

INTRODUCTION

Welcome to the Overlee Community Association, Inc. ("Overlee"). Some of you are brand new to Overlee, others have enjoyed Overlee as members but are new as employees, and others are returning employees. For many of you, your job at Overlee will be your entry into the workforce. This handbook will acquaint you with the expectations, behavior and responsibilities of employment. You are now part of Overlee history.

Overlee Community Association opened on July 4, 1957 for its first season with only one 25-meter pool, a temporary bathhouse and a Victorian farmhouse. For many years the farmhouse served as the clubhouse that was built in the 1870's. A creek ran through the area which is now John Marshall Drive and servants' quarters and an apple orchard occupied what is now our back parking lot. A Dr. Kincheloe purchased the property and, after his death, his wife operated a nursing home that was known as the Crestdale Sanatorium. Overlee Knolls agreed to purchase the Kincheloe property on October 16, 1956 and signed the deed on January 31, 1957. One hundred families formed the nucleus of the Overlee Knolls Recreation Club in the 1950s. Today's active membership includes 800 families.

The facilities were expanded in 1966 and 1967 to include a 25-yard pool and permanent bathhouse (the bathhouse was last renovated in 1999). The original pool and Clubhouse were replaced in 2012-13. Our site now includes the competition pool, a social pool with beach entry, a baby pool, the lap pool, a sand volleyball court, the bathhouse, and a new Clubhouse. The bathhouse renovation began in October, 2020 and completion was done for the 2021 summer season. The Clubhouse includes a manager's residence, snack shack, and adjacent terraces and picnic areas.

Through the years Overlee has served the needs of its members in many ways. Besides providing a place to relax and cool off during the summer, Overlee has been in the forefront of the Northern Virginia Swimming League in swimming and diving competition. It is a League model for developmental aquatic programs and provides a wholesome competitive and non-competitive program year-round.

Running Overlee is a team effort involving the Board of Directors, management and the staff. Employees should make every effort to satisfy the needs of members and their guests. When working with the members and guests, treat them with genuine interest, courtesy and respect. The member dues provide the money to pay for your employment. It is important to give members your

undivided attention and the most reliable information you have available.

This handbook provides important information about Overlee. If you have any questions that are not addressed in this material, please see your immediate supervisor or notify the Overlee Board HR Chair. Overlee reserves the right to change any information in this manual at its discretion and without prior notice, except the “employment-at-will” policy, which can be changed only by written notification from the Board of Directors.

SAFETY FIRST POLICY

The safety, health and well-being of all members, their guests, and our employees are of major concern to Overlee. Accident prevention, housekeeping and efficient pool operations go hand-in-hand. The Board of Directors, management, and all employees have the responsibility for the safety of all who work or play at Overlee. This responsibility can only be met by working continuously to promote safe work practices among all employees and to maintain our property and equipment in safe conditions at all times.

It is the policy of Overlee that safety and prevention of injury to members, their guests, and employees are the first priorities in the conduct of all operations. All practical steps will be taken by management to build and maintain a safe work environment. Adequate protection will be given, protective equipment will be used, and proper training will be scheduled to eliminate existing and suspected accident and health hazards within the scope of normal pool operations. Protection of property is also a concern consistent with our policy of “safety first.”

The Manager will inform you of the safety rules specific to your job. It is the responsibility of each employee to comply with any safety rules, follow proper procedural steps as defined by Overlee and management when dealing with safety issues and use protective equipment when required.

It is the responsibility of each employee to report any hazardous conditions to the Manager. Also, if you are injured at work, you must immediately report that injury to the Manager on Duty so you can receive proper care. It is also the responsibility of each employee to report any accident involving an Overlee member to the Manager on Duty. In addition, staff members should inform their supervisor or the manager on duty immediately if they observe suspicious behavior, or any behavior that makes the staff member or another member uncomfortable. Some examples of suspicious or uncomfortable behavior can include an adult not known to you who watches closely from the parking lots or sidewalk without entering the pool, or a person who persistently comes too close in conversation or stares too intently, or uses a camera in a locker room, or any unwelcome touching.

These policies do not constitute a contract of employment for any specific period or time, or any other condition of employment. All staff members remain subject, throughout the term of their employment, to termination of that employment at any time. A staff member is defined as any bona fide employee of Overlee. It is our hope that staff members will demonstrate a desire and ability to continue their employment. Nonetheless, "at will employment" with Overlee means that either a staff member or Overlee can terminate employment at any time, for any reason.

SCHEDULES, PAYROLL AND PERFORMANCE

Types of Employment: Overlee employment is at-will and either party can terminate the relationship at any time with or without cause and with or without notice. Overlee hires staff to work as coaches, lifeguards, front desk attendants, snack shack attendants, group swim/dive instructors, assistant managers in training, assistant managers, business manager and resident manager. The resident manager and business manager are year round employees, coaches and their assistants are paid a salary for the season. All others are considered "when actually employed" workers and are paid at an hourly rate based on actual time worked.

Pre-Employment Forms and Certifications: Employees are responsible for obtaining any required certifications (for example, a current lifeguarding certificate to work as a lifeguard) prior to employment. Employees who are 14 and 15 years of age must obtain working permit papers as required by the State of Virginia. The State's website has the current requirements: vaeecs.doli.virginia.gov/vaeecs/

In addition, 15 year olds who are lifeguard certified must also obtain a "swim instructor certificate," which is required for all 15s who lifeguard, coach or teach swim lessons. An on-line class located under employee forms will satisfy the certificate and Overlee will reimburse (receipt required) 15-year-old guards for the cost of the class (\$50), but not the time spent taking the class. Any 15 year old that leaves an attendant position and becomes a lifeguard, must apply for a new work permit and also complete the swim instructor certification before they can commence lifeguarding. Employees will not be scheduled and will not be paid until all required forms and certifications are submitted.

Paydays: Employees are paid on a bi-weekly basis for hours worked the previous two weeks. Hours are submitted for a two week period ending on a Sunday and paychecks are issued the following Thursday.

In 2024 the pay periods will end on May 26, June 9, June 23, July 7, July 21, August 4, August 18, September 1, September 15.

Hours: In 2024 **Lifeguard** employees will request hours from the Assistant Manager for Lifeguard Scheduling who will schedule all shifts. Only the employee him or herself must notify the Assistant Manager for Lifeguard Scheduling that they are unable to work their shift. The employee will be required to find a substitute who cannot work their shift due to illness, etc. Employees should plan to arrive 15 minutes before their shifts in order to begin work on time.

Attendant employees will request hours from the Assistant Manager for Attendant Scheduling. Only the employee him or herself must notify the Assistant Manager for Attendant Scheduling that they are unable to work their shift. Employees should plan to arrive 15 minutes before their shifts in order to begin work on time. The employee will be required to find a substitute who cannot work their shift due to illness, etc.

In 2017, an automated check in and check out system with a QR code was established for time and attendance and payroll data information and will continue this year. This system can only be used at the pool. Failure to clock in and out will cause issues with your hours and may have an impact on your paycheck.

Overtime: Employees of Overlee Community Association are seasonal workers and therefore are exempt from being paid at an overtime rate.

Performance Standards: The Manager will explain and review procedures and expectations for the staff at the mandatory in-service meeting at the beginning of the season. Anyone unsure of his/her responsibilities is expected to ask the manager on duty for a clarification.

Performance Evaluations: The manager will make periodic evaluations of current staff. Where required, the Corrective Action Program is used to address areas of concern.

Holidays: Due to the seasonal nature of the operations, the pool is open to its members each day, weather permitting. There is no provision to close the pool for holidays.

Leave: Employees are paid for the hours they work. There is no provision for the accrual of leave, paid or otherwise, of any type.

Incentive Bonuses and Certification Reimbursements: Each season, non-coaches and non-manager employees who have a satisfactory performance rating and work a minimum number of hours qualify for an hourly incentive bonus, and lifeguards may also qualify for reimbursement of partial reimbursement for lifesaving certification or recertification provided they worked 150 hours. Only lifeguards and attendants will be eligible for incentive bonuses.

All coaches' bonuses will be addressed in contracts with that team (Swim, Dive, Synchro).

Bonuses and reimbursements will be calculated and paid in November or earlier. The bonuses will be paid at the original pay rate and not on increased August pay but for total hours.

Lifeguard employees must work at least 100 hours and attendants 50 hours to be rehired the next year. To be eligible for the bonus, the following bonus levels are listed below:

2024 BONUS IS AS FOLLOWS:

LIFEGUARDS:

175 hours = \$1 for total hours worked
176-225 hours = \$2 for total hours worked
226-275 hours = \$3 for total hours worked
276-325 plus hours = \$4 for total hours worked

ATTENDANTS:

150 hours = \$1 for total hours worked
151-200 hours = \$2 for total hours worked
201-250 hours = \$3 for total hours worked
251-300 plus hours = \$4 for total hours worked

Example:

For example, an attendant who works 175 hours would receive \$2 for each hour worked (**175 hours x \$2.00=\$350**). Lifeguards with a total of 200 hours would receive \$2 for each hour worked (**200 hours x \$2.00 = \$400**), etc.

Managers and coaches sign separate contracts that describe eligibility for their bonus.

EMPLOYEE DRESS CODE

Desk and Snack Shack Attendants are expected to wear an “Overlee Staff” shirt and shorts or pants while on duty and to appear neat and clean and ready to work. DO NOT wear a hat at the front desk or snack shack.

Guards are expected to wear a “Guard” suit and can wear an Overlee Staff shirt over suit and must have their own whistle. The Overlee Staff shirt should not be torn, cut off or modified in any way.

Coaches are expected to comply with uniform expectations set by the head coaches, which may include an Overlee team shirt and/or a suit comparable to that worn by guards.

All other staff's clothing should be free of language or logos that promote harassment or illegal behavior, and should communicate to members that you are a staff member ready to work and assist the members as needed.

EMPLOYEE MANNERS

All staff should be familiar with the pool's policies and regulations. If challenged by a member on the application of those rules or policies, the staff member immediately should call for the Manager on Duty and not argue with the member. Your role on the staff is to make the members' time at the pool as welcoming and comfortable as possible. You should accommodate member requests in a friendly and courteous fashion.

You should not use profanity on the job. If a member or other staff person uses profanity or other inappropriate language or raises their voice in an intimidating way, this does not give you permission to respond in the same way. However, this behavior is not acceptable from members either, and you should let a manager know immediately if a member or another staff has behaved this way toward you.

You should answer all incoming calls with the greeting “Overlee Pool, May I help you?” If you cannot help the caller, place the caller on “hold” while contacting the Manager on Duty for assistance. Only the desk attendant on duty is to answer the phone. If a member has an emergency need for a phone, refer him/her to the Manager on Duty.

Front Desk Area: The Desk Attendants should greet all members when they arrive. You are expected to be attentive to the requests of members and their guests and say “please” and “thank you” when serving them. The general

guideline is that if you cannot help the member, contact the Manager on Duty.

The front desk area is not a place for you to socialize. Members should not feel that they are interrupting you to check in and/or buy guest pass(es). You should eat your meals at break time, and not at the desk while on duty unless approved by a Manager (i.e. short of staff, etc.).

Guard Room: Only Guards on duty or Desk Attendants on break are to congregate in the Guard Room. You are expected to be attentive to the requests of members and their guests. If a member comes to the door, a Guard is expected to stand, approach the member and offer assistance. You should keep the room clean and orderly to maintain a professional appearance.

JOB ROLES AND GENERAL DUTIES

The following job roles apply to a regular season.

LIFEGUARD: The person responsible for overall safety of the swimmers, both in the water and on deck, is certified by the Red Cross for both lifeguarding and CPR. The Guard is expected to be familiar with and enforce pool policies and water safety as defined by the Red Cross.

The Guards clean, stock supplies, clean and restock restrooms; empty and carry out trash and maintain order and cleanliness on the deck area (wiping tables, arranging chairs, etc.) and other duties as requested. They set-up equipment before competitive sports and social events as needed and generally assist the Manager on Duty with the running of the pool. The Guard is expected to follow the rotation prescribed by the Manager on Duty for duty in the guard chair. (See Standard Operating Procedures for detailed duties. in guards' office)

FRONT DESK/BACK GATE ATTENDANT: The attendant is the first point of contact for all members and holds an important role in welcoming and serving the members. This person attends to the needs of arriving and departing members and their guests both checking in members and by collecting fees from guests.

The Front Desk Attendant also answers the telephone and handles all inquiries, provides information on the pool's activities and policies, sells any pool merchandise, and provides change and refunds to members or guests. In addition, the attendant is responsible for ensuring that the lobby and front desk are kept clean. (See Standard Operating Procedure for detailed duties).

Back Gate Attendant refers members to front desk always for check-in and, is aware of small children and discourages them from going into the parking lot.

Trash spill, litter and food waste should be cleaned from all public areas. If the attendant is too busy to clear the trash, he/she should call the Manager on Duty for assistance. At the close of the day, the attendant reconciles the money in the cash register with the guest list and sales records.

All persons entering Overlee via Front Desk are expected to check in. You should politely ask a member for their first and last name and to spell it if you're unsure. A person who refuses to provide name for checking in or follow staff directions should be brought to the attention of the Manager on Duty.

SNACK SHACK ATTENDANT: The attendant is responsible for selling food and drinks to the membership, maintaining a clean working environment (cleaning up spills, cleaning grill tools, etc.), emptying trash, restocking the shelves, and cashing out at the end of their shift which includes counting cash, cashing out and filling in required paperwork, etc. (See Standard Operating Procedures for detailed duties) .

GROUP SWIM LESSON INSTRUCTOR: In 2024, the instructors conduct group lessons under the direction of the Assistant Manager/Coordinator, Group Swim Lesson Instructor, and the Board Group Lesson Coordinator Liaison. The instructor is expected to be present on deck a minimum of ten minutes before the scheduled start of the lesson. All group lesson instructors must also be lifeguard certified, and all 15-year-old lifeguards must have a "swim instructor certificate".

All staff must work TEN hours a pay period to qualify to be a group swim instructor.

To teach Group Lessons, the employee must have attended a training session with Christina to review Overlee's program. The dates for training will be announced at the Employee staff meeting on May 19, 2024.

Group lessons are held in the morning and early afternoon and does not conflict with swim team practice.

2024 Group Swim Lessons Proposed Dates

Week 1: June 18-20 (Tues, Wed & Thurs)

Week 2: June 25-27 (June 26 Relay Carnival)

Week 3: July 1-3 (Monday – Wednesday)

Week 4: July 9-11 (July 10 All Star Relay Carnival)

Week 5: July 16-18 (Tues, Wed & Thurs)

Week 6: July 23-25 (Tues, Wed & Thurs)

Week 7: July 30-Aug 1 (After All Stars – Staffing)

These dates avoid the Divisional Relay Carnival on June 26 and Divisionals on July 20.

The lessons are held each week Tuesday-Thursday (except where noted above) from 9:00-10:00, 11:00-1:00 and 4:30-7:00.

PRIVATE LESSON INSTRUCTORS: All instructors must be lifeguard certified. If age 15, must also have swim instructor certification. Staff must work TEN hours a pay period before authorized to give private lessons.

PRIVATE LESSONS PROCEDURES

Private Lessons are a service to Overlee's membership ONLY.

Overlee Employees (manager, assistant managers, lifeguards) and Swim/Dive/Synchro Coaches teach private lessons and set pricing with the requesting Overlee member.

OVERLEE COMMUNITY ASSOCIATION SWIM, DIVE AND SYNCHRO TEAM COACHES PRIVATE SWIM LESSON POLICY:

This policy sets the guidelines for private swim lessons conducted by Overlee Swim, Dive and Synchro Team Coaches, ensuring optimal use of pool facilities and compliance with organizational standards.

Preseason Schedule (May 18, 2024, and Memorial Day to End of School Year)

1. Lesson Timing:

- Available in the main pool's two lap lanes and the social pool on the Saturday (May 18) before Memorial Day Weekend (**When Overlee is open on May 18 to membership**).
- No lessons during Memorial Day weekend.
- Post-Memorial Day: Lessons allowed from 7-8 pm on weeknights and during regular operating hours on weekends in the main pool's two lap lanes and the social pool.

2. Exceptions:

- No lessons during swim team practices or events like Swim-a-Thon.
- Preseason defined as the period when the pool is open while Arlington Public Schools High Schools are in session.

Regular Season Schedule (After School Year Ends)

1. Lesson Availability:

- Private lessons permissible at any time during operating hours in the main pool's two lap lanes and the social pool.

2. Exceptions:

- No lessons during swim team practices, or functions, dive functions or synchro functions.
- No conflict with group lessons due to space availability.

Post Swim Season Schedule (After Individual All Stars Swim Meet)

1. Lesson Availability:

- Private lessons permissible at any time during operating hours in the main pool's two lap lanes and the social pool.
- The option to teach private lessons will be restricted to only eligible swim, dive, and synchro coaches as described in section 2 below.

2. Eligible Coaches for Lessons Post Swim Season:

- Full-time contracted coaches: Head Swim Coach, Head Assistant Swim Coach, Assistant Swim Coaches, Head Dive Coach, Assistant Dive Coach, Head Synchro Coach, and Synchro Assistant Coaches.

3. Ineligible Coaches for Lessons Post Swim Season:

- Jr. Assistant Swim Coaches, 8 & Under Swim Coaches.

Policy Enforcement

1. Reporting Violations:

- The manager on duty must report any violations, specifically involving Jr Coaching staff or 8 and under coaching staff conducting lessons post-season, to the Overlee Board of Directors Swim Team Liaison and Board Human Resources Chair.
- Violations may result in corrective actions as determined by the Overlee Community Association Board of Directors.

2. Manager's Role:

- Pool management should report any policy breaches immediately.
- Managers should not directly engage with coaches violating the policy.

GROUNDS KEEPING: The Manager is responsible for the overall appearance of the landscaped areas. This includes such tasks as trash removal, watering plants, repairing picnic furniture, and identifying needed landscaping and coordinating with the service hired to perform grounds maintenance and mowing. The manager may assign any staff person on duty, as needed, to assist with maintaining the grounds. In particular, all staff is asked to assist with maintaining new plantings, which require watering during hot and dry weather.

ASSISTANT MANAGER ON DUTY: The Manager on Duty works under the direction of the Manager and is responsible for the management of the staff and the safe operation of all pool facilities when the Manager is not present. The Manager on Duty should be knowledgeable of all pool policies and ensure their implementation. He or she is responsible for ensuring that all facilities are available to the membership, including lap lanes, water basketball, ping-pong, foosball and volleyball and that supplies, and equipment are in stock for use with the equipment. The Manager on Duty sees that all areas of Overlee are clean throughout the hours of operation, including the upper deck, pool deck, front deck, bathhouse and exterior grounds. The Assistant Manager on duty shall ensure that employees aged 14 or 15 comply with limits on work hours required by the Virginia Department of Labor (when school is in session no later than 7:00 p.m.; June 1-Labor Day no later than 9:00 p.m.); and ensure that these employees properly log out at the end of a shift. Assistant Managers may be assigned primary responsibility for the swim lesson program, the snack shack, payroll and scheduling of staff, or other matters, all under the direction of the Manager.

Overseeing the snack shack includes, but is not limited to conducting inventory checks, ordering product, and alerting the manager on duty to any necessary repairs to maintain the safe operation of the snack shack.

Overseeing the swim lesson program includes, but is not limited to being on deck for all scheduled group lesson sessions, being available to address parent/guardian questions or concerns, organizing groups, assigning instructors, alerting the resident manager to any equipment needs, and ensuring all lessons are fully staffed.

MANAGER IN TRAINING: The manager in training works under the direction of the manager on duty and is tasked with learning the roles and responsibilities of the management team. Managers in Training will often be asked to train new employees, showing them ways to do the job well. In addition, managers in training will typically also work as needed as lifeguards. The expectation is that the manager in training will take on more duties as the summer progresses.

Resident Manager and Business Manager job duties are described more fully in separate term contracts and policies.

BACKGROUND CHECK POLICY

All employees hired by Overlee (including coaches) are subject to a full background investigation, including criminal background. You will be asked to

sign appropriate release forms authorizing this background investigation. Employees are required to report to Overlee Management any arrest or criminal conviction that occurs after the background check is completed.

PRESS POLICY

Overlee staff is not authorized to speak to the press on behalf of Overlee. All press calls and questions should be directed to the Manager on Duty, who will coordinate with the President or Operations Chair of the Board before responding.

The Overlee grounds are private property for the use of members and their guests, and no press access is allowed without prior permission from the Board of Directors. If a member of the press requests access to Overlee, including the parking lots, a staff member should decline, and should alert the Manager on Duty.

It is typical for press to be invited by Overlee to cover sporting events (swim or dive meets) at Overlee. A staff member may always feel free to check with the Manager on Duty with any questions about press access, including at these times.

Overlee staff is not authorized to speak to the press on behalf of Overlee while on duty, or about any aspect of Overlee operations, unless the Manager, after consulting with the Board, specifically approves. This policy does not change any rights that staff may have to express personal views, while on personal time, and off Overlee grounds.

NON-HARASSMENT/CHILD ABUSE PREVENTION POLICY

It is Overlee's policy to prohibit harassment of one staff member by another staff member on the basis of race, religion, sex, age, national origin, ancestry, disability or veteran status. While it is not easy to define precisely what harassment on any of these bases is, it certainly includes slurs, epithets, threats, derogatory comments, inappropriate jokes, vulgar or obscene language, teasing, sexual advances or innuendoes (including the showing of pornographic material or involving youth in pornography), inappropriate interaction through social media, computer or handheld devices, and other similar verbal or physical conduct that creates a hostile work environment.

The following actions are always prohibited: isolated, one on one interactions with a single child where they cannot be observed by others; any physical contact with children unless in an emergency or swim lesson requires you to do

so (if a child initiates inappropriate physical contact, deflect them if possible and offer a handshake or side hug); being alone with children met at the pool outside of pool activities; Repeated minor offenses or comments may be considered as significant as a single egregious offense or comment.

Any staff member who feels that he or she is the victim of any type of harassment should immediately report the matter to his/her supervisor. If he or she is uncomfortable in doing so, the staff member may discuss the issue with any member of the Board of Directors. Violations of this non-harassment policy will not be permitted and will result in discipline up to and including immediate discharge.

CODE OF CONDUCT POLICY

Overlee does not permit actual or threatened physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct in the workplace or at any activity sponsored by or related to the activity. This is a ZERO tolerance policy. All employees, volunteers, coaches, board members, staff members, family members, and victims must follow the mandatory procedures for reporting when they reasonably suspect, learn of or witness prohibited conduct.

Abuse or molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct or abuse performed by one person or by two or more persons acting together.

Reporting Procedure:

All individuals who learn of or have a reasonable suspicion of prohibited conduct must immediately report it to the Overlee Board Human Resource Chair, the Board President, or the Resident Manager. If the victim is an adult, the designee will report the allegation of abuse or neglect to the local or state police and/or Adult Protective Services Agency. If a child is the victim of alleged abuse or neglect the designee will report it to the local or state police and/or the Arlington County Child Abuse Agency. Appropriate family members of the victim must be notified immediately of the suspected child abuse or neglect. Others involved are urged to come forward with any information, regardless of the identity or position of the suspected offender.

Investigation/Follow Up:

Overlee takes allegations of prohibited conduct very seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an

prohibited conduct has occurred and that it was committed determined by the investigation process. An internal team comprised of board members, members if applicable, and/or staff may do the investigation. Overlee agrees to cooperate fully with any investigation conducted by regulatory agencies or law enforcement. If a staff member, that person will be suspended from duty until a thorough investigation is completed. The identity of the victim and the alleged victims will remain confidential.

The policy of Overlee is to terminate the individual's relationship with our organization if the investigation substantiates the allegation. Overlee prohibits retaliation against anyone, including an employee, volunteer, Board Member, or individual who in good faith reports prohibited conduct. Retaliation of any kind is prohibited.

DRUG AND ALCOHOL POLICY

Overlee has a **ZERO** tolerance policy for drugs and alcohol. Drug or alcohol use or possession is not consistent with maintaining a safe, healthy, efficient, and productive working environment free from drugs, alcohol and other controlled substances. The Overlee policy for use or possession of illegal drugs, alcohol or substances is not permitted on the grounds of Overlee. Any employee reporting to work or performing work duties under the influence of alcohol, illegal drugs, inhalants or other controlled substances is grounds for immediate termination of employment. All employees must adhere to the **ZERO** drug and alcohol policy on and off the job while present at Overlee. Overlee maintains a Drug-Free Workplace and will comply with Drug-Free Workplace rules.

Possession, use, manufacture, distribution, dispensation, sale or transfer of illegal drugs or prescription drugs without a prescription at any time is prohibited on Overlee property. Possession or use of alcohol during working hours, including breaks and meals, is strictly prohibited. Any violation will result in immediate termination from employment.

Employees will be required to submit to urinalysis drug testing and/or breath alcohol testing whenever, in the opinion of their supervisor, reasonable grounds exist to believe that the employee has used or is under the influence of a controlled substance or alcohol in violation of Overlee's policy or in the event of an incident or injury. Such testing will be in accordance with the terms of this Drug and Alcohol Policy.

Pursuant to the Drug-Free Workplace Act of 1988, employees are required to notify Overlee of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction. Violation of this

Act, or the occurrence of such a conviction, may result in discipline up to and including discharge.

NON-SMOKING POLICY

In order to provide a safe and comfortable working environment for all employees and to comply with all applicable laws and ordinances, smoking is prohibited on Overlee property, including parking lots.

This policy applies to all employees, members, and guests while on Overlee property. For the purpose of this policy, smoking materials include any tobacco products whether smoked or consumed by other means.

Any violation of this policy should be brought to the attention of management. Employees violating this policy will be subject to the Corrective Action Program.

CORRECTIVE ACTION PROGRAM

The Corrective Action Program is a formal procedure that involves a meeting between supervisor and employee to discuss and document areas of concern relating to job performance. It is used to eliminate misunderstandings and state exactly what must be done to improve the employee's performance and/or personal conduct.

The Corrective Action Program consists of: **Oral Warning:** When the Manager first notices a problem, and the severity does not warrant a written warning, a spoken or oral warning will be given. This serves as notice to the employee that the problem must be resolved. For minor offenses, several such warnings may be given, at the Managers discretion, before proceeding to the written warning. The Manager should document the conversation for future reference.

Written Warning (Probation): When a verbal warning does not produce the desired results or when the infraction is serious, a written warning will be given. This document will define the problem, clarify any misunderstandings, state what must be done to improve performance and specify time of probation (typically 7 days, but not to exceed 30 days).

Discharge (Through Corrective Action Program): If the written warning does not result in the desired corrective action or improved performance, the employee will be terminated.

DISCHARGE (Without the Corrective Action Program)

There are infractions that Overlee considers severe enough to warrant discharge without the benefit of the Corrective Action Program. These include but are not limited to such actions as theft, assault, harassment, willful destruction of property, or any conduct deemed to jeopardize the safety and security of Overlee members, their guests, or staff. If the infraction is severe enough that termination is considered, the Manager and selected members of the Board of Directors may suspend the employee pending the results of an investigation.

A statement will be taken concerning the event and the employee will be suspended until the investigation is complete. After the investigation is completed, the employee will either be returned to work, receive a written notice under the corrective action program above, or be discharged.

GRIEVANCES AND APPEALS

Employees who believe that they have been treated unfairly or who are aggrieved should first discuss the matter with their supervisor. If in their opinion, the matter has not been addressed, they may submit a written statement to the Board, which will confer with the Manager as appropriate, and evaluate the matter and advise the employee of any disposition.

WARNING NOTICE AND PROBATION

The form used for written warnings appears on the following page.

WARNING NOTICE AND PROBATION

Employee Name: _____

Job Title: _____

Date: _____

Supervisor: _____

You are advised that your performance is unsatisfactory for the following reasons:

For your performance to be considered satisfactory, the following action(s) must be taken by the specified date:

Date scheduled to review the corrective action: _____

I understand that if the above-described deficiencies are not corrected, I will be subject to termination. I have received a copy of this notice.

Signature of Employee: _____

Date: _____

Signature of Manager: _____

Date: _____

Original: Personnel file

Copy: Employee

OVERLEE COMMUNITY ASSOCIATION, INC. BULLYING POLICY

PURPOSE: Bullying of any kind is unacceptable at Overlee Community Association, Inc. ("Overlee") for members; staff, guests and other invitees will not be tolerated. Bullying is counterproductive to Overlee's environment and can be devastating to an individual. We are committed to providing a safe, caring and friendly atmosphere for all who are at Overlee.

OBJECTIVES AND ACTION PLAN FOR BULLYING:

- Clear understanding that Overlee will not tolerate bullying in any form.
- Define bullying for staff, supervisors, coaches, athletes, and Members and invitees
- Inform all at Overlee that there is a policy and protocol should any bullying issues arise
- How to report bullying at Overlee
- Inform all at Overlee that bullying is taken seriously. All can be assured that they will be supported when bullying is reported.

BULLYING DEFINITION: Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance whether intentional or not which hurts another person. Bullying results in pain and distress. The behavior is repeated or has the potential to be repeated.

Bullying is considered being the severe or repeated use of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission) or a physical act or gesture or any combination thereof, directed at any other person that to a reasonably objective person has the effect of infringing on the rights of the victim.

Bullying is mostly thought of as happening to youth. However, it can happen to teens and adults by supervisors, coaches, team members, etc. Many of these behaviors are considered crimes under State and federal law for young adults aged 18 and over. Bullying-like behaviors in this age group (young adults and college students) can be hazing, harassment, stalking, etc.

TYPES OF BULLYING:

1. VERBAL BULLYING:

- Creating a hostile environment for staff, members, guests or other invitees
- Saying or writing mean things
- Teasing

- Name calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause emotional harm to individual

2. SOCIAL BULLYING:

- Hurting someone's reputation or relationships
- Spreading rumors
- Embarrassing someone in public

3. PHYSICAL BULLYING:

- Hurting a person's body or possessions
- Hitting, kicking, pinching, tripping, pushing, spitting
- Inappropriate physical contact to a person or a person's belongings
- Destroying someone's property
- Making mean or rude hand gestures

CYBER BULLYING DEFINITION: Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat and websites.

REPORTING PROCEDURE: Supervisors, coaches, members, guests and other invitees should **STOP BULLYING ON THE SPOT** by doing the following:

- Intervene immediately and model respectful behavior
- Separate individuals
- Assure that everyone is safe
- Address any immediate medical or mental health concerns
- Stay calm

Every effort should be made to bring the complaint to the attention of the appropriate Overlee Staff or Overlee Board members as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped immediately.

A supervisor, staff, member, guest or invitee who feels that he or she has been bullied should do the following:

- Contact and inform the Overlee Board Human Resource (HR) Chair and or Board President hr@overlee.org or president@overlee.org.

- Write a letter or email to the Overlee Board HR Chair to file an official complaint of bullying hr@overlee.org
or
Overlee Board of Directors
Attention: HR Board Chair
Overlee Community Association, Inc.
6030 Langston Boulevard
Arlington, VA 22205

OVERLEE ADDRESSES BULLYING BY:

FIRST, STOP BEHAVIOR IMMEDIATELY, THEN GET FACTS OF WHAT HAPPENED:

- Get information from several sources (adults, staff, guests, invitees, etc.)
- Listen without blaming
- Try to understand what happened. May be difficult to get entire story if multiple individuals are involved.
- Collect all available information

SECOND, DETERMINE IF IT'S BULLYING:

There are many behaviors that look like bullying but require different approaches. Consider the following:

- Have there been conflicts in past
- Listen and find out history between the parties involved
- Has this behavior happened before
- Remember the individual who is being bullied can be annoying or provoking but this does not excuse the bullying behavior.

THIRD, ADDRESS BULLYING BEHAVIOR:

- Individuals who bully must learn their behavior is wrong and harmful to others.
- Emphasize that bullying is taken seriously and will not be tolerated.
- Involve the individual who bullied in making amends or repairing the situation. Examples can be: write a letter of apology, clean up, repair or pay for any property they damaged. The Overlee Board may suspend or revoke membership or refuse admission to guests for severe instances of bullying behavior.
- Follow up to see if bullying issue is resolved.

In summary, if an individual feels they are being bullied, please go to the designated Overlee Board members, supervisor, or coach.