

Introduction

This handbook contains policies, procedures, and other topics in relation to the successful operation of Northern TRIBS Swimming, Inc (henceforth known as the “TRIBS.”) The primary purpose of this handbook is to ensure understanding, provide knowledge of policies, and promote consistency across the organization. All employees should be aware of the handbook’s contents and adhere to the organization’s policies and procedures. Please read this handbook thoroughly and refer to it should you have questions regarding your employment.

This handbook makes no attempts to be all inclusive and will not address in detail TRIBS’ insurance or other benefit information. Any such questions should be forwarded onto TRIBS President and Head Coach, Joshua Jock.

TRIBS reserves the right to make any changes or to discontinue any policy at its discretion, without advance notice. TRIBS will not change its policy of employment-at-will. The policies, procedures, and duties summarized in this handbook are not a contract, express or implied, between TRIBS and its employees. TRIBS will attempt to notify you of any changes to the handbook as soon as reasonably possible, and as such, updates to this handbook will be provided to you. Upon receipt of any updates, you are to insert the updates into your handbook to always maintain up to date information.

If you have any questions about this handbook, please ask your location head coach or club president, Joshua Jock.

Mission Statement

Our mission is to provide opportunities for athletes to achieve their highest potential while providing a safe, healthy, and positive environment.

Vision Statement

Our vision is to inspire and enable our members to achieve excellence in the sport of swimming and in life.

Career Opportunities

It is the desire of TRIBS to see all employees reach their highest potential, as such will do our best to provide the opportunity for training, education, and guidance wherever possible. See your location head coach should you have any questions.

Open Door Policy

It is always the goal of TRIBS to provide a safe work environment so that our employees can devote their attention accordingly. However, if an employee feels that they are not safe or that their attention may stray, please take advantage of TRIBS Open Door Policy. We maintain this policy to discuss any problems that you may have surrounding your employment or any safety concerns.

Disclaimer

This handbook is intended to serve as an outline for employment policies, procedures, and benefits of Northern TRIBS Swimming, Inc. This manual is not intended to be all-inclusive and should not be considered a contract of employment. Northern TRIBS Swimming, Inc. reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay aware of policy. Northern TRIBS Swimming, Inc. will make every attempt to notify employees of any policy changes, additions or deletions. These changes will immediately become a part of this handbook.

Employment

Equal Opportunity Employment

All employees are hired based solely on Northern TRIBS Swimming, Inc. personnel requirements and the qualifications of each individual candidate.

We will not tolerate or condone discrimination due to age, race, color, religion, sex, national origin or disability. We will follow the spirit and letter of all local, state and federal laws about employment. Furthermore, we will not discriminate due to age, color, religion, sex, national origin or disability when making decisions about termination of employees.

Any questions or concerns about any aspect of this policy should be directed to club president, Joshua Jock.

Background Checks

Candidates considered for employment who have been given a conditional offer of employment will be required to submit to a background check as part of USA Swimming's ongoing child protection. The background check will verify if the employee has been convicted of any crimes or is currently being charged. Personal references may be contacted.

At Will Notice

The contents of this handbook are presented as a matter of information. While this handbook is not intended to be a book of rules or regulations, it will present some important guidelines which all employees should know. Apart from the at-will employment provisions, this handbook can be amended at any time. The Handbook, plans, policies, and procedures described here, and the language used here, are not intended to create or is it to be construed to constitute a contract between TRIBS and any or all its employees. Similarly, the Handbook, plans, policies, and procedures described here, nor the language used here, intended to be or is, a guarantee or promise of employment or continuing employment.

Employees are not hired for any definite or specified period. Employees are at-will with TRIBS and their employment can be terminated at any time, with or without cause and with or without prior notice. TRIBS policy requires all employees to be hired at-will and this policy cannot be changed by any oral modifications. There is no implied employment contract created by this Handbook or any other TRIBS document or written or verbal statement or policy.

Immigration Law Compliance

All individuals hired by TRIBS will be required to establish and certify their identity and right to work in the United States. Everyone employed by TRIBS will be required to produce, within three (3) days, proof of his/her identity and eligibility to work in the United States. Everyone hired by TRIBS will be required to certify on the appropriate Form I-9 his/her identity and right to work in the United States.

Personnel Records

TRIBS will keep various employment files while individuals still are an employee of the TRIBS. Examples of these files include, but are not limited to: employee personnel files, attendance files, I-9 File, Medical related files. If any changes with are required, such as a change in name, address, phone number or other relevant information, please contact club president, Joshua Jock.

Employee files have restricted access. Employees, their supervisor, or their designated agents, may have access to those personnel files. If an employee wishes to review his/her personnel file, they must do so in the presence of a supervisor. Employees may review their personal file by making written request to their supervisor. The written request will become a permanent part of the personnel file.

Conduct and Behavior

General Guidelines

Orderly and efficient operation of TRIBS requires that all employees maintain proper standards of conduct and observe certain procedures. These guidelines are supplied for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or shall be construed to change or replace, in any manner, the “at-will” employment relationship between TRIBS and the employee. TRIBS views the following as inappropriate behavior:

1. Negligence, carelessness or inconsiderate treatment of Swim Families, athletes, other employees or their matters/files.
2. Theft, misuse or unauthorized possession or use of property, documents, records or funds belonging to TRIBS, or any client or employee; removal of same from TRIBS premises without authorization.
3. Dissemination of confidential information, of any kind, to any unauthorized individual(s) or without an official need to know. This includes, but is not limited to, any records about an athlete’s progress or curriculum status.
4. Obtaining unauthorized confidential information about clients or employees.
5. Changing or falsifying client records, TRIBS records, personnel or pay records, including time sheets without authorization.
6. Willfully or carelessly damaging, defacing or mishandling property of a client, TRIBS, other employees or host facilities.
7. Taking or giving bribes of any nature, or anything of value, to obtain special treatment, to supply confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor.
8. Deliberately or carelessly violating security, safety, or fire prevention equipment or regulations.
9. Rude, discourteous or un-business-like behavior; creating a disturbance on TRIBS premises or creating discord with clients, families, or fellow employees.
10. Insubordination or refusing to follow instructions from a supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.

11. Failure to observe scheduled work hours, failure to contact a supervisor in case of illness or any absence within six (6) hours of the scheduled start of work; failure to report to work when scheduled; unauthorized or excessive use of sick leave or any other leave of absence.
12. Leaving the premises during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
13. Recording time for another employee or having time recorded by another employee.
14. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal, or local laws), on TRIBS premises during working hours or reporting to work under the influence of intoxicants or drugs to interfere with job performance or having any detectable amounts of drugs in an employee's system.
15. Unauthorized use of a weapon on premise of host facilities.
16. Falsification of one's employment application.
17. Illegal or unprofessional conduct, on or off host facility premises, which adversely affects TRIBS services, reputation, or goodwill in the community, or interferes with work.
18. When on deck maintain a professional demeanor and outward appearance.
19. Maintain proper relationships and boundaries with clients, families, and other employees.

Anti-Harassment

TRIBS affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of anyone through ethnic, racist, or sexist remarks or through other derogatory or objectionable conduct is offensive employee behavior. If an employee harasses another employee of TRIBS or applicant to TRIBS because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, severe/morbid obesity, marital status, sex, age, or any other protected classification, in accordance with applicable federal, state, and local laws they will be subject to disciplinary action, including discharge. Likewise, if employees feel they have been the subject of harassment or intimidation, employees are to advise their supervisor, follow the normal open-door policy or, in the event of sexual harassment, institute the procedure indicated below.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of TRIBS that sexual harassment of employees or an applicant, by the employee or agents of TRIBS, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be considered sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;
2. Submission to or rejection of such conduct is used as a basis of employment decisions;
3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is purely personal, social relationship without a discriminatory employment effect will require determination. TRIBS further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, TRIBS has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as outlined in this handbook may be used. Second, if the employee desires confidentiality, the following procedures may be requested:

1. Any employee who believes he or she has been the subject of harassment should report the alleged acts promptly (within two [2] working days) to a supervisor, giving details of the complaint.

2. The supervisor, upon receipt of the complaint, shall take immediate and proper steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
3. Following the investigation of the complaint, the supervisor, shall weigh the facts and determine the validity of the charge. If the complaint is valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning, suspension, discharge; or a combination of the three. If the offender is a supervisor, he/she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the complaint procedures. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Anti-Bullying

In addition to TRIBS' anti-harassment policy, TRIBS believes it is necessary to expand to include a policy regarding workplace bullying, as such bullying has many negative effects on both individual employees and TRIBS. Workplace bullying may cause the loss of trained and talented employees, reduce morale and create legal risks.

TRIBS believes all employees should be able to work in an environment free of bullying.

Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s). Some examples of workplace bullying include repeated acts such as:

1. Unwarranted or invalid criticism
2. Blame without factual justification
3. Being treated differently than the rest of the employees in a work group
4. Being the target of cursing or disrespectful language
5. Exclusion or social isolation
6. Being the target of shouting or other behavior intended to humiliate the employee
7. Excessive "prank" jokes or teasing of an employee

TRIBS considers workplace bullying unacceptable and will not tolerate it under any circumstances. Supervisors are to assume the responsibility to ensure employees are not bullied. Any employee who bullies a co-worker will be subject to disciplinary action, up to and including termination of employment.

TRIBS encourages all employees to report workplace bullying to a supervisor with whom employees are comfortable speaking, or directly to his/her supervisor. All complaints of workplace bullying will be treated seriously and investigated promptly. In the investigation process, TRIBS will attempt to fully maintain confidentiality possible.

It is a violation of TRIBS policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves as in the investigation of the workplace bullying allegation.

Complaint Procedure

As TRIBS subscribes to the open-door policy, employees may bring a particular complaint to their supervisor for resolution. When matters cannot be handled on an informal basis, TRIBS has set up a formal procedure for a fair review of any work-related controversy, dispute or misunderstanding. A

complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. The steps are outlined below:

1. The complaint must be submitted in writing to a supervisor within three (3) working days of the incident. A written request for a meeting must be submitted at the same time. A meeting will be held within three (3) working days of the employee's request, pending scheduling availability. Witnesses will be allowed, as necessary. If the problem is not resolved during this meeting the supervisor will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may continue to Step 2.
2. If an employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the Head Coach or their designee. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The Head Coach or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, employee's supervisor, and any other employee of TRIBS that the grieving employee chooses. The Head Coach or designee will give the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

Corrective Action

A high level of job performance is expected of all employees, regardless of position. If an employee's job performance does not meet the standards expected for the position, employees should seek aid from their supervisor. If employees do not respond to or do not make a positive effort towards improvement, corrective action may follow, including termination of employment.

It is the policy of TRIBS to regard discipline as an instrument for developing job performance rather than as a punishment. Corrective action is one tool that TRIBS may employ to improve job performance. TRIBS is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of written or oral reprimand, notice(s) of poor job performance, suspension, discharge or in any combination of the above. TRIBS reserves its rights to discipline and the manner and form of discipline, at its sole discretion.

If employees violate established TRIBS procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, TRIBS may select to administer disciplinary action.

Compensation

Pay Periods

The standard pay period is Thursday, bi-weekly.

Pay Adjustments

Hourly Employees will not be compensated for any absences.

Performance Evaluation

Employees will receive an appraisal of their job performance upon completion of the swim season, or upon the end of section. This evaluation may be either written or oral.

Work Assignments

In addition to specific duties that may accompany an individual's job responsibilities, each position in TRIBS also includes "and other assigned duties." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

Pay Increases

In addition to a yearly pay rate increase, employees also have the option to complete their coaching certification. This will increase their rate of pay while also providing wider opportunity to fulfill positions within TRIBS.

Health, Safety, and Security

Non-Smoking

Smoking is not allowed in any facility, premises, or vehicles that TRIBS utilizes. Employees wishing to smoke should do so off premises, during their off hours and in accordance with local law.

Drug and Alcohol

TRIBS is committed to providing employees with a workplace that is free of drugs and alcohol. TRIBS discourages drug and alcohol abuse by its employees. Substance abuse is not compatible with health, safety, and success with TRIBS. Any employee who has any detectable amount of drugs or alcohol while on the job compromises TRIBS interests, endangers employees and athletes, and their own safety. This can lead to additional work-related problems, including absenteeism and tardiness, poor job performance, increased workloads of other employees, behavior that is disruptive, and inadequate quality of teaching and coaching. Any identified usage of drugs or alcohol, or any detectable amount during working hours will be grounds for discipline, including immediate termination. TRIBS has a zero-tolerance policy for drugs and alcohol.

Any employee found to use, sell, possess or distribute illegal drugs under state, federal, or local laws, marijuana or any unauthorized drugs while on within a TRIBS facility, performing TRIBS related duties, is subject to disciplinary action, up to and including immediate termination of employment.

Reasonable Accommodation

It is the policy of TRIBS to follow all relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. TRIBS will not discriminate against any qualified employee or applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including but not limited to hiring, advancement, compensation, and training.

Employees who become disabled should notify their supervisor if the conditions of the disability prevent the employee from fulfilling the essential functions of their position. Where necessary and possible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, if the accommodation does not cause TRIBS undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threats cannot be resolved by reasonable accommodation, will not be hired. Current employees who pose a threat to the health and safety of other individuals in the workplace will be placed on leave until a decision has been made regarding the employee's employment situation.

Safety

If an employee becomes injured or witnesses an injury during working hours, he/she must report it immediately to the nearest supervisor. Employees are to provide any aid requested by supervisor. Any voids created by caring for an injury will be at the discretion of the supervisor to fill to maintain the safety of all. Any questions posed by law enforcement, fire, or medical officials making an investigative report should be provide only factual information while avoiding speculation. Liability for personal injury or property damage should not be admitted when answering investigatory questions asked by law enforcement, fire, or medical officials. Employees should report all nonfunctioning, hazardous equipment to their supervisor upon discovery.

Worker's Compensation

TRIBS provides insurance for all work-related injuries or illness. The name of TRIBS workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all insurance benefits provided by TRIBS. These contracts shall not be limited, expanded or modified by any statements of TRIBS employees or TRIBS documents. Any discrepancies will be determined by reference to the insuring contracts.

Workplace Violence and Security

It is the intent and goal of TRIBS to provide a safe workplace for employees and provide a comfortable and secure environment for employees, families, and athletes. TRIBS has a zero tolerance for violent acts or threats of violence.

TRIBS expects all employees to conduct themselves in a professional, non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to fellow employees, families, athletes, or authorized facilities will be allowed. Acts of violence or intimidation of others is strictly

prohibited. Any employee who commits, or threatens to commit, a violent act against any person or party while working for TRIBS will be subject to immediate termination of employment.

All employees share equal responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who may be aware of another individual who has been subjected or threatened, should immediately report this information to their supervisor. Any threat reported will be carefully investigated and confidentiality will be kept.

Workplace Guidelines

Hours of Work

Employees of TRIBS are expected to be on deck, prepared to work at the start of their shift at their scheduled time. Given that all employees' shifts start ten minutes prior to lessons, these ten minutes shall be used to setup the employee's respective lesson area. Following the shift, employees will have five minutes to put away any materials used.

Employees will be given their hours after providing their availability to the supervisor. The supervisor will make every attempt to accommodate for employee availability while also ensuring continuity of instructors throughout the lesson.

Attendance and Tardiness

Employee attendance is of great concern to TRIBS. Poor attendance, including tardiness and leaving work early is unacceptable. Employees will be rated in their performance evaluation in the areas of attendance and punctuality.

If an employee is ill, injured, otherwise unable to come to work that day, the employee shall notify their supervisor no later than six hours prior to the start of the employee's scheduled shift. Notifying a fellow employee in lieu of notifying a supervisor is not considered proper notification.

If an employee anticipates being absent for more than two days, the employee is to advise TRIBS of when they will be able to return. TRIBS reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any temporary disability.

Repeated absences, excessive absences (excused and unexcused), or a pattern of absences are considered unacceptable. If an employee is absent for two (2) consecutive days and has not provided notification to their supervisor, TRIBS will assume that the employee has abandoned their position and will be treated as having voluntarily terminated their employment with TRIBS.

If an employee becomes ill at work, the employee should notify their supervisor immediately. If an employee is unable to perform their job duties, an employee may be sent home for the remainder of their shift or until they are able to work again. Employees will only be paid for time worked.

Employees shall be at their assigned area, ready to begin at the start of each lesson block. This includes having all materials on hand that the employee will need for the lesson.

If an employee is late, they are considered tardy. Excessive tardiness, whether excused or unexcused, is unacceptable. TRIBS does not recognize tardiness as excused or unexcused.

All absences should be arranged as far in advance as possible. All absent notification should be in writing to their supervisor.

Personal Appearance

TRIBS is a professional business that has garnered a level of trust and respect from their clients and surrounding community. Beyond providing swim lessons and practices, families select our organization if they are treated with courtesy and patience. Employees are expected to treat all families, athletes, and fellow employees with the utmost courtesy.

Employees of TRIBS are considered representatives of the club and as such, the way that the employee performs their job and treats families will determine the level of satisfaction that families will expect from TRIBS. A good employee will approach their job duties and responsibilities with a positive attitude and respect. A professional appearance and good grooming habits are expected and reflect respect for the work environment.

Employees can wear clothing that is consistent for the environment in which they work, specifically catering to a pool setting. Staff must be water ready at all times. Female staff are expected to wear a one-piece bathing suit. Male staff are expected to wear bathing trunks or jammers. If employees have any questions, they should contact their supervisor prior to their scheduled shift.

Parking

All parking at authorized facilities is at the employee's own risk. It is recommended that employees and visitors lock their vehicle and pursue parking registration, as necessary. TRIBS will not pay for any parking tickets received.

Confidentiality

All information that is gathered by, kept, or generated by TRIBS is considered confidential. There shall be no disclosure of any confidential information to anyone outside TRIBS without the proper authorization. Confidential information can include, but not limited to, internal reports, policies, procedures, and other internal business-related communications. It is all employee's duty and responsibility to protect all confidential information.

Conflict of Interest

TRIBS' reputation is based on the collective and individual performance of its employees. TRIBS has particular interest in preserving its reputation and the reputation of its employees. TRIBS and its employees will hold itself to the highest standards of lawful and ethical conduct.

Therefore, employees of TRIBS must be careful in their relationship with athletes, families and other employees. Employees must not engage in any activities that may subject themselves or TRIBS to question or undue criticism. Employees must not engage in any activity that could conflict with their status as an employee. This includes, but is not limited, using their position within TRIBS for personal profit, advantage, or entering relationships where the employee may have a conflict of interest.

If an employee has any questions regarding anything that may be considered a conflict of interest, they should reach out to their supervisor.

Reporting Irregularities

It is the responsibility of all employees to report all irregularities to their supervisor. This can include, but limited to: suspected loss, impairment, suspicious persons or activities.

If an employee has knowledge regarding an irregularity and does not report it to their supervisor, the employee will be considered performing their job poorly.

Internet and Electronic Communication Usage

TRIBS recognizes that the use of the internet has many benefits for TRIBS and its employees. The internet and use of electronic mail make communication more efficient and effective.

Social Media

TRIBS acknowledges that employees may have personal accounts on Facebook, LinkedIn, Twitter, Instagram, or other socially based programs. Accessing these accounts during work time is not allowed and will be considered poor job performance.

Employees should not make any statements that would give the impression that they are presenting their own opinion as the opinion of TRIBS. Employees should refrain from engaging from posting derogatory information about TRIBS and proceed with complaints through the proper procedures.

If an employee is unsure of how best to respond to a situation on social media, they should consult their supervisor.

Personal Property

TRIBS is not responsible for lost, misplaced, or stolen property. Employees should take all precautions necessary to protect their individual property, both on the pool deck and in the locker room.

Employee Separation

Resignation

Employees are requested to provide two (2) weeks written notice to their supervisor with their intent to resign from their position. An exit interview may be requested, subject to scheduling availability.

Termination

All employment with TRIBS is considered “at will” employment. This means that the employee has been hired for an unspecified duration, but that they can terminate their employment with TRIBS or TRIBS can terminate their employment at any time, with or without causation, and with or without prior notice. An employee’s at will employment status cannot be changed by any form of oral modifications or agreements.

