



"For every kid..... One at a time"

Tacoma Youth for Christ

**Employee
Handbook**



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IMPORTANT

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH TACOMA YOUTH FOR CHRIST AND PROVIDE YOU WITH INFORMATION ABOUT CURRENT WORKING CONDITIONS, BENEFITS FOR OUR EMPLOYEES, AND SOME OF THE CURRENT POLICIES AFFECTING YOUR EMPLOYMENT. You should read, understand and follow the provisions of this handbook. It describes many of your responsibilities as an employee of Youth for Christ. The handbook is not all inclusive, but is intended to provide you with an overview of the organization's current programs and policies. This edition replaces all previously issued editions.

Employment with Youth for Christ is AT-WILL. Every employee has the right to end their work relationship with the organization, with or without advance notice for any reason. Youth for Christ has the same right. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

No employee handbook can anticipate every circumstance or question. Youth for Christ therefore reserves the right to interpret, revise, supplement or rescind any policies or portions of the handbook from time to time as it deems appropriate with or without prior notice. The only policy not subject to change is the **AT-WILL Employment Policy** permitting you or Youth for Christ to end our relationship for any reason at any time.

After reading the handbook, if you have questions, please feel free to contact the Chief Operating Officer.



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LETTER FROM THE EXECUTIVE DIRECTOR

Dear TYFC Ministry Staff Partner,

We are delighted that you are now a member of the Tacoma Youth for Christ team! This is more than a job. It’s a calling. A calling to participate in a movement that seeks to make lifelong followers of Jesus Christ. We commit all that we are to that cause and believe the only way to accomplish this purpose is to work together as an effective, efficient and focused team.

As part of the TYFC team, it’s important for you to be informed about the support and services that we make available to you. We also want you to understand your benefits and to be able to access resources that will make your employment at Tacoma Youth for Christ a more meaningful experience. That’s why this employee handbook has been put together. Consider this an important “users-guide” to support you in this way.

Again, please know that I value you and the contribution that you are making to our organization. **You** make a difference.

Serving Him Together,

Bobby Arkills
Executive Director





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OUR HISTORY

Since 1944, Youth for Christ (YFC) has been communicating the life-changing message of Jesus Christ to young people. Who we are as an organization is wrapped up in our mission of youth evangelism. As far back as the early thirties, youth evangelists had held mammoth rallies in the United States, Canada and England. Then, in the early forties the movement began to snowball. **Billy Graham** became the first full-time Youth for Christ worker. Graham began to preach and develop rallies around the country.

The work then crossed states, countries and oceans with amazing speed. In 1948 the first Youth for Christ World Congress was held in Beatenburg, Switzerland. In the next 12 years World Congresses were held in Brussels, Belfast, Tokyo, Caracas, Sao Paulo, Copenhagen, Madras, Mexico City and Bristol. After days of planning and prayer in the World Congresses, the leaders would scatter into the surrounding cities and countries for further evangelism.

Back in the States, fast-moving rallies drew thousands of the young—and young at heart—to central auditoriums on Saturday nights. As the years passed, Youth for Christ's ministry methodology turned to Bible Clubs. It was during this period of ministry that the concept of teen to teen evangelism was birthed. Then, in the middle sixties and early seventies, **Campus Life** and **Campus Life/Middle School**, ministries to senior and junior high youth, began to be the thrust of Youth for Christ ministry. Since that time, there have been several ministry models that were created. **Juvenile Justice Ministry**, previously referred to as **Youth Guidance**, became an avenue to reach at-risk and institutionalized youth. **Teen Parents** was developed to mentor and equip young parents with parenting skills as well as the love of Jesus Christ. **City Life** reaches the millions of young people in our major urban communities, partnering with the church and other organizations. All these ministries are tailored to reach youth in urban, suburban, and rural settings. **Friend 2 Friend** uses adult coaches to help young people reach peers on their school campuses for Christ. **YFCAMP** exists to create an outdoor environment that invites God to transform the lives of young people through shared experiences. **Deaf Teen Quest** is designed to reach deaf and hard of hearing students.

In addition, Youth for Christ sponsored **DC/LA** student evangelism conferences every three years from 1985 to 2009. This ministry was created to challenge and equip thousands of young people from hundreds of youth groups to effectively impact their schools for Christ.

Youth for Christ/USA is a chartered program of **Youth for Christ International**. As a part of the Youth for Christ/USA commitment to serve the world, we offer **Project Serve**, which provides overseas and domestic short-term mission opportunities.



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OUR HISTORY (continued)

In addition, well over 100 Youth for Christ staff members from the U.S. have ministry assignments with Youth for Christ programs in other nations as part of Youth for Christ/USA's **Missionary Deployment** Division, including the **Military Ministry** on military bases throughout the world.

Youth for Christ has also created an approach to faith sharing that takes the edge off evangelism, teaching kids to share their story and God's story with their friends. This approach is called **3Story Evangelism®**. It teaches students what it means to live a 3 Story lifestyle... connecting **My Story** to **God's Story** by abiding in and depending on Jesus; connecting **My Story** to **Their Story** by being real and loving my lost friend; and connecting **Their Story** to **God's Story** by unfolding the mysteries of the Gospel with my friend.

Through Youth for Christ's history there has been an unwavering commitment to youth evangelism and biblical Christianity. One of Youth for Christ's slogans over the past sixty years has been "Geared to the Times, Anchored to the Rock." The message of the gospel will never change and Youth for Christ is flexible in creatively communicating this message of hope, grace, and love in the context of different cultural settings.

Statement of Beliefs

Employees are expected to personally believe in and follow our organization's Statement of Beliefs.

STATEMENT OF FAITH

- ◆ We believe the Bible to be the inspired, the only infallible and authoritative word of God.
- ◆ We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- ◆ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ◆ We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
- ◆ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- ◆ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- ◆ We believe in the spiritual unity of believers in Christ.

VISION STATEMENT

As part of the body of Christ, the vision of Youth for Christ is to see every young person in every people group and in every nation have the opportunity to make an informed decision to become a follower of Jesus Christ and become a part of a local church.

MISSION STATEMENT

Youth for Christ reaches young people everywhere, working together with the local church and other like-minded partners to raise up lifelong followers of Jesus who lead by their godliness in lifestyle, devotion to the Word of God and prayer, passion for sharing the love of Christ and commitment to social involvement.

MISSION STRATEGY

As an organization we must be focused on bringing about the sustainability and fruitfulness of our ministry sites, the point of contact between YFC and young people. Accordingly, we are devoting all of our resources to ensure that each ministry site is characterized by the following:

Five Essential Characteristics of Sustainable & Fruitful Ministry Sites

Widespread Prayer

We deliberately engage lots of Christians to intercede on behalf of the ministry site.

Loving Relationships

We consistently pursue lost kids and engage them in lifelong relationships with Jesus.

Faithful Bible Teaching

We accurately handle biblical truth, regularly coaching kids to apply it in their lives.

Collaborative Community Strategy

We intentionally work together with local churches, agencies and other partners to provide sustainable youth and family ministry.

Adults Who Empower

We strategically develop leaders to reach young people from every people group.

Youth for Christ/USA's more than 2,000 ministry sites include high school or middle school campus clubs, teen parent programs, juvenile justice centers, community centers, or urban clubs. We believe that as we relentlessly focus our energy, resources and passion around expanding and deepening these ministry sites, we will most effectively reach young people and see their lives transformed.

EMPLOYMENT

Equal Employment Opportunity

Youth for Christ is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, national origin, disability, genetic information or any other status protected by any federal, state or local law applicable to Youth for Christ. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

As a religious nonprofit organization, Youth for Christ does at all times and in all instances reserve the right to make employment decisions based upon information regarding a person's religious beliefs, personal character and lifestyle which are not consistent with our understanding of the Bible or with our overall goals and requirements for Christian ministry.

Youth for Christ will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to Youth for Christ. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Youth for Christ prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure contained in the sexual harassment policy.

Sexual Harassment

Youth for Christ does not tolerate sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

All employees are expected to conduct themselves in a Christian, professional and businesslike manner at all times. Inappropriate sexual conduct is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates

- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body

EEO/Sexual Harassment Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. Youth for Christ expects employees to make a timely complaint to enable a prompt investigation and to correct any behavior that may be in violation of this policy.

Report the incident to your supervisor who will promptly investigate the matter and take appropriate corrective action. Your complaint will be as confidential as practicable. If you feel you cannot go to your supervisor with your complaint, you should report the incident to the Chief Operating Officer.

If you cannot approach either your supervisor or the Chief Operating Officer with your concern, or otherwise desire to make an anonymous report regarding sexual misconduct, harassment, fraud or other violations, you can do so through the professional reporting service, EthicsPoint. To file an anonymous report through EthicsPoint, call 1-888-779-8054 or visit www.ethicspoint.com. You will be taken through a step by step process identifying the nature of your concern, and a report will be forwarded to the appropriate person in the NSC, whereupon an investigation into the concern or incident will be initiated.

If Youth for Christ determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Youth for Christ prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

Youth for Christ Credentialing

All Youth for Christ ministry employees are expected to complete Youth for Christ/USA's credentialing requirements within two years of the date of employment.

Each staff member will consult with his or her supervisor for the current credentialing requirements. Anyone without a four-year college degree is expected to complete equivalency requirements. Credentialing shall be considered a part of a new employees' job description.

Job Descriptions and Supervision

Written job descriptions shall be provided to all paid employees, and are subject to updating as needed.

Employees will be assigned a supervisor who will conduct at least one formal evaluation within the first 6 months of employment, as well as provide regular supervisory meetings. Employees will be supervised based in part on their performance as stated in their job description and specific written expectations, goals and objectives.

The performance improvement process should be seen as a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment.

An annual formal evaluation signed by the employee and supervisor will become part of the employee's personnel file. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

Hiring Procedures

Before any position is put out for hire the following items need to be determined and put in written form:

- Whether the position is to be full-time, part-time, or volunteer
- A complete job description explaining the duties to be performed by new staff and any events or other mandatory participation requirements
- Qualifications and education requirements needed for the position
- Fund Development requirements for the position

Before making a formal offer of employment, the supervisor should have an employment contract that includes:

- Effective dates
- Job Title
- Salary
- Benefits
- Car Allowance
- Nature of Responsibilities
- Duties Included
- Additional YFC Duties
- Funding Requirements
- Accountability
- Standard Work Schedule

Upon acceptance of an offer, the following must be completed and/or submitted to the employee's personnel file:

- Resume
- Youth for Christ application and references

- YFC/USA Credentialing Blueprint
- Signed copy of contract (signed by both Employee and Supervisor)
- Photocopy of Social Security card
- Photocopy of driver's license
- Photocopy of auto insurance card and policy limits
- Proof of citizenship or employment papers (Form I-9)
- IRS Form W-4
- Washington State clearance check
- Signed acceptance and understanding of Personnel Policy Manual
- Staff review form (for YFC)
- Application forms for Health/Life Insurance (full-time employees only)
- Application forms for retirement program (if applicable)

Change of Staff Status

1. Evaluations: The Board of Directors shall provide in writing an annual evaluation of the Executive Director. The Executive Director or Supervisor shall provide written annual evaluations of full-time employee's.
2. All salary adjustments will be considered at the June Board Meeting as a part of the budgeting process. Salary increases are at the discretion of the Executive Director.
3. Dismissing the Executive Director: Resignations shall be submitted with a 30 day written notice or by mutual agreement with the Executive Director. The Executive Director's termination shall comply with Youth for Christ/Tacoma Area By-Laws. The Board of Directors must consult with the YFC National Field Director before dismissing the Executive Director.
4. In case of termination without cause, the employee will receive a 30-day written notice plus accrued vacation pay. NOTE – Washington State is an “at will” employment state with no termination laws. This includes all types of layoffs.
5. All employees shall meet the guidelines of YFC/USA.
6. Persons employed by YFC shall be hired as follows: The Board shall hire and supervise the Executive Director following the procedures laid out in the By-Laws. The process of hiring the Executive Director is a joint process between the Tacoma Area Board of Directors and the YFC National Field Director of the Pacific Northwest. The Executive Director shall approve employee positions and salaries and oversee the hiring of all employees.
7. Duration of Employment: All positions (full-time, part-time and contract) are considered perpetual unless specified otherwise, however all employment at YFC is based on funds being available for the particular position.

COMPENSATION

Employee Status

Full time Employee – An employee who is normally scheduled to work at least 35 hours per workweek. Regular full-time employees are currently eligible for Youth for Christ benefits as outlined in this handbook.

Part time Employee – An employee who is normally scheduled to work less than 35 hours per workweek. Part-time employees are not eligible for medical benefits. Employees working a minimum of 20 hours are eligible for vacation, holiday and sick time. These benefits will be prorated based on the number of hours the employee works.

Contracted Employee – An individual that is contracted to perform a specific task with the clear and mutual understanding that collaboration would continue only for as long as that task endured or for as long as the individual desired to perform it.

Exempt Employee – An employee who is not eligible for overtime pay.

Non-exempt Employee – An employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

Overtime

From time to time, you may be required to work overtime. In these instances, you are given as much advance notice as practical. Non-exempt employees are paid at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 am on Sunday morning and ends at 12:00 midnight on Saturday. All overtime must be approved in advance by your supervisor.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. Youth for Christ is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to the Finance Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed.

Pay Processes

Employees are currently paid semi-monthly on the 15th and last day of the month. If any of these days fall on a Saturday, Sunday or holiday, paychecks will be issued on the first working day following such days.

Time Sheets

Non-exempt employees must record time worked on a daily basis. Time cards are used for calculating your pay. **Overtime must be authorized in advance by your supervisor.** Include on your timecard the total hours worked excluding meal periods. Also indicate paid days off, such as vacation, sick leave, or holidays, if you are full-time.

You are responsible for submitting your time card to the Finance Director on a weekly basis for approval and submittal to payroll.

Expense Reimbursements and Mileage

Reimbursement requests and mileage forms are to be turned in to the Finance Director on the 25th of each month (or the previous work day). Mileage will be reimbursed per employee contract. Reimbursements will be given on the last day of each month. (Reimbursements that are over 90 days will not be paid) limit of \$200/month...not to/from work.

Fund Development

All Youth for Christ regular full-time employees will be given the opportunity to be involved in the Stewardship functions of Tacoma YFC. These opportunities could include fundraising events, circle of influence/Youth for Christ donor contacts, and other opportunities as provided. Every job description will include a percentage of time (80% - 20%) for these identified functions within these parameters and must be approved by your supervisor.

Housing Allowances for Ordained Staff

Any employee who is ordained, licensed, or commissioned MUST report this information to Youth for Christ by their first date of hire. While employed at Tacoma Youth for Christ, the IRS requires that each of these individuals be treated as a “minister of the Gospel” which has tax implications. These employees are able to claim a housing allowance. Please see the Finance Director for the qualifications and procedures.

Honorarium Payments to Tacoma Youth for Christ Employees

Any outside income-earning activities which consume salaried employee’s time during the normal workweek, (or other time required by supervisor) must be pre-approved by the employee’s supervisor. It is the policy of Tacoma Youth for Christ that no honorariums will be paid by Tacoma Youth for Christ to its employees beyond their salary unless approved by the Executive Director. For assignments outside the scope of Tacoma Youth for Christ (for which the salaried employee receives an honorarium for the services rendered) no expenses related to the activity will be reimbursed by Youth for Christ and time used must be agreed upon as additional paid time off or vacation time.

EMPLOYEE BENEFITS

Benefits Overview

Employees who are classified as full-time hourly employees and full-time salaried employees are working a minimum of 35 hours per week. Benefits for new hires begin the first day of the 14th month following 30 days of employment. An employee must be in one of the eligible class

schedules to be eligible. For more information about employee benefits regarding your specific eligibility, please contact the Finance Director.

The employee's benefits terminate at the end of the month of separation from employment.

Employee Insurance

Medical--

Tacoma Youth for Christ provides a high deductible medical insurance plan with Premera Blue Cross for all full-time employees (includes vision coverage). A HSA (health savings account) can be set up for an employee interested in a savings account set aside for medical use.

After completion of two years of full-time employment within YFC, dependent coverage will be provided by YFC Tacoma for dependents that are not already covered by any other group health plan. Employees may be asked to also pay a portion of the premium cost.

Dental--

YFC does not provide employer paid dental insurance to its employees. Anyone interested in obtaining dental insurance, at his or her own expense, should see the Finance Director to sign up for this coverage.

Aflac –

Anyone interested in obtaining additional insurance, at his or her own expense, should see the Finance Director to sign up for this coverage.

All benefits under this section are subject to the terms and conditions as outlined in the YFC Insurance Manual. For clarification employees can see the Finance Director.

See the Finance Director if you would like to obtain information regarding any of these plans.

COBRA

If you leave employment with us, you may have the right to continue your medical benefits under the Federal Statute known as COBRA. After you leave employment YFC will mail to you information about your COBRA rights.

Unemployment Insurance

State law says the wages you earn while working for a church or religious organization cannot be used for unemployment purposes, unless your employer has elected to provide unemployment coverage to its employees. Tacoma Youth for Christ has elected NOT to pay unemployment benefits.

This means you may not qualify for unemployment benefits if you lose your job. You may be eligible for benefits if you worked for an employer other than a church or religious organization in the last two years.

To learn more, refer to the law (RCW 50.44.040 (1) at www.rcw.go2ui.com.

Vacation

A. Currently, time off with pay is offered to full-time employees. Full-time employees are currently eligible to begin accruing vacation hours starting the 1st of the month following thirty (30) days of employment on the basis of the following chart. A part-time employee working between 20 – 34 hours will receive vacation hours on a pro-rated basis. An employee's eligibility to continue to accrue vacation hours ends when the employee has reached the Maximum Accruals noted, and is reinstated when the employee's total accrued hours drop below the Maximum Accruals.

Year 1	1 – vacation day (8 hours) for every 26 days (208 hours) worked (10 days for full-time employment)
Year 2	1 – vacation day (8 hours) for every 23.6 days (189 hours) worked (11 days for full-time employment)
Year 3	1 – vacation day (8 hours) for every 21.7 days (174 hours) worked (12 days for full-time employment)
Year 4	1 – vacation day (8 hours) for every 20 days (160 hours) worked (13 days for full-time employment)
Year 5	1 – vacation day (8 hours) for every 18.6 days (149 hours) worked (14 days for full-time employment)
Year 6-10	1 – vacation day (8 hours) for every 17.3 days (138 hours) worked (15 days of full-time employment)
Year 11-20	1 – vacation day (8 hours) for every 14.4 days (115 hours) worked (18 days of full-time employment)
Years 20+	1 – vacation day (8 hours) for every 13 days (104 hours) worked (20 days of full-time employment)

*Above computations are based on a 40 hour workweek.

B. Newly hired full-time employees may begin taking accrued vacation on the first day of the month following 30 days of continuous employment.

C. Overtime and time worked over 40 hours per week will not increase vacation accruals.

D. Vacation hours, holiday hours, sick leave hours, and other hours of leave are not used in the computation of overtime pay.

E. Upon termination of employment, employees will be paid for any unused vacation accrued through the last day of employment.

- F. Vacations must be scheduled at times other than major activity time such as Banquets, Auctions, and Golf Tournaments, etc. Vacations need to be approved by the director or supervisor 30 days prior to the vacation. Staff are encouraged to take as least half of their annual vacation time in one leave.
- G. Vacation time may not accrue past a total of 30 days. Any vacation time earned beyond the 30 days will be forfeited.

Sick Leave

- A. Currently, full-time employees who must be absent from work because of illness or injury may be eligible for sick leave based on the following:

<u>Accrued hours per month</u>	<u>Maximum Accrual</u>
8 hours	160 hours

An employee’s eligibility to continue to accrue sick leave hours ends when the employee has reached the Maximum Accrual noted, and is reinstated when the employee’s total accrued sick leave hours drop below the Maximum Accrual.

New employees may begin taking accrued sick leave on the first day of the month following 30 days of continuous employment.

- B. You are required to notify your immediate supervisor as soon as possible if you will not be able to work because of illness or injury. Failure to call in when absent will be considered as absent time without pay and may result in disciplinary action. A doctor’s note may be required if an employee utilizes more than 3 consecutive sick days.
- C. Sick leave may be used for doctor appointments.
- D. Sick leave may be used for the illness of a family member living with the employee (i.e. spouse, child).
- E. Upon termination of employment, any unused sick leave will not be paid.
- F. Sick leave will not be used in the computation of overtime.

Paid Holidays

Full-time employees are entitled to eleven (11) paid holidays as follows:

- | | |
|-----------------------|--------------------------|
| New Year’s Day | Christmas Eve |
| Good Friday (1/2 day) | Christmas Day |
| Memorial Day | New Year’s Eve (1/2 day) |
| Independence Day | Martin Luther King Day |
| Labor Day | President’s Day |
| Thanksgiving | |

The Day after Thanksgiving

If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on the following Monday. Any paid holiday that employees must work may be taken within the week following that holiday. Part-time employees may elect, at their supervisor's discretion, to make up time lost because the office was closed for a holiday (based on contracted hours).

In addition, all full-time employees are given 3 Personal Holidays (24 hours) at the beginning of each fiscal year (July 1st). These Personal Days cannot be accrued and will be pro-rated for employees beginning employment during the year. Part-time employees working a minimum of 20 hours will be given pro-rated personal holidays.

Compensatory Time

Exempt employees are expected to accomplish their assigned duties within their normal workweek. At times, Banquet, Auctions, Large Events and Golf Tournaments, etc. may require a significant extra workload. During these times, up to 24 hours of compensatory time may be granted by the Executive Director. Employees should also notify their supervisor and the Finance Director of the amount of compensatory time earned.

Non-exempt employees may elect to take compensatory time in lieu of overtime with the schedule to be approved by their supervisor. YFC strongly recommends employees "flex" their hours, when appropriate, to avoid the need to accrue compensatory time.

Overnight trips for YFC will be calculated in the following manner:

- a. Ministry Trips (Camp, Nat'l Ministry Team meetings, etc): Each night spent away from home is calculated as a 12 hour work day. Example: If you fly to Denver on Monday morning and come home Friday night, you are calculated as working 4 – 12 hour days or 48 hours. Qualifying you for 8 hours compensatory time.
- b. Conferences/Retreats: No compensatory time will be accrued. Part-time employees will be reimbursed at their average work day per pay period, (unless work is rescheduled, i.e. foster care visitation), e.g. total number of hours in a pay period divided by the number of days actually present for work.

Compensatory time is not paid to employees on their termination of employment. Compensatory time is encouraged to be used within 14 days and **must** be used within 30 days of accrual.

Retirement Benefits

Retirement benefits become available to full-time employees after completion of two years of employment. Youth for Christ will match 2% of the employee's salary into a retirement plan of the employee's choice. For clarification please see the Finance Director.

Gifts Designated to Employees

Principle: Gifts to Youth for Christ are tax deductible as to the IRS 501(c) 3 ruling. Gifts made from individuals to YFC employees are not tax deductible.

Often we are asked by a donor to pass on to an employee a gift of cash or property. Examples of that in the past are:

- A donor who wants YFC to accept a donation of a car and then give it to an employee.
- A donor who designates to a specific staff a sum of money to be given for a personal need (new baby, broken car, medical expense, etc.) or special occasion (Christmas, birthday, wedding, etc.)

The IRS is clear that YFC cannot be used as a conduit for personal gifts from an individual to an employee.

Employees should not solicit gifts from donors for personal needs or occasions. In the event of an unsolicited gift from a donor to an employee, the office manager will contact the donor and explain the policy. The donor will be given the options of:

- The gift going into the Core Ministry Team account
- Having the check returned to the donor so they can re-issue a check made out to the employee and sent directly to that employee

Every effort will be made to encourage and thank the donor for their interest in supporting a YFC employee.

Training Program

In most cases employee training is done on an individual basis by the department manager. Even if an employee has had previous experience in their specified functions, it is necessary for them to learn our specific procedures, as well as the responsibilities of the specific position.

Time spent training will be compensated as normal work hours. All training requests with a cost of more than \$100 should be approved by the Executive Director and shall be documented in the employee's personnel file.

If you ever feel you require additional training, please consult your supervisor or the Chief Operating Officer.

LEAVES OF ABSENCE

Medical and Family Leave (FMLA)

For eligible employees, Youth for Christ grants leaves of absence for the following reasons:

Family and Medical Leave (FMLA Leave)

Youth for Christ provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, National Guard, or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty on active duty. Covered service member also includes veterans who were members of the Armed Forces, National Guard, or Reserves at any time during the period of five years preceding the start of treatment, recuperation, or therapy.

The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In the case of a veteran, the qualifying illness or injury must be incurred or aggravated in the line of duty and manifest itself before or after the service member became a veteran.

Benefits and Protections

During FMLA leave, Youth for Christ maintains the employee's health coverage on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse Youth for Christ for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for Youth for Christ for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by Youth for Christ, or 26 weeks as explained above.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the operations of Youth for Christ. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with Youth for Christ's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

Youth for Christ requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with Youth for Christ's normal paid leave policies. If an employee fails to follow Youth for Christ's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Youth for Christ's normal call-in procedures.

Employees must provide sufficient information for Youth for Christ to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Youth for Christ if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. Youth for Christ may require second and third medical opinions at Youth for Christ's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with Youth for Christ's attendance guideline. Employees on leave must contact the Finance Director at least two days before their first day of return.

Youth for Christ's Responsibilities

Youth for Christ will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, Youth for Christ will provide a reason for the ineligibility.

Youth for Christ will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Youth for Christ determines that the leave is not FMLA-protected, Youth for Christ will notify the employee.

Unlawful Acts

FMLA makes it unlawful for Youth for Christ to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or participate in the Christian arbitration process.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Jury Duty

Youth for Christ recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, you are granted leave to perform your duty as a juror. If you are excused from jury duty during your regular work hours, you are expected to report to work promptly. Employees will be paid their regular salary while on jury duty, while not exceeding 10 regular works days or 80 hours. Employees must turn in all jury pay which will be credited to their department's payroll expense.

Absence Due to Inclement Weather

If hazardous conditions develop before your normal reporting time, call the office at (253) 572-7888 after 9 a.m. ***If the office is closed***, this will be considered an excused absence for staff with pay. Hourly staff scheduled to work when the office is closed will be paid for the hours they would have worked (unless work is rescheduled, i.e. foster care visitation). ***If the office is open***, and an employee personally cannot make it to work or will be late, the employee should personally telephone their supervisor no later than (60) minutes after your regular starting time each day that they will be absent or late. Hourly staff may use vacation time in lieu of non-paid time. ***If no vacation time is available***, the absence will be non-paid. ***If the office closes mid-day due to bad weather***, full-time staff will be paid for the remainder of the day, and part-time staff will be paid for the remainder of their scheduled shift (unless work is rescheduled, i.e. foster care visitation).

If the employee is out of town or away from the office for other reasons on such a day, this absence may not be considered a paid day off to be taken later.

Bereavement Leave

Bereavement leave with pay may be granted up to 3 days to full-time employees (pro-rated for part-time employees) by their supervisor in the case of a death in the family of the employee (parent, spouse, sibling, child, and grandparent). Vacation time or leave without pay can be used by the employee for any days beyond the above stated limit. A maximum of two weeks for bereavement may be taken, with supervisor's approval. Vacation time or time off without pay may also be arranged to attend the funeral of extended family or a close friend.

Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights.

Personal Leave

A non-medical personal leave of absence without pay may be granted to a full-time employee that has been employed for two years. This leave is granted at the discretion of the Executive

Director. A personal leave of absence is defined as an absence of up to six months due to personal needs that are not covered by any other leave. The employee may apply accrued, unused vacation toward the leave.

Leave of absence without pay does not count as service time for computation of seniority, sick leave or vacation accrual.

Youth for Christ cannot guarantee that the employee can return to a position in Youth for Christ. Youth for Christ may attempt to assist the employee in finding a position in the organization if one is available at the end of leave.

Sabbatical Leave

Sabbatical leave is defined as leave for the purpose of rest, spiritual renewal, personal growth, professional development and/or research on a subject benefiting both the individual and Youth for Christ. It is not the same as a leave of absence and may not be in correlation with any other leave of absence. Proposals may be submitted to the Executive Director.

EMPLOYEE CONDUCT AND WORKPLACE STANDARDS

Office Hours

Tacoma Youth for Christ's official office hours are 9am – 5pm. Monday through Friday.

Work Week

For exempt employees, the work week is determined by the workload and activities pertinent to the completion of the employee's job description. For non-exempt employees, the suggested work week is 40 hours, but is not limited to 40 hours.

Breaks

For exempt employees, work breaks are determined by the workload and activities pertinent to the completion of the employee's job description. For non-exempt employees, the work day includes a 1 hour lunch break and two 15 minute breaks.

Staff Meetings

Staff meetings for all employees are held on the first Tuesday of each month from 9am – 11am.

Personal Appearance of Employees

At Youth for Christ, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of those we work with and serve. This helps insure Youth for Christ's success. Your appearance should be consistent with good hygiene, safety and what Youth for Christ considers appropriate business attire.

Christian Commitment and Conduct

At Youth for Christ, failure to maintain a Christian commitment and remain a believer and follower of Jesus Christ is grounds for termination. Youth for Christ employees must adhere to and believe in all seven tenets of the YFC Statement of Faith.

Youth for Christ expects all employees to live a lifestyle consistent with biblical principles. Employees whose conduct is not consistent with these principles may be subject to disciplinary action, up to and including termination.

Workplace Standards/Inspections and Searches

All work areas, including desks, computers (including personal computers used for work purposes), software, and the contents of filing cabinets, credenzas or storage closets are not private but are the property of Youth for Christ. Youth for Christ reserves the right, at all times, and without prior notice, to open, inspect and search any and all Youth for Christ property, as well as the contents, effects, or articles that are on Youth for Christ property. Such inspections may be conducted during, before, or after business hours and in the presence or absence of the employee.

Communication Systems

The communication systems are property of Youth for Christ and intended for business use. Therefore, Youth for Christ maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of Youth for Christ, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, or voice mail without the latter's permission. Employees should have no expectation of privacy with regard to their use of any of the property or equipment of Youth for Christ, whether for business or personal reasons.

All information regarding access to Youth for Christ's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are Youth for Christ confidential information and may not be disclosed to non-company personnel.

Personal Use of the Internet

Use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with employees' productivity.

Software and Copyright

Use of Youth for Christ owned software must be in accordance with the applicable Software Agreements or as directed by the Technology department.

Employees must not use Youth for Christ's technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission.

Unauthorized Use

Employees are not permitted to visit websites or send electronic mail that contains ethnic slurs, racial epithets, political opinions or anything that may be construed as harassment or disparagement of others based on their sex, race, national origin, age, disability, or religion. Youth for Christ reserves the right to determine when an employee is sending excessive or improper electronic mail or is spending excessive personal time on the Internet.

Email

Because Youth for Christ provides the email system to employees to help them with the performance of their job, it should be used for official Youth for Christ business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. Employees should have no expectation of privacy in regard to the use of email. Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to others face-to-face.

Voicemail

Employees are responsible to make certain their voicemail messages are reviewed in a timely fashion. As a standard rule, all voicemail messages should be returned within 24 hours.

Cell Phones

While driving on Youth for Christ business, employees must drive safely and use discretion if using a cell phone. Washington State law requires a "hands free" device when utilizing a cell phone both for sending and receiving calls. Avoid all cell phone use when driving conditions are hazardous. Turn off cell phones when pumping gas or using jumper cables.

Conflict of Interest

Youth for Christ requires that you protect Youth for Christ information and avoid outside activities or relationships which do or could adversely influence your decisions or actions on the job. Conflict of interest situations, which could arise while moonlighting for a competitor, should also be avoided.

Other examples of conflict of interest could be: Serving as a board member or director of a competing organization, holding financial interest in a competing organization or being self-employed in an occupation which competes with Youth for Christ, or ownership, partnership or

personal involvement in supplier companies or distribution outlets related to Youth for Christ business.

If you have any question whether a situation is a conflict of interest, discuss the matter with your supervisor. If it remains unresolved, refer the matter to the Chief Operating Officer.

Travel

When Youth for Christ authorizes employees to travel on behalf of the organization, reasonable expenses are reimbursed such as transportation, lodging, meals and other services necessary to conduct business. Please see your supervisor for the procedures if you are required to travel for business purposes.

Expenditures

All expenses \$200 or under must be cleared by the employee's direct supervisor. All expenses over \$200 must have prior approval from the Executive Director. In addition, the following expenditure policies must be followed:

- Events—events with an advertised price are to have a budget (with income and expenses that balance) and be approved by the Executive Director prior to the commitment of any expenses.
- Pricing—All expenses are to be priced out prior to ordering products or services
- Checks—Funds needed for the events or activities must be submitted one week prior to the day the check is needed
- Petty Cash—Petty cash is available at the discretion of the office manager, and only when a check is not prudent. Unless it is not practical, petty cash requests should not exceed \$25. Any requests over this amount will be considered on a case-by-case basis. In all instances of a petty cash draw, receipts should be turned in as soon as possible, and no later than the end of the month in which the petty cash was obtained.

YFC Office Supplies

If there is need to use YFC office supplies (including postage) for other than YFC purposes, employees must check with the office manager to determine if there are ample supplies for personal usage and to determine the financial cost to the employee. On occasion, there may be surplus supplies that would not be used by YFC that may be made available to employees at the Executive Director's discretion.

YFC Property Check-Out Procedure

Each employee will be responsible for the item(s) they personally check out and also for any items(s) they arrange to be checked out to their volunteers or persons outside of YFC (e.g., churches, organizations, etc.)

Each employee is to fill in the information on the Property Check-out form located in the Office Manager's office. Note the item, who it is checked out to (along with that person's phone number), and the date checked out. Sign your name in the YFC Staff Person Column.

To determine the Type and Description of the item, refer to the Property Inventory Master list in the back of the folder.

The YFC office manager will keep the Inventory Master list up-to-date. The office manager can also check the item back in if the employee responsible for it is not available when it comes back. The office manager will additionally keep a computer record of items currently checked out by referring to the written Property Check-Out forms. (If you cannot find an item, or if you cannot determine by looking at the written check-out forms if it is out, the office manager will be able to look it up).

Outside Employment (Moonlighting)

Outside employment for full-time employees which creates a conflict of interest or which affects the quality or value of your work performance or availability at YFC is prohibited. All employees who have outside employment are required to inform their supervisor as to the name of the employer, hours of employment and job description.

YFC Employees Volunteering for Other Tacoma YFC Ministries

Any paid YFC employee (full or part-time) can (at their option) volunteer to assist any YFC ministry program with the following understanding:

- Time spent as a ministry volunteer (outside of the employee's own scope of ministry) will not be considered as paid time or comp time worked
- Such volunteer time should not interfere with the employee's regular schedule
- Any possible conflicts of work time vs. volunteer time should be discussed ahead of time with the employee's supervisor and solutions reached before such conflicts arise. (If practical, a temporary modification to the employee's work schedule can be arranged to accommodate volunteer time)

CPR, First Aid and HIV/AIDS Training

It is the policy of Youth for Christ that all employees working directly with youth in the foster care department be currently certified in both CPR, First Aid, and HIV/AIDS training.

Training for both CPR, First Aid, and HIV/AIDS is available and recommended to all YFC paid staff working directly with youth.

Driving Record

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. YFC will run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide

a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to YFC.

State law requires all motorists to carry Auto Liability Insurance. It is against the law to drive without insurance. Each employee who uses their own vehicle as a part of their employment duties must provide the office manager with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

Staff and Board Relationships

The Executive Director shall be invited to all board meetings and be present when available. Staff members may be present as guests of the Board or the Executive Director. Request for information from a staff person to the Board of Directors is to go through the Executive Director.

The agenda and minutes of the Board meeting are public documents. No board or employees should disclose information other than public documents.

Financial Matters

As a non-profit organization, financial matters are subject to public examination. Any questions from the public or employees regarding financial matters should be addressed to the Executive Director. Solicitation of funds or in-kind gifts from corporations, service clubs, foundations or other institutions must be coordinated with the Executive Director.

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on Youth for Christ premises or while conducting Youth for Christ business is prohibited.

Anti-Violence

Our goal is to strive to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, carrying weapons (whether concealed or not) on to Youth for Christ property, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated. Except in cases of emergency, employees are expected to contact the Chief Operating Officer if they believe there is a serious threat to the safety and health of themselves or others. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

Media Interviews

All communication to media should be cleared through the Executive Director.

Political Separation

Due to our non-profit status political materials must not be displayed in the YFC office. Any political work must be done on personal time and not represent YFC.

Written Correspondence

All written correspondence should be professional in nature and free from errors. Any written correspondence to more than 50 people is to be reviewed by the Executive Director or immediate supervisor.

Personal Use of Equipment and Supplies

Personal use includes anything that is not a part of the YFC ministry. YFC equipment may be used on an occasional basis IF:

- It does not conflict with YFC usage
- It is signed out
- It is brought back in the same condition as it left in

Copy Machines

Each employee may make up to 100 personal black and white copies per year. Any copies made after that should be reimbursed at \$.05 each. After printing something from the color printer, it must be recorded on the color printer log. The name of the staff member, the ministry, how many copies, whether they are color or black and white, and description are needed. All color copies will be charged to the appropriate ministry account at the rate of .15 cents per sheet (double sided counts as two copies). All black and white copies are no charge.

Client Relations

Confidentiality Code

1. Foster Care

WAC 388-148-0130 states that:

- 1) information about a child or the child's family is confidential and must only be shared with people directly involved in the case plan for a child.
- 2) You may discuss information about the child, the child's family and the case plan only with:
 - a) A representative of the department, including staff from DCFS, and DLR; department of health and the office of the state fire marshal;
 - b) A child-placing agency case manager assigned to the child;
 - c) The child's assigned guardian ad litem or court-appointed special advocate; or
 - d) Others designated by the child's social worker.

- 3) You may check with your child's social worker for guidance about sharing information with the child's teacher, counselor or doctor, respite care provider, or any other professional, or others involved in the case plan.
- 4) Child-placing agencies and the department must share with the child's care provider any information about the child and child's family related to the case plan.

2. All Other Programs

Employees are not to disclose information regarding a child or family they are working with to friends, family, etc. Conversations regarding specific individuals should be kept to those who are a part of the outreach to that person or as a professional consult from another staff. Any employees wishing to use a youth or family in a promotional setting should get a signature of approval from the parent and/or legal guardian. In most cases it is prudent to use a pseudonym to help support confidentiality.

Child Abuse Policy and Procedure

According to Youth for Christ/USA's national policy, every employee, board member, and volunteer is a mandatory reporter of suspected child abuse or neglect.

Tacoma Area YFC personnel are required to report to their supervisor any suspected case of child abuse. It is not a breach of confidence between YFC personnel and the child involved. Under the laws of the State of Washington, the legal age of consent is 18 years old.

Any employee or volunteer who believes or suspects that child abuse or neglect has occurred **shall immediately** report their suspicions to their supervisor verbally **and** complete an incident report. In addition, all mandated reporters **shall** make a report personally to the local Child Protective Services office. YFC will take any allegation seriously and will report the incident to local authorities and, if needed, to the YFC Liability Insurance Department at the National Service Center.

PROCEDURE

- A. WHO MUST REPORT:** For reasons of liability and integrity, all Youth for Christ ministries, including but not limited to employees of YFC, board members, foster parents and volunteers.
- B. WHEN TO REPORT:** YFC employees and volunteers are required to personally report suspicion of child abuse to Child Protective Services within forty-eight (48) hours after the incident (1-800-422-7517).
- C. HOW TO REPORT:**
 1. Immediately call your Supervisor, or, in his/her absence, the Executive Director. In addition, call the local Child Protective Services intake line at 1-800-422-7517. Procedures to maintain strict confidentiality will be followed. Be prepared to provide the following information, if known:

- a. The name, address and age of the child
- b. The name and address of the child's parents, guardians or other person having custody of the child
- c. The nature and extent of the injury or injuries, neglect and/or sexual abuse.
- d. Any evidence of previous incidences of abuse or neglect including their nature and extent
- e. Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators
- f. The time and location where the abuse or neglect occurred or any special needs for communicating with the family or child that may be known

2. The YFC Supervisor may make a confidential written report with conclusions, action taken, and recommendations for follow-up action, if appropriate. The report will be signed and kept as a matter of record by Tacoma Area YFC.

D. ACTIONS TAKEN REGARDING AN INTERNAL ACCUSATION:

Immediate suspension shall result when a YFC employee, board member, foster parent, volunteer is suspected and reasonable evidence exists as to his/her alleged involvement until a complete investigation and decision has been made.

DEFINITIONS

Negligence: Negligent treatment or maltreatment shall mean an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior or inaction that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to the child's health, welfare and safety.

Physical Injury: A physically abused child is one who has sustained non-accidental physical injury or injuries such as bruises, burns, fractures, bites, internal injuries, auditory, dental, ocular or brain damage, etc. Injuries sustained may be permanent or temporary.

Mental Injury: A child who has been injured mentally is one who sustains damage to intellectual, emotional or psychological functioning which is clearly attributable to the non-accidental acts or omissions of the parent or guardian. Examples of parental or caretaker abusive behaviors include a pattern of rejection, isolating, ignoring, corrupting or terrorizing a child.

Sexual Abuse: There are a wide range of sexual offenses defined in the Washington State Criminal Code involving children that constitute sexual abuse such as: indecent liberties, communication with a minor for immoral purposes, sexual exploitation of a minor, child molestation, sexual misconduct with a minor, and rape of a child.

Neglect: Negligent treatment or maltreatment, are acts that constitute a clear and present danger to the child's health, welfare, and safety, such as:

1. Failure to provide adequate food, clothing, shelter, emotional nurturing or health care.
2. Failure to provide adequate supervision in relation to a child's level of development.
3. An act of abandonment whereby the person legally responsible for the child has, evidenced by statement, conduct, or intent, foregone all parental rights or responsibilities for an extended period of time despite an ability to perform those rights and responsibilities.
4. An act of exploitation such as requiring the child to be involved in criminal activity, imposing unreasonable work standards, etc.
5. An act of reckless endangerment, such as a parent driving with children present while under the influence of alcohol or drugs.
6. Other dangerous acts or allowing of dangerous acts such as hitting, kicking, throwing, choking a child or shaking an infant.

Death: Death of a child may result from either abuse or neglect. A report should be made to Child Protective Services and law enforcement when a child has died and a person has reasonable cause to believe that the child's death may have been a result of abuse and/or neglect.

Grievances

Employees who disagree or are dissatisfied with a company practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within 3-5 days from the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Chief Operating Officer. If the problem still cannot be resolved, employees may submit a written complaint to the Executive Director. The Executive Director will have a written response within one week of receiving the complaint.

If the employee is not satisfied with the Executive Director's decision, he/she is entitled to submit a copy of the original written grievance and response to the Board President within one week of the Director's response. The Board will review this appeal and respond accordingly.

Whistleblower Protection

Youth for Christ is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, the goal of this policy is to provide an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud, and to provide reassurance that they will be protected from retaliation or victimization for reporting or "whistle blowing" in good faith.

If you are or become aware of unethical or illegal conduct taking place at Youth for Christ, including sexual impropriety, financial fraud, property theft or any other misconduct warranting an investigation, you are encouraged to make a report immediately. Report to your immediate supervisor all relevant facts or evidence by which you became aware of the misconduct. If you cannot report to your immediate supervisor, you can report misconduct through EthicsPoint.

This process will also give you the option of making an anonymous report, and can be initiated by calling 1-888-779-8054 or visiting www.ethicspoint.com. However you report, Youth for Christ takes such reports seriously, and an investigation will be launched immediately – upon the completion of which appropriate disciplinary action will be taken.

No director, officer or employee who in good faith reports a violation will suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Accusations

If an accusation of criminal, immoral, or unethical behavior has been made against a volunteer, an employee, or a Board Member, it is to be immediately brought to the attention of the Executive Director. If a similar accusation has been made against the Executive Director, it is to be immediately brought to the attention of the President of the YFC Board.

Immediate suspension shall result when a YFC employee, volunteer, or board member is suspected of misconduct and reasonable evidence exists as to his/her alleged involvement. This suspension will be unpaid and in effect until a thorough investigation is complete and appropriate decisions have been made.

Lawsuits

The Scriptures forbid a Christian to sue another Christian in a public court of law. As a Christian organization, our grievances must be resolved in a distinctly Christian manner. A grievance between YFC employees, a YFC employee and a YFC Board Member, or a YFC employee and the organization shall be done through a legally binding Christian arbitration process.

Non-Compliance to Personnel Policy

1. Personnel policies are designed to further the mission of the organization. They reflect a desire for a smooth running organization and fairness to all involved with the organization.
2. Non-Compliance to the personnel policy may result in any of the following:
 - A written or verbal reminder of the policy
 - A written or verbal reprimand for the violation of the policy (To be documented in the employees personnel file)
 - Suspension without pay (To be documented in the employees personnel file)
 - Termination of employment (To be documented in the employees personnel file)

Safety/Reporting of Injury

Youth for Christ is committed to providing a safe work environment for employees, and every individual employee can help contribute to this effort. Always be alert to safety hazards or situations or circumstances which could potentially cause an accident or injury. Report any unsafe practices or conditions to your supervisor immediately, so that preventative action can be taken. Your responsible attention to the conditions of your personal workspace, as well as

common areas such as hallways and meeting rooms, may prevent an unnecessary injury and contribute to the safety of all employees and guests.

If you are injured on the job, no matter how minor, you must immediately report this fact in writing to your supervisor, who sends a report to the Chief Operating Officer. If medical treatment is needed for an on-the-job injury, the treatment must be obtained from one of Youth for Christ's designated medical providers. If the employee chooses to go to a different facility or physician, the employee may be personally responsible for the cost of medical treatment at the unauthorized facility or physician. Information on authorized medical providers may be obtained from Human Resources. If the injured employee needs immediate emergency medical treatment, he or she should be taken to the nearest hospital emergency room. After the emergency is over, the employee must seek treatment with one of the authorized providers.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action which, in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Separation of Employment

If you decide to leave Youth for Christ, we request that you give your supervisor two weeks' notice in writing, specifying the reason for your resignation. After you give notice, the Finance Director will arrange for payment of your final paycheck and earned vacation. On or before your last day of work, all company property must be returned to the Chief Operating Officer and all debts settled.

Exit Interview

You may be asked to participate in an exit interview when you leave YFC. The purpose of the exit interview is to provide the organization with greater insight into employee's employment experience. Your cooperation in the exit interview process will be greatly appreciated. Any information provided in the course of your exit interview will not affect any reference provided by YFC.