EMPLOYEE AND VOLUNTEER HANDBOOK

BOYS & GIRLS CLUB
OF LAKE TAHOE

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I. PURPOSE OF THIS HANDBOOK

Welcome to the Boys & Girls Club of Lake Tahoe. We are excited to have you as part of our team at the Club and as a participant in the national Club movement. The Employee and Volunteer Handbook is designed to familiarize you with the expectations of your position, the policies and regulations to which you will be held, and the rights and rewards that you can expect in return.

This handbook addresses policies, procedures, and guidelines for employee and volunteer conduct. It also includes legal rights as an employee or volunteer, as well as an employee benefits summary. If you have questions or clarifications regarding the benefit plans described, please refer to the summary plan documents and descriptions provided to you, or contact the Executive Director.

Policies and guidelines outlined in this handbook for "employees" or "staff" apply to all Club employees, work-based learning participants (youth workforce staff or volunteers), and adult volunteers. Unless otherwise specified, the benefits described in this handbook apply only to regular, eligible Club employees. "Regular employees" include all paid staff who work at an hourly or daily rate and continuously work their schedule without a break in employment exceeding two weeks or an agreed upon absence. Eligibility for benefits are outlined for part time and full time employment status. "Part-time employees" include all employees that work less than 30 hours on average in a work week and "full-time employees" work between 30 and 40 hours on average in a work week.

In all cases of interpretation of this handbook, decisions by the senior administration staff are final. The Club's senior administration team reserves the right to change or delete any part of the Employee and Volunteer Handbook at their sole discretion without prior notice.

II. MISSION, VISION, & HISTORY

OUR MISSION
To empower all young people to reach their full potential.

OUR VISION
To be the place in our community where all young people are welcome. To have all of our members advance each grade level on time and be prepared for the next school year. To be a second home for our members where they

get to participate in programs and have experiences that they might not otherwise have had.

We believe in education, and to that end we make sure our members are introduced to the joy of learning through fun and entertaining lessons and activities. Our Youth Development Professionals (form. Youth Development and Program Leaders) design programs that engage our members in reading, spelling, and writing to develop their Language Arts Skills. They integrate math into sports programs so that our members are constantly practicing what they are learning in school and applying that knowledge to real-life situations. We also explore science, geography, history, and fitness. At the end of the day, we want to know that we have given our members the opportunity to excel in all areas of their life.

At Boys & Girls Club Lake Tahoe, we provide:

- A safe place to learn and grow
- Ongoing relationships with caring adult professionals and volunteers
- Life-enhancing programs and character development experiences
- Focus on educational attainment and good citizenship.

OUR HISTORY

Founded in 1991, the Boys & Girls Club of Lake Tahoe has provided South Tahoe youth with a safe place to learn and grow during the after school and vacation times for 35 continuous years. Registered as a 501(c)3 in August of 1991, the Club became an official member of the Boys & Girls Club of America in 1992.

The Club currently operates one Clubhouse and five school sites. It first operated at the South Tahoe Middle School gym and later transferred all operations to the former Al Tahoe Elementary. In 2002, the Club added a school site at Bijou Elementary and in 2022, a third school site at Lake Tahoe Environmental Magnet School, now Meyers Elementary. A fourth site opened at Tahoe Valley Elementary in the fall of 2023.

The Club started construction of its first Clubhouse in the spring of 2020 and the Angel of Tahoe building officially opened to members on April 3, 2022.

In the fall of 2026, the Club opened school sites at Sierra House Elementary and Zephyr Cove Elementary. The Angel of Tahoe Clubhouse continues to be a hub for the teen members, specialty programs, administration staff, and all South Lake Tahoe summer operations.

With passion and determination, Club staff and volunteers serve more than 1,000 children annually. The Club is the only after school program on Tahoe’s south shore that welcomes young people at every grade level from ages 4 to

18. Youth participants receive academic support and engage in a variety of enriching and educational opportunities in the arts, STEM, sports and recreation, character and leadership development, and programs that promote social, emotional, and physical wellbeing.

III. EMPLOYMENT POLICIES

EMPLOYMENT AT WILL
Employment with the Boys & Girls Club of Lake Tahoe is not for a specific term and can be terminated by either the staff member or the Boys & Girls Club of Lake Tahoe, with or without cause and with or without notice, at any time. Nothing in the Employee and Volunteer Handbook or in any document or statement should be construed to modify or alter the employment relationship, which is at the will of both the Boys & Girls Club of Lake Tahoe and its staff members. No experience with the Boys & Girls Club of Lake Tahoe (including, but not limited to oral statements, discipline, praise, performance reviews, or longevity of employment) can be construed to change the "at will" status of the employee. The language used in the *Employee and Volunteer Handbook* is not intended nor should it be construed to create or constitute a contract, expressed or implied, between the Boys & Girls Club of Lake Tahoe and its staff members. No person, other than the President of the Board of Directors, may enter into any contract regarding employment and/or benefits with any current or prospective staff member. Any such agreement must be in writing and signed by the President of the Board of Directors and by the current or prospective staff member.

EQUAL EMPLOYMENT OPPORTUNITY
The Boys & Girls Club of Lake Tahoe is committed to being an equal opportunity employer and does not discriminate against employees, applicants for employment, or volunteers on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, marital status, retaliation, or any other protected group status as defined by federal, state, or local law.

There are no positions in the Boys & Girls Club of Lake Tahoe that are to be filled only by one type of person, unless there is a bona fide occupational qualification.

The Club strives to make any reasonable accommodations of an otherwise qualified applicant, or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other

reason required by applicable law, unless doing so would impose an undue hardship upon the Club's operations.

If an employee believes this policy is not being adhered to in accordance with the law, they should advise management immediately, either orally (informally) or in writing. Immediate action will be taken to rectify and adhere to requirements of the law.

DIVERSITY PLEDGE

The Board of Directors for the Boys & Girls Club of Lake Tahoe has accepted the challenge of promoting diversity within the Club. With this pledge, the Board acknowledges its critical role and will provide leadership in making the Club an inclusive environment that values and embraces the highest ideals of diversity.

GENDER AFFIRMATION AND INCLUSIVITY

The Club is committed to providing a welcoming and affirming environment for all employees and youth members. We respect all gender identities and expressions and encourage all Club employees, volunteers, and youth members to share their preferred gender pronouns if they wish.

All staff receive training in gender identity terms and how to respectfully discuss preferred gender pronouns in the workplace. Any person who participates in Club activities, whether it is onsite or offsite, will be called by his/her/their preferred name and gender pronouns. As appropriate, all possible accommodations will be made so that youth members have access to an all gender or preferred gender restroom. It is not the Club's responsibility to disclose a youth member's preferred gender pronouns, identity, or sexual orientation to his/her/their parent or guardian.

AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION

The Club is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Club policy to provide reasonable accommodation to qualified applicants or employees with physical or mental disabilities unless the accommodation would impose an undue hardship on the organization. Any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation is prohibited.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the administrative team and should specify what

accommodation is needed and submit supporting documentation for the requested accommodation, to the extent permitted and in accordance with applicable law. The Club will review the request, including a meeting with the employee or applicant, to identify if such an accommodation can be made, or if other accommodations are appropriate.

For any accommodations or disabilities, the employee may be asked to provide medical documentation. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

The Club prohibits harassment, discrimination, or retaliation based on disability or because an employee has requested a reasonable accommodation. Employees are encouraged to report any instances in a timely manner so that the issue can be addressed immediately. Employees should report any harassment, discrimination, or retaliation they have experienced or witnessed to their direct supervisor who should then report it to the Director of Operations & Safety, Director of Administration, or the Executive Director/CEO. If the issue is with the employee's direct supervisor, they should go to the supervisor's supervisor.

HARASSMENT

The Boys & Girls Club of Lake Tahoe is committed to providing a work environment free of discrimination and unlawful harassment. The Club prohibits sexual harassment, whether it be verbal, physical, or visual, and harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, gender identity, pregnancy, or any other basis protected by federal, state, or local law, ordinance, or regulation.

All full-time and part-time employees must complete sexual harassment training every two years on unlawful harassment. The training is a minimum of two hours for supervisors and one hour for employees not in a supervisor role. Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments
- visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis

- threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors
- retaliation for having reported or threatened to report harassment

Any behavior, as described above or otherwise, may be construed or misconstrued to be harassment. Staff members participating in inappropriate behavior will be subject to disciplinary action up to and including termination.

Any employee who believes they have been harassed by a coworker, supervisor, third-party, parent, or Club member, should immediately report a description of the incident(s) and the name(s) of the individual(s) involved to their direct supervisor, the Executive Director/CEO, or the President of the Board of Directors. If the concern is the employee's direct supervisor, report the incident to the Executive Director/CEO or President of the Board of Directors. The report can initially be verbal or written, but during the investigation a written report will be requested. Allegations of harassment will be investigated appropriately, confidentially, and timely by a qualified member of the staff or a third-party appointee. Staff will not be retaliated against for reporting harassment or cooperating in an investigation. However, failure by a supervisor to immediately report an incident of harassment will result in disciplinary action up to and including termination.

If misconduct is found to have occurred, the perpetrator will be subject to disciplinary action, including termination of employment if a staff member, or exclusion from the Club if a third-party, parent, or Club member.

DRUG AND ALCOHOL FREE WORKPLACE

All Boys & Girls Club of Lake Tahoe sites are drug and alcohol free environments. Employees, volunteers, and members are not permitted to use or possess alcohol, cannabis, tobacco, unauthorized drugs, unlawful use of a controlled substance, or drug paraphernalia of any kind where day-to-day youth programming is taking place. Areas include Club sites, Club vehicles, and in the immediate vicinity of the Club campus. Staff working at any non-personal, Club-sponsored or Club-related function are expected to refrain from alcohol or drug use. Any employee determined to be under the influence of drugs or alcohol, including the unlawful or lawful use of a controlled substance, or who violates any other part of this policy may be subject to testing and disciplinary action, up to and including termination.

Employees are prohibited from reporting to work or working when they are using any illegal drugs or legal drugs, including prescription and

over-the-counter medications. Exceptions for legal drugs can be made in accordance with state and federal law when the use is pursuant to a physician's orders and the physician has advised the employee that the substance does not adversely affect or impair the employee's ability to safely perform their job duties. An employee taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or the Club's senior team to determine if job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.

The Club reserves the right to administer a scientifically valid testing procedure to an employee at any time to determine whether an employee is fully competent and sober while at work, or whether any unauthorized drugs or substances are present in the body. Failure to participate or submit results to such a test may result in disciplinary action, up to and including termination.

Exceptions: Alcohol may be stored securely at the Club or transported for special events or fundraisers. Lawful alcohol consumption is permitted at the Angel of Tahoe building and may be served onsite or offsite at Club fundraisers, board meetings, or special or third party events. Consumption should not take place when youth are present for Club programming unless it is a special event, invitation, or fundraiser, such as the Bright Futures Ceremony, where youth attend with their parents or guardians.

IV. EMPLOYMENT INFORMATION

EMPLOYEE CLASSIFICATION

The Club follows California and Nevada Labor Code where applicable as well as the Fair Labor Standards Act for two categories of employees, exempt and non-exempt employees.

Non-exempt employees are eligible for overtime, rest and meal breaks, and are subject to their state's minimum wage laws. They typically perform work other than executive, administrative, or professional duties as defined by the Fair Labor Standards Act and are entitled to receive extra pay for overtime work.

Exempt employees are not covered by the Act and do not receive overtime pay. This includes positions mostly managerial or supervisory in scope. An exempt California employee's salary must equal or exceed twice the minimum hourly wage based on a 40-hour work week. A Nevada exempt employee's salary must equal or exceed the minimum threshold of $684 per week ($35,568 per year).

For the purposes of this policy, the following are the categories of Boys & Girls Club of Lake Tahoe employees:

Non-exempt: Regular staff hired as hourly workers, either full-time or part-time, are provided a paid 10-minute break after four hours of work. If a California non-exempt employee works at least six hours, they are entitled to a 30-minute break within the first five hours of work. Nevada non-exempt The meal period may be waived by mutual consent of both BGCLT and the employee. An employee is provided a second 30-minute meal period if the employee works more than 10 hours. Eight hours of labor constitutes a day's work. For California employees, any work in excess of eight hours in one work day and any work in excess of 40 hours in any one work week shall be compensated at the rate of 1.5 times the employee's hourly wage. Any work in excess of 12 hours in one day shall be compensated at the rate of no less than twice the employee's regular rate of pay. For Nevada employees, overtime will only be paid at a rate of 1.5 times the employee's hourly wage if an employee's work hours exceed 40 hours in a work week.

Exempt: Regular staff hired on a salaried basis are expected to work as long as necessary in order to complete required assignments and duties. They may be asked to report early or remain after regularly scheduled hours and work on weekends, without additional compensation. For California exempt employees, rest breaks are not required, but 10-minute breaks after four hours of work and 30-minute lunch breaks during an 8-hour work day are encouraged. Nevada exempt employees have the same rest break requirements of non-exempt employees, including a 10-minute paid rest period after four hours and a 30-minute uninterrupted meal break for every eight hours of work.

If an exempt employee elects not to report to work, they must use the appropriate paid leave, such as sick time or ETO, to cover the full eight hour day. Exempt California and Nevada employees are not compensated for overtime.

Temporary/Seasonal Employees: From time to time, the Boys & Girls Club of Lake Tahoe may hire employees for specific periods of time or for the completion of a specific project or to fill in for an existing position. An employee hired under these conditions will be considered a temporary employee. The job assignment, employee category, work schedule, and duration of the position will be determined on an individual basis. Usually a temporary position will not exceed six months in duration or more than 30 work days in a calendar year, unless specifically extended by a written agreement. Seasonal

employees who work in the summer and/or school vacations only are considered temporary employees. Temporary employees are not eligible for benefits described in the *Employee and Volunteer Handbook*, except as granted on occasion, or to the extent required by provision of state and federal laws.

Private Contractors: Private contractors have a written working agreement with the Club to perform specific tasks or assignments. They are not considered employees and do not receive the same benefits or protections as an employee. Private contractors must have a signed agreement with the Club and are expected to meet all applicable standards of conduct, safety, security, and abuse prevention. This includes participating in a LiveScan and annual background checks.

Alternative Work Schedule for Employees: On occasion, an employee may need to work an evening or weekend due to a Club event, activity, etc. On such occasions, it is the responsibility of the employee to flex their work schedule that day or week to avoid exceeding 8 hours a day or 40 hours of work a week though there may be times where additional hours or overtime may be necessary. The employee is responsible for notifying their supervisor PRIOR to a change in work hours and alternative work schedule.

The Work Week: The Club work week is Saturday through Friday.

Flexi-Schedule: The Club recognizes that occasions may arise where an employee needs to work an irregular schedule. This may be due to personal commitments, the need to meet a work deadline, or to attend a work or personal event. Adjustments to a regular schedule should be a rare occurrence and permission from their supervisor must be sought PRIOR to a change in work hours and flexi-schedule.

CALIFORNIA AND NEVADA EMPLOYEES

An employee who works primarily at a California-based Club site or the Angel of Tahoe Clubhouse is considered a "California employee," regardless of which state they live in. An employee who lives in California and works primarily at a Nevada-based Club site is also considered a California employee.

Any employee who works primarily at a Nevada-based site and identifies their state residence as Nevada may "opt in" to be a "Nevada employee." To opt in, an employee must receive a letter from the Club agreeing to be a Nevada employee. They must provide a document, such as a utility bill or rental agreement, showing their name and a physical address in Nevada. No

Nevada employee should complete a California Withholding Allowance Certificate tax form.

California and Nevada employees of the Club receive the same ETO rates, holidays, sick leave, medical benefits, retirement plan, and worker protections outlined and specified in this Handbook. They are expected to follow the same Club standards, policies, procedures, and code of conduct unless there are state-specific instructions or specifications.

The State of Nevada classifies employees who work at a non-profit as private sector employees; Nevada employees at the Club are subject to all relevant private sector employee laws.

In a few instances, particularly when it comes to payroll deductions and state's leave benefits, there are differences between California and Nevada employees. These differences are stated in this Handbook. Each employee is responsible for understanding and accepting these differences.

TIME CARDS

All employees are required to sign-in and sign-out daily. It is the responsibility of each employee to verify the timesheet is correct and signed before it is turned in to their direct supervisor. Falsification of any timekeeping records will result in disciplinary action up to and including termination.

HARASSMENT TRAINING

All employees and volunteers are required to complete sexual harassment training as part of their onboard training and every two years thereafter (SB 1343). Supervisors must complete two hours of training and all other employees and volunteers must complete one hour of training.

FIRST AID, CPR, AND SERVSAFE CERTIFICATIONS

All employees working directly with Club members are expected to hold current First Aid and CPR/AED certifications. Employees overseeing kitchen activities must be Servsafe certified. It is the responsibility of the employee to secure and update these certifications. The Club provides an all staff training in First Aid and CPR/AED at least once a year. Employees can participate in these trainings and certifications free of charge.

PAYROLL SCHEDULE

Wages are paid every two weeks (26 times annually). Staff may opt for direct deposit payments into their bank account or to receive a paper paycheck. Pay stubs are sent by mail or electronically (upon request).

PAYROLL DEDUCTIONS

Payroll deductions are determined by federal and state laws, an employee's primary residence, an employee's primary work location, and an employee's own withholdings.

All Club employees, regardless of their residence and work location, adhere to laws that require the following deductions from every paycheck: Federal Income Tax and Federal Insurance Contribution Tax (FICA).

Federal Income Tax: This amount is based on an individual's taxable income and the information provided on the IRS W-4 form for claims, dependents, deductions, and withholdings.

Federal Insurance Contribution Tax (FICA): The Federal Insurance Contribution Tax (FICA) includes a standard federal income tax, Social Security, and Medicare deductions from the employee's paycheck. Social Security and Medicare deductions are matched with an equal amount paid by the Boys & Girls Club of Lake Tahoe. Information on tax rates and maximum amount of earnings to be taxed is available from the Executive Director/CEO. Employees requiring information on Social Security benefits should contact the nearest Social Security Administration office.

California employees are charged a state income tax and State Disability Insurance (SDI).

California Personal Income Tax (PIT): California's state income tax ("California withholding") ranges from 1% to 13.3%, depending on the job and income level, and what the employee elects on their state tax withholding form.

CA State Disability Insurance (SDI): All California employees who suffer a non-work-related illness, injury, pregnancy, or childbirth may be entitled to State Disability Insurance (SDI). California state law requires all employees to participate in the SDI program. This contribution is automatically deducted from an employee's paycheck. The amount of the contribution changes annually according to state law. Information regarding contributions and annual maximum SDI amounts is available from the Executive Director/CEO.

Nevada employees have no state income tax deductions. As a result, they are not eligible to participate in California's State Disability Insurance, Pregnancy Disability Leave, and other state-specific leaves.

All employees may opt in for additional pre-tax and post-tax deductions to cover insurance premiums, benefit or retirement plans, or voluntary withholdings. Deductions and voluntary withholdings may be declared on

federal tax forms for any employee, and California employees may add additional, voluntary withholdings on their state tax forms. Employees with questions regarding any deductions or withholdings made from their paychecks should contact the Executive Director/CEO or Director of Administration.

In addition to mandatory payroll deductions, the Club is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders.

PERSONNEL RECORDS

In adherence with best management practice as well as state and federal employment laws, the Boys & Girls Club of Lake Tahoe maintains personnel records including, but not limited to, the following:

- Employment application, resume, and other pertinent material
- Proof of eligibility to work (I-9 Form) in the U.S.
- Employee's legal name, current physical and mailing address, telephone number, and copy of Social Security card
- Work schedule, including explanation for any deviation from the normal work schedule
- Records of paid time off, leave, and sick leave
- Records of employee's salary history and range for their position
- Notes regarding disciplinary action
- Performance evaluations
- Signed Acknowledgement of Receipt of this handbook
- Fingerprint Records and Release to perform a background check and LiveScan.
- Number of dependents
- Name and phone number of emergency contact
- Copies of First Aid and CPR/AED certifications
- Driver's License status
- Verification of car insurance (when applicable)
- Copy of Class B commercial driver's license (when applicable)
- Verification of receipt of uniform items
- Acknowledgement of training in child abuse prevention and reporting, sexual harassment, workplace violence prevention, BGCA trainings, and job-relevant certifications.

Employees are responsible for providing current information requested by the Club regarding changes in personal information. Employees must also notify the Boys & Girls Club of changes in the following:

- Phone number
- Current mailing address
- Changes that affect health care coverage
- Changes to W-4 forms

INSPECTION AND DUPLICATION OF PERSONNEL RECORDS

You have the right to inspect documents in your personnel file, as provided by law, in the presence of the Executive Director/CEO at a mutually convenient time.

Employee files may not be removed from the Boys & Girls Club of Lake Tahoe's office. Upon written request, an employee may receive a copy of information contained in the file.

Personnel files are confidential. Information within these files will not be revealed except after prior authorization from the employee or after service of appropriate orders from a court of law, in which case the employee will be notified.

PERFORMANCE REVIEWS

Supervisors, in addition to routinely observing employee effectiveness, periodically conduct performance reviews to evaluate an employee's work. Performance reviews provide each employee an opportunity to talk about their job, performance on the job, job goals, and any suggestions, questions, or feedback.

Employees receive a performance review after the first 90 days of employment, then after six more months, and then on an annual basis.

Performance reviews are an evaluation and planning tool for both supervisors as well as employees and do not necessarily result in a pay increase.

NEPOTISM

Favoritism to relatives and friends is unfair to other employees. Since the appearance of favoritism is easily perceived, each Boys & Girls Club staff member should:

- Understand that persons related to Boys & Girls Club employees or who have a close personal relationship should not be employed except under special circumstances that are clearly in the best interest of the Club and approved by the Board of Directors.
- Understand that Boys & Girls Club employees must never have supervisory or management authority over relatives or people of close personal relationships as defined by the Executive Director/CEO.
- Understand that Boys & Girls Club employees with decision-making authority should avoid selecting a consultant or service provider with a relative or personal friend employed by or affiliated with that consultant or service provider.

TERMINATION OF EMPLOYMENT

The Boys & Girls Club of Lake Tahoe requests all non-exempt employees provide two-week written notice, including the reason for resigning. Full-time, exempt employees should provide a one month written notice. This allows the Club time to recruit and possibly train a replacement.

An employee who is absent without notifying their supervisor is considered a "no call - no show." Such incidents are considered a "voluntary resignation" effective immediately, with no further notice.

SEARCH, THEFT, AND AUDIT

To conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club may conduct internal investigations including inspections, searches, and audits on company premises.

The Club reserves the right to conduct a routine inspection, search, or audit at any time for organization-related property or information. The Club reserves the right to inspect the following, including but not limited to, personal property brought onto or taken from the premises (any work, rest, or storage areas), all company vehicles, and all desks, lockers, computers, and other locations that are within the employee's possession or control.

If an employee becomes aware of any theft, misuse, or unauthorized removal of Club property, he or she must notify the supervisor immediately. The theft, misuse, or unauthorized removal of Club property is cause for immediate discipline, up to and including termination of employment.

WORKFORCE READINESS PROGRAMS

The Club provides workforce readiness programs for students ages 14 to 18. Both volunteer and paid opportunities are available as described below.

Work-Based Programs with the Club: The Club is proud to offer a work-based learning program for students ages 14 to 18. For some Club members, this is their first opportunity for employment and adult Club staff work hard to provide a safe, nurturing, and professional experience for them.

Qualifying youth must complete 50 hours as an unpaid volunteer before they become paid youth workforce workers ("YW's"). This ensures their interest and commitment as there are a limited number of work-based learning positions available.

Youth who are part of the work-based learning program adhere to the same policies and procedures as other employees including submitting an application, undergoing an interview, completing onboarding and ongoing

training, and receiving compensation and leave allocations. The one exception is that youth under 18 are NEVER in sole charge of Club members under 18. When working with Club members under 18, youth work with an adult team leader or member of the administration team.

The Club values academic success. All high school students employed by the Boys & Girls Club will be required to show proof of good grades on a quarterly basis. If a student's grades dip below a "C" average, they will be suspended from work until grades improve. A letter from the teacher, progress report, report card, or work permit will suffice as sufficient evidence.

All youth workers must provide a work permit from the school they attend. They receive onboarding and continuous staff development training. Adult staff who supervise minors receive training in how to supervise youth staff members.

Work-Based and Workability Programs with Outside Organizations: On occasion, the Club partners with outside ("third party") organizations to provide paid or volunteer work experiences for high school students. All youth who participate in these work-based or "workability" learning programs must complete and pass a background check through the Boys & Girls Club of Lake Tahoe to be eligible to work or volunteer regularly at the Club. These youth are not considered Club members or staff, but are work-based learning participants who are expected to follow the Club's policies, code of ethics, and standards of conduct to maintain the health and safety of the Club and its members. All wages, hours, liability insurance, background checks, and additional paperwork are the responsibility of the third party organization.

V. OPERATIONAL POLICIES & PRACTICES

BACKGROUND CHECKS: CRYSTAL STEADMAN CLAUSE

All prospective employees, contractors, teen employees, board members, and regular volunteers must complete fingerprinting and a criminal background check. Employment and volunteer offers are conditional until the completion and passing of background and reference checks. Any prospective or current employee, contractor, teen employee, board member, regular volunteer who refuses a criminal background check, makes a false statement about their background check, is a registered sex offender, or is flagged for a barrier crime will not be eligible to work or volunteer for the Club. Examples of barrier crimes are outlined in the Background Checks, Barrier Crimes, Reference Checks, and Mandatory Reporting/Child Abuse

Prevention and Response (AB 506) Policy. Background checks are ongoing and conducted annually.

VOLUNTEERS

In addition to fingerprinting and a background check, all regular volunteers are required to fill out a volunteer application form. Regular volunteers include teens or adults who have direct contact with or supervise children at the Club more than 16 hours in a month or 32 hours in a year. The Program Director is responsible for volunteer selection, training, and orientation.

Volunteer positions are open to Club members over the age of 14. Youth volunteers do not supervise other members, but can provide assistance such as group support, kitchen aid, and other supportive roles. Youth volunteers are supervised by members of the administration team and continue to be treated as members by all staff. All youth volunteers must complete and pass a background check prior to their start date.

VISITORS

Visitors are individuals who make a planned or unplanned visit to a Club site and wish to go beyond the Club's front desk or check-in area. Visitors are not designated as volunteers and may not have completed a background check with the Club.

Any visitor who wishes to visit an indoor or outdoor Club area must check-in, wear a visitor badge, and be escorted by a Club staff member at all times. If a visitor has not communicated and confirmed their arrival ahead of time with the CEO, Director of Operations & Safety, or the Development Director, the visitor may be denied entry or asked to return at a later day and time. The Club reserves the right to refuse a visitor any time before or during their visit.

Former staff members must follow the same procedures as other visitors and the visit must be arranged and approved by the CEO or the Director of Operations & Safety. Former staff members are no longer covered by the Club's insurance, and do not have up-to-date background checks in place. Like other visitors, former staff members must be accompanied by a staff member at all times when around staff, Club members, and classrooms or other Club program areas.

RECRUITMENT AND HIRING

The Board of Directors determines all personnel requirements and recruitment activities for the Executive Director/CEO position. The Executive Director/CEO determines personnel requirements and recruitment activities for all other positions.

REHIRING

When an employee voluntarily or involuntarily leaves the organization as an employee with the Boys & Girls Club of Lake Tahoe, the employee's current supervisor will determine if the person is eligible for rehire. An employee is deemed eligible for rehire if they have not had a concerning disciplinary or performance issue during employment and they have not committed a barrier crime that would make them ineligible for rehire. Being eligible for rehire does not guarantee an employee a paid or volunteer position at the Club. Supervisors and senior admin must follow the rehire policy and procedures to determine if the past employee will be hired by the Club again.

All rehires, whether it is the same or a different position, will have an onboarding training and a 90-day probationary period. Employment is contingent on clear background and reference checks. Temporary employees are not considered rehires if the job position, duties, and scope are within the parameters of their written job agreement. All hiring is at-will and a Club employee or an employer may choose to end the employment at any time.

WAGE THEFT PREVENTION ACT NOTICE

Each year, all non-exempt employees are provided an annual notice between January 1 and February 1 that states their compensation, payday schedule, and other terms of employment (Wage Theft Prevention Act 2011).

PAY DISCLOSURE AND TRANSPARENCY

The Club keeps a detailed report of employees' job titles and wage rate history (SB 1162). Pay scale information is disclosed in all job postings and any employee may view pay scale information for their current position and wage rate history, upon request.

Salary Ranges for Staff (updated 7/2026)

Youth Workforce Workers (YW's, form. Jr. Staff): $16.90-18/hour
Program Aides: $18-22/hour
Club Tutors (Math, English Language Arts, Spanish): $23-25/hour
Youth Development Professionals (YDP's, form. Youth Development and Program Leaders): $23-27/hour
TK Leads and Development Leaders: $23-30/hour
Site Coordinators, Elementary Coordinators, and Specialists: $28-33/hour
Facilities (Front Desk, Kitchen, and Maintenance): $22-37/hour
Admin (Membership, Site Directors, Area Directors): $30-37/hour
Senior Admin: $35-50/hour
Executive Director/CEO: $45-70/hour

The Club keeps records of job title and wage rate history for each employee during employment and for three years after separation from the

organization.

REPORTING SUSPECTED CHILD ABUSE INCIDENTS

Employees and volunteers who work with children must familiarize themselves with the contents and reporting requirements of the Boys & Girls Club of Lake Tahoe's Child Abuse Prevention and Response Policy, starting on on page 60 in this handbook. In addition, employees must sign the Child Abuse Reporting Acknowledgement form, which is placed in the employee's personnel file.

Any employee who suspects or is aware that a child has been or is being abused must strictly follow the Club's policy and guidelines.

GRIEVANCES

In the event that an employee is dissatisfied with an aspect of their employment or another staff member and wishes to file a complaint, the following grievance procedure must be followed.

The employee should discuss the grievance issue with their immediate supervisor as soon as possible and no more than ten days after an incident occurs. The immediate supervisor is responsible for taking steps to resolve the issue and, if appropriate, determining if a formal grievance should be filed. If the issue cannot be resolved or the issue involves the employee's immediate supervisor, the employee should report their grievance to their immediate supervisor's supervisor. Any group grievance, a grievance shared by a group of employees, should be discussed with the Executive Director/CEO in attendance. If the grievance relates to the Executive Director/CEO, the employee should bring the grievance issue to the Board of Directors.

The Club cannot assure that the outcome of a grievance meeting will be what an employee or group of employees want. However, all grievances will be listened to with an open mind and hopefully resolved with mutual satisfaction. All grievances will include a follow-up meeting with the employee to share how the issue was addressed. No employee will be subject to retaliation or discrimination for using this grievance procedure.

CLUB PURCHASES

All requests for program supplies, equipment, food, and other program-related expenses will be made to the Director of Operations & Safety. The Director of Operations & Safety approves requests and forwards them to the Executive Director/CEO for authorization. Any Club-related purchase made by a staff member must have prior approval from the Director of Operations & Safety or Executive Director/CEO to be eligible for reimbursement.

Purchases for events or fundraising activities will be made by the Director of Development and must be pre-approved by the Executive Director/CEO. Following the purchase of items, all receipts must be provided to the Executive Director/CEO and bookkeeper.

DISPOSAL OF CLUB PROPERTY
Equipment or other property belonging or donated to the Club may not be disposed of or sold without approval from the Executive Director/CEO.

FAVORITISM
Any hint of partiality can be harmful and unethical, especially to children and adolescents. All staff must avoid preferential treatment toward any individual or group. This includes lending, borrowing, or exchanging money or personal property from a member for any reason.

MEMBER CONTACT AND SOCIAL MEDIA
It is important for staff to maintain a professional relationship with Club members. Avoid opening a communication line with members outside of the Club space. Staff should not be friends or followers on any social media platforms (e.g. Meta/Facebook, Instagram, X) with members and parents of members unless the relationship existed prior to employment at the Club. Staff should not give out personal contact information (e.g. cell number or email address) to a member. Whether on or off duty, staff are considered role models to members. Private time should stay private. Social media is commonly used for grooming or inappropriate contact with minors. Maintaining digital privacy and not opening a communication line with members protects staff and helps to avoid these concerns.

Staff may be asked by Club parents to look after Club members outside of Club hours for supplemental income. This is permissible provided that the staff secures the knowledge and agreement from the Club parent that such arrangements are not supported by the Club, and the Club is not responsible for any accidents, incidents, no-shows, or payments. However, staff should be aware that given the nature of the work, they will still be a representative of the Club and should conduct themselves with the highest degree of professionalism.

At times, staff may be related to or friends with Club members and their families. Avoid accusations of favoritism or bias by treating all members fairly and equally. Do not discuss Club members or activities with any Club families and have them direct questions or concerns to the Site Coordinator or Area Director at the site, or call the Club directly.

RELATIONSHIPS

Relationships with members, including those 18 or older, are strictly forbidden. Any relationship or suspected relationship with a minor will result in immediate termination of employment and be reported to law enforcement and Child Protective Services. Relationships with fellow adult staff members must be disclosed to an employee's supervisor to ensure an appropriate working environment. A relationship with a Club parent is not forbidden, but is discouraged and must be disclosed to an employee's supervisor immediately. Not disclosing a relationship with another staff member or Club parent may result in immediate dismissal.

Staff are expected to treat all members and parents with respect and courtesy, regardless of any previous or current relationship, grievance, or interaction. As a representative of the Club, staff members are positive role models and represent the Club with integrity and professionalism.

To protect staff and the members the Club serves, all staff complete Abuse Prevention and Risk Management (formerly Meet SAM: Grooming Prevention Training) sessions as part of their onboarding and ongoing professional development. All staff complete a Sexual Harassment Training at a minimum of every two years, with managers attending extra training specific to managerial roles.

MEDIA INQUIRIES

There may be times that employees or volunteers may receive calls, emails, or in-person inquiries from the media. To ensure information is delivered timely, accurate, and consistent, all media inquiries and correspondence should be directed to the Executive Director/CEO or Development Director.

FUNDRAISING

Any Club-related fundraising activities proposed by staff or outside organizations must obtain approval from the Executive Director/CEO. If there is any doubt about the appropriateness of such activities, authorization should be obtained from the Executive Committee of the Board of Directors.

HEAT STANDARDS AND ILLNESS PREVENTION

Drinking water is available at all Club sites. Employees and volunteers are encouraged to bring a water bottle to work and drink water frequently to avoid any heat-related illness. Any employee or volunteer may take a break in the shade or indoors to cool down and prevent overheating.

No indoor Club site shall exceed 82◦F. If the outdoor temperature exceeds 95◦F, shade is available for all adults and children present.

Any employee or volunteer who feels they aren't adequately protected from extreme heat conditions may file a complaint with their supervisor or Cal/OSHA. This heat standard does not apply to employees working remotely or at an offsite location.

PETS AND OTHER ANIMALS

Employees, volunteers, and visitors must obtain permission from the Executive Director/CEO to bring a pet or other animal onto a Club site. Permission will only be considered for animals fully vaccinated and after the Club verifies that no child or adult with a pet allergy is present. The pet owner or animal handler is financially responsible for any damages that may occur. Certified guide and service dogs are allowed without prior permission, however, proof of service dog training and licensing is required. No animals are permitted in Club vehicles.

When picking up their child(ren), parents may not bring pets inside any Club site or school district (Lake Tahoe Unified School District or Douglas Country School District) building. The Club is not responsible for any incident or accident that occurs between a pet and another pet, the pet and its owner, or the pet and other individuals.

REMOTE WORK

All employees are prohibited from working remotely without prior approval. Any work hours completed off site or remotely must be requested and approved by the employee's supervisor and, if it is a long-term request, the employee's supervisor and the CEO. Requests for remote work are made in writing using the Remote Work Request Form (paper or digital) and are approved or not approved on a case-by-case basis and may take up to one or two business days to approve. If it is a designated snow day or an employee has a prior written long-term agreement with their supervisor, they must notify their supervisor by email of their remote work day(s) and can bypass filling out a Remote Work Request Form. As appropriate, an employee may be given a remote work plan or assigned additional projects and training outside their typical job duties.

All exempt and non-exempt employees must record off site and remote work hours in their timesheet to the nearest quarter hour. Proof of training and certificates must be submitted to an employee's supervisor and all other work or tasks completed may be requested to receive fully scheduled hours. Work hours completed remotely without prior approval may not be compensated.

On snow days, employees responsible for facilities or snow removal are expected to be present at the Club unless the weather is prohibitive for travel. All other staff have automatic approval to work remotely on snow

days without the remote work approval process and will be provided online training or other projects.

On school and district closures for unfulfilled snow days ("tentative school closures"), professional development for district staff, and Club allocated training days, the Club is closed for youth members but open to Club staff for training or professional development. All employees are expected to report to the Angel of Tahoe building in person unless another location has been designated. Though members are not present, staff will be expected to report in-person, attend scheduled meetings or training sessions, and work on online training or other job responsibilities. If an employee wishes to work remotely on such days, they must submit a Remote Work Request Form (paper or digital) at least 24 hours in advance and then obtain their supervisor's approval. There is no guarantee a request will be approved.

VI. STANDARDS OF CONDUCT

The Boys & Girls Club of Lake Tahoe holds all employees and volunteers accountable to a high degree of professionalism and standards of conduct when interacting with other staff, board members, volunteers, youth members, members' parents or guardians, and the general public.

PROHIBITED CONDUCT
The Club requires order and discipline to fulfill its mission and achieve cohesion as an organization. Below are examples of conduct not permitted. Infractions may result in a verbal or written warning, suspension, and/or termination of employment.

Examples of inappropriate conduct:

- Falsifying or making a material omission on forms, records, or reports, including application materials, timekeeping records, Club records, or medical records.
- Misusing, destroying, or damaging property of the Club, a fellow employee, a youth member, a Club parent, or a visitor.
- Theft or unauthorized removal or possession of property from the Club, fellow employees, youth members, Club parents, or visitors.
- Bringing dangerous or unauthorized materials on Club property.
- Absence without notice to a supervisor, unless a reasonable excuse is offered and accepted by the Club.
- Possession, distribution, sale, use, or being under the influence of alcohol, cannabis, or illegal drugs while at a Club site, while on duty, while representing the Club at an event, or while operating a vehicle leased or owned by the Club.

- Engaging in drinking, drug use, or gambling while on the clock or representing the Club.
- Verbal, emotional, physical, or sexual abuse of children or employees.
- Insubordination, improper conduct toward a supervisor, or refusal to perform tasks assigned by a supervisor in an appropriate manner.
- Gross negligence and misconduct which is detrimental to other employees, volunteers, children, and/or the Club.
- Demonstrated inability or unwillingness to perform the job for which an employee is employed.
- Excessive absenteeism and/or tardiness in reporting to work or returning from lunch or breaks.
- Abusive or inappropriate behavior towards other employees, volunteers, children, parents, or persons dealing with the Club.
- Violating safety or health rules or practices or engaging in conduct that creates safety or health hazards.
- Release of confidential information about the Boys & Girls Club of Lake Tahoe, the Board of Directors, other employees, volunteers, or members.
- Unsatisfactory job performance.

PERCEIVED VIOLATIONS

All Club employees and volunteers are expected to fully comply with federal, state, and local laws and regulations that relate to the Club and its operations. If an employee or volunteer believes a Club employee or volunteer may be in violation of any such law, regulation, or Club policy, the employee has a duty to file a written report with the Executive Director/CEO within 24 hours of the observation of such conduct. If the violation relates to the Executive Director/CEO, the Club employee or volunteer should file a written report with the Board of Directors' Executive Committee. All inquiries pertaining to perceived violations will be handled in the strictest confidence possible.

Perceived violations of law include, but are not limited to, violations of child labor laws, wage-hour regulations, and unlawful discrimination or harassment. Examples of violations of Club policy include employee theft, discrimination, and harassment conduct or behavior.

Compliance with this policy is a term and condition of continued employment with the Club. Any questions regarding the duty to report perceived violations should be directed to an employee or volunteer's supervisor or the Executive Director/CEO.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each Boys & Girls Club of Lake Tahoe employee commits to:

- Ensuring all information which is confidential or privileged or which is not publicly available not be disclosed inappropriately.
- Ensuring all non-public information acquired by Boys & Girls Club of Lake Tahoe employees in dealing with outside firms or individuals on behalf of the Club shall be treated as confidential and not disclosed.

PUNCTUALITY AND ATTENDANCE
Being on time for activities is not only a sign of professionalism, but essential. All employees are expected to arrive slightly in advance of assigned hours to be fully prepared to start work on time.

Staff meetings and training sessions may be scheduled by the Executive Director/CEO, Director of Operations & Safety, Area Directors, or the Program Director. These meetings are a vital part of training, onboarding, and ongoing professional development. Attendance is mandatory. Requests for time off during a scheduled training must be submitted in writing two weeks prior to the training event.

SCHEDULE AND SITE CHANGES
An employee may be subject to a schedule or assigned site change due to the switch from after-school to vacation days, staff absences, school closures, or another reason. Every effort will be made to advise staff in advance and accommodate staff with any special or external circumstances.

Any employee requesting a schedule or site change must submit it in writing to their supervisor and provide a reason for needing the change. When determining if a schedule or site change will be approved, the supervisor will consider staff and member ratios, Club impact, and the team's stress load. Program staff should make every effort to not have schedule conflicts during times when Club members are present.

If an employee works at a different site or location on a temporary basis that is different from the state where they are assigned, they are still considered an employee on the payroll in the state they typically work.

PLANNED AND UNPLANNED ABSENCES
Regular attendance is expected. If an employee is unable to report for work due to an unplanned absence, such as illness or a family emergency, they must call the Club's main phone line and email their immediate supervisor, an Area Director, and any relevant staff member at least three hours prior to the start of their scheduled shift. If the absence, early departure, or late arrival is a sick day absence, the employee should indicate they are using "sick time" on their timesheet when they phone and email their supervisor.

Excessive absenteeism or tardiness (whether excused or not) will not be

tolerated. All absences, late arrivals, early departures, and unapproved overtime are tracked and closely monitored with a point system as follows:

Type of Absence	Description of Absence	Pts Allocated
Scheduled Absence	An absence requested and approved two weeks in advance or more. An employee is encouraged to use their ETO allowance.	= 0 points
Sick Day Absence	A call in before a scheduled shift due to illness. The employee must indicate it is a “sick day absence” and sick time balance must be used. Any medical or sick absence that exceeds an employee’s sick balance or requires a workplace accommodation may require a note or clearance from a healthcare provider before returning to work.	= 0 points
Jury Summons Absence	An absence requested specifying a jury summons or court appearance. An employee must show proof of summons or bring in a bailiff note specifying a court appearance. An employee may use their ETO allowance or take unpaid time.	= 0 points
Leave Early - Sickness	Departs mid-shift due to illness.	= 0 points
Authorized Overtime	Any overtime that is authorized by an employee’s supervisor or the Site Coordinator on duty in advance or in the moment it is needed.	= 0 points
Tardy	An employee arrives more than ten minutes after a scheduled start time.	= 1 point
Leave Early	Departs mid-shift or more than ten minutes before a scheduled shift ends without supervisor’s approval.	= 1 point
Unauthorized Overtime	Any paid hours accrued that exceed an employee’s regular or assigned work schedule that are not approved by an employee’s supervisor or the site coordinator on duty.	= 2 points
Call Out	An absence request or communication made less than two weeks and up to three hours in advance and sick time is not used on the timesheet.	= 2 points
Call Out - Inclement Weather/Snow Day	An absence request or communication made on and for the day of a designated inclement weather or snow day closure.	= 0 points
Late Call Out	Any absence request or communication made less than three hours in advance of a scheduled shift and sick time is not used on the timesheet.	= 3 points
Call Out after Club Closure Day or other scheduled absence.	A Call Out or Late Call Out made for a day after a scheduled absence or Club Closure Day, such as a holiday or snow day, with less than two weeks notice and a Sick Day is not used.	= + 1 point (additional pt w/type of absence)
No Show	Employee does not show up for work and gives no notice or excuse protected by state or federal law.	Immediate Termination

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

A call out, late call out, or early departure due to an illness outlined in the Club's Illness Policy for Club Staff, Volunteers, and Attendees is excused, but must be marked as sick time on an employee's timesheet. If an employee has a sick balance of zero hours or does not wish to use their sick time accrual, they can use their ETO hours or take unpaid time. However, only sick time properly taken as accrued paid sick leave is protected from a point penalty and potential disciplinary action. If a medical or sick absence exceeds an employee's sick balance or requires a workplace accommodation, the Club can request a note with specifications or clearance from a healthcare provider before an employee returns to work.

MINIMUM AND EARLY RELEASE DAYS

Employees are expected to work additional hours in order to accommodate the minimum day and early release school schedule days.

MEDIA USE AND COMMUNICATIONS

Employees are responsible for understanding, signing, and adhering to the terms and conditions outlined in the Club's Media Use and Communications at the Club. This policy covers all forms of electronic devices and communications owned by the Boys & Girls Club of Lake Tahoe including, but not limited to, computers (desktop, laptop), email, telephones (cellular, landlines), voicemail, internet, online services, software, hardware systems, radios, and applications paid for by the Club as well as usage of personal electronic devices and communications. Key points from these policies are highlighted below.

The Boys & Girls Club of Lake Tahoe ("Club") provides employees access to electronic devices and the internet for work-related tasks. All Club devices and communications remain the sole property of the Club. Staff agree not to access or use Club files, passwords, stored communications, or Spillett applications unless they are an authorized user and using them for organizational purposes.

Use of personal devices for work-related tasks is prohibited unless authorized, an emergency, or used on a designated snow or school closure day. If an employee is authorized to use their personal electronic device or internet for work-related purposes, the employee will receive a partial stipend to cover this expense. Authorized employees typically include the executive director, senior admin, area directors, site coordinators, the marketing and communications manager, and the facilities manager. Staff who work off-site on occasion will receive a partial stipend for the day of the

off-site excursion or be provided an electronic device owned by the Club.

On days when the Club is closed for snow or other inclement weather ("snow day"), all employees may use a Club laptop or Chromebook to work on training or other assigned duties from home. Each employee will be compensated for their "snow day" time at their regular rate and a partial stipend for their personal device and internet usage. Use of a personal device for a Club-related emergency will be compensated at the "snow day" reimbursement rate.

Any employee may use a personal device sparingly for personal use or non-work related duties. Personal use should be primarily during breaks and when members and members' parents or guardians are not present. All employees who use their personal electronic devices or communications during work hours for personal and/or non-personal use must review and sign the Staff Personal Device Policy Permission Form (see Appendix I).

All staff should avoid sharing any personal information related to their personal devices, such as personal phone numbers, email addresses, and passwords, especially with members and their parents or guardians.

While the Club has a secure wireless network, an employee's usage of the Club's network, a Club device, or personal device at the Club may not be private. The Club reserves the right to inspect, search, or investigate a staff member's personal device or Club device as well as any use on the Club server, network, or internet, including but not limited to, email, searches, and websites visited. Any information, including passwords, that is transmitted, stored, and/or received through Club devices and communications may be accessed, monitored, reviewed, and/or purged without notice.

An employee or volunteer presumes when online that every statement made and every website visited will be attributable to the Boys & Girls Club of Lake Tahoe. Staff may not use any Club or personal devices at the Club to engage in cyberbullying. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, staff, members, or community is subject to disciplinary action. Procurement or distribution of pornographic, threatening, harassing, obscene, profane, lewd, inflammatory, illegal, or unethical language or images on a Club device will result in immediate termination. Inappropriate use including copyright violations, direct communication with a Club member, and other violations described in this policy may result in disciplinary action up to and including termination.

RADIO COMMUNICATION

Radios are a vital tool for maintaining safety and communication between

our frontline, facilities, and administrative staff. It is important to be mindful of what is said and assume that all radio transmissions are not secure. Never broadcast sensitive personal information about children, families, employees, or volunteers over the radio.

Radios are to be operated strictly by trained staff members. Communications should be brief, clear, and professional. The Club has standard radio codes and they should be implemented whenever applicable across all Club sites. Members and their parents or guardians are not permitted to use or handle the radio equipment, unless it is an emergent safety concern and an employee is unable to operate it.

DRESS AND APPEARANCE

It is important to project a positive and professional image to our members, parents, co-workers, and the general public. All employees are expected to dress in a manner consistent with safety, good hygiene, respect, and being a role model to our youth.

All employees have access to an abundance of Boys & Girls Club swag, such as t-shirts, vests, fleeces, flannels, hats, and other items - that can be worn or used at work. When staff leave employment, their Boys & Girls Club logoed swag must be returned. They are the property of the Club and will be disposed of appropriately to ensure that they do not become the property of someone not associated with the Club. Staff should avoid wearing or displaying Boys & Girls Club swag outside of work hours and be mindful of their actions and behavior when wearing their Club clothes offsite and before or after work as anytime they wear the Club logo they are still representing the Club.

For safety and formality, name tags must be worn while working with members. If a name tag is lost, the employee is responsible for paying for a replacement. Broken nametags will be replaced without charge.

When appropriate, employees must wear protective clothing or safety gear to perform their job duties. Nothing should be worn which violates or compromises any of the Club's safety rules or policies. Please use common sense. In addition to wearing the Club swag provided, descriptions of proper attire and decorum that meets the Club's standards are explained below.

- Wear pants or shorts that are practical for bending over, running, stretching, carrying or walking across varied terrain.
- Closed toe and closed heel shoes must be worn during physical activities.
- Hats are recommended when outside in direct sun or cold conditions.
- Cover tattoos if they include words or pictures that could be deemed offensive to members or other employees.

- Jewelry should not pose a safety hazard to the staff or members.
- Employees who make or serve food must wear food safe gloves.
- Dark glasses that inhibit eye contact are not permitted, unless prescribed for medical reasons by an optometrist or ophthalmologist or worn outside to protect from sunlight.
- Gum chewing is not allowed.

Outdoor activities occur daily and employees should dress appropriately for the weather. Clothing and coverage that limits UV exposure is highly recommended, such as wide-brimmed hats, sunglasses, long sleeves, and longer shorts or long pants. Employees are encouraged to wear a broad spectrum water-resistant sunscreen of 30 SPF or more and apply it to all uncovered areas at least fifteen minutes before going outside and then every two hours. No sunscreen is waterproof, and sunscreen should be reapplied after water activities or excessive sweating. The Club will provide sunscreen for this purpose, however, sunscreen lotion or spray should be self-applied.

PHONE USE AND TEXTING

Personal phone calls and text exchanges are discouraged during working hours. If an employee receives a personal call at the Club during program hours, a message will be taken unless the call can be forwarded without interruption of Club activities or programs. Emergency calls are an exception.

SMOKING AND VAPING

Smoking or vaping of any kind by employees, volunteers, or members is not permitted within the program areas, Club vehicles, in the immediate vicinity of Club program sites, or during any Club-sponsored activity. All employees and volunteers should be mindful of their smoking and/or vaping usage when they are on the clock and any time they are wearing Club apparel.

SOLICITATION AND DISTRIBUTION OF LITERATURE

The Boys & Girls Club of Lake Tahoe does not permit solicitation of any kind from employees or outsiders, including collection of funds or pledges, circulation of petitions, distribution of non-organizational literature, and similar activity during work hours.

Staff should be free from unwarranted solicitations and no staff member should use Club working time for non-Boys & Girls Club purposes and solicitations. No employee is expected to contribute, respond, or participate in a solicitation or fear their response will impact their employment. Violation of any of the above will result in immediate disciplinary action up to and including termination.

VII. CODE OF ETHICS

This section is meant to enhance, not replace other personnel policies of the Boys & Girls Club of Lake Tahoe. The Executive Committee will address and adjudicate all alleged breaches of ethics. When appropriate, a special Board of Directors committee may convene for this purpose.

PERSONAL INTEGRITY
A personal commitment to integrity benefits the employee or volunteer as well as the organization. Each Club employee and volunteer should:

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Set an example, as a staff member of a leading non-profit organization, for high standards of professionalism.
- Honor the right to privacy of all people, including members and their families, coworkers, and donors.
- Promote public confidence in the Club and other philanthropic organizations.

PROFESSIONAL EXCELLENCE
As an employer, the Boys & Girls Club promotes professional excellence and encourages open, honest communication among all employees and volunteers to create an atmosphere conducive to personal growth and career development.

It is management and the administration’s responsibility to:

- Encourage employee development and communication. Help employees achieve their goals and increase self-esteem through job enrichment.
- Evaluate on a fair and consistent basis. All staff and volunteers should know what is expected and how they are progressing toward fulfilling expectations.
- Show empathy and respect for staff and volunteers. Be considerate while being mindful of managerial responsibilities.
- Respect the opinions and feedback of subordinates on a regular basis.

All Boys & Girls staff, at every level, have the responsibility to:

- Strive to meet performance standards at the highest level.
- Refuse to engage in or tolerate any fraud, misuse, abuse, or waste of Club resources.
- Encourage growth and self-improvement in themselves and their co-workers.
- Exhibit respect to co-workers, members and their families, and the general public.
- Have the courage to face situations and speak up when necessary.

- Consider all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
- Comply with all legal requirements concerning alcohol and substance abuse.
- Comply with all other laws and regulations affecting the organization and personnel obligations.
- Discuss any questions concerning interpretations or compliance with the code of ethics with their manager, the Boys & Girls Club's Board of Directors, or other designated person.
- Encourage reporting violations and protect those who file a report.

RESPONSIBILITIES TO VOLUNTEERS

Volunteers who serve Boys & Girls Club through its Board of Directors, on committees, or individually are crucial to the success of the Boys & Girls Club. To help volunteers serve effectively and have an optimal experience, the Boys & Girls Club employees have the following responsibilities:

- Support volunteers in performing to their highest level of contribution and personal satisfaction.
- Treat all volunteers with fairness, equity, and respect
- Provide opportunities for their talents and interests to be expressed.
- Involve volunteers at appropriate levels and phases of the decision-making process.
- Assist in the development and the understanding of the roles of volunteers and employees, respectively. Set clear standards of performance for volunteers, and appropriately recognize their contributions.
- Provide benefits and prerequisites to volunteers, which are consistent with the spirit of volunteerism.

VOLUNTEER EXPECTATIONS

Like the staff, volunteers represent the Boys & Girls Club of Lake Tahoe and set an example for ethical conduct and professionalism.

Volunteers will review the code of ethics of the Club and ensure that they adhere to the spirit of the code and, if applicable, when making policy or managing the affairs of the organization.

No volunteer shall knowingly make a statement or take action intended to influence the conduct of the Club for financial benefit of any kind for themselves, a member of their immediate family, or any corporation in which they or their family member has a significant interest as a stockholder, director, or officer.

If there is any conflict and potential conflict of interest for a member of the Board of Directors or the Executive Committee, the member shall disclose

the conflict of interest as soon as they are aware of it and abstain from voting on any related matter. Disclosure and abstention will be recorded in the minutes of the meeting.

DONOR RELATIONS

Donors have placed their support in the Boys & Girls Club. It is the responsibility of all employees not to violate this trust and, where applicable, they should:

- Make full and fair disclosure of all information relevant to donors about how their dollars are spent.
- Spend the donors' money wisely, efficiently, and objectively.
- Observe donors' wishes of where to allocate their donations.
- Be good stewards of donations utilized to provide salaries and benefits to Boys & Girls Club staff, and refrain from expenditures that do not directly advance the mission of the Boys & Girls Club of Lake Tahoe.

VENDOR RELATIONS

Vendors must be treated fairly to avoid favoritism or the appearance of impropriety. Employees should adhere to the following guidelines:

- Afford all vendors the opportunity to offer or pitch their products or services on a competitive basis.
- Conduct all competitive bidding in a fair and professional manner, giving no special preferences or advantages to any vendor.

CONFLICT OF INTEREST

Employees and their family members cannot accept gratuity, gifts, or favors for doing their job. This includes accepting food, transportation, entertainment, or Club resources for personal gain. Promotional gifts of nominal value and food, transportation, or entertainment related to Boys & Girls Club as a business are exempt. If there is any doubt, consult with the Director of Safety and Operations, Executive Director/CEO, or Board President for guidance.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

Outside employment and other activities should not interfere with an employee's job responsibilities or adversely affect the Boys & Girls Club of Lake Tahoe. Staff must inform their supervisor of any significant outside employment or activities in writing. Staff may not use Club work time or resources to conduct outside employment or other activities.

VIII. BENEFITS & TIME OFF

EARNED TIME OFF

Both full-time and part-time employees are eligible for paid time off ("ETO" or "vacation"). Temporary/seasonal employees and private contractors are not eligible to earn paid vacation time.

Full-time employees accrue in accordance with the following schedule:

Years of Service	Annual Vacation Benefit
0 through 5 years	0.08 hours per hour worked
6 through 10 years	0.10 hours per hour worked
Over 11 years	0.12 hours per hour worked

After the first 90 days of employment, part-time employees begin accruing vacation in accordance with the following schedule:

Years of Service	Annual Vacation Benefit
90 days through 5 years	0.04 hours per hour worked
6 through 10 years	0.05 hours per hour worked
Over 11 years	0.06 hours per hour worked

Earned time off is accrued on the basis of hours worked, length of service, and employment anniversary date. It accrues for regular hours worked and when ETO is taken. It does not accrue for overtime hours or while an employee is on an unpaid leave of absence.

Staff are encouraged to use their vacation time. The maximum number of vacation hours an employee can accrue is equal to their annual vacation benefit. If an employee meets their annual vacation benefit, they will no longer accrue additional vacation hours until the amount of vacation they have accrued falls below the maximum amount. If an employee leaves the Club for any reason, all accrued vacation time will be paid out in their final paycheck.

An employee's accrued ETO and sick time are shown on the bi-weekly paycheck receipt. Each employee is responsible for tracking their ETO and sick balances, and reporting any corrections to their supervisor. ETO and sick time may not be used in advance of accrual. If an employee does not have an ETO balance to cover their time off or they have not worked at the Club for a minimum of 90 days, the time off will be unpaid.

Requests for time off, whether it is paid or unpaid, should be submitted in writing and approved by the employee's supervisor a minimum of two weeks prior to the requested vacation date. Requests for early departures should

be made in writing to an employee's supervisor at least one week prior to the scheduled early departure date. Regular early departures are discouraged. Prior to approval for time off, the employee's supervisor will consider if there is adequate staff to member ratios and if there is appropriate employee and supervisorial coverage. Time off requests, irregular schedule requests, and frequent early departure or late arrival requests may be denied. However, every effort will be made to accommodate employees around special occasions. Time off requests can be made with shorter notice for medical leave, medical emergencies, or caring for a family member. An employee may use earned time off for medical reasons or family emergencies when all sick leave has been exhausted.

All vacations, sick leave, and early or mid-day departures are recorded on an employee's timesheet. Employees must clock in and out for midday appointments.

HOLIDAYS

The Boys & Girls Club of Lake Tahoe closes the Club, observes, and allows time off with pay for the following holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth National Independence Day (June 19)
6. Independence Day (July 4)
7. Labor Day
8. Veteran's Day (November 11)
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas (December 25)

Full-time and administrative employees receive one additional day:

12. Employee's Birthday

If a holiday (e.g. Christmas, New Year's Day, or Independence Day) falls on a Sunday, the Club will be closed on Monday, unless otherwise specified. If a holiday falls on a Saturday, the Club will be closed the preceding Friday, unless otherwise specified. Part-time employees receive holiday time for the normal hours they would have worked in a day that week or the percentage of their part time status. For example, if a holiday falls on a Friday and an employee does not usually work that day of the week, they will still receive holiday hours for that Friday with the amount of hours they normally are scheduled to work. Part-time employees are not expected to work on holidays when the Club is closed. Employees on unpaid leave are not eligible for paid holiday time during their leave.

For other religious observances, employees who need time off to observe religious practices or holidays not already scheduled by the Club should speak with their supervisor. Depending upon Club's needs, the employee may be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The Club seeks to reasonably accommodate individuals' religious observances.

SICK LEAVE

All current full-time and part-time employees are eligible for five days or 40 hours (whichever is greater) of paid sick leave annually beginning on the 90th day of employment (SB 616). Paid sick leave must be taken within a year of being allotted otherwise it is forfeited. The five days/40 hours of sick leave is restored annually on the anniversary of the 90th day of employment. When an employee has a balance of 0 hours of sick leave, they may use their ETO accrual or take the time as unpaid. For all employees, unused sick time is not paid out at the end of employment. If an employee is rehired within a year, their sick allowance at the time of their departure will be reinstated and the previous paid sick leave renewal schedule will be adhered to.

Paid sick leave may be used for an employee's own illness or another designated person (identified by the employee at the time the employee requests paid sick days) for the diagnosis, care, or treatment of an existing health condition or preventive care, or for specified purposes if an employee is a victim of domestic violence, sexual assault, or stalking. Examples of illness where an employee should stay home include fever (99.5°F or greater), vomiting, diarrhea, a respiratory ailment, a positive COVID test with symptoms, or a combination of flu-like symptoms (e.g. body aches, chills, cough, sore throat, and congestion). Illness procedures and guidelines for returning to work are outlined in the Illness Policy for Club Staff, Volunteers, and Attendees. A "designated person" means any individual related by blood or whose association with the employee is the "equivalent of a family relationship."

Sick time does not accrue while an employee is on an unpaid leave of absence. Should a medical absence extend beyond an employee's accrued sick leave or necessitate a workplace accommodation, the Club reserves the right to require documentation or clearance from a healthcare provider prior to the employee's return.

COVID LEAVE

Any employee experiencing COVID or flu-like symptoms must not come into work and may use available paid time off such as vacation or sick leave. If an employee tests positive for COVID and has symptoms, they must be symptom-free without medication for 24 hours before returning to work. A

COVID-19 test can be picked up at the Angel of Tahoe building or an employee can provide their own test.

An employee can earn paid time off to get a COVID vaccine or booster shot and up to eight hours of leave if they have fatigue or symptoms from the immunization. An employee must provide documentation of the COVID vaccine or booster in order to receive paid leave.

ORGAN AND BONE MARROW DONATION LEAVE

An employee may take a leave of absence to serve as a bone marrow or organ donor. In a one year period, after all sick leave has been exhausted, an employee may take up to 30 days of paid leave for organ donation and five days for bone marrow donation. A note from a care provider explaining the timeline of the donation must be submitted within 30 days of the donation.

WINTER BREAK AND OTHER AD HOC CLOSURES

On occasion, the Club will close for additional days during the Winter Break. This is based on member sign-ups and on the days the designated holidays fall, and will vary from year to year. For employees to receive pay for the additional "Winter Break Closure," they must work a minimum of two days during the same week. Employees will be paid their regularly scheduled hours on Winter Break Closures. If an employee's regular schedule does not include the Closure's day of the week or an employee requests the week off, the employee will not be paid for these closure days. Employees not receiving pay for these closure days may use ETO or take the time as unpaid.

From time to time, the Club may be closed around other designated holidays or implement an "Ad Hoc Closure." In such instances, the employee must be scheduled to work that day of the week and work a minimum two days that same week to be paid their regularly scheduled hours over the closure.

INCLEMENT WEATHER, SNOW DAYS, SMOKE DAYS, AND OTHER EMERGENCY CONDITIONS

When Lake Tahoe Unified School District or Douglas Country School District calls a school closure for either inclement weather, snow, poor air quality, or other emergency condition, the Club sites within that District will follow suit and close for the day. On occasion, the Club will call their own closure, delayed start, or early pickup due to snow, smoke, poor air quality, or other emergency condition. For delayed starts and early pickups, all employees will be paid for the hours they were scheduled to work. When an all day closure occurs, employees will be paid the time they are scheduled for the day, and are expected to use that time for online training, program proposals, program planning, or other job responsibilities. Staff have the option to complete these tasks from home. Proof of training or work completed may

be requested to receive fully scheduled hours. If an employee has requested ETO/sick time prior to or after the school closure has been called, the ETO/sick time will be used as planned or the time will go as unpaid.

All Club closures, delayed starts, and early dismissals will be communicated through text messages, email communications, and social media channels. A member of the administration team will notify staff by text, phone, or in person.

On occasions of inclement weather where the Club can stay open and continue to operate, outdoor activities may be limited for the health and safety of Club members and staff. This includes, but is not limited to, excessive heat, frigid temperatures, high winds, or an AQI between 150 and 300. If a Club member or staff member has a heart or lung disease and is in the sensitive groups category, they will be redirected to an indoor activity or asked to wear an N95 mask outdoors for an AQI as low as 101.

In the event of an "emergency condition," state laws prohibit California and Nevada employees from receiving adverse action for refusing to report to work or for leaving the workplace because the employee has a "reasonable belief" that the workplace is unsafe (CA SB 1044) or "unreasonably dangerous" (NV OSHA and *D'Angelo v. Gardner*). If an employee chooses to not work on an all day closure, they must communicate their intention with their supervisor via email and leave a message at the main Club phone line. They may use ETO or take the day as unpaid without penalty.

TENTATIVE AND CONFIRMED SCHOOL CLOSURE DAYS

When the site's school district (Lake Tahoe Unified School District or Douglas Country School District) calls a school closure day for an unfulfilled snow day ("tentative school closure") or professional development day for staff, Club employees will be expected to work a regularly scheduled day. As members are not present, staff will be expected to report in-person, attend scheduled training sessions or meetings, work on online training, or complete other job responsibilities. Any employee who wishes to work remotely must submit a Remote Work Request and get approval from their supervisor. If an employee is unable to work, does not receive a remote work approval and cannot report to work, or has requested the time off, they may use ETO hours or take the time as unpaid.

EARLY DEPARTURES

A supervisor may declare an early site closure due to low member attendance and give employees permission to leave work. Employees present will be paid for the full time they were scheduled to work and not receive any attendance penalties.

An employee who requests to get off work earlier than scheduled for a personal or Club reason must use ETO or take the time as unpaid. Applicable attendance penalties may be applied.

When a supervisor sends an employee home due to an inability to perform their duties, the employee will be paid for their time present at work or a minimum of two hours, whichever is greater. The employee can supplement the rest of their scheduled hours with ETO or sick time (if it aligns with the Club's Illness Policy), or take the time as unpaid.

CLUB MEMBERSHIP

Employees with Club-aged children (transitional kindergarten through 12th grade) are eligible for a Club membership. Membership includes free attendance at the Club after school, on school vacations, and on summer break provided that the staff member works those weeks. This can be extended to stepchildren provided that they live at least part of each week with the staff member. Depending on household income, this benefit is valued at up to $5,000 per year.

To be fully considered, an employee or Board member interested in signing up their child(ren) must fill out the same paperwork as other members' parents or guardians during the allocated time frame and by the designated deadline. Board members' children are eligible for a Club membership, but should cover the membership cost.

HEALTH PLAN

All year-around employees who work an average of 35 hours a week are eligible for health insurance after three months of employment. Staff may choose to join the BGCLT health plan (health, vision, and dental) and will be given a choice of plans. The Club will pay 70% of the plan and the employee is responsible for 30%. The employee's portion will be deducted from each paycheck.

SUPPLEMENTAL INSURANCE

Any employee who works more than 18 hours a week is eligible to sign up for an AFLAC plan, a supplemental insurance that helps cover out-of-pocket medical expenses. After the initial 90-day probationary period, an employee will be offered to opt in. Each employee is responsible for signing up, selecting a plan, and covering their selected plan's cost.

RETIREMENT PLAN

All employees over the age of 18 who have worked for the Club for one year and a minimum of 1,000 paid hours are eligible to join and contribute to the Club's 401(k) retirement plan. BGCLT will match an employee's retirement contribution up to a maximum of 3% in a given pay period.

RECRUITMENT AND RETENTION BONUSES

After the first 90 days of continuous employment, a new staff member will receive a $150 retention bonus. If an existing staff member actively recruits and refers a new staff member to a position, the existing staff member will receive a separate $150 recruitment bonus after the new staff member's first 90 days of employment.

PROFESSIONAL DEVELOPMENT

The Boys & Girls Club of Lake Tahoe and the Boys & Girls Club of America offer online and in-person training, courses, and workshops. Both the time and expense are covered by the Club. Check with your supervisor about how to sign up for these opportunities.

COST OF LIVING INCREASE

Funding permitting, all staff are eligible for a cost of living increase annually on or around the start of each fiscal year (July 1st).

BEREAVEMENT LEAVE

The Club provides up to five days of bereavement leave upon the death of a family member or other "designated person." Each full time employee will receive five paid days and each part-time employee will receive five days of their regular pay, pro-rated amount, or equivalent of hours they would have worked those days. If more time is needed, an employee may use other available paid time such as vacation or sick leave.

Bereavement leave must be completed within three months of the death of the "designated person" and can be used intermittently (not all at once). A "designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. Appropriate documentation, such as an obituary or death certificate, must be provided within 30 days of the first date of leave. Any employee who has worked at the Club for at least 30 days is eligible to use bereavement leave. Bereavement leave may only be used for one designated person annually unless approved by the Executive Director/CEO.

FAMILY AND MEDICAL LEAVE

The Boys & Girls Club of Lake Tahoe complies with state and federal leave policies, which require employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The more generous of the laws will apply to the employee if the employee is eligible under both state and federal laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Written proof or

validation may be required and any forgery or falsification of documents for requesting or obtaining leave could result in disciplinary action up to termination of employment. Contact the Executive Director/CEO to discuss options for leave.

Family Medical Leave - California Family Rights Act (CFRA) Leave: In accordance with the California Family Rights Act (CFRA), any eligible employee can take up to 12 weeks in a 12-month period of unpaid, job-protected leave for the following reasons:

- Birth of a child, including the child of the employee's domestic partner.
- Placement of a child for adoption or foster care.
- Caring for a "designated person," any individual related by blood or whose association with the employee is the "equivalent of a family relationship." The "designated person" for CFRA may be identified at the time the leave is requested. (AB 1041)
- The employee's serious health condition, excluding pregnancy.
- A qualifying military exigency related to the call to active duty of an employee's spouse, domestic partner, child, or parent in the United States Armed Forces.

Any full or part-time employee who lives in California and/or works at a California-based Club site and has worked at the Club for at least 12 months and worked at least 1,250 hours within that time frame is eligible for CFRA leave. CFRA leave is unpaid though an employee may use accrued sick or vacation time.

CFRA leave is job-protected, meaning at the end of the leave, the employee will return to the same job or a job that's similar in duties, location, seniority, pay, and benefits. The Club is required to continue an eligible employee's health insurance coverage for the duration of the employee's CFRA leave. If an employee does not return from their leave, the Boys & Girls Club of Lake Tahoe reserves the right, in its sole discretion, to recover the cost of premiums paid for the duration of the leave.

An employee must verify a serious health condition by submitting a certification from a health care provider without the diagnosis listed. Certification should include the date the serious health condition commenced, the anticipated duration of the serious health condition, and a statement that the employee is unable to perform one or more essential job functions.

The Club will determine if they will limit the employee to one or more designated persons per a 12-month period. If both parents or a new child work at the Club, each parent is entitled to up to 12 weeks of leave.

Employees who live in Nevada and physically work at a Nevada-based Club site are not eligible for CFRA leave and related benefits, but can receive the leave protections and benefits outlined in the federal Family and Medical Leave Act (FMLA).

Pregnancy Disability Leave: California employees are eligible for up to four months of protected pregnancy disability leave (PDL) for pregnancy, childbirth, and related medical conditions. An employee does not have to be employed a minimum amount of time to use PDL and PDL can start as early as the first day of work. PDL includes job protection, meaning the employee will return to the same job or a comparable position with similar duties, location, seniority, pay, and benefits. PDL runs concurrently with FMLA and is separate from the California Family Rights Act. Neither CFRA nor the State of Nevada cover pregnancy. Nevada employees do not qualify for PDL.

Family Medical Leave Act (FMLA): In most cases, CFRA is more generous than FMLA. Under the Family Medical Leave Act, eligible employees qualify for up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury.

Military Leave and Military Spouse Leave: The Club complies with USERRA and all anti-discrimination laws that provide job protection for members of the military when given military orders. Both California and Nevada employees may use sick time or ETO for a leave of absence during a military leave.

Under state law, California employees who are members of the reserve corps of the armed forces of the U.S., the National Guard, or the Naval Militia are entitled to a temporary leave of absence without pay while engaged in military duty, training, or special exercises for a period not to exceed 17 calendar days annually. Spouses of military members may receive up to 10 days of unpaid leave while their military spouse is on leave from deployment during a period of military conflict. Full time employees must be reinstated and part time employees must be reinstated if there is an open position.

Under CFRA, California employees receive up to 12 weeks of unpaid job-protected leave for military members, spouses, or families may be used during a 12-month period for diverse occasions and purposes, from spending time with the military spouse before deployment, managing household affairs, or assisting children during the military spouse’s deployment.

Leave for Drug or Alcohol Rehabilitation: Any employee who wishes to

attend a drug or alcohol rehabilitation program may take a leave of absence. This protected leave is unpaid unless an employee wishes to use their sick time or accrued vacation time. In some circumstances with underlying health conditions, the leave may be covered by the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). The employee is responsible for following all FMLA and/or CFRA approvals and processes that align with their place of employment and residency. The Club's senior administration will make a reasonable effort to keep any information about this leave private. Upon return from a rehabilitation program, the Club will make reasonable accommodations for the employee as long as it does not cause any undue hardship to the organization (CA Labor Code Section 1025-1028).

Leave for Victims of a Crime or Abuse: Any employee who has been a victim of crime or abuse (including a criminal act, sexual assault, stalking, or domestic violence) may take sick time, vacation (PTO), or unpaid leave to obtain or attempt to obtain relief. This includes time off to ensure their health and safety, obtain medical and/or psychological services, secure a restraining order, or to relocate. This protected leave includes taking care of a family member affected by a crime or incident.

Personal Leave: Employees who have completed their first year of employment may request an unpaid leave of absence. Leaves must be requested in writing and submitted to the Executive Director/CEO for approval or denial. Personal leaves of absence may not extend more than six weeks and will be granted at the discretion of the Executive Director/CEO.

California Paid Family Leave Act: The California Paid Family Leave Act provides California employees with up to eight weeks of partially paid, job-protected leave (PFL or Disability Insurance) for the following circumstances:

- Pregnancy
- Bonding with a new child entering the family by birth, adoption, or foster care placement
- Caring for a family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or domestic partner) with a serious health condition
- Taking part in a qualifying event because of a spouse, registered domestic partner, parent, or child's military deployment to a foreign country, including arranging childcare or making financial arrangements.

To be eligible for PFL, it does not require a minimum number of hours and is based on an employee's earnings during a base period. PFL is solely paid

benefits and does not protect an employee's position, however, their position may be protected by CFRA, FMLA, or the Club's discretion. Nevada employees are not eligible for paid leave.

The Boys & Girls Club of Lake Tahoe requires a note from a healthcare provider certifying an employee's serious illness or the need to care for a family member. Employees may use vacation or sick leave to supplement the portion of unpaid time. Medical benefits will continue during FMLA leave. If an employee fails to return from FMLA leave, the Boys & Girls Club of Lake Tahoe may require the employee to repay their share of the premium payment.

An employee can apply for PFL online or by mail using a paper claim form. Claims can be submitted starting the first day of leave and no later than 41 days after an employee begins their leave.

OTHER LEAVES

There are a host of other leave laws that provide employees with job-protected time off, even if they haven't been employed for a long period of time.

Duty and Court Appearance Leave: Employees are encouraged to participate in the jury selection process and serve on a jury if selected. An employee should notify their supervisor of the summons date and request the time off as soon as a juror notice or summons from the court is received. Employees may use their balance of paid sick leave or ETO for jury duty, witness duty, or to give testimony for a crime or domestic violence incident. (CA AB 406; Nevada Revised Statutes 6.190). An employee should provide reasonable notice to their supervisor of dates and times needed to serve, unless not feasible.

Military Leave: An employee who is also a member of the U.S. military or has a family member in the U.S. military is entitled to CFRA leave and additional rights. Upon return from military service with qualifying circumstances, an employee is entitled to their current job or a similar position. For active duty or active duty training, an employee in California may receive up to 30 days of paid military leave. Paid military training leave does not include leave for inactive duty training, such as drills. An employee who is married to a deployed military service person and who works more than 20 hours a week may take a leave of absence if their spouse is deployed during a time of military conflict and receive up to 10 days of unpaid leave. The Club adheres to federal law, The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and state law, Family Military Leave Act, with consideration for the more generous leave laws between the two.

Children's Activities Leave: California employees with children in grades Kindergarten through 12th may take off up to 40 hours of job-protected leave annually for their children's activities. This includes participating in their activities; finding, enrolling, or re-enrolling a child in a school or with a licensed childcare provider (8 hours only); or addressing a childcare provider or school emergency. The Club asks that employees provide notice as soon as possible. Proof may be requested that it is a child-related activities permitted under the law. Employees may use ETO time if available or take the leave time as unpaid. Nevada employees may take up to 4 hours of job-protected leave for school-related activities.

Voting: All employees are encouraged to vote. Polling stations are open from 7 a.m. to 8 p.m. in California and from 7 a.m. to 7 p.m. in Nevada, which should give all Club employees adequate time to vote during non-work hours. Full-time and part-time employees may take a paid break, up to two hours, to vote in an election as long as it does not interfere with their duties to oversee Club members. Employees should avoid wearing pins or distributing materials that promote or deride any political parties or candidates running for office. In line with being positive role models for members,"I Voted" stickers are acceptable and encouraged.

Volunteering: Giving back to our community is an important belief of the Club. Full-time employees are eligible for two paid volunteer days (16 hours) per a year. Volunteer requests must be made to the employee's supervisor. The Club reserves the right to decline the volunteer request if the dates conflict with important activities at the Club.

Personal Leave of Absence: A personal leave of absence may be granted to a part-time or full-time employee when unusual or unavoidable circumstances outside the leave laws require a prolonged absence.

Any employee requesting a leave of absence should have a "good faith" intent to return to work. The Boys & Girls Club of Lake Tahoe will consider an employee on leave to have resigned if they meet one or more of the following circumstances:

- Does not accept a position offered by the Boys & Girls Club of Lake Tahoe upon their return to work date.
- Fails to report for work on the first scheduled day after the authorized leave has expired unless an extension has been requested and approved.
- Accepts other employment while on leave, with or without notification to the Boys & Girls Club of Lake Tahoe management or the employee's supervisor.

If deemed appropriate, the Club may attempt to reinstate employees to their original or comparable position at the conclusion of a leave of absence.

There may be occasions where the Club may not be able to reinstate employees returning from such a leave at all, or the Club may have to reinstate an employee under different employment conditions (e.g. different position, hours, pay rate). Such decisions are made at the sole discretion of the Executive Director/CEO on a case-by-case basis.

LACTATION ACCOMMODATION
Any employee who is also a nursing mother shall be provided a room or other private space that is not a bathroom to use as a temporary lactation room. The employee shall be given a reasonable amount of break time to express milk for their infant child. An employee has the right to file a complaint with the Labor Commissioner for any violations of this policy.

DISABILITY INSURANCE
California employees who suffer a non-work related illness or injury may be entitled to State Disability Insurance (SDI). Employees are responsible for completing the claim and physician certificate forms, and mailing them to the State Department. Applications and information are available in physician offices, the hospital, or through the State of California Employment Development Department (EDD office). The State of Nevada does not offer short-term disability insurance for Nevada employees. Depending on the situation, all employees can consider federal, private, workers' compensation options.

UNEMPLOYMENT INSURANCE
Information on claims and the weekly benefit amount to which a claimant may be entitled is available from the California Employment Development Department (EDD office) or Nevada Department of Employment, Training, and Rehabilitation (NUI office). Failure to apply for benefits in a timely manner could result in a loss of benefits.

IX. SAFETY, HEALTH, ENVIRONMENT, & SECURITY

CHILD AND CLUB SAFETY AFFIRMATION
Safety is foundational to everything we do. We strive to create safe places where youth, volunteers, and employees thrive and we are committed to maintaining a safe and healthy environment at all times.

To ensure the safety of our operations and services, we are committed to a safety management system to identify, assess, and mitigate risks and to continuously improve safety performance.This requires unyielding commitment to a collection of principles outlined in the Child and Club Safety

Affirmation Policy that are reviewed annually by all Club employees and the Board of Directors.

EMERGENCY PROCEDURES

Staff are trained and familiarized with all emergency procedures, including fire and earthquake safety practices, and will be held responsible for the protocols and enforcement of the procedures. Most emergency procedures and protocols are outlined in the Emergency Operations Plan.

In case of emergency, take the necessary immediate action and make the necessary notifications. If you are directly involved in the situation, send someone to notify the Director of Operations & Safety or the Executive Director/CEO.

In the case of personal injury to an employee or member, the first and foremost course of action is to provide (if qualified) or request medical care. If an employee is unable to help or unsure what to do, call 911 and let emergency personnel respond to the situation.

The safety of all members and staff is of the utmost importance. After they are taken care of, the building or areas must be secured.

The Emergency Operations Plan is reviewed on a quarterly basis by the Director of Operations & Safety as well as the Director of Administration.

CRITICAL INCIDENTS

In the event of a critical incident at a Club site, such as a missing child, serious injury during Club hours of operation, or an outbreak of a contagious disease, the following steps will be taken:

- Report the incident to the Director of Operations & Safety who will then act as Incident Commander and Emergency Manager, if appropriate, activate the Incident Command System, the Emergency Management Team, and the Emergency Operations Plan.
- The Director of Operations & Safety will report the incident to the BGCA and Safety Committee.
- The Director of Operations & Safety implements the Emergency Operations Plan, and works with local healthcare and emergency services, communicates and works with parents, and ensures all necessary follow-up actions for Club activities and communications are completed.
- During and immediately after a crisis, it is very important that employees politely direct all questions from the media to the official spokesperson of the Club, usually the Executive Director/CEO or a Board member.

INCIDENTS, ACCIDENTS, AND INCIDENT REPORTS (ICR)

Employees fill out an incident report (ICR) for any member accident, incident, injury, or misbehavior. How to complete an ICR is part of onboarding and ongoing professional development. If it is an incident with a youth participant, ICR forms are obtained from the Site Coordinators, then filed with the Director of Operations & Safety, and passed on to the Executive Director/CEO. ICR forms are entered into the Club database and a copy is given to the member's parent or guardian to sign. Employees may refer to previous ICR forms to identify escalating behaviors, monitor trends, and to provide support for the member. ICR forms for good or improved behavior are encouraged and recommended.

All ICR forms for members must be reviewed and signed by the member's parent or guardian and the supervisor on duty. ICR and Ouch Report form may not be given to, copied or photographed by the parent or guardian. If a parent or guardian requests a copy of an Incident or Ouch Report for a medical or therapeutic concern, they should speak to the supervisor on duty for follow-up and assistance. The supervisor can then determine the best practice for sharing or disseminating the information to the appropriate medical providers.

ICR forms may also be used for employees as well. Similar to members, an ICR form may be filled out for an accident, incident, injury, or misbehavior.

If a serious work-related illness or injury occurs, an ICR report must be filed as well as an entry in the OSHA Form 300 Log. Examples of serious work-related illnesses and injuries include the following:

- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job position
- Any work-related injury or illness requiring medical treatment beyond basic first aid
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums
- Work-related cases involving needlesticks and sharps injuries, medical removal, hearing loss, and tuberculosis
- Any work-related fatality

A supervisor must immediately report a fatality or other severe injury or illness in the workplace to Cal/OSHA. All other illnesses and injuries recorded must be assessed within seven days to determine if the case is recordable under OSHA recording requirements, if it is a new case or a recurrence of an existing one, and if it is determined to be a work-related incident. If the case meets the recording requirements, the employee must work with their supervisor to fill out the ICR and OSHA Form 300 Log. Minor injuries that

require basic first aid do not need to be recorded as an ICR on in the OSHA Log unless there is potential for greater injury or illness to occur.

All employee ICR forms are stored in the Club database for at least five years. An annual summary of serious work-related illnesses and injuries (OSHA Form 300 Log) is posted the following year in a conspicuous place from February 1 to April 30.

WORKPLACE SURVEILLANCE

The Club and LTUSD have camera surveillance systems at the Angel of Tahoe and adjacent buildings to protect employees and members. The cameras record 24/7 and are located in non-private areas, including classrooms, the MPR, hallways, and other key locations.

The cameras are used by the administration team and the school district to survey Club programs and other activities. Camera footage may be reviewed when an incident or accident occurs to help determine what, when, how, and why. The administration team may also share footage with staff as a teaching aid or when discussing an incident or accident. Footage or stills from the footage may also be made available to authorities or law enforcement as evidence, or provided to parents, if an incident or the consequence following an incident is disputed.

Employees are prohibited from using cameras or any other visual recording devices in confidential meetings or other private areas to maintain privacy, and to protect private or proprietary Club information. Secret recordings in conversations or meetings are prohibited and consent from all attendees involved must be obtained.

WORKERS' COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees for work-related injury or illness. The Boys & Girls Club covers the cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The Club follows all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify their supervisor immediately. The supervisor will complete an injury or illness report with input from the employee and return the form to the Executive Director/CEO who will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits will run concurrently with CFRA or FMLA leave, if applicable. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

EQUIPMENT

All equipment, devices, or other items used by employees at the Club are expected to be returned in the same working condition. This includes items that are loaned to a specific employee and common equipment or items that are used by program staff.

Items loaned should be treated with care and remain the property of the Club. If an item is broken, stolen, or lost, the person loaned that item is responsible for its replacement or repair. Club items are not staff's personal property, and may not be provided or loaned to others outside the Club unless granted special permission.

At the end of each program period, program staff are responsible for checking and taking inventory of equipment and other items used to ensure they are not damaged, misplaced, or missing. Any missing or broken equipment must be reported to the Program Director as soon as it is discovered. An employee or volunteer is responsible for the damage or loss of Club property or equipment as a result of personal negligence or noncompliance with equipment checks, and may be required to repair or replace such an item at their own expense.

The Club is not responsible for any personal devices that are broken, stolen, or lost. It is the responsibility of the employee or volunteer to keep their personal devices in a safe, secure location and to use appropriately as outlined in the "Electronic Communication System Policy & Use of Personal Devices - Employees and Volunteers."

All staff must sign and agree to the "Lost and Broken Equipment Policy" prior to employment and are responsible for reading and adhering to the most current version of the policy.

KEYS AND ENTRY CODES

Employees will be issued keys and entry codes as appropriate to carry out their job duties. Employees are responsible for these keys and the security of the codes. Care must be taken so that keys are not lost or stolen. Members and visitors should never be given keys or codes.

If an employee's keys are lost or stolen through negligence or failure to comply with this policy, they may be responsible for the cost of replacing the keys and/or changing the locks.

HEALTH AND SAFETY
Each employee is responsible for the health and safety of members participating in their area. To protect the safety of members as well as the equipment, all doors must be locked when the last employee leaves the room. Exit doors must remain unlocked during program hours.

BUILDING SECURITY
The Site Coordinator and Front Desk staff are responsible for each program site's security. Adults, other than BGCA staff or approved volunteers, should not be permitted in the program areas while children are present unless escorted by another employee.

When leaving a program area, all staff present are responsible for securing the area(s) or building(s). Program sites should be left clean and locked. No one is to be left in the building. All lights must be turned off, windows closed, doors locked, and, where appropriate, alarms set.

SUPERVISION OF CLUB MEMBERS AND RATIOS
Program team staff are expected to be present in their assigned program area at all times, unless their program necessitates otherwise. Staff should be involved with the Club youth in a leadership and guidance capacity. Club youth member to staff ratio is 20:1 for youth first grade and above, and 10:1 for TK and Kindergarten youth. Concern, initiative, and energy are elements of strong character that should be demonstrated by all staff.

LIABILITY
Members are not allowed in the building or program areas unless supervised by an adult employee. If an adult employee is unavailable or must leave the area without supervision, that area must be closed and secured.

All employees and volunteers should avoid being in a secluded area or alone with one member. Doors to classrooms should stay open and whenever possible, employees should be in view of other staff members.

An employee may not offer rides in their vehicles to any member or group of members. Employees may only give rides in Club vehicles to Club-sponsored activities or events with the proper licensure, scheduling, and approval from the Program Director or Director of Operations & Safety. No employee may transport members outside of Club-sponsored activities, and never alone.

All employees and volunteers must maintain a positive, professional relationship with members and youth staff. Avoid horseplay, teasing, touching, swearing, favoring, and giving gifts. Never making sexual comments or gestures, or administering physical or emotional punishment with any member or minor both at the Club and outside the Club setting. Be aware of situations that could be misinterpreted, including being alone with the last child to leave an activity.

In some instances, Club members are relatives or close friends with employees prior to Club membership or employment. An employee should inform their supervisor as soon as possible to avoid potential concerns and set the employee up for success. Employees must report any suspicious or criminal events as required by the law and the Club.

SUPERVISION OF EMPLOYEES' CHILDREN

There are times an employee may need to bring their child(ren) to the Club. With approval from their supervisor or the Executive Director/CEO, Club employees may bring their child(ren) to Club meetings, their office space, and professional development or training days. Employees' children, like all Club children, must be supervised by an adult at all times. If an employee would like to bring their child(ren) to work on an all staff training day or in a circumstance where their child cannot be supervised at all times, the employee should consult their supervisor for permission and sign a waiver for their child to be present at the Club.

An employee's child of any age may not be present with their parent for interactions with Club parents and/or other Club members unless it is a part of a Club program or activity where the parent is leading or assisting it.

NON-CLUB ACTIVITIES WITH MEMBERS

Employees should avoid invitations directly from members to participate in activities with members outside the scope of the Boys & Girls Club of Lake Tahoe. It is understandable that invitations between members of Club employees and parents may occur and this is an acceptable and appropriate invitation.

VEHICLE SAFETY (TRANSPORTATION)

The Club may only transport youth in official Club vehicles that are approved by Club leadership. Only staff members who have a current Commercial Class B License with a Passenger (P) endorsement may transport others in the 15-passenger van.

Employees required to drive for Club activities will undergo transportation training with the Director of Operations & Safety, Facilities Managers, and Executive Director/CEO. An employee operating a Club vehicle must also

complete a training in all safety aspects of Club vehicle operation and a driving test before operating any Club vehicle. Permission to drive a Club vehicle can be revoked at any time.

The Facilities team ensures that Club vehicles are clean, maintained, and meet all local, state, and federal requirements. Prior to transporting Club members offsite, a Facilities employee will inspect the Club vehicle to make sure there is adequate fuel and that the vehicle meets the DMV requirements.

While transporting youth, the driver must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities. At least three individuals should be present when transporting members and if one child remains, at least two adults must be present in the vehicle. No children may be left alone in a vehicle. A log should be maintained with the date, times, and locations of pickups and drop offs. Any issues or incidents that occur while a vehicle is in operation should be written up in an Incident Report.

Personal and Club phones or other navigation devices may be used hands-free for navigating to a Club program or event. The driver should exercise caution using any map application and have an adult passenger assist when possible. Phone calls, texting, typing, or taking photos or videos while operating a Club vehicle or personal vehicle to a Club program or event are strictly prohibited.

Club vehicles may only be used for Club-related transportation. Using a Club vehicle for personal use, such as running errands or getting something to eat, is prohibited unless it is approved in advance by the driver’s supervisor or the Director of Operations & Safety.

Employees required to drive their car while on the job must maintain vehicle insurance and licensure in compliance with state laws. All drivers must provide a clean driving record, proof of a current driver’s license, and personal insurance before operating any Club vehicle. Documentation will be kept on file in a secure location. The Club assumes no responsibility for fire, theft, collision, or parking or moving violations, at any time, for any employee vehicle.

All drivers should be prepared to respond if an incident occurs and notify the senior administration team at the earliest opportunity if there is a delay or issue (e.g. breakdown, accident, emergency). Any employee should inform the Executive Director/CEO or employee from the senior administration team at the earliest opportunity if a staff member, volunteer, or board member violates any part of the Vehicle Safety (Transportation) Policy.

BOAT SAFETY

The Club has a boat for educational and recreational purposes. Club members, staff, volunteers, Board members, and donors may be granted access to the Club's boat. The boat must always be operated by a licensed boat operator and is not for personal use. All Club members and staff, as well as other personnel involved in small boat operations, must adhere to the operational procedures and safety protocols specified in the Boat Safety Plan. Both the hired boat operator and Club program directors are responsible for ensuring all protocols and procedures in the Boat Safety Plan are followed.

AQUATIC SAFETY

Water safety is critical whether playing on a slip n slide or plunging into Lake Tahoe. Members must be supervised for any kind of water play. A certified lifeguard is required for any lake or pool swimming activities. Members may never swim alone and life vests are strongly encouraged. Horseplay and breath-holding games are not permitted. Sun protection, sunscreen, and staying hydrated are preventative measures imperative for aquatic safety. Other emergency and operational procedures for water safety are outlined in the Aquatic Safety Plan.

TRAVEL EXPENSES

The Club reimburses employees for reasonable and necessary work-related travel expenses as outlined below.

A Club-owned vehicle is the primary mode of transport for off-site, work-related travel. The Facilities Manager is responsible for tracking vehicle maintenance, repairs, and fuel supply. Vehicles are inspected by the Facilities Manager prior to each use for safety, cleanliness, and adequate fuel supply. For longer distances, an employee will be provided a Club credit card for gas. Receipts should be kept for all gas purchases.

Employees using personal cars for work-related travel are reimbursed at the current IRS gas mileage reimbursement rate. As of July 2026, the reimbursement rate is 76 cents per mile for employees. Employees are not reimbursed for travel to their first place of work for the day if it is their regular office, an established Club site, or an offsite location they are working at that is within 20 miles of the Angel of Tahoe building. Employees who conduct travel from their office or Club site, such as between sites or to an offsite event/training that is more than 20 miles from the Angel of Tahoe building, will be reimbursed for their subsequent travel from their initial work office or site.

When securing airfare, an employee should secure the lowest cost airfare that is practical and logistically reasonable for travel time and number of stops. Whenever possible, airfare should be booked on a Club credit card. If

an employee must use their own credit card, the Executive Director/CEO must approve the purchase and a receipt must be submitted for reimbursement.

In adherence with California law, the Club pays California and Nevada employees for all hours engaged in travel, including getting to and from an event, training, or conference by car, train, bus, or airplane as well as time spent waiting for connections, checking in baggage, and purchasing tickets. The Club does not pay for time when an employee takes a break from travel, such as eating a meal, sleeping, or engaging in personal pursuits. When an employee arrives at the travel accommodation and can choose where to go or what to do, no further travel hours are incurred. Employees are not reimbursed for alcohol, gambling, smoking, or drugs of any kind.

During work-related travel and while attending a work-related event, both non-exempt and exempt employees will be paid at their regular rate. Non-exempt California employees are eligible for overtime pay if they exceed eight hours in a day or 40 hours in a work week. Non-exempt Nevada employees are eligible for overtime pay if they exceed 40 hours in a work week or if they exceed eight hours in a workday and make less than $18 an hour.

Employees will be compensated at their regular rate to attend an offsite conference, workshop, training, or other event approved by the Director of Operations & Safety or Executive Director/CEO. If an employee attends a meal sponsored or hosted by such an event, they will be paid their regular rate of pay. Meal time separate from the event or conference will not be paid. At optional functions, such as a welcoming event or a social hour sponsored by BGCA where alcohol is or is not served, time will not be compensated. These events are not mandatory, but considered beneficial to an employee's understanding and acceptance into the BGCA family of employees and usually scheduled before or after a conference day.

When an employee is away from the Club's main site, the Club will reimburse an employee for meals, lodging, and transportation costs up to the recommended IRS rate, but not for meals included and paid for with a conference or workshop registration. The per diem IRS rate for meals as of Jan. 2026 is between $68-92 per day, depending on the location, or approximately $22 to $26 per meal (including tax and tip) and $5 a day for incidental expenses. To be reimbursed, employees must submit their itemized meal receipts. Alcohol costs will not be reimbursed.

Employees are encouraged to book lodging where the conference or event is held or where the conference or event host has allocated a block of discounted rooms. Lodging off site will be reimbursed up to the cost of the conference or event lodging or for an amount approved by the Executive

Director/CEO. Parking expenses as well as mileage to and from the airport and the meeting location are covered by the Club. An employee should keep and submit all lodging and parking receipts for reimbursement.

It is understood that some meetings with donors, potential donors, and staff from other businesses or organizations may take place in restaurants or coffee shops. An employee may be reimbursed up to $10 per a person for coffee or a snack or $25 per a person for breakfast, lunch, or dinner meeting. This maximum includes tax and tip. Exceptions must be approved by the Executive Director/CEO prior to the purchase to guarantee full reimbursement.

TRAINING EXPENSES

Training and professional development opportunities are approved on a case-by-case basis and must show value to the organization. An employee, contractor, or Board member may be asked to commit to the Club for a certain period of time if the training or certification costs more than $250. If the Club pays for a training or certificate that advances the individual professionally and the individual leaves the Club within six months, that individual is responsible for the cost of the training or certificate. This does not pertain to licenses or certifications, such as First Aid and CPR/AED certifications or a food handler card, that the Club requires an individual to obtain or use for employment.

WORKPLACE VIOLENCE

The Boys & Girls Club of Lake Tahoe is committed to maintaining a workplace that is free from acts or threats of violence. In keeping with this commitment, the Club has "zero-tolerance" violence and has a Workplace Violence Prevention Plan. All employees, contractors, temporary workers, volunteers, and consultants receive Workplace Violence Prevention Training, and all must comply with the Workplace Violence Prevention Plan.

The threat of violence is any comment or behavior that can reasonably be interpreted as intimidating and places another person or the Club in reasonable fear of harm to themselves or their property. The conduct may not be directed at any particular individual, but may apply to a group or category of individuals. The ability to immediately act upon the threat is not required, it may be the conduct itself that suggests harm.

Weapons are never permitted on Club premises, including in parked cars or parking lots and structures. The Club has the right to change access policies on behalf of the Club or for any specific person(s).

Any threat or act of violence in the workplace, in surrounding parking facilities, at off-site organizational activities, or other work-related locations, must be reported immediately to the Executive Director/CEO. Every

reasonable effort will be made to recognize and respect the privacy of the reporting parties and to protect such individuals from reprisal.

All reported violence or threats of violence will be thoroughly investigated. Any person accused of violence or threats will be interviewed by a Club representative and, if appropriate, reported to law enforcement. The scheduling of an investigative interview does not preclude other appropriate actions, including notification of immediate supervisor, the target(s) of threats, and, if appropriate, the whole workplace and law enforcement.

X. CHILD ABUSE PREVENTION AND RESPONSE REQUIREMENTS

ONE-ON-ONE PROHIBITION (form. DOORS OPEN POLICY)
The Club's One-on-One Prohibition forbids one-on-one interaction, physically or digitally, between youth participants or members and any adult staff or volunteers, including Board members. This includes any one-on-one contact at Club, occurrences related to the Club, or digital devices, such as phone, text, social media, or any other means. Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines.

In addition, all staff and volunteers are strictly prohibited from meeting Club participants one-on-one outside of the Club unless the Club participant is a child, siblings, or established relationship with a staff member or volunteer. If there is an established, direct relationship with a Club participant, parent/guardian, or another staff member, such as a parent/step-parent, coach, or close friend, the current Club employee or volunteer should fill out the Disclosure of Personal Relationship form and obtain signed approval from their supervisor.

RESTROOM SAFETY
It is important that all employees, volunteers, and youth members experience a safe, clean, and welcoming environment. Staff should never use the youth member restrooms. All employees and volunteers are provided a designated staff-only restroom for bathroom and changing use. If working at an offsite location, staff should use the restroom or a locker room only when no youth are present. If a staff person or member of the public needs to use a public restroom or locker room area, the staff member must ask fellow staff members to assist in temporarily closing it off from youth members.

When a Club member needs to use the restroom on site, they must obtain permission from a staff member to proceed. Only one youth member may use a restroom at a given time and no other member or adult may be present. Restrooms may be monitored from the outside by an adult staff member. If a staff member is unavailable, surveillance cameras are located outside the restroom to monitor those coming in and out of the restroom. No surveillance cameras or electronic devices are permitted in restrooms or changing areas.

If a staff member needs to enter the restroom or changing area to check for damage or misuse, they must confirm no members are inside and temporarily close the whole area off to youth members while the problem is addressed. If a child is sick or injured in the restroom or changing area, the attending staff member must attend to the child with another staff member, preferably a member of the administration or leadership team. The restroom must be cleared of all other children before entering.

As needed, youth members may use off site restrooms and changing facilities. Staff should wait outside these areas for auditory surveillance and to keep track of the number of youth members going in and out. A minimum of three youth at a time is encouraged and youth members should be taught by the Club to report any inappropriate behavior among Club members or others with a Club staff member.

More details can be found in the Club's Restroom Safety Policy.

FIRST AID TREATMENT

Minor first aid concerns, such as cuts or scrapes, can be treated by program staff as long as supervision can be maintained of all other members in their group. All other illnesses or injuries should be treated by a trained first aid staff member. Program staff should use the radio to contact additional support without broadcasting sensitive personal information.

All injuries requiring more than a bandaid must be reported using an Ouch Report form and, if deemed appropriate, an Incident Report (ICR) form.

If the diagnosis or treatment of an injury or illness requires moving or removing clothing, the employee administering first aid MUST be accompanied by another staff member, ideally a member of the administration team. The member should have privacy from surveillance cameras as well as other members and staff, but with the door open. Permission to move or remove clothing must be obtained from the child unless they are unconscious.

All Ouch Reports for members must be reviewed and signed by the member's parent or guardian and the supervisor on duty. Ouch Reports may not be given to, copied or photographed by the parent or guardian. If a parent or guardian requests a copy of an Ouch Report for an urgent medical or therapeutic concern, they should speak to the supervisor on duty for follow-up and assistance.

CONTACTS AND ACTIVITIES TO AVOID

Staff should avoid any contact or activity with a youth member that could be considered or misconstrued as inappropriate. Some examples of what to avoid or what is prohibited include the following:

- Any situation(s) where an employee is alone with a member or other youth participant.
- Exclusive friendships with an individual child or group of youth.
- Non-program vacations with any youth or their families (unless an employee is a relative of the member).
- Driving alone with only one child.
- Entering the members' restrooms unless they are empty, or an employee is accompanied by a second staff member.
- Any physical contact with youth that could be misconstrued.
- Time outs or individual isolations must never exceed five minutes, unless the youth member determines they need a longer time away from the group.
- Discipline that involves restrictions from food, water, or bathrooms.

Special considerations or protections that employees should practice include the following:

- Overnight trips with youth must have at least two staff present and on duty at all times.
- Any late night activities must have at least two staff on duty at all times.
- Any employee engaged in babysitting or childcare for a Club member outside of Club employment and hours must inform their supervisor and obtain a letter from the Club stating that the employment and payment of the staff is a private matter and that the Club is not responsible for the staff member's actions or behavior when not on duty at the Club.

Any comment or observation that leads a staff member to believe a child is being abused, or if anything arises that may be awkward or embarrassing to a youth or staff member, must be reported to an employee's direct supervisor and the Director of Operations & Safety immediately.

REPORTING RESOURCES AND REQUIREMENTS

The Club prominently displays Boys & Girls Clubs of America-approved collateral that shares the ethics hotline and safety helpline (866) 607-SAFE

(7233) as well as the crisis text line (CLUB to 741741) for Club employees, volunteers, youth participants, and their families. Safety-related policies are available on the website (bgclt.org) and in the youth membership interest form and application.

Who must report: It is a crime under the Child Abuse and Negligence Act for certain persons who have special working relationships or contact with a child not to report suspected child abuse to the proper authorities. At the Club, legal mandated reporters include all employees, regular volunteers, and Board members who interact with youth during work or volunteer hours.

Who may report: Any staff member, Board member, or regular volunteer who becomes aware of or has suspicion of child abuse or neglect may file a report. The Club recommends first reporting your observations immediately to the Club's Director of Operations & Safety, Program Director, CEO, or Area Director on site. This person is then responsible for reporting the incident as soon as possible. Nevada requires an oral or written followup within 24 hours and California requires a written follow-up for child abuse within 36 hours.

If a Club staff member or volunteer prefers to make the report on their own without the Club's assistance, they have permission and must report the incident within the time (36 hours) and scope of all state and federal laws.

If two or more Club employees or volunteers are present in a situation and together become aware of a known or suspected instance of child abuse, they may agree that one of them will make the required telephone and written reports. If the other mandated reporter learns that the designated individual did not file a report, they must then do so.

What, when and whom to report:
No mandated reporter is expected to judge whether or not the abuse occurred, nor are they required to have observed an incident of abuse. Having been told of a situation that sounds like abuse or becoming aware of something that may be abuse is sufficient grounds for a report. Physical injuries and neglect are more easily detectable than less visible injuries resulting from emotional mistreatment or sexual abuse. All categories of child abuse (physical, sexual, and neglect) endanger a child's health, development, and wellbeing and require attention.

How to file a report: All employees are encouraged to work with the Club's Director of Operations & Safety, Program Director, CEO, or Area Director on site to gather as much information as possible about the child, the child's caregiver, the incident, and any prior history. All initial reports must be made within 24 hours.

In California, there are two ways for a mandated reporter to file a report. They can fill out the Suspected Child Abuse Report (Pursuant to Penal Code section 11166) form and submit it to law enforcement or call South Lake Tahoe's Child Protective Services 24-hour response phone at 530-573-3201. If a child is in imminent danger, please call 911.

If the incident occurs in Nevada or the child reports the incident at a Nevada Club site, the mandated reporter can call 911 for an emergent situation, the Douglas County non-emergency line at 775-782-5126, or the state's rural Nevada Child Abuse Hotline at 800-992-5757.

Failure to report: Failure to report known or suspected child abuse is a misdemeanor punishable with up to one year in jail and/or a $5,000 fine.

Confidentiality rights of reporters: The person filing the report is required to state their name in the verbal and written report with the appropriate agency. During the investigation, the identity of the reporter will not be given to the suspected abuser or the person who may be the victim of abuse. The identity of a reporter may be disclosed only when they waive confidentiality, by court order to the agencies listed in CA Penal Code Section 11167(d) and NV provisions NRS 432B.280. Reports of suspected child abuse and the information contained in such reports may be disclosed only in the limited circumstances set forth in the CA Penal Code 11167.5 (b) and NV provisions NRS 432B.280.

Acknowledgement of Receipt of the *Employee and Volunteer Handbook*

bit.ly/bgcltsafety

This acknowledges that I have received a copy of the *Employee and Volunteer Handbook* and understand that it contains important information regarding the Boys & Girls Club of Lake Tahoe's general personnel policies and my privileges and obligations. I will familiarize myself with the material in the handbook and understand that I am governed by its contents. _____(initial)

I further understand that the Boys & Girls Club of Lake Tahoe reserves the right to change or terminate any of its policies, programs, or procedures – except its employment at-will policy – at any time. The Club will attempt to notify me of these changes. I understand that changes will be effective on dates determined by the Club and I may not rely on policies that have been superseded. _____(initial)

I agree and understand that this *Employee and Volunteer Handbook* is not intended to create a contract of employment for a specified term. Employment with the Boys & Girls Club of Lake Tahoe is not for any specified duration and constitutes at-will employment. Accordingly, I agree that the employment relationship may be terminated by either the Club or me, at any time, with or without notice, and with or without cause. _____(initial)

I also understand that the Boys & Girls Club of Lake Tahoe reserves the right to handle all situations covered in the *Employee and Volunteer Handbook* or relating to my employment even if not covered in the handbook as it deems appropriate in its sole discretion based on the facts of any particular situation. _____(initial)

I further acknowledge that I will uphold the Child Abuse reporting requirements as set forth by the CA Penal Code 11166, and the *Employee and Volunteer Handbook*. I understand my responsibility as a "Mandated Reporter." _____(initial)

In understand that as an employee or volunteer, I may receive information about individuals that must be kept confidential, excluding information as outlined in the child abuse reporting section. I agree to keep information about individuals and/or the Club in the strictest of confidence and will not share with outside parties. _____(initial)

_____

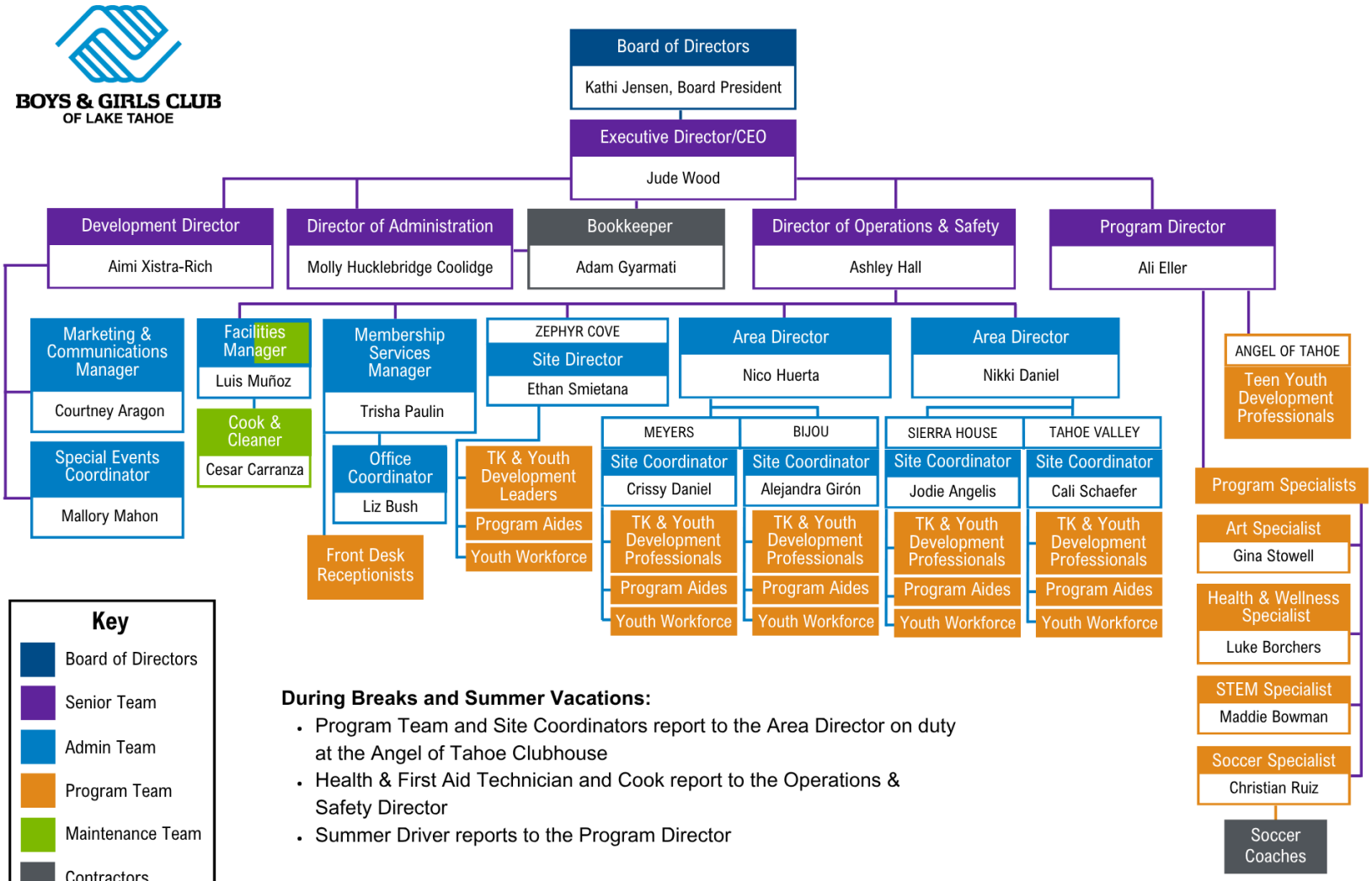
Employee or Volunteer Name (please print your full name)

_____

Signature Date

For clarification or translation of any policy, procedure, or organizational expectations, please contact the Executive Director/CEO.

BOYS & GIRLS CLUB OF LAKE TAHOE ORG CHART



During Breaks and Summer Vacations:

- Program Team and Site Coordinators report to the Area Director on duty at the Angel of Tahoe Clubhouse
- Health & First Aid Technician and Cook report to the Operations & Safety Director
- Summer Driver reports to the Program Director

Updated 10/1/2026

Revised: 11/1/2026