

All current employees will be permitted to review their personnel files at reasonable times after reasonable advance notice has been provided.

PROFESSIONAL ATTIRE

It is the intent of the YMCA that all employees dress for their job function during work hours, while maintaining the professional image of our association. The image YMCA employees present to members, program participants, customers, vendors and others is an important component of the YMCA's commitment to excellence.

Employees working in office areas should dress conservatively and professionally. Clothing should be neat and clean, appropriate for the job and project a professional image. All employees are required to wear their staff name badge while on duty. Employees may wear slacks but blue jeans, T-shirts and leggings are not appropriate for office dress.

The YMCA welcomes and involves people of all ages from diverse cultures and backgrounds. YMCA employees should exercise sound business judgment with regard to personal appearance, dress, and grooming, enabling them to effectively and safely perform their job duties and portray the YMCA Mission and Values. Individual expression in personal appearance, when unpleasant to others, is inappropriate for YMCA employees while on duty or on the YMCA premises.

Branch and Center executives will be responsible for clarifying the standards of appropriate dress within their facilities. This includes exceptions to policies and unique situations.

Clothing:

- At a YMCA facility or program site, YMCA staff shirts and khaki, black or navy, shorts, skirts or pants are required. Footwear should be appropriate to the job function.
- Blue jean pants, shorts or skirts are not appropriate, with the exception of maintenance staff.
- All employees (except aquatic staff in swim suits) will wear YMCA nametags at all times. Nametags should be easily visible by members.
- All shorts, skirts, and slacks will be loose fitting and not shorter than fingertip length.
- Staff leading or attending programs involving physical activity should wear approved YMCA apparel. (i.e., sports officials, group exercise)
- Female aquatic staff swimsuits should be one piece and male aquatic staff swimsuits should be trunk style. Females may wear shorts (no writing on shorts) over their suits, but pants are not allowed for males or females.
- YMCA logo hats may be worn outdoors. Hats are not appropriate indoors at any time. The supervisor must approve any hat that does not have a Y logo on it.

- Low cut necklines, exposed midriffs, tank t-shirts and faded torn clothing are not appropriate.
- Aquatics staff must wear appropriate shoes at all times when leaving the pool area or when instructing water exercise classes.

Grooming:

- Employees should practice good personal hygiene at all times.
- When tattoos are visible, they should not be excessive in size, not draw attention to location, and not demonstrate a negative message or theme.
- It is recommended that employees have no excessive jewelry. Jewelry that portrays a negative message or theme and visible body piercing (not including ears) are prohibited.
- Hair and facial hair should be clean and neatly maintained. Creatively colored hair (pink, blue, green, etc.) is not appropriate.

Branch and Center executives will resolve issues related to the grooming policy on a case-by-case basis. If a potential conflict is identified or if clothing/jewelry constitutes a safety hazard, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering tattoos, transfer to alternate job duties. An environment of mutual cooperation is the YMCA's goal. Any employee not suitably dressed or groomed may be sent home without pay until such time as the employee presents him/herself in a state and dress that adheres to the Dress Code Policy. If an employee continuously fails to abide by this policy, further disciplinary action may be taken including suspension or dismissal.

PERFORMANCE REVIEW

In order to ensure that all employees receive regular feedback on their performance, supervisors should evaluate the job performance of every employee who works for them on a regular basis. Performance reviews establish a performance history with the association and are used in performance, promotion, transfer and merit increase decisions. All original Performance Review Forms are maintained in the employee's personnel file in the Human Resources Department.

Supervisors should conduct regular, timely performance reviews. Full time employees should be reviewed twice a year (annual and mid-year) and part-time employees should be reviewed annually. Seasonal employees should be reviewed prior to leaving their seasonal assignment. These reviews should take place regardless of whether the employee is eligible for an increase. A performance evaluation is not necessarily linked with a salary increase. Supervisors may review performance more often than is required by the performance review policy.

Supervisor should use a coaching approach to help an employee grown in his/her position. Part of this process involves regular reviews to evaluate performance. Some factors considered are dependability, quality and quantity of work,