

Young Entrepreneurs Society, Inc. (YES)
Personnel Policies

1. You are an employee/volunteer-at-will unless you have been offered and have signed an employment contract.
2. If you are an employee of an external agency or are required to work at YES by an external agency you agree to abide by these personnel policies (where applicable).
3. You must record your work/volunteer hours on a timesheet and have your hours approved and signed by your supervisor at the end of every pay period. If you are required to have your hours validated by an external agency, you must provide your supervisor at least 24 hours to complete any necessary paperwork.
4. You are entitled to one (1) 15-minute break period per 4-hour shift or (2) 15-minute break periods and one (1) 30-minute lunch period per 8-hour work shift.
5. Unless otherwise avoidable, you must confine personal business and use of YES' facilities to your break and/or lunch periods and non-working/volunteering hours. This includes phone, e-mail and instant message communications as well as use of YES' equipment, computers and wireless Internet access.
6. Your supervisor must approve all requests for time off. With the exception of emergencies, you must make your request for personal leave at least 24 hours in advance. A 7-day notice is required for vacation requests.
7. If you have a problem with another employee or volunteer, you should first discuss your grievance with that person. If you are unable to resolve your grievance in this manner, you must request a three-way meeting with this person and your supervisor. If a satisfactory outcome is still not reached, you must submit a written request for resolution to the YES President for review and action by the YES Board of Directors.
8. You are required to complete a CORI and SORI check (ages 18 and over only).
9. It is inappropriate for employees/volunteers to discuss their personal issues with minors. Employees/volunteers may not have sexual or romantic relationship with any employee, member, or student under the age of 18 (this also applies to employees age 18 and older).
10. If you believe that someone at YES is in danger either from others, to others, or to themselves, please notify your supervisor immediately.
11. You may not possess or consume alcoholic beverages or illicit substances on YES premises. You may not possess or view matter that may be harmful to minors or possess weapons on premises.
12. You may ask any member of the public who is disruptive and/or unwilling to cooperate or who has no stated reason for being at YES to leave the premises. If they do not cooperate, please inform your supervisor.

13. Loitering or smoking on the sidewalk in front of YES is prohibited. If you smoke, please do so at the rear of the building or off-premises. Place *extinguished* cigarette butts in the receptacle provided at the rear of the premises.
14. Discrimination towards anyone due to race, class, color, age, creed, sex, physical/mental ability, national origin, or sexual preference is illegal and will not be tolerated. Report incidents to a supervisor immediately.
15. Hazing is illegal and will not be tolerated. Report incidents to a supervisor immediately.
16. Sexual harassment is illegal and will not be tolerated. Report incidents to a supervisor immediately.
17. If you wish to terminate your employment/volunteer position at YES, please submit a written resignation to your supervisor at least two (2) weeks prior to your desired date of departure.
18. Your employment/volunteer position at YES may be terminated for:
 - Violation(s) of these personnel policies;
 - Unsatisfactory work performance;
 - Failure to satisfy the requirements of your position;
 - Unexcused absences or tardiness; and
 - Making fraudulent statements on job applications resumes and other documents submitted to YES.
19. If you feel your employment/volunteer position at YES has been terminated unjustly, you may submit a written appeal to the YES Board of Directors via the YES President. Your appeal must be submitted within ten (10) business days of termination.

I have read and agree to abide by these policies,

Employee/Volunteer Signature

Date

Employee/Volunteer Printed Name

Supervisor Signature

Date

Supervisor Printed Name