

**CONCORD SWIMMING CLUB, INC.  
PERSONNEL POLICIES**

**A. Diversity:**

1. Concord Swimming Club, Inc. will not discriminate in any employment practice or action for any reason prohibited by Federal and State statutes and will provide equal opportunity to all based on job-related position requirements.
2. Concord Swimming Club, Inc. will also take necessary steps to forestall, if possible, or correct, if necessary, sexual harassment. (Policy attached.)

**B. Employment:**

1. All employees must be fully qualified for their positions, as described in the applicable position descriptions.
2. Age
  - a. Employees under age 18 must submit working papers.
  - b. Preference is given to employees who have attained age 16 or completed the 11th grade. This may be waived on a case-by-case basis if applicants aged 16 are unavailable.
3. Preference
  - a. Employment preference will be given to immediate family members of Concord Swimming Club, Inc. where this is competition for employment. This will not apply to the position of Pool Manager.
  - b. Despite the preceding, no applicant will be employed in a position in a direct line reporting relationship to a Concord Swimming Club, Inc. Board Member or Manager who is an immediate family member.
4. On employment, employees must:
  - a. Sign an employment contract
  - b. Sign a copy of these policies
  - c. Sign a copy of the work rules
  - d. Sign their position description
  - e. Complete government mandated documents —1-9, W-4, NC-4, etc.
5. Seasonal employees are expected to work through Labor Day. If they must leave early due to school attendance, they must inform their supervisors upon employment of their last day of work.
6. Supervisors will inform and train employees on working conditions and procedures, safety precautions, etc.

**C. Position descriptions:**

1. All employees will be covered by, and receive, their job descriptions.

2. Supervisors will review the position descriptions for their subordinates annually and revise them, as needed.
3. Position descriptions maybe revised more frequently, if warranted.

**D. Compensation:**

1. Compensation is approved annually to cover the Concord Swimming Club, Inc. fiscal year.
2. Categories of employee compensation
  - a. Hourly— Pool Manager, Assistant Manager, Senior Lifeguard and Lifeguard
  - b. Swim Team staff —Swim Coach and Assistant Swim Coach (as set by Swim Team Committee)
3. Hourly employees are only paid for time worked. Swim Team staff are paid for performing assigned duties and responsibilities.
4. Overtime
  - a. Hourly employees, consistent with child labor laws, may be assigned overtime work for which they are qualified based on interest, availability, equity and other logical criteria.
  - b. Overtime hours must be approved by the President or a designee.
  - c. Rate of pay for time worked in excess of 40 hours a week is 1 ½ times the employee's current hourly rate.
  - d. The workweek starts at 12:01 a.m. on Monday.

**E. Performance appraisal:**

1. This is a continuing process. Supervisors should keep subordinates informed of their performance and initiate needed corrective actions.
2. Employees are formally appraised annually by Labor Day or the last day worked, whichever comes first, based on job duties and responsibilities.
3. Formal ratings will be discussed with the employee and appropriate Concord Swimming Club, Inc. Board Member if the Board Member is not the supervisor.
4. The formal ratings will be the prime basis for Board decisions relating to the employee such as rehiring (or continued employment) and salary decisions consistent with available funds.

**F. Leave:**

1. Employees requesting sick leave must inform their supervisors as soon as possible but no later than one hour prior to the start of their scheduled work time.
2. Vacation
  - a. Hourly employees must request such time off at least two weeks in advance to permit appropriate scheduling.

- b. Swim Team staff may only take such time if they will work compensatory time, their duties are covered by another employee, and supervisor approves.
3. All leave must be approved before it is taken. Failure to obtain approval may result in dismissal.
4. Time not worked is not paid.

**G. Conduct:**

1. Employees, on Concord Swimming Club, Inc. property and at Concord Swimming Club, Inc. functions, shall be courteous and conduct themselves in a manner bringing credit to Concord Swimming Club, Inc. and support Concord Swimming Club, Inc. policies, procedures and programs.
2. Employees shall be dressed appropriately —Lifeguards and Pool Managers must be in uniform while on duty.
3. Employees shall not eat or smoke while on duty unless approved by their supervisors.
4. Employees on duty shall not use a controlled substance or alcohol.
5. Employees shall immediately inform their supervisors of accidents, equipment problems, and other situations requiring higher level knowledge and/or action.
6. Employees shall be flexible and help each other and supervisors.
7. Employees shall be punctual and ready to work.

**H. Grievances:**

1. Employees with work related grievances not satisfactorily resolved by their supervisors may request a hearing by the Board Member responsible for the program if the Board Member is not the supervisor.
2. Where the Board Member is the immediate supervisor and for sexual harassment complaints employees may request review by the President.
3. The person receiving the appeal may convene a three-member Board Grievance Committee, investigates, as appropriate, handles the issue and informs all affected parties of the outcome.

**I. EMPLOYEES ARE EXPECTED TO READ, UNDERSTAND, AND FOLLO:**

1. These policies, including the sexual harassment policy, and Concord Swimming Club, Inc., Rules and Regulations.
2. The employment contract and the position description for their job.
3. Any specific instructions related to their jobs provided by their supervisors.

**J. CERTIFICATION: I have read the personnel policies.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by the Concord Swimming Club, Inc. Board of Directors, 3/26/2017**

**CONCORD SWIMMING CLUB, INC.**