand for sexual favors.
- d) Sexually suggestive written, recorded or electronically transmitted material, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, and/or leering or obscene gestures in the workplace such that it unreasonably interferes with an

employee's work performance or creates an intimidating, hostile or offensive working environment.

- e) Physical contact of any kind, which unwelcome, including (but not limited to) touching, grabbing, hugging, fondling, jostling, petting, pinching, coerced sexual intercourse or sexual relations, assault or intentional brushing up against a person's body.
- f) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment.
- g) Such conduct is made either explicitly or implicitly a term or condition of employment.
- h) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

5. REPORTING OF SEXUAL HARASSMENT

Employees are encouraged to complete sexual harassment complaint form (APPENDIX 8) to report incidents of sexual harassment to their immediate supervisor as soon as possible after their occurrence(s). If the employee's immediate supervisor is believed to be involved in the incident, the report should be made directly to the employee's **program coordinator**. If the employee's program coordinator is believed to be involved in the incident, the report should be made directly to the **Executive Director or any member of the Board of Directors**. Employees who believe they have been sexually harassed and would like to obtain guidance as to how to proceed in filing a complaint should contact their immediate supervisor, Executive Director, or any member of the Board of Directors.

6. CONFIDENTIALITY

A complaint of harassment will be promptly handled and investigated in the most impartial and confidential manner as possible. In no event will information concerning a complaint be released by BARC to third parties or to anyone within BARC's employment who is not directly involved in the investigation of the complaint unless otherwise required by law.

7. INVESTIGATION OF COMPLAINT

Generally, investigation of a complaint will be conducted by the executive director or program supervisor and will normally include conferring with the parties involved and any named or apparent witnesses. The particular facts of the allegation will be examined individually, with a review of the nature of the behavior and the context in which the incident(s) occurred. In those instances, when a supervisor requests or requires assistance, or when the supervisor is named in the complaint or involved in the incident, to the Executive Director will conduct the investigation. If the Executive Director is named in the complaint or involved in the complaint, the Board of Directors will appoint a member to conduct the investigation.

The Executive Director will report the occurrence of a complaint promptly at (or before) the monthly Board of Directors meeting.

8. EMPLOYEE DEFENSE

Any employee charged with sexual harassment will be afforded a full and fair opportunity to offer and present information in the employee's defense. Such information will be confidential to the extent possible.

9. EMPLOYEE RIGHTS

Nothing in this policy should be construed as in any way limiting employees' rights to use the dispute resolution procedure as described in this Personnel Handbook

10. DISCIPLINARY ACTION

Any employee or official who is found to have committed an act of sexual harassment will be subject to disciplinary action, up to and including termination of employment.

11. PROHIBITION AGAINST RETALIATION

Intimidation, coercion, threats, reprisal or discrimination against any employee who in good faith brings a written or verbal sexual harassment, complaint or who assists or aids in the investigation of such a complaint is prohibited. Any employee who participates in the procedure may do so without fear of retaliation. Retaliation against any employee who has filed a sex discrimination or sexual harassment complaint is illegal and may result in disciplinary action. No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. BARC will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of BARC who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor or Executive Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours). Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law

protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- a) Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- c) Reported that another employee has been sexually harassed; or encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

12. LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Sexual harassment is prohibited by BARC and also prohibited by state, federal, and, (where applicable), local law.

Aside from the internal processes at BARC, employees may also choose to pursue legal remedies with the governmental entities described below. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

a) State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to BARC does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

b) Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

c) Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector

Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

d) Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

F. PERSONNEL RECORDS

1. CONTENTS OF PERSONNEL FILES

- a) The agency shall maintain a personnel file for every employee, consisting of:
 - (1) A resume, Employment Eligibility Verification (I-9 form), records of personnel history, including information on education, training, and experience, and a job description signed by both the employee and his or her supervisor;
 - (2) Background check as applicable to individual job responsibilities (All staff 18 years and older must complete and submit a background check);
 - (3) Attendance records, evaluations, supervisors' reports and other pertinent information (if applicable);
- b) This file shall be kept current, up-to-date and include materials related to change of status, job titles, salary grades and other matters having bearing on the individual employee's relationship to the agency.
- c) All attempts will be made to keep the contents of the personnel files confidential; access is denied to anyone other than the immediate Program Supervisor and the Executive Director. Should a dispute arise that requires Board of Directors Personnel Committee involvement, the Executive Director may share the appropriate information.

2. PERSONNEL FILE POLICY

- a) Employees, upon written request to the Executive Director may have access to their personnel files.
- b) It is policy of the BARC that no letters of recommendation or references be given.

G. EVALUATIONS AND PROMOTIONS

1. PROBATIONARY PERIOD

- a) All employees are subject to a probationary period of either:
400 hours of worked time from the first day of work

Or

The duration of 1 program period (e.g an entire Soccer season)

The probationary period described above is at the discretion of the Executive Director.

The probationary period may be extended 100 hours at the discretion of the employee's immediate Program Supervisor and/or the Executive Director.

The purpose of such an initial evaluation period is to provide an opportunity for BARC and the new employee to assess their respective satisfaction with, and suitability to, the job.

- b) Any probationary employee may be terminated at any time without notice. Provisions shall be made for adequate supervision during this period and for evaluation prior to the end of the period. If he/she is so retained, his/her employment shall be computed from the date of the original employment. The probationary period may be extended at the discretion of the Executive Director; such an extension shall not exceed thirty days.
- c) During the probationary period, there shall be no differential in salary. The probationary employee may terminate employment during the probationary period without prejudice with a written notice of ten working days before termination.
- d) At the conclusion of the probationary period, the employee remains an "at will" employee.

2. ORIENTATION AND IN-SERVICE TRAINING

The Executive Director and/or his/her authorized designee shall give every new employee orientation and in-service training for the position to which he/she has been assigned.

3. PROMOTIONS

BARC recognizes the principal of promotion from within the organization. Present staff members shall be considered first when a vacancy occurs or when a new position is created. Promotions shall be made with due regard to training, length of service, ability, special skills and previous job performance. When other qualifications are substantially equal, an applicant's length of service prevails.

4. ANNUAL PERFORMANCE OBJECTIVES AND EVALUATIONS

- a) Only full-time employees shall participate in performance objective setting and performance evaluations
- b) Performance objective are set annually or at the initiation of employment for new employees
- c) Performance Objectives should be specific and measurable goals for employees to achieve during the period of performance
- d) Performance Objectives are expected to be developed by the employee and reviewed and agreed upon by the employee's supervisor. Once agreed upon the Performance Objective should be retained in the employee's personnel file for use in preparing the Performance evaluation at the completion of the period of performance
- e) Performance evaluations and performance objective setting will be conducted on an annual basis by employee's supervisor – or the BARC Board Chairman in the case of the Executive Director
- f) Each year, a written evaluation shall be made documenting the performance objectives, the success in achieving those objectives and any development items for the employee to work on for the next performance period.
- g) The employee shall be given the opportunity to read the evaluation, sign it (signifying that he/she has read it) and file a statement covering any points on which he or she disagrees.
- h) Any employee statements attached to the Performance Assessment and be retained as part of the personnel file. A copy of the completed Performance Assessment (and employee statement) shall be given to the employee.
- i) Annual increases based on an employee's annual performance evaluation will be implemented by the employee's anniversary date. If the annual evaluation review occurs after anniversary date, the increase will be retroactive to the employee's anniversary date.

H. TERMINATION OF SERVICE

1. RELEASE

- a) The term “release” refers to termination of employment by the agency for reasons beyond the control of the employee and bears no relation to the employee’s job performance or conduct.
- b) Should the agency be unable to continue a full-time employee in his/her current position because of budget cuts, reorganization, or discontinuance and/or curtailment of a department, division or area of service, and is unable to accept some other mutually satisfactory agreement, the employee shall be released. If possible, the Executive Director shall give notification of release to the employee in writing ten working days in advance of the date of separation.
- b) Vacation credit shall be allowed and shall be given either in days prior to the actual date of separation or by financial compensation, depending on the circumstances involved. The decision regarding financial compensation shall rest with the Board of Directors as recommended by the Executive Director.

2. DISCIPLINARY ACTION / DISMISSAL

- a) Any person having supervisory responsibilities at BARC is expected to maintain regular communications with those supervised. Such communication should always be approached on the grounds of mutual respect.
- b) The term “disciplinary action” refers to the issuance of either a verbal or written warning notice(s) to employees by supervisory personnel, detailing unsatisfactory behavior on the part of the employee.
- c) Employee must be given a written plan of corrective action for 30 days prior to dismissal. Exceptions to this action are if dismissal is on grounds of gross misconduct. Reasons for giving a written warning notice include, but are not limited to the following:
 - (1) Excessive or unauthorized absence or tardiness;
 - (2) Disrespectful or improper attitudes toward clients, fellow employees, agency funders, community members or Board members;

- (3) Unsatisfactory work habits;
 - (4) Lack of cooperation in performance of assigned tasks;
 - (5) Failure to meet work objectives without an explanation satisfactory to the immediate supervisor;
 - (6) Violations of safety rules, agency regulations or program performance guidelines of regulatory agencies;
 - (7) Other acts inconsistent with generally recognized standards of good employee conduct; and/or
 - (8) Multiple verbal warnings.
- d) After repeated warnings, including not more than two verbal warnings, and not more than two written warnings, the employee's supervisor will meet with the employee to create a written plan of action to assist the employee in correction of improper work or behavioral actions. The employee will be given 30 days to meet the goals and must maintain the standard of the correction plan for 60 days. Failure to comply with warnings and the correction plan will result in dismissal of the employee.
- e) The term "dismissal" refers to termination of employment by BARC because of unsatisfactory job performance or misconduct on the part of an employee.
- f) The following actions will result in immediate dismissal of an employee:
- (1) Improper or unprofessional conduct including sexual activity relating to clients or any conducts which violate the legal rights of the client;
 - (2) Reporting to duty under the influence of alcohol or drugs or the possession or use of alcohol or drugs on the job;
 - (3) Stealing or facilitation of stealing;
 - (4) Falsifying time records, logs, forms or other work records;
 - (5) Gambling or fighting during assigned work hours;
 - (6) The use of abusive language toward clients, community residents or fellow employees;
 - (7) Giving out information of a professional and/or confidential nature to unauthorized persons;

- (8) Performing criminal, or illegal acts; or
- (9) Other flagrant violations of rules and practices, including violation of legal and professional codes and guidelines which could hold the employer responsible for civil or criminal penalties or jeopardize the licensing or funding of agency programs.

3. LEAVE WITH OR WITHOUT PAY

- a) It is the policy of BARC to strictly adhere to the rules and regulations as set forth by applicable licensing agencies.
- b) In the event that an allegation is made against a BARC staff member that contradicts expectations as set forth in these regulations, the staff member in question will be placed on immediate leave with pay, pending the outcome of investigations.
- c) In the case of mandatory leave for misconduct including but not limited to violence in the workplace, gross misrepresentation of BARC or BARC policies, and/or behavior with clients or children that is deemed inappropriate, the employee may be immediately placed on leave without pay pending the outcome of further investigation of the misconduct.

4. DISPUTE RESOLUTION

- c) BARC has established a set of procedures to provide for the orderly resolution of differences and enhance overall operation at the earliest possible stage and to promote a harmonious and cooperative relationship between employees, program supervisors, the Executive Director, and members of the Board of Directors. BARC will attempt to resolve all work-related complaints that are appropriate for handling under this policy.
- a) For the purpose of this Personnel Handbook, a “dispute” will mean a claimed violation, misinterpretation or inequitable application of any of the provisions of this Handbook. In addition, the term “dispute” shall not apply to any matter as to which BARC is without authority to act.

Examples of matters that may be considered appropriate disputes under this policy include the following:

- (1) A belief that BARC policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee;
- (2) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
- (3) Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability; and
- (4) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, salary, or seniority.

b) DISPUTE RESOLUTION PROCESS

(1) Step One

An employee who claims to have a dispute may present the dispute to the employee's immediate supervisor. The dispute must be submitted, in writing, within seven working days following knowledge of the event(s) which caused the dispute or when the employee should have had knowledge. The dispute will specify the date of submission, the name of the aggrieved employee, the date the dispute arose, the nature of the dispute, the provision of the Handbook that was allegedly violated and a statement of facts, times, dates, and the remedy sought.

Within seven working days after receiving the dispute, the employee's immediate supervisor will meet with the employee to discuss and attempt to resolve the matter.

(2) Step Two

In the event the informal dispute is not resolved at Step One, or the employee reasonably believes that he/she cannot present the dispute to his/her immediate supervisor, the employee may submit the matter to the Executive Director. The dispute must be submitted, in writing, within seven (7) working days from receiving the Step One response, or when the response should have been received if Step One was not utilized for the above reason, or within seven (7) working days following knowledge of the event(s) which caused the dispute or when the employee should have had knowledge. Executive Director will forward a

copy of the dispute to the Chairman of the BARC Board of Directors.

Within seven (7) working days after receiving the dispute, the Executive Director will meet with the employee to discuss and attempt to resolve the matter. Within seven (7) working days from the meeting, the Executive Director will issue a written response which will be given to the of the BARC Board of Directors and the employee.

(3) Step Three

In the event the employee is not satisfied with the response at Step Three, the employee may submit the matter to the Board of Directors by filing a request for hearing with the Secretary of the Board. The request for hearing must be submitted, in writing, within seven working days from receiving the Step Three response, or when the response should have been received. The request for hearing will include a written statement of the dispute as outline in Step One of this procedure.

The Board of Directors will set the time and place for the hearing. All decisions rendered by the Board of Directors will be final and binding.

c) Time limits

The employee must adhere to the time limits set forth in this dispute procedure described above. In the event the employee does not advance the dispute to the next step within the established time limit, the dispute will be considered withdrawn and no further appeal will be accepted. The time limits may be extended by mutual agreement, provided the extension is in writing, dated and signed by the employee and the BARC Executive Director.

d) Final decisions

Final decisions on disputes will not be precedent-setting or binding on future disputes unless they result in a change to official policy.

e) Proper use of dispute resolution procedure

Employees will not be penalized for proper use of the dispute procedure. However, it is not considered proper use if an employee raises a dispute in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless disputes. Implementation of the dispute procedure by an employee does not limit the right of BARC

to proceed with any disciplinary action that is not in retaliation for the use of this procedure.

f) Refusal to proceed with dispute

The Board of Directors may, at its discretion, refuse to proceed with any dispute it determines is improper or baseless under this policy.

5. RESIGNATION

- a) The term “resignation” refers to the voluntary termination of employment on the part of the employee.
- b) In the event of resignation, the agency must receive a written notice ten working days in advance of the date leaving.
- c) If required notice is provided as stated above, current vacation credits shall be allowed and shall be given either in days prior to the actual day of separation or by financial compensation. However, such a credit shall not be allowed if the employee has not given adequate notice.

6. FINAL NOTICE

The Executive Director, concurrent with the Chairman of the BARC Board of Directors, has the ultimate responsibility for the action of Release, Dismissal, Suspension and Resignation.

7. EXIT INTERVIEW

When an employee is exiting the agency, for whatever reason, an exit interview may be requested at the discretion of the Executive Director or employee. All exit interviews will be reviewed by the Personnel Committee.

I. PERSONNEL TIME CHARGING AND ABSENCES

1. CATEGORIES OF PERSONNEL

a) Exempt/Salaried:

Exempt employees are paid a salary and are not subject to overtime pay unless the employee works more than 45 hours a week for more than 2 weeks. Exempt employees include the executive director.

b) Non-Exempt/Hourly:

A person who is regularly scheduled for 35 or more hours per week and is paid hourly. Overtime will be paid for hours worked over 40 hours in a given week (subject to approval by Executive Director).

c) Part-time:

Employed for less than 35 hours per week, either periodically or regularly, and paid by the hour.

d) Temporary:

Employed on an hourly or week-to-week basis, for a temporary period or periods. (e.g. Seasonal employees)

e) Independent Contractor:

Outside businesses and individuals providing supplies and services to the Ballston Area Recreation Commission, Inc. who are not employees but rather Independent Contractors and therefore are not covered by the Ballston Area Recreation Commission Personnel Policy and Employee Handbook.

2. TYPES OF STAFF AND REQUIRED CERTIFICATIONS

The list below contains the Types of staff that BARC utilizes to operate its programs and the qualifications required for their respective positions:

Type of Position	Certification Required
Administrative	None
Clerical	None
Maintenance	None

Type of Position	Certification Required
Recreational Staff (Coordinators/Commissioners, Coaches, Instructors, Assistants, Referees)	None
Recreational Lifeguard	Safety /Lifeguard Accreditation is required in compliance with the facility where BARC aquatic programs take place
Professional staff	None

3. TIME CHARGING

a) OVERTIME/COMPENSATORY TIME

- (1) Overtime is discouraged. However, it is recognized that the day's duties on occasion need to be carried beyond the "normal" work hours.
- (2) Overtime must be pre-authorized by the Executive Director or Program supervisor at the rate of time and a half for any hours over 40 for any Non-Exempt staff paid by the hour.
- (3) Compensatory "Comp" Time - Credit for work done beyond normally scheduled hours is allowed for all Exempt/Salaried employees. Additionally:
 - (a) Comp time must be used within the following pay period unless otherwise approved by the Executive Director/Board Chairman.
 - (b) The staff member forfeits any part of Comp time not used within the following pay period.
 - (c) Additional overtime must be requested and authorized in advance by the Executive Director.

b) BREAKS

- (1) Every BARC employee who works an eight (8) hour shift is entitled to two fifteen minutes breaks during that shift.

c) MEAL PERIODS

- (1) Every BARC employee who works more than six (6) consecutive hours must take a 30-minute meal period daily.

4. TIMELY ARRIVAL AND DEPARTURE

Employees are expected to arrive in a timely manner and depart after completion of their assigned shift.

5. HOLIDAYS

Each Exempt/Salaried employee and full time hourly employee of the Ballston Area Recreation Commission, Inc. (BARC) shall have the following paid holidays:

- a) Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Day, Martin Luther, President's Day, Memorial Day, Independence day, Labor Day, Columbus Day, and Veteran's Day.
- b) BARC will be closed on the holidays listed above. However, individual programs may be open at the discretion of the Executive Director. Employees who work the holiday will be paid time and half for all hours worked.

6. LEAVES OF ABSENCE

a) Paid Time Off (PTO)

(1) The Executive Director is eligible for:

(a) Three weeks of PTO upon completion of one year of service, with an additional week after five years of service.

(b) Two consecutive weeks of vacation cannot be taken by the Executive Director unless approved by the Board of Directors Personnel Committee or Executive Committee in advance.

(2) Employees who leave or are terminated before they use their PTO are entitled to vacation pay earned on a pro-rated basis at the time of their termination, unless the termination occurs before 1 year has been completed; in which case no vacation time or pay will be given.

(3) Part time & Temporary/seasonal employees are not eligible for PTO.

7. EMPLOYEE ABSENCES

- a) Employees are requested to report their absences at the beginning of their workday or, when necessary, in time to arrange for program coverage.
- b) Excessive use of sick time, failure to supply physician's statements when requested or required, taking wellness days which interfere with

program responsibilities or failure to appropriately report absences will be grounds for disciplinary action, including the denial of sick leave coverage for the absence.

- c) Continued failure to produce the necessary medical documentation may warrant a recommendation for termination for absence without leave (AWOL).
- d) Employees may be required to produce additional medical documentation to assess an employee's fitness to return to duty. Furthermore, a doctor's approval to return to work will be required for absences of more than 5 work days and upon returning to work following surgery.

8. SICK LEAVE WITHOUT PAY

- a) Sick leave without pay may be granted when necessary as a result of serious injury or extended illness. Employees who are absent for 10 or more consecutive working days must return to work for 30 consecutive working days at full workload duties in order to qualify for the number of days available on their employment anniversary date.
- b) Sick leave provides full-time and part-time employees continued affiliation in a non-paid status with BARC - once sick leave with pay is exhausted.
- c) Employees on sick leave without pay are in a non-paid status. BARC does not participate in the NY State Family Medical Leave Act, BARC employs less than 50 employees.

9. PAID FAMILY LEAVE BENEFITS (Effective Jan. 1, 2021)

- a) New York's Paid Family Leave Benefits Law will provide eligible employees with 12 weeks of paid leave during a 52-week calendar period.
- b) Eligible employees will receive a certain percentage of their average weekly wage as paid leave when the following life event occurs:
 - (1) Bond with the employee's newborn or newly-placed adoptive or foster child during the first 12 months following birth or placement.

- (2) Care for a family member (child, parent, parent-in-law, grandparent, grandchild, spouse, or domestic partner) with a serious medical condition. This includes physical or psychological care.
 - (3) Employees with a spouse, child, domestic partner, or parent who has been notified of an order of active military duty.
- c) Paid family leave may be taken in small increments (as small as one full day).
 - d) An employee can voluntarily choose to use sick and vacation time while out on family paid leave. However, an employer cannot require the employee to use sick or vacation time before receiving the paid family leave benefit.
 - e) An employee may not receive both disability and paid family leave benefits simultaneously.
 - f) An employee who is eligible for both disability and paid family leave benefits during the same period of 52 consecutive calendar weeks, shall not receive more than 26 total weeks of combined disability and paid family leave benefits.
 - g) Employer must continue health insurance for an employee out on paid family leave.
 - h) An employee who contributes to the cost of his/her health care must continue to pay his/her portion while out on paid family leave.
 - i) Employer must reinstate an employee to his or her position, or a comparable position, upon return from leave.
 - j) For more information on the breakdown of Paid Family Leave Benefit's, visit: <https://www.ny.gov/programs/new-york-state-paid-family-leave>.

10. **BEREAVEMENT LEAVE**

All full-time employees shall be eligible for **three** days for bereavement leave. This leave may be taken in the event of the death of either a member of the employee or their significant others' immediate families. Immediate family shall include significant others, parents, siblings, and children. Bereavement leave may be used in the event of the death of someone who is not immediate family or for longer periods of time at the discretion of the Executive Director.

11. **MATERNITY/CHILD CARE LEAVE**

After **one** year of continuous employment, an eligible employee shall be entitled to apply for maternity/child care leave for **12** weeks without pay. Any eligible employee taking such leave will continue to be paid until their sick leave time and vacation time are exhausted. Employees on maternity/child care leave are in a paid status and benefits continue as usual.

12. **CONFERENCE LEAVE**

Time off with pay shall be allowed for conferences, seminars, institutes, and workshops related to the employee's work. The Executive Director is responsible for processing requests based on budgetary limitations and adequate staffing coverage.

13. **EMERGENCY LEAVE/LEAVE WITHOUT PAY**

Emergency short term leave may be granted, without pay, in special cases at the discretion of the Executive Director. Leave time shall not exceed ten (10) work days.

14. **CIVIC RESPONSIBILITY**

Civic responsibility such as jury duty is considered a responsibility and privilege of every American citizen. Executions of such civic responsibilities by individual staff members are encouraged and are granted necessary time off without loss of pay for jury duty and compulsory court attendance. The employee must submit summons or subpoena upon receipt. In the event of early dismissal, the employee is expected to return to work for the remainder of the day. BARC will pay the difference between the employee's regular pay and jury duty allowance paid by the court.

15. **MILITARY LEAVE**

Military leave without pay shall be granted to employees. Such permanent employees shall be afforded the protection of their seniority rights and shall be reassigned promptly upon return to civilian life. Permanent employees called to military reserve training shall be granted leave with pay for up to two weeks for this purpose.

16. **LEAVES OF ABSENCE / GENERAL PROVISIONS**

All forms of leave, paid or unpaid, require that employees ask permission and/or notify their immediate supervisor of their intended absence in advance of their non-attendance at work. Employees must complete a time off benefits request form prior to scheduling leave. The form must be completed after sick leave before the end of the pay period.

An employee's absence for two days or more without notification to the immediate supervisor as to the reason for the absence shall constitute an automatic resignation. Reinstatement shall be at the discretion of the Executive Director.

J. PAYROLL AND EMPLOYEE BENEFITS

1. PAYROLL AND PAY DAY

Payday shall be bi-weekly, on Friday for the period ending the previous Saturday.

2. HEALTH INSURANCE

BARC does not offer health insurance but will assist you with locating outside resources.

3. RETIREMENT BENEFIT

BARC does not offer a retirement plan.

4. OTHER BENEFITS

All employees are covered by Social Security, Worker's Compensation, New York State Disability Benefits and Unemployment Insurance as mandated by state and federal law. Deductions for mandatory state and federal withholding taxes, social security and employee contributions towards fringe benefits will be made as dictated by state and federal law.

5. DISCOUNTED PROGRAM TUITION

Full time employees may be granted reduced cost program tuition or free tuition for age appropriate children at rates determined by the Executive Director or by the Board of Directors.

K. ADMINSTRATIVE STAFF MEETINGS/RELATIONS

Program Coordinators/Commissions will meet twice per program session to ensure the team's activities are aligned with the goals and vision of BARC. These meetings will take place just prior and at the conclusion of each session. This time will be used to collect input from staff on suggestions to improve the quality of the programs, and to ensure positive, friendly productive and quality work environment.

III. EMPLOYEE CODUCT POLICIES

- BARC was established to improve the welfare of youth and their families by providing youth & family recreation programs at a reduced cost.
- No employee shall use the name, premises and office facilities of BARC for partisan political purposes.
- The freedom with which an employee may express him/herself on matters of general or community concern shall be subject only to such limitations as applied to any citizen. However, when an employee wishes to speak on an important policy in which BARC has not taken a position, he/she shall make every reasonable effort to clarify and emphasize the fact that he/she is not speaking for or acting as a representative of the agency.

A. PERSONAL ELECTRONIC DEVICES

Personal electronic devices such as cell phones, music players, pagers and texting devices is only for emergency purposes during working hours.

B. PROFESSIONAL CONDUCT

A business-like conduct is expected by all employees, as well as a business-like appearance. Courtesy, respect and a professional demeanor are also necessary. Mutual respect between staff, clients, businesses, Board Members and any community member is the fundamental policy and approach of BARC. BARC employees must maintain and demonstrate high standards. Consideration should be extended to children, parents and fellow employees at all times. Language and behavior should be professional and appropriate.

C. HOURS OF OPERATION

1. Hours of operation vary with each program.

D. INCLEMENT WEATHER POLICY

In the event of inclement weather:

1. The decision to close Ballston Area Recreation Commission, Inc. (BARC) and/or cancel programs will be decided by the Executive Director and/or the appropriate program coordinator. Closures are announced on the BARC Facebook page, on BARC's website, and communicated via an email blast to all families of relevant programs.
2. Employees are responsible for contacting BARC before coming to work, if in doubt about facility conditions. Employees are expected to make every effort to report to work. If an employee decides they are unable to report to work, they are responsible for calling to inform BARC and/or their supervisor.
3. Employees are expected to determine whether operations are suspended, or programs are delayed, or cancelled before they leave for work. Every effort will be

made to notify part-time employees of program cancellations. However, it is the employee's responsibility to call BARC and/or their Supervisor before leaving for work.

4. When BARC is closed before the work day begins:
 - a. Exempt and full-time hourly employees scheduled to work will be paid.
 - b. Part-time employees will not be paid.
5. When BARC is closed during the work day:
 - a. Exempt and full-time hourly employees will be dismissed and paid for the day.
 - b. Part-time employees, who are on site and prepared to fulfill their duties when the decision to close is made, will be paid for the time normally worked on that day. All other part-time employees will not be paid.
6. When BARC remains open, but an employee decides he/she cannot get to work due to inclement weather conditions:
 - a. Eligible employees may take an earned time day, or a day without pay.
 - b. Part-time employees will not be paid.

E. ATTENDANCE

1. Good attendance and punctuality are important requirements at BARC; absence greatly detracts from the continuity of the program.
2. If an employee is unable to report for work or knows he/she will be late, the employee must notify his/her program director as soon as possible to give the program director time to make substitute arrangements, if necessary.
3. In the event that the program director cannot be reached, please call the Executive Director.

F. SUBSTITUTE POLICY

1. All Staff are to keep a current copy of the staff phone list/email at home.
2. If an employee is unable to work his/her scheduled shift for any reason, he/she must notify the program director as soon as possible, and then call staff from the list to arrange coverage for the shift. If the employee is unable to reach the program director, he/she must notify the Executive Director.
3. After every effort is made to call for a sub, the employee must call the program coordinator to tell him/her who he/she has called and what arrangements have been made. The program coordinator may request that the employee provide a doctor's note in cases where sick time is used.
4. To arrange for time off, either a personal day or vacation time, an employee must notify his/her program coordinator in writing for approval one week before the date

you intend to take off. The form must include the name and contact information of the substitute and the signature of the program director before time off is permitted.

5. Not showing up for a scheduled shift without following the above procedure is a serious performance issue and may be considered grounds for termination.

G. DRESS CODE POLICY

1. All employees must wear identification badges or BARC staff shirts.
2. All part time staff will be required to wear a Ballston Area Recreation Commission, Inc. staff shirt/hat/jacket during work hours. Program coordinators should be dressed professionally.
3. The following list is the dress guidelines for the type of job each employee performs here at BARC. BARC would like to remind employees they are considered part of a team of professionals. It is important to project a professional image to customers, visitors, co-workers, as well as when representing BARC in the community. BARC also recognizes that due to the nature of the work, each employee has different schedule demands on any given day. Management reserves the right to change these guidelines as deemed necessary.
4. Program staff are not expected to conform to the same guidelines as personnel working in the office section of the building. However, for safety reasons, open-toed shoes may not be worn during athletic programs.
5. Employees who do not meet the standards of these dress code guidelines may be required to take corrective actions, including leaving the premises to correct the problem. Any work missed because of failure to comply with the dress code will not be compensated unless the time is made up. Violations may also result in disciplinary action, up to and including termination.

H. ALCOHOL / DRUG FREE WORKPLACE POLICY

1. STATEMENT OF COMPLIANCE
 - a) The Federal Drug-Free Workplace Act of 1988 is applicable to all recipients of federal grants. In order to receive federal funds, BARC must certify to the granting federal agency that it will provide a drug-free workplace in accordance with the legislation. As a recipient of federal grants, (BARC) hereby complies with the requirements of the Drug-Free Workplace Act by adopting the following policy and drug-free awareness program:
 - b) Policy statement. It is the policy of BARC that the unlawful manufacture, distribution, dispensation, possession, or use of an illegal controlled substance, as defined in the Federal Act, is prohibited on the job or at the workplace.
2. Implementation of policy
 - a) This policy will be distributed to all employees and officials of BARC.

3. Sanctions.
 - a) The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is strictly prohibited in all workplaces and work sites.
 - b) An employee who, after investigation, is found to have violated this prohibition may be referred for counseling or rehabilitation and to complete satisfactory treatment and will be subject to criminal, civil and disciplinary penalties, up to and including dismissal from employment.
4. Employee responsibilities. As a condition of receiving federal grant monies, each employee must abide by this policy and notify the department head of any criminal drug statute conviction for a violation occurring during his/her employment within **five** calendar days of the conviction.
5. Responsibilities.
 - a) BARC will notify the granting federal agency within **ten (10)** days after receiving notice from an employee of such a conviction or otherwise receiving actual notice of such conviction.
 - b) In addition, within thirty (30) calendar days of receiving notice of a conviction, BARC will take disciplinary action against the employee and/or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program pursuant to Sections 702 and 703 of the Drug-Free Workplace Act.
6. Drug-free awareness program.
 - a) It is the policy of BARC to maintain a drug-free workplace. In accordance with that policy, BARC is providing the following drug-free awareness information to raise employee awareness of the dangers associated with the drug abuse in the workplace.
7. Dangers of drug abuse in the workplace.
 - a) Employees with chemical dependence problems have a major negative impact on productivity, staff morale, and labor/management relations. Their hidden illness is responsible for:
 - (1) Declining performance:
 - (2) Poor concentration.
 - (3) Confusion in following directions.
 - (4) Noticeable change in the quality of work.
 - (5) Inability to meet deadlines.
 - (6) Errors in judgment affecting the health and safety of others.
 - (7) Customer complaints and injuries.
 - (8) Increased costs:
 - (a) Five (5) times the average sick and accident benefits.
 - (b) Higher job turnover, replacement and training costs.
 - (c) Greater workers' compensation and health insurance payments.
 - (d) Three to five (3-5) times more on-the-job accidents.
 - (e) Unemployment claims.
 - (9) Absenteeism and tardiness:

- (a) Double the normal rate.
- (b) Repeatedly being late for work and often leaving early.
- (c) Extended lunch hours.
- (d) Frequent illness and accidents both on and off the job.
- (10) Damaged relationships:
 - (a) Emotional outbursts.
 - (b) Over-reaction to criticism.
 - (c) Mood swings.
 - (d) Complaints from co-workers, associates and the public often leading to damaged relations.

I. UNDER THE INFLUENCE POLICY

1. In the best interest of the children, the Ballston Area Recreation Commission, Inc. will not release a child to a parent, guardian or adult who is suspected of being under the influence or impairment of alcohol or other drugs, if the staff feels the child's safety would be endangered.
2. Intoxication:
 - a) In the event a parent comes to pick up a child and they appear to be intoxicated or under the influence of drugs:
 - (1) Insist that for everyone's safety, alternative transportation must be arranged.
 - (2) Explain to the parent/guardian that if they take the child, the police and New York State Child Protective Services will be immediately contact. It would be required by law to report because they are endangering the welfare of their child. Get the license plate number and make of car.
3. If the parent becomes violent, call the police and then a supervisor.
EMPLOYEES ARE NOT TO ENDANGER THEMSELVES OR THE CHILDREN.

J. CHILD SNATCH POLICY

1. In the event of a child snatch (either by the non-custodial parent or stranger(s)), follow this procedure:
 - a) Call the police department at 911 and the custodial parent immediately.
 - b) Send one staff person outside to be on the lookout for the police. Provide clear descriptions to the police of perpetrator (Name, address, car make, model and license plate number).
 - c) Call supervisor.

K. LATE PICKUP POLICY

- a) If a parent does not come by program end—and has not notified BARC staff that they will be late, the following procedures will be implemented:

- (1) Try to contact parents for instructions.
- (2) Start calling phone numbers on the child's registration.
- (3) If no contact is made, after **30 minutes**, contact Executive Director for assistance.
- (4) If **one hour** after program end no contact has been made from the parent or emergency contacts, a call New York State Child Protective Services (CPS).
- (5) Staff members will follow instructions given by CPS as to what further arrangements are necessary.

DO NOT UNDER ANY CIRCUMSTANCES TAKE THE CHILD HOME WITH YOU!!!

L. CHILD ABUSE AND MALTREATMENT POLICY

1. All Ballston Area Recreation Commission, Inc. (BARC) staff members should report any suspected child abuse, neglect or maltreatment to the Police and New York State Child Protective Services.
2. BARC requires that all employees follow the below guidelines regarding the prevention of child abuse pertaining to children under the age of 18.
 - a) Staff members may not be alone with a child in an area or location where they cannot be observed by other staff.
 - b) BARC staff will not initiate contact with or accept supervisory responsibility with participant children outside approved BARC activities, including babysitting or weekend trips, except with prior written approval from their Executive Director. Violations of this policy may be cause for disciplinary action, up to and including termination.
 - c) Staff behavior or disciplinary actions with children must avoid all abuse actions. Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited. Punishment must not be associated with food, isolation for illness, or toilet training.

M. STAFF HEALTH AND MEDICAL POLICIES

1. Staff Emergency Treatment
 - a) If an employee is injured in the course of performance duties, such as a bloody nose, scrapes, etc., it will need to be documented on a Ballston Area Recreation Commission, Inc. Accident/Incident Report form and submitted to the Executive Director within twenty four (24) hours, regardless of how minor the injury may appear.

- b) FOR IMMEDIATE AND LIFE THREATENING EMERGENCY CALL 911 AND NOTIFY THE EXECUTIVE DIRECTOR.

N. CHILD HEALTH AND MEDICAL POLICIES

1. Minor Injuries or Illness
 - a) Staff will treat children experiencing minor injuries or illness, such as bumps, bruises, scrapes, bee stings, and upsets, and take notes of specifications on the program injury form.
 - b) Sick children will be isolated from other program participants and have their conditions monitored.
 - c) Parents/Guardians will be informed of all first aid given to their child at Ballston Area Recreation Commission, Inc. (BARC). Injury Report will be completed by the staff and reported to the Program Coordinator within 24 hours.
2. Major Medical Emergency
 - a) Assess situation, determine if it is necessary to call 911 first. Notify the program director of situation (or the Executive Director in the program coordinator's absence)
 - b) The staff will attempt to contact the parent/guardian.
 - c) If they cannot be reached, the staff will contact the child's physician.
 - d) If the emergency is such that immediate hospitalization is required, the staff will make arrangements to have the child transported to the hospital. A staff member and the child's medical file will accompany the child to the nearest medical facility to await the child's parent or emergency contact person.
 - e) Should the parent or legal guardian be unavailable, the program coordinator will contact an emergency contact name listed on the child's application.
3. The payment of medical bills is the sole responsibility of the parent. BARC has no medical insurance for program participants.

FOR IMMEDIATE AND LIFE THREATENING EMERGENCY, CALL 911 AND NOTIFY THE EXECUTIVE DIRECTOR.

O. INTERNET USAGE POLICY

1. Ballston Area Recreation Commission, Inc. has an internet usage policy that prohibits certain behaviors and internet usage is monitored. Upon hire, each employee must sign an Internet Usage Policy Statement (Appendix 1).

P. CONFIDENTIALITY

Ballston Area Recreation Commission, Inc. (BARC) routinely deals with matters of a confidential nature. It is imperative, therefore, that each employee keeps in strict confidence information concerning the affairs of BARC and/or its clients. Upon hire, each employee must sign a Confidentiality Statement (Appendix 3) agreeing to the above stated terms. Violations of confidentiality will lead to employee's potential immediate suspension or dismissal from the organization. Employees are expected to hold these same standards for supervised interns and volunteers.

Q. SAFETY PROCEDURES

As a Ballston Area Recreation Commission, Inc. staff member, the employee has a responsibility to protect children from harm. Safety is freedom from danger, and danger is minimized by reducing hazards that might cause an accident or emergency.

1. GENERAL SAFETY PRINCIPLES

- a) Check indoor and outdoor areas daily and remove trash, hazardous materials and sharp or broken objects.
- b) Check the rooms daily to be sure all electrical cords are kept away from water and walkways.
- c) Check materials and equipment daily for broken parts, loose bolts or jagged edges, and make sure they are repaired or replaced.
- d) Check to see that safety equipment and supplies (e.g. fire extinguishers, smoke detectors, flashlights and first aid kits) are in place, easy to reach and in good condition.
- e) Arrange the space to allow for clear traffic paths and fire exits.
- f) Supervise children and know where they are and what they are doing at all times.
- g) Limit access to supplies and equipment that could be dangerous when used by children who do not know how to use them safely.
- h) Clean and properly store equipment and supplies when not in use.
- i) Make sure on site telephone is easy to get to and is working properly.

2. BUILDING SAFETY

- a) Staff should check the following daily:

- (1) Exit signs should be functional.
- (2) Exits must be free of obstacles.
- (3) Doors are in good repair with no damage to the glass.
- (4) Chairs and tables must be in good repair.

3. CLEANLINESS

- a) Staff is required to participate in taking care of the Ballston Area Recreation Commission, Inc.'s equipment and supplies. Staff must assist with the daily cleaning chores and commit to keeping the facility immaculate on a daily basis.

4. SAFETY PRECAUTIONS

- a) Suitable precautions must be taken to eliminate all conditions in areas accessible to children that pose a safety or health hazard.

R. YOUTH BEHAVIOR POLICY

1. Behavior Policy Statement

It is Ballston Area Recreation Commission, Inc.'s (BARC) desire that every child enjoys their BARC experience. For this reason, BARC has initiated guidelines designed to teach character development and how to develop self-control and assume responsibility for his/her actions with establishment of clear and consistent rules and limits, that are appropriate to the ages of the children.

2. Youth Rules at BARC

All children will be expected to abide by the following rules:

- a) Follow directions the first time they are given.
- b) Respect yourself, others and property.
- c) Use appropriate language, tone of voice and noise level.
- d) Keep hands, feet and objects to yourself.
- e) Be safe at all times.

3. Staff should document any behavioral concerns they have and submit them to the program coordinator immediately. Details surrounding the staff concerns will be reviewed, solutions will be discussed and an action plan will be implemented.

Minor Incidents versus Major Incidents: Children's misbehavior should be logged in the form of an Incident Report and will be categorized into two main types: Minor and Major.

- a) Minor Incidents include:
- (1) Misuse of equipment
 - (2) Disruptive outbursts
 - (3) Spontaneous slip of questionable words
 - (4) Disagreements or squabbles
 - (5) Rough-housing
- b) Any discipline used will relate to the child's action and handled immediately. Any behaviors that deviate from the existing guidelines will be handled by using the following acceptable techniques:
- (1) Redirecting: Redirect children with an alternative activity, acknowledging acceptable behavior, leading by example, and encouraging the child to talk about his/her feelings.
 - (2) Reinforcing Problem-Solving Skills: Settling disagreements without aggressiveness, predicting consequences, thinking about feelings of others, and utilizing different methods of communication with children (verbal, written or role play responses).
 - (3) Using Reason and Logic: Help children to think through a problem and find the solution that works best for everyone concerned. Listen to the child; don't fall into a power struggle. With prior knowledge of BARC's basic rules for safety and behavior, each child should learn how to exercise self-discipline with staff guidance. If, however, a child is exhibiting repeated behavioral problems, parents will be notified and encouraged to be actively involved in the process of guiding their child's behavior.
 - (4) Elective Time Out or "Calming Area": If a child's behavior becomes harmful or seriously disruptive to the group, the child may be separated until he/she regains self-control and can rejoin the group. Calming periods should be limited to one minute per child's age (5 minutes for a 5 year old). Never leave the child totally isolated during this calming period. They must be within range of vision.
 - (5) Role Modeling: Effectively exemplify the good qualities needed for group acceptance. Maintain authority calmly and consistently.
 - (6) Positive Reinforcement: Encourage repetition of good behavior. Praise whenever possible; build confidence. Give each child an opportunity to have success.
 - (7) Focusing on Positive Behavior with Positive Rewards: Try not to reward negative behavior with lots of attention. Redirect the challenging child in a positive direction.

- (8) Removal of Privileges: Remove privileges whenever appropriate as they relate to the activity.
- (9) ** Physical punishment, humiliating or frightening methods of control or methods associated with food or extended isolation will NOT be tolerated.**

4. MAJOR INCIDENTS include:

Major incidents endanger the physical and mental safety of the individual, other children and/or staff. Even though many of the following listed misbehaviors are not evident in Ballston Area Recreation Commission, Inc. (BARC) programs, BARC feels it is important to list them.

Any behavior or incident under the Major Incident categories warrants the “three strike policy”. If the behavior warrants a “strike”, it will be clearly marked on the incident report and a meeting will be scheduled with the Parent/Guardian & program director.

a) Major incidents would include, but not be limited to such misbehaviors as:

- (1) Minor incidents that become repetitive or chronic.
- (2) Defacing BARC property.
- (3) Theft.
- (4) Leaving supervised area without permission.
- (5) Refusing to remain with the group.
- (6) Using foul language or being rude and discourteous.
- (7) Lying, direct disobedience of and/or defiance towards BARC personnel.
- (8) Verbal threats.
- (9) Throwing stones or other projectiles.
- (10) Physical aggression, (e.g. fighting as a means to solve problems).
- (11) Bringing or using illegal substances.
- (12) Bringing or using weapons, firearms or possession or use of alcohol, drugs or other illegal substance before or during BARC programs.

b) In the event, a child demonstrates the above-mentioned Major Incident behaviors, the following procedure will be followed:

- (1) Separated from the group.

- (2) An Incident Report completed.
- (3) A conference with the parent/guardians(s) will occur.
- c) Major Incidents could result in suspension from the program for a period of time or expulsion from the BARC program. If the child receives three “strikes”, they will be dismissed from the program for the remainder of the year (forfeiting all deposits and payments) and their future participation in all BARC programs, will be reviewed and decided upon at the discretion of the Executive Director and /or program director.
- d) In cases of fighting, assault, vandalism, using illegal substances, or any other endangering behavior, the Executive Director or program director will immediately remove the child from the program, contact the parent, and expulsion from the program will be warranted.

S. CHANGE OF ADDRESS POLICY

All changes in a personal address, email address or telephone number must be reported immediately to his/her supervisor for updating documentation in personnel files.

T. POLICY REVISION POLICY

The Ballston Area Recreation Commission, Inc. (BARC) Personnel Handbook and policies are subject to annual review and may be amended, modified, or terminated at any time by BARC, without the consent or prior knowledge of the employees. Any such modifications will be communicated in writing, promptly, to all employees. Revisions are made by the Executive Director or Personnel Committee and approved by the Board of Directors.

U. COMPLAINT POLICY CONCERNING THE AGENCY

1. If any employee reasonably believes that some policy, practice, or activity of Ballston Area Recreation Commission, Inc. (BARC) is in violation of New York State School Age Care Regulations and/or law, a written complaint may be filed by that employee with their Supervisor using the Employee Complaint/Grievance form. If the complaint is about their supervisor, they may submit the written complaint to the Executive Director. (See Appendix 4 for Employee Complaint/Grievance form)
2. It is the intent of the agency to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Executive Director and Program Committee and provides the Executive Director and Program Committee with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

3. BARC will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the agency or of another individual or entity with whom the agency had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.
4. BARC will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the agency that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment. (See Appendix 5 for Employee Protection/ Whistle Blower policy)

APPENDICES



IV. APPENDIX 1: Internet Usage Policy

Ballston Area Recreation Commission aims to provide you with accessible, up-to-date and reliable information to support you in your work. This goal requires us to provide access to the vast information resources of the Internet to help you do your job and be well-informed. The Internet is a business tool for Ballston Area Recreation Commission, and is provided to you at a significant cost. Users must understand that this access is for the purpose of increasing productivity and not for non-business activities. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access corporate information. Therefore, it is important that all connections be secure, controlled, and monitored to provide you with accessible, up-to-date and reliable information and learning technology to support you in your work, research, and studies.

Authorized use

Ballston Area Recreation Commission's Internet connection is intended primarily for business use. That means we expect you to use your Internet access primarily for business-related purposes, i.e., to communicate with customers and suppliers, to research relevant topics, and to obtain useful business information. The following are specific provisions regarding authorized use of Ballston Area Recreation Commission's internet connection:

- Internet use should be restricted to sites and materials such as news or information that might be considered reasonable if read as a text publication in an office environment.
- Occasional and reasonable personal use should not interfere with the performance of work duties and responsibilities.
- Children using the Internet must be directly supervised by staff.

Unauthorized use

Users shall not use this company's Internet or e-mail services to view, download, save, receive, or send material related to the following list. The below list of prohibited actions is by way of an example only and is not intended to be exhaustive:

- Offensive content of any kind, including pornographic material.
- Disable or overload any computer system or network.
- Propagate a virus, worm, Trojan horse, or trap-door program code.
- Circumvent any system intended to protect the privacy or security of another user.
- Promoting discrimination on the basis of race, gender, national origin, age, marital Status, sexual orientation, religion, or disability.
- Visiting web sites that promote threatening or violent behavior.
- Using the Internet for illegal activities.

User accountability

Users are responsible for their Internet use and are accountable for the following:

- Honoring acceptable use policies of networks accessed through the organization's Internet services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of the organization's network resources.
- We insist you conduct yourself honestly and appropriately on the Internet, respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings.

Privacy and Monitoring

Ballston Area Recreation Commission has software and systems in place to monitor and record all Internet usage. Our security systems are capable of recording each Web site and e-mail message into and out of our internal networks. We reserve the right to do so at anytime. No employee should have any expectation of privacy as to his or her Internet usage. Our managers will review Internet activity and analyze usage patterns, and they may choose to publicize this data to assure that Ballston Area Recreation Commission Internet resources are devoted to maintaining the highest levels of productivity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

Accidental/Unintended Violations

Ballston Area Recreation Commission uses independently-supplied software and data to identify inappropriate or sexually-explicit Internet sites. We may block access from within our networks to all such sites. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program. A user who accidentally accesses a prohibited site is encouraged to report the incident to the company's IT Department without the threat of incurring a violation penalty.

Violation Penalties

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more use regulations, that user will receive a reprimand from his or her supervisor and his or her future Internet use will be closely monitored. If a gross violation has occurred, management will take immediate action. Such action may result in losing Internet privileges, severe reprimand, or termination of employment.

Reporting

When clear violations of this Internet Usage Policy occur, appropriate department staff, the offender's managing supervisor representative will be formally notified. First time offenders will be notified their Internet usage will be closely monitored and administrative staff may review the employee's communications for a period of **3** months. If the user's Internet usage is deemed appropriate during that time, then no further action will be taken. If other abuses of this Internet Usage Policy occur during this probationary period, the Executive Director will be notified to take appropriate action as indicated in the Violation Penalties section of this document.

Ballston Area Recreation Commission intends to enforce this policy, but reserves the right to change it at any time as circumstances may require. The Executive Director is responsible for administering this policy and should be contacted should you have any questions or comments concerning this policy.

_____ may not access the Internet via the Ballston Area Recreation Commission's network at any time, through any device, unless he/she has read this policy and confirmed in writing that he/she agrees to the terms and conditions contain therein.

By signing this form, I acknowledge that I have received copies of Ballston Area Recreation Commission's Internet Usage Policy and I agree to be bound by its terms and conditions.

Employee Signature

Date



V. APPENDIX 2: BARC Media Policy

Accurate, balanced news coverage of our organization is very important as we work to build and maintain public understanding of, and support for, our services. Our goal is to be open and responsive to the public and the news media by providing information in a timely way. We want to be thought of as a leader in youth services.

Care must be exercised, however, to assure we do not give out confidential information about our customers/clients. Nor can we offer information that would be useful to our competitors, including unannounced services and forecasts of future programs. We do not disparage our competition in the media or in any other communication, whether internally or externally. Every effort must be made to guarantee the accuracy of information we disseminate, and to assure that it is provided by the people who are knowledgeable on the issue, who understand the media, and know how reporters conduct interviews and what we can and cannot say.

We have three basic guidelines related to dealing with the media:

1. Only those who have received specific authorization from the Executive Director or the Chairman of the Board of Directors are to respond to media inquiries for information. If you are contacted by a reporter, do not give out any information, no matter how insignificant it may seem, until you have received specific approval to do so. If the Executive Director is unavailable, secure contact information including what matter they are calling in reference to, which media outlet they represent; along with their deadline and how to contact them. Immediately advise our Executive Director. The Executive Director will decide how to handle the response.
2. Any effort to contact the media on behalf of the organization to generate or respond to media coverage, including letters to the editor or blogs, must be coordinated. Internet posts, including blogs by employees, even if not done during working hours, must be cleared and approved in advance by the Executive Director. Lacking specific approval, such communications are not permitted, and may result in disciplinary action. Such communications may include, but are not limited to: news releases, news briefings, news interviews, news conferences, public service announcements, advertisements, public affairs programs, radio or television talk shows, letters to the editor, guest editorials and requests for sponsorships or editorial support, blogs, posts on YouTube, Facebook, Twitter, or other Internet sites newsgroups, chatrooms, wikis, and forums.
3. Communication of a sensitive nature, which may be deemed damaging to the BARC organization, must be reviewed by the Executive Director with the Board President. Legal advice should be sought, as appropriate, prior to any public statement being made.

Employee Signature

Date



VI. APPENDIX 3: STAFF, INTERN AND VOLUNTEER CONFIDENTIALITY STATEMENT

Ballston Area Recreation Commission, Inc. is committed to ensuring that all personal and private information, verbal or written, pertaining to Board Members, Staff, Volunteers, Service Consumers, and Center finances, shall remain confidential, as required or permitted by law. In order to promote a respectful workplace and honor the rights of all who are associated with the Ballston Area Recreation Commission, Inc., the following confidentiality policies and procedures shall govern the operation of the Board of Directors and the Agency. Upon acceptance of any position within Ballston Area Recreation Commission, Inc., each employee, intern, and volunteer shall read and sign this statement of confidentiality and understand that failure to follow proper policies and procedures concerning confidential information may result in disciplinary action.

Information of a personal nature to which staff, interns, and volunteers are party or information which has been designated private will be disclosed to other parties only when it is legally required or essential to the operation of the Agency, and then on a strict need-to-know basis.

Conduct of staff, interns and volunteers while representing Ballston Area Recreation Commission, Inc. shall be guided by integrity, discretion and dignity, and such conduct shall be expected and actively encouraged between and among employees.

All information disclosed by service consumers or obtained from other sources, including information overheard while in Ballston Area Recreation Commission, Inc. offices or programs, is to be held in strict confidentiality and disclosed only with the specific written consent ("Release of Information") of the consumer. This policy includes divulging the identity and nature of services received by the consumer. Any questions regarding the necessity of divulging or sharing consumer information should be directed to the Ballston Area Recreation Commission, Inc. Executive Director.

Personal information about agency Board, staff, interns, volunteers, or Agency financial statements and situations (i.e. fundraising details, donors/donations, loans, accounts payable etc.), including information in databases and hard copy files shall be considered private and confidential and shall not be readily accessible to unauthorized persons. All consumer and personnel files shall be stored in locked files and secured computer files. Any discussion of a Board, staff, intern, consumer or volunteer's personal information will be conducted only when necessary with appropriate parties, on a strict need-to-know basis and in utmost privacy.

I have read and agree to adhere to the above Confidentiality Statement both while serving at and upon leaving the Ballston Area Recreation Commission, Inc.

Employee, Intern, or Volunteer Name

Date

VII. APPENDIX 4: GRIEVANCE FORM



EMPLOYEE COMPLAINT/GRIEVANCE FORM

Employee Name: _____ Date: _____

Job Title: _____ Department: _____

Type of Complaint:

___ Policy ___ Co-Worker ___ Supervisor ___ Facility ___ Other

1. Describe accurately the details of your complaint and against whom:

2. Describe how the incident has impacted you negatively at work:

3. Give additional comments which you believe will be important during further handling of your complaint:

4. Employee's interpretation of discussion with the supervisor:

Supervisor and Employee discussion and notes

5. Supervisor's interpretation of discussion with employee:

6. Describe how you feel BARC can effectively deal with your complaint:

Does this narrative accurately represent/recount our discussion? If yes sign and date below. If no amend until accurate then sign and date.

Amendment:

Employee Signature: _____ Date: _____

Employee Name (Print): _____

Supervisor Signature: _____ Date: _____

Supervisor Name (Print): _____



VIII. APPENDIX 5: EMPLOYEE PROTECTION/ WHISTLE BLOWER POLICY

If any employee reasonably believes that some policy, practice, or activity of Ballston Area Recreation Commission is in violation of law, a written complaint must be filed by that employee with the Executive Director or the President of the Board of Directors.

It is the intent of Ballston Area Recreation Commission, Inc. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Ballston Area Recreation Commission, Inc. and provides the Ballston Area Recreation Commission, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Ballston Area Recreation Commission, Inc. will not retaliate against an employee, who in good faith, has made a protest or raised a complaint against some practice of Ballston Area Recreation Commission, Inc. or of another individual or entity with whom Ballston Area Recreation Commission, Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Ballston Area Recreation Commission, Inc. will not retaliate against employees who disclose, or threaten to disclose, to a supervisor or a public body, any activity, policy, or practice of Ballston Area Recreation Commission, Inc. that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date

IX. APPENDIX 6



SEXUAL HARRASMENT COMPLAINT FORM

1. Your complaint of Sexual Harassment is made about:

Name: _____

Title: _____

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

4. Date(s) sexual harassment occurred:

○ Is the sexual harassment continuing? ☐ Yes ☐ No

5. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

6. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

COMPLAINANT INFORMATION

Name: _____

Job Title: _____

Email: _____

Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

Signature: _____

Date: _____

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations will be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

The Executive Director will document the findings of the investigation and basis for decisions along with any corrective actions taken. The Executive Director will notify the employee and the individual(s) against whom the complaint was made.



X. APPENDIX 7

1. EMERGENCY PROCEDURES

In case of emergency, all staff should follow this procedure:

1. Reassure everyone that things are under control and that their cooperation is crucial.
2. Provide minimum first aid and rescue.
3. Send for help. Be as specific as possible.
4. Establish supervision for the uninvolved children so that no further complication arises.
5. Call the Program Coordinator and/or Executive Director of BARC.
6. Make a list of the persons involved, what treatment was provided, where they were taken and by whom.
7. Refer media to the Executive Director of BARC. Do not talk to reporters or other observers.
8. Cooperate with the police, fire and emergency authorities. Report only what is known to have happened. Do not attribute guilt or blame to anyone.

XI. APPENDIX 8: COMMUNITY PROGRAMS, NEW PROGRAMS, FUNDRAISING AND EVENTS

1. NEW PROGRAMS, FUNDRAISING, AND EVENTS

All new programs, fundraisers, and event ideas must be submitted and approved by the Executive Director. To facilitate the proposal process, a Program Proposal must be submitted to the Executive Director. Pending approval, modifications may need to be made to comply with BARC, the Board of Directors, and governing agencies standards and policies. If a program is approved, it is the duty of the Executive Director with the support of staff to implement such project and report the outcomes and conduct and overall evaluation of the program and give results to the Executive Director.

2. COMMUNITY USAGE

- A. Community usage may include any program with a single staff member or multiple staff including concession stand staff. Community usage of the building is any program that is running while not normally staffed by BARC Personnel.
- B. Community Staff will be responsible for the following actions:
 1. Staff will turn off alarm at front door.
 2. Staff will turn on lights in the main room.
 3. If necessary, staff will open up the kitchen for concessions.
 4. Concession staff will prepare popcorn, coffee, hot dogs and other food items.
 5. All concession staff must wear plastic gloves while handling food items.

- 6.** Concession staff will be responsible for handling and the reconciliation of monies earned in sales at the beginning and end of the event.
- 7.** All recreation supplies will be put away and not be taken out during games or special events.
- 8.** At end of the event, staff must lock up and clean up the areas used, including the concession stand, (pop-corn maker, the hotdog roller, the coffee pot, the sink and tables in the connector room).
- 9.** Bathrooms must be cleaned up and any paper towels or toilet paper replaced.
- 10.** Trash cans in the main room, bathroom and concession must be emptied.
- 11.** Before locking up building staff will check that all windows and doors are secure, shut off all lights and set alarm at front door.

