

We are DUSC
The Youth Soccer Club of New York City



Employee Handbook
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1. INTRODUCTION

1.1 INTRODUCTION

Downtown United Soccer Club, Inc. (DUSC) is organized as a 501c(3) not for profit entity.

DUSC's staff includes different classifications of employees: full-time, regular part-time and seasonal part-time employees, independent contractors and volunteers (collectively "DUSC Staff"). Regardless of their classification, the role of each and every staff member is to carry out their own responsibilities in a highly professional manner and to maintain a customer service orientation. The purpose of this Handbook is to outline specific expectations for staff and to provide an overview of the benefits of working at DUSC. To meet the goals of our mission, each staff member must understand their role and carry it out on a consistent basis to the best of their ability.

This DUSC Staff Handbook serves as a guide to DUSC policies, procedures and practices for all DUSC Staff. The Handbook covers DUSC expectations for standards of staff conduct and is intended to provide a framework for employee behavior and performance. It also provides information on benefits and privileges. It should be read in conjunction with additional guidelines prepared for specific programs or staffing roles. We hope that most of your questions are answered here, but if you need additional information, do not hesitate to talk with the DUSC Executive Director.

1.2 MISSION

Downtown United Soccer Club, Inc. (DUSC) is organized as a 501c(3) not for profit entity to educate, train and inspire youth soccer players of all ages and abilities in a positive, respectful, supportive environment. To foster a community that reflects the diversity of New York City in which children can develop a lifelong love for the beautiful game and to realize their full potential as both players and people.

The policies, procedures and standard practices presented in this Handbook are not conditions of employment. This Handbook does not create any sort of express or implied contract between DUSC and its employees. DUSC reserves the right to terminate employment at any time, with or without cause. Additionally, DUSC reserves the right to change, add or delete any of the policies, procedures and standard practices contained in this Handbook with or without prior notice or modify its interpretation of any policy.

1.3 STATEMENT OF CORE PRINCIPLES

Shared by our Players, Volunteers, Coaching Staff, Administration and Board

Put the best interests of the players first by emphasizing individual long-term development.

- We provide healthy balanced competition that supports the developmental goals of each player at their own pace, while instilling a passion for the game that inspires them to work hard and reach beyond their own expectations.

- We seek to develop technically skilled, confident and creative players who are adaptable to the future demands of the game.

Provide the proper environment to learn important life-skills through the sport of soccer.

- We foster a respect for the game of soccer and each player by promoting friendship, integrity and good sportsmanship in a fun, caring and supportive way. We believe the development of the player, both on and off the field, is equally important and provide opportunities to further develop their character and important life-skills.
- We work in partnership with our parents and volunteers in an atmosphere of mutual respect, trust, and open communication.
- We work in partnership with other soccer organizations to promote and develop a lifelong love of soccer within and beyond our local community.

Inclusion of all members of our community.

- We provide an opportunity for all the children and families in our community, regardless of their financial resources or athletic ability to achieve their soccer goals.

We Are DUSC

Team Player



Adequate	Good	Great
Runs a good training	Ambitious for players, team, club	Runs a great training session that is aligned with the principles, exhibits detailed planning and execution, and includes all non-negotiables.
Has respect of players, parents	Takes initiative to develop self and skills	Communicates consistently in a positive manner, cares about players and is highly regarded by players and parents
Does things on time	Can operate with less supervision	Has an approach that is firm, challenging, and amiable simultaneously while developing person + player.
Can develop rapport and maintain healthy relationships with the community. Maintains respectful communication at all times.	Creates a positive environment for players and families	Advances in club through hard work, collaboration across programs and commitment to the growth of every member of DUSC community.
Understands and meets DUSC professional behaviors	Open to critique and feedback	Makes personal connection with those in the community.
Can complete forms for employment verification.	Demonstrates love a + knowledge of game.	No matter the role, understands how to build a dynamic environment for success,
	Respects all aspects of DUSC employment standards	Model of DUSC professionalism on + off field

1.4 EQUAL EMPLOYMENT OPPORTUNITY

As an employer, we comply fully with U.S. law, which provides that employers must afford equal employment opportunities to all qualified persons without regard to race, religion, creed, genetic information, color, sex, age, national origin, citizenship status, marital status, veteran status, sexual orientation, disability, arrest record or any other characteristic protected by

applicable federal, state or local laws. This policy applies to all phases of the employment life cycle including hiring, performance evaluation, compensation, promotion, and termination.

DUSC will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business.

DUSC will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including termination of employment.

Any employee with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director or any board member. Employees are assured that any concerns discussed will be handled with sensitivity and that management will support whatever action may be appropriate to resolve properly any problem communicated in this matter.

1.5 STRUCTURE AND ORGANIZATION

DUSC's management and staff are professionals who are dedicated to providing the optimal experience for players in DUSC's programs. The Executive Director is supported by a team of professionals and volunteers. The Co-Directors of Operations oversee the day-to-day operations of DUSC.

2. CODE OF CONDUCT

2.1 YOUR RESPONSIBILITY TO DUSC

DUSC Staff are expected to adhere to the highest standards of integrity and ethical behavior. The result is a work environment that encourages teamwork and productivity.

DUSC Staff are encouraged to surface potential problems and voice concerns whenever they arise. In addition, they have a responsibility to the organization to report any business conduct that might raise a legal or ethical issue. A similar responsibility exists if one Staff member observes another being treated in a manner inconsistent with the organization's non-discrimination or sexual harassment policies.

If any DUSC Staff member wishes to report a possible violation of law, ethics or DUSC policies, they may speak with the Executive Director or any board member. DUSC Staff should feel comfortable reporting any behavior that they suspect is contrary to law, policy or ethical standards following the directions outlined above. DUSC will make every effort to ensure the confidentiality of any report made and the anonymity of anyone making a report. If an employee does not have all the facts, we would ask that they report what they do know. The goal is to protect our DUSC Staff and the reputation of DUSC.

2.2 STAFF CONDUCT AND APPEARANCE

Staff conduct and appearance contribute significantly to the image and reputation of DUSC. The following is a listing of some but not all inappropriate behaviors which may result in disciplinary action up to and including termination of employment or contract with DUSC:

- Excessive absenteeism or lateness
- Breach of Confidentiality
- Discrimination
- Failure to adhere to DUSC policies/procedures
- Falsification of information
- Fighting
- Insubordination
- Possession of a weapon on DUSC premises
- Harassment (sexual or other)
- Theft
- Violation of the substance abuse policy
- Willful damage to DUSC property
- Unsatisfactory customer service
- Failure to record time and attendance (if required)
- Preparing statements or materials or making public statements that are detrimental to the reputation of DUSC

2.3 ATTENDANCE AND PUNCTUALITY

Staff attendance and punctuality are two of the measures of performance considered by DUSC. If a DUSC Staff member knows in advance of their scheduled starting time that they are going to be late or will not be able to attend, they must call their manager, communicating the reason for being late and expected time of arrival. Failure to follow stated procedures, excessive absence, and/or lateness may be cause for disciplinary action up to and including termination of employment or contract.

This policy also applies to DUSC Staff leaving early or arriving late. Management approval must also be requested in advance when a staff member wishes to leave earlier than their scheduled departure time. Abuse of this policy may also be cause for disciplinary action up to and including termination of employment or contract.

2.4 PROHIBITED CONDUCT

Threats, threatening language or any other acts of aggression or violence made toward or by any DUSC Staff member will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious and/or destructive action undertaken for the purpose of domination or intimidation. Weapons are prohibited on DUSC premises.

DUSC Staff are expected to be well-groomed and reasonably conservative in manner and dress. Logos, other than those of DUSC and DUSC's official uniform manufacturer(s), should not be visible.

2.5 CONFIDENTIALITY

In the course of employment or contract with DUSC, DUSC Staff may have access to confidential matters that may include non-public information on donors, members, guests, and program participants. DUSC Staff are expressly prohibited from using confidential information other than for authorized purposes. Furthermore, DUSC Staff may not share confidential information with any organization or individual without written authorization. Information relating to employees or employment such as compensation or performance issues may not be shared with other employees without authorization from the Executive Director. If there is a question as to what constitutes "confidential information", a Staff member should speak with the Executive Director.

This policy is intended to remind all DUSC Staff of the need for discretion when handling confidential information.

Inquiries from the media regarding DUSC's official position on any issue should be directed to the Executive Director.

2.6 CONFIDENTIAL INFORMATION

DUSC Staff may not publish DUSC related confidential information on personal websites or any social media accounts. Confidential information includes details on current projects, future products, financial information and research, program curriculum and proprietary information on the fitness and youth sports businesses at DUSC. Partners or suppliers should not be cited or obviously referenced without their approval on a Staff member's personal social media account. DUSC Staff may not identify a member or program participant by name without written permission. Lastly, selling or re-directing business away from DUSC via personal social media accounts is strictly prohibited.

2.7 RECORD RETENTION/NO UNAUTHORIZED DESTRUCTION

DUSC will comply with applicable Federal and State guidelines covering record retention. No DUSC business documents of any kind, regardless of the form, whether related to legal matters, financial records, human resources files, etc., may be destroyed without prior approval. Only DUSC's Board Chair may authorize the destruction of business documents relating to legal matters or financial records. Files relating to DUSC Staff or human resources matters can only be destroyed with authorization from the Executive Director.

2.8 CONFLICT OF INTEREST

DUSC expects that all DUSC Staff will recognize the potential for conflicts of interest within the workplace. A conflict of interest exists when someone in a position of trust has competing professional or personal interests. These competing interests can make it difficult to perform duties impartially with subsequent potential for harm to DUSC's business or reputation. If a Staff member is unsure about whether or not an opportunity or situation represents a conflict of interest, the following questions should be considered:

- 1) Will I receive direct compensation for this activity?
- 2) Is this an activity that is part of my job responsibilities at DUSC?
- 3) Would DUSC normally receive payment for the activity that I am going to receive compensation for via this outside arrangement?
- 4) Should I be doing this activity on behalf of DUSC instead of on my own behalf?
- 5) Does this activity conflict with DUSC's best interest or business?

If a DUSC Staff member can answer "yes" to any of the above questions, then the activity in question is most likely a conflict of interest. All DUSC Staff, particularly those with outside employment in related sports or fitness businesses are expected to be mindful of the potential for a conflict of interest with DUSC employment. Concerns must be promptly brought to the attention of the appropriate director, manager or supervisor and discussed/approved depending on the circumstances.

DUSC takes this policy very seriously and will act aggressively to protect DUSC's interests including taking disciplinary action up to and including termination of employment or contract.

DUSC is a non-profit organization that raises donations for general operating support, team/program enrichment, capital needs, scholarships, and its core programs serving thousands of children. DUSC produces collateral that celebrates programmatic successes and directly solicits members, program users, and external constituencies (private donors, corporations, and foundations) for donations. DUSC Staff are prohibited from fundraising through the use of company communication tools for any cause or organization other than DUSC. Ideas for fundraising/sponsorship for DUSC and its teams, programs, or collaborations with other organizations shall be discussed with the Executive Director. If a Staff member is approached by a team member or team parent interested in 1) donating or 2) collaborating with DUSC to raise money for a specific cause directly or indirectly related to DUSC's mission and/or programs, they are to immediately contact the Executive Director for guidance on the discussion.

2.9 ADDING DISCLAIMERS TO PERSONAL ACCOUNTS

If an employee's personal social media accounts list DUSC as their employer, it is best practice to add a disclaimer that any comments are the employee's own.

2.10 SOLICITATION AND DISTRIBUTION

To avoid distractions, solicitation by a Staff member of another Staff member is prohibited while either employee is on working time. "Working time" is the time a Staff member is engaged, or should be engaged in performing work tasks for DUSC. Solicitation of any kind by non-Staff members on DUSC premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of DUSC is prohibited at all times. Distribution of literature by non-Staff members on DUSC premises is prohibited at all times.

2.11 SMOKING POLICY

DUSC maintains a no smoking policy wherever it provides services and operates programs.

2.12 COVID-19 VACCINE POLICY

DUSC requires all coaches and front-facing staff to be vaccinated by the start of the 2022/2023 season.

Everyone must update their vaccination status by August 15th, 2022. The only exemptions are for approved health concerns or religious beliefs.

Those choosing to be exempt due to religious beliefs or health concerns must notify the Executive Director.

The Executive Director will consult with the Health and Safety Committee and be responsible for making any final decisions concerning exemptions.

Excelsior Pass provides a free, fast and secure way to present digital proof of COVID-19 vaccination.

[Excelsior-pass](#)

3. WORKPLACE ENVIRONMENT

3.1 ETHICAL OBLIGATION

DUSC does not tolerate unethical conduct or theft with respect to facility property or services or the personal property of DUSC Staff members or guests of the Club. In addition, DUSC will not tolerate dishonesty relating to the reporting of time and attendance, business expenses, cash advances, medical or dental reimbursements or any other funds sought from or due to the organization.

DUSC Staff found to be in violation of this policy may be subject to disciplinary action up to and including termination of employment or contract. Where appropriate, such misconduct will be reported to the authorities for possible criminal prosecution.

3.2 NON-HARASSMENT

It is DUSC's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to race, religion, creed, genetic information, color, sex, age, national origin, citizenship status, marital status, veteran status, sexual orientation, disability, arrest record or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is not to regulate our Staff members' personal morality, but to ensure that in the workplace, no one harasses another individual.

Anyone who feels that he or she has been subjected to conduct which violates this policy should immediately report the matter to the Executive Director or any board member. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including

termination of employment or contract. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, DUSC will not allow any form of retaliation against individuals who report unwelcome conduct to management in good faith or who cooperate in the investigations of such reports in accordance with this policy. DUSC Staff who make complaints in bad faith may be subject to disciplinary action, up to and including termination of employment or contract.

3.3 SEXUAL HARASSMENT

Downtown United Soccer Club is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace.

See full DUSC [Sexual Harassment Policy](#) in accordance with NYC and NYS law.

[Reporting Sexual Harassment](#)

[NYC Sexual Harassment Fact Sheet \(English\)](#)

[NYC Sexual Harassment Fact Sheet \(Spanish\)](#)

*Note all policies, complaint forms and fact sheets are also available on our website.

It is DUSC's policy to prohibit harassment of any Staff member by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality. It is to ensure that all employees are free from harassment on the basis of sex or gender. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about a Staff member's physical appearance, conversation about your own or someone else's sex life and/or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Anyone who feels that he or she has been subjected to conduct which violates this policy should immediately report the incident using the [Reporting Sexual Harassment form](#). Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including termination of employment or contract. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, DUSC will not allow any form of retaliation against individuals who report unwelcome conduct to management in good faith or who cooperate in the investigations of such reports in accordance with this policy. DUSC Staff who make complaints in bad faith may be subject to disciplinary action, up to and including termination of employment or contract.

3.4 SUBSTANCE ABUSE

To ensure a safe, healthy and productive work environment for DUSC Staff and others, to protect DUSC property, and to ensure efficient operations, DUSC has adopted a policy of maintaining a workplace free of drugs and alcohol.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on DUSC premises (including permitted playing fields or other locations temporarily being used by DUSC such as gyms), while on DUSC business (whether or not on DUSC premises) or while representing DUSC, is strictly prohibited. DUSC Staff are prohibited from reporting to work or working while they are using any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. Violation of this policy will result in disciplinary action, up to and including termination of employment or contract.

DUSC maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

3.5 WORKPLACE VIOLENCE

DUSC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to DUSC and personal property. DUSC does not expect DUSC Staff to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, DUSC specifically discourages DUSC Staff from engaging in any physical confrontation with a violent or potentially violent individual. However, DUSC does expect and encourage DUSC Staff to exercise reasonable judgment in identifying potentially dangerous situations. Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs:

- Resentment, anger and hostility
- Making ominous threats such as saying bad things will happen to a particular person or that a catastrophic event will occur
- Sudden and significant decline in work performance
- Irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior
- Discussing weapons and their use, and/or brandishing weapons in the workplace
- Personality conflicts with coworkers
- Obsession or preoccupation with a coworker or supervisor
- Attempts to sabotage the work or equipment of a co-worker
- Blaming others for mistakes and circumstances
- Demonstrating a propensity to behave and react irrationally

3.6 PROCEDURES FOR REPORTING A THREAT

All potentially dangerous situations, including threats by co-workers, should be reported immediately to the DUSC Executive Director, Director of Human Resources, or Board Chair. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. DUSC Staff will not be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If an investigation confirms that the threat of a violent act or violence itself has occurred, DUSC will take swift and appropriate corrective action.

If a DUSC Staff member is the recipient of a threat made by an outside party, they should follow the steps detailed in this section. It is important for DUSC to be aware of any potential danger in and around areas of operation. Indeed, DUSC wants to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else. Questions about this policy should be directed to the Executive Director.

3.7 CONFLICT RESOLUTION

If a DUSC Staff member wishes to raise any complaint or grievance against any other DUSC Staff member, Board member or other party involved with DUSC, such matters in the first instance should be brought to the attention of the DUSC Executive Director, Director of Human Resources, or Board Chair. DUSC Staff should feel comfortable reporting any issue. DUSC will make every effort to ensure the confidentiality of any report made to the extent possible, but confidentiality cannot be guaranteed. In addition, DUSC will not allow any form of retaliation against individuals who report unwelcome conduct to management in good faith or who cooperate in the investigations of such reports in accordance with this policy. DUSC Staff who make complaints or raise grievances in bad faith may be subject to disciplinary action, up to and including termination of employment or contract.

The Executive Director, Director of Human Resources, or board member, as appropriate, shall consult with the DUSC Staffing Committee and determine the necessary steps required to investigate the issue and report the results and recommendations from such investigation to the DUSC Staffing Committee in the first instance.

To report confidential matters, contact kevin.mccarthy@dusc.net, rasna.defeis@dusc.net, or board@dusc.net.

4. EMPLOYEE COMMUNICATIONS

4.1 COMPUTERS – INTERNET, EMAIL AND VOICEMAIL USAGE

It is important for DUSC Staff to recognize that DUSC communications and computer systems are business tools provided to enable DUSC Staff to perform their responsibilities more efficiently and effectively. Access is limited to purposes authorized under this policy.

Communications sent or received as well as websites visited using DUSC equipment may be accessed or monitored at any time by authorized DUSC personnel without notice to the users of the system. The reasons for which DUSC may review Staff members' use of the system include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; ensuring compliance with software copyright laws; and complying with legal and regulatory requests for information.

Since DUSC communications and computer systems are primarily for business purposes, all Staff members, upon request, must inform management of any private access codes or passwords.

All software programs, data files, word processing documents, art work, membership information, user records and other proprietary information stored in any DUSC computer system or other hard copy records are the property of DUSC and are to be treated as confidential. DUSC requires that DUSC Staff use appropriate business language on all correspondence, including e-mails and other types of word processing documents. Reasonable personal use is permitted as long as it does not violate any aspect of DUSC policy. However, in all cases, the content of messages and the accessing of web sites must be prudent. Under no circumstances should a DUSC Staff member initiate or forward a message that contains crude or sexual material or access any similar web site likely to contain such material. Any abuse of the organization's business resources may result in disciplinary action up to and including termination of employment or contract.

4.2 USE OF SOCIAL MEDIA

This policy governs the publication of and commentary on personal social media accounts of DUSC Staff members. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, Instagram, LinkedIn, Twitter, Snapchat, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

4.3 SOCIAL MEDIA ACCOUNTS

Social media identities, logon IDs, user names, and accounts may not include DUSC's name or be registered on behalf of DUSC.

4.4 SOCIAL MEDIA AT WORK

Use of personal social media should not take place during hours of work or on DUSC computer equipment. Violations of DUSC's policies on usage of social media may subject the employee to disciplinary action, up to and including termination of employment.

4.5 WIRELESS DEVICES AND OTHER DUSC COMMUNICATIONS EQUIPMENT

a) ISSUANCE

Certain employees are issued DUSC communications equipment which may include laptops and other wireless devices in the interest of managing on-going business needs. Eligibility is determined based on job

requirements. Issuance will be approved by the Executive Director.

b) USAGE

DUSC Staff must recognize that DUSC communications equipment are business tools provided to enable employees to perform their responsibilities more efficiently.

Under no circumstances should an employee use DUSC communications devices to access inappropriate sites such as those that are political, religious or sexual in nature. In addition, employees should not access or forward any message, image or link that contains political, religious or sexual references or that are crude in nature. Any abuse of the organization's business tools may result in disciplinary action up to and including termination of employment.

DUSC issued devices should not be used to download non-business-related applications without approval. Any fees incurred for the downloading or the usage of unapproved applications will be the responsibility of the employee.

c) REPLACEMENT

If a DUSC issued device is lost, stolen or damaged, through negligence on the part of the employee, they may be asked to pay all or a portion of the cost of replacement equipment. Damaged or broken equipment must be returned before any new equipment will be issued. DUSC Staff are also expected to return any and all DUSC issued equipment when terminating their employment or contract.

d) SAFETY CONSIDERATIONS

Cell phones should never be used in a manner that distracts while driving or impacts a driver's ability to safely respond to driving conditions. DUSC expects Staff to use their communications devices, whether DUSC issued or their personal devices, safely and in accordance with all state and/or local laws. Hands-free functions on cell phones must be used at all times while operating a vehicle and texting is not permitted while driving.

4.6 EMPLOYEE RECORDS, REFERENCES AND REQUESTS FOR INFORMATION

Employee files are maintained by the Finance Department. Only the Finance Committee can authorize the release of information about current or former employees. Although DUSC reserves the right to exercise judgment in releasing employment information, responses to inquiries about employees are generally limited to confirming dates of employment, job title and department. Requests for references or verifications of employment should be directed to the Finance Department at finance@dusc.net.

5. EMPLOYMENT COMPENSATION AND BENEFITS

5.1 CATEGORIES OF STAFF

DUSC operates throughout the year with variable day, evening and weekend shifts for employees working in certain areas.

Full-time employees work 40 or more hours a week and are paid on a salary basis per their offer letter.

Part-time employees work fewer than 40 hours a week and are paid for hours worked or teams coached, per their offer letter.

Seasonal part-time employees work fewer than 40 hours a week and are paid for hours worked.

Independent contractors work and are paid in accordance with individual contractual terms and are therefore not eligible for DUSC employee benefits.

5.2 COMPENSATION PRACTICES

DUSC Staff compensation is typically communicated prior to commencement of work. Annual salaries are generally reviewed on an employment year basis (Sept 1st through Aug 31st), and increases may be granted based upon job performance. Individual increases may vary each year depending upon the size of the budget at the close of the fiscal year and performance levels. DUSC Staff may not necessarily receive an increase during a given employment year. Certain DUSC Staff may also receive a pay differential or stipend for specific responsibilities.

5.3 PAY PERIODS AND DIRECT DEPOSIT

DUSC Staff required to report time and attendance, depends upon the accurate and timely reporting of time and attendance in order for DUSC Staff to receive their pay promptly. Pay periods are twice a month, on the 15th and last day of the month. DUSC Staff pay checks can be directly deposited to a Staff member's bank account. Direct deposit authorization forms are available on request.

DUSC makes every effort to ensure that DUSC Staff are paid correctly. Occasionally, however, mistakes happen. When mistakes do occur and are called to our attention, we will promptly make any corrections necessary. DUSC Staff should review their pay stubs as soon as they are received to ensure that they are correct. Questions should be directed to the Director of Finance in the first instance.

5.4 BUSINESS AND TRAVEL EXPENSES

DUSC will reimburse DUSC Staff for reasonable, pre-authorized expenses incurred while performing services for DUSC, including per diem allowances provided to coaches when traveling to games and tournaments ("Game Travel") and out-of-pocket expenses incurred ("non-Game Travel"). In order for out of pocket expenses to be reimbursable, such expenses must be cost-effective, business related and be pre-approved in writing by the Executive Director or Director of Academy. Travel plans, including air travel, ground transportation, car rental and lodging should be booked using the least expensive or most cost-effective options.

DUSC Staff are expected to retain and submit original receipts and invoices for all itemized expenditures and are expected to follow DUSC guidelines regarding reimbursable expenses and per diem allowances as set forth in terms of employment or contract. To obtain

reimbursement, employees should complete a Check Request Form indicating the basis for the request and, for non-Game Travel, the exact purpose of the expenditure. Original receipts should be attached, appropriate written approval should be obtained and a copy should be retained for personal records prior to submission to DUSC's Finance Department for processing. Requests for reimbursement of business expenditures must be made as soon as charges are available and within a reasonable period of time after the expense has been incurred. Reimbursement requests older than 30 days may not be processed and there is no guarantee of reimbursement.

Management who approve reimbursements are responsible for reviewing the supporting documentation, confirming compliance with DUSC policy and ensuring that the expenses were reasonable and necessary. Purchases must be job- or business-related and, if over \$250, must be approved in advance by the Executive Director and Director of Academy. DUSC's Finance Department is responsible for monitoring compliance with policy, processing payments in a timely manner and bringing any exceptions to the attention of the Executive Director before payment. Falsification or tampering with reporting relating to expenses may result in disciplinary action up to and including termination of employment or contract.

5.5 CORPORATE CREDIT CARDS

Certain DUSC Staff have been provided with DUSC credit cards. These cards are only to be used for valid DUSC expenses and are not intended for personal use. Cardholders should retain receipts or invoices for all expenditures and are expected to review monthly statements thoroughly, checking each item for accuracy and indicating on the statement where each cost should be charged. Monthly statements must be reviewed and authorized within 5 business days of receipt.

5.6 EMPLOYEE DISCOUNT

DUSC Staff who enroll their children in DUSC programs will receive an 80% discount on tuition.

5.7 WORKERS' COMPENSATION, NYS DISABILITY AND SHORT-TERM DISABILITY

Accidental injuries which occur during working hours or conditions caused by work activities are covered under our Workers' Compensation policy, which is paid for by DUSC and managed by the Finance Department. This insurance provides for the payment of medical expenses and weekly compensation payments during the period of an employee's work-related injury or illness.

All injuries, no matter how slight, must be reported to the Executive Director as soon as possible. Injured DUSC Staff will be asked to complete a claim form and must respond to the request for information on the injury as soon as possible. Failure to follow DUSC procedures may affect a DUSC Staff member's ability to receive Workers Compensation benefits.

DUSC Staff may also be entitled to receive statutory short-term disability payments for non-occupational injuries. New York State short-term disability benefits may pay up to 26 weeks, with medical confirmation, however eligibility is determined by the state. Workers'

Compensation and Short-Term Disability are solely monetary benefits and not leaves of absence.

5.8 VACATION

DUSC provides full-time employees with paid vacation based upon the follow requirements:

SERVICE REQUIREMENT	VACATION ELIGIBILITY
After 1 Year	2 Weeks
After 3 Years	3 Weeks
After 5 Years	4 Weeks

During the first year of employment, vacation is accrued based upon the relationship of the date-of-hire and the end of the employment year (Sept 1st through Aug 31st). New employees must have at least 6 months of service with DUSC before taking vacation time, at which point they are entitled to 6 days' vacation. Thereafter employees earn one day's vacation for each month they are employed.

Vacation days must be planned and scheduled well in advance so that coverage can be arranged, if needed. Staff must complete a [Time off Request Form](#) that must be reviewed by their direct report and must be approved prior to being finalized. The Executive Director typically plans staff vacation and holiday schedules at the beginning of each employment year (Sept 1st through Aug 31st), however changes may be made to a schedule as long as sufficient notice is given. Employees are encouraged to take their vacation during the employment year in which it is earned. However, there may be reasons why an employee may not be able to take their vacation as requested or planned. The Executive Director reserves the right to determine when vacation may be taken and how much time may be taken on any one occasion, balancing the best interests of both employees and the effective operations of the club.

Unused vacation days may be carried over to the next fiscal year with appropriate management approval. Employees may only carry over days accrued in the current fiscal year, and the amount of carryover allowed is limited to a maximum of five (5) days. Employees must use their carryover vacation by December 31st of the following employment year. Any days not used will be forfeited. Employees are responsible for keeping accurate records of requests for vacation, management approval and for time taken. DUSC will not consider requests for carryover from any employee who fails to properly record their attendance in accordance with policy. See "Termination of Employment" for payment of accrued, unused vacation upon termination.

5.9 HOLIDAYS

As the majority of employees are involved in activities that occur on holiday weekends, the number of available Federal holidays that employees are eligible to take off is limited to:

New Year's Day
Independence Day
Christmas Day

Employees will not be paid for unused holidays upon termination from DUSC.

5.10 SICK DAYS

Eligibility - In accordance with New York City law, DUSC provides paid sick time to employees who work more than 80 hours in New York City in a calendar year.

For the purposes of this policy, the calendar year is the 12-consecutive month period beginning each September 1st and ending each August 31st.

Accrual – Employees begin accruing time at the start of employment with DUSC. Eligible employees, other than full time employees, will accrue one (1) hour of sick time for every 30 hours worked, up to a maximum accrual of 40 hours each calendar year.

Usage – Employees may begin using accrued time after the 120th calendar day of employment.

Sick time may be used in minimum increments of four (4) hours with a cap of 7 hours per day. Employees may not use more than 40 hours of accrued sick time in any calendar year.

Employees may use accrued sick time for absences due to:

- (a) The employee's mental or physical illness, injury or health condition or need for medical diagnosis, care of treatment of a mental or physical illness, injury or health condition or need for preventative medical care;
- (b) The care of the employee's child, spouse, domestic partner or parent or the child or parent of the employee's spouse or domestic partner, sibling (including half siblings, step siblings, or siblings related through adoption), grandchild or grandparent who needs medical diagnosis, care of treatment of a mental or physical illness, illness, injury of/or health condition or who needs preventative medical care; or
- (c) Closure of the employee's place of business by order of a public official due to a public health emergency such as employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

Notice and Documentation – Employees must provide 7-days' notice of the need to use accrued sick time to their manager if the need is foreseeable. Where the need is not foreseeable, employees should provide notice as early as possible.

Employees may not leave a voice message or email or leave a message with a co-worker regarding their absence. In addition, if the absence lasts more than one day, employees must call in each day that they are going to be absent from work unless specifically instructed

otherwise. Employees are responsible for recording the absence(s) appropriately upon their return to work.

DUSC reserves the right to require supporting documentation if the employee uses accrued sick time for more than three (3) consecutive days. For sick time used for reasons (a) or (b) above, documentation signed by a licensed health care provider indicating the need for the amount of sick time taken will be considered reasonable documentation, and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness or condition.

Additionally, DUSC may require an employee to provide written confirmation that an employee used sick time in accordance with this policy.

Payment – Sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage.

Carryover and Payout – an employee may carry over up to 40 hours of accrued unused sick time under this policy to the following calendar year, though usage is capped at 40 hours in each calendar year. **Accrued but unused paid sick time under this policy will not be paid upon separation of employment from DUSC.**

Enforcement and Retaliation – Employees have the right to request and use sick time and may file a complaint for alleged violations of this policy with the New York City Department of Consumer Affairs. DUSC prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of an employee's rights pursuant to this policy and applicable law. Employees with questions may contact the Executive Director.

5.11 MEAL BREAK

An employee who works at least a 6 hour shift is entitled to a 30 minute unpaid meal break.

5.12 OVERTIME

Non exempt employees will be paid time and a half their regular pay rate when they work more than 40 hours in a given pay week. Overtime authorization is required from a manager prior to working overtime. If you work at different pay rates during the relevant week, the rate we will use is your regular rate of pay or average pay rate.

6. LEAVES OF ABSENCE

DUSC recognizes that there are times in people's lives when they may have to be out of work for an extended period of time due to accidents, extended illnesses, personal or family circumstances, or civic responsibilities. Depending upon the nature of the absence, a leave may be approved as time-off from work without pay, with partial pay or with full pay. All employees

must complete the [Time off request form](#) that must be reviewed by their direct report and must be approved prior to being finalized.

6.1 NY STATE SHORT TERM DISABILITY (DBL)

New York State requires DUSC to provide employees with Disability Benefits coverage for an off the job injury or illness. The employee must notify DUSC as soon as practical if such an event occurs and complete the necessary forms for submission along with the required medical support. The notification must be made in writing to the Executive Director.

For specifics including eligibility, duration, and benefit amounts see the New York State government website. (Link effective 2018:

<http://www.wcb.ny.gov/content/main/DisabilityBenefits/Employer/commonQuestions.jsp>)

6.2 NY STATE PAID FAMILY LEAVE (PFL)

As of January 1, 2018, New York State provides New Yorkers with job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. The employee must notify DUSC at least 30 days before the leave will start, if it's foreseeable. Otherwise, notify DUSC as soon as possible. The notification must be made in writing to the Executive Director.

For specifics including eligibility, duration, and benefit amounts see the New York State government website. (Link effective 2018:

<https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-information-employees>
)

6.3 PARENTAL LEAVE (mothers or fathers)

Full time employees with more than three years of service as of the date they would begin a parental leave are entitled to up to three weeks of leave at full pay for bonding with a new child after birth, adoption, or foster placement. To receive this benefit the employee must file for PFL (see section 6.2 above). The employee must notify DUSC at least 30 days before the leave will start, if it's foreseeable. Otherwise, notify DUSC as soon as possible. The notification must be made in writing to the Executive Director. Following the three weeks at full pay, additional leave may be possible under PFL (see section 6.2 above).

6.4 MATERNITY LEAVE (mothers only)

Full time employees with more than three years of service as of the date they would begin a maternity leave due to birth are entitled to up to six weeks of leave at full pay. The employee must notify DUSC at least 60 days prior to the start of the leave. The notification must be made in writing to the Executive Director. To receive this benefit the employee must file for NYS

short-term disability (DBL) – (see section 6.1 above). Following the six weeks at full pay, additional leave with partial pay paid by NYS may be possible under PFL (see section 6.2 above). The full duration of the leave can be covered under DBL or it may be combined with PFL (see section 6.2) as both may be claimed by a mother that gives birth, but they cannot be claimed simultaneously. DUSC will only ensure full pay for up to a total of six weeks total, and will only supplement PFL benefits for up to three weeks when PFL is claimed.

6.5 PERSONAL LEAVE

If an employee is not eligible for leave under any other DUSC policy, they may request a Personal Leave. To be considered for a personal leave of absence, employees must prepare a written request providing as much information as possible. Requests will be reviewed and approved by the respective manager, Executive Director, Director of Human Resources, and the Board Chair. DUSC will not continue to pay employees on Personal Leave and reinstatement after Personal Leave is generally not guaranteed.

6.6 JURY DUTY

If an employee receives a jury duty notice, they are required to submit the document to the Executive Director in order to plan for coverage. In some cases, an employee may be asked to request a deferral from the court if business necessity requires this action. During the period of service, DUSC will pay the difference between jury duty pay and regular weekly earnings up to a maximum of 4 weeks' pay.

6.7 BEREAVEMENT

A leave of absence may be approved lasting from one to five days in the event of the death of a member of an employee's immediate family. Immediate family includes parents, siblings, spouse or children.

6.8 MILITARY SERVICE

DUSC adheres to Federal, State and local laws regarding military and military reserve status.

6.9 LACTATION POLICY

As required by New York State Labor Law, employees who are nursing are provided with break time to express breast milk for up to three years after the birth of a child. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

6.10 BLOOD DONATIONS

As required by New York State Labor Law, employees who work an average of at least 20 hours per week are eligible for up to three hours of unpaid leave in any 12-month period for donating blood. Employees must provide advance notice of at least three working days of their intention to avail themselves of this leave, except in emergency situations. Employees may use accrued paid time off for this purpose.

7. TERMINATIONS

7.1 RESIGNATIONS

DUSC Staff who voluntarily resign from DUSC are requested to provide as much notice as possible. A minimum of 2 weeks' notice is requested. DUSC Staff will be paid through their last day of work and employees will receive payment for any unused vacation accrued in the current fiscal year to a maximum of 5 days.

7.2 TERMINATIONS

Unless specified otherwise in writing in DUSC Staff member's employment agreement or contract, termination may be effected by either the DUSC Staff member or DUSC at any time with written notice. DUSC Staff that are terminated for poor performance should typically have been provided with at least one written warning prior to termination. DUSC Staff members who resign or are asked to leave DUSC involuntarily will receive their pay through the last day worked. Payment of severance is at the sole discretion of DUSC. Certain employees, including those who voluntarily depart from the organization or those who are terminated for misconduct or violation of policy are not eligible for severance. Severance will only be provided in return for a signed release.

7.3 AT-WILL EMPLOYMENT

Employment at DUSC is "at-will," meaning that the club can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Equally, an employee can leave the club at any time, with or without notice and/or cause.

ACKNOWLEDGEMENT

RECEIPT OF STAFF HANDBOOK

I have received a copy of the DUSC Staff Handbook, and I understand that I am responsible for reading it in its entirety. I understand that this Handbook replaces any and all prior Handbooks, policies and practices of DUSC.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in DUSC's Staff Handbook may be added to, deleted or changed by DUSC at any time. I understand that neither the Handbook nor any other written or verbal communications by a management representative is intended to, in any way, create a contract of employment.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Executive Director, Kevin McCarthy.

DUSC Staff member (Print)

DUSC Staff member (Signature)

Date

ADDENDUM - CHILD ABUSE

Given that most of DUSC's program participants are children, it is the policy of DUSC to ensure a wholesome, safe environment. DUSC adheres to the "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act". This new legislation amends the Victims of Child Abuse Act of 1990 and the Amateur Sports Act of 1978. These procedures apply specifically to all staff and to those program volunteers whose duties, assignments or responsibilities include direct contact with, or supervision of, persons with direct contact with children. Child abuse is defined as physical or mental injury, sexual abuse or exploitation, or negligent treatment of a child.

Anyone who is concerned that a child who is a program participant is being abused or has been abused in the past should immediately report their concerns within 24 hours to the local law enforcement agency or local child protective services agency that has jurisdiction to investigate reports of child abuse or to protect child abuse victims or to the FBI. Any communication regarding suspicions of allegations of child abuse, must be documented and be reported to the Executive Director or Board member. Confidentiality must be maintained in all incidents. Violations of this policy will not be permitted and will result in disciplinary actions up to and including termination.

Cases of Suspected Child Abuse/Avoiding Suspicion of Abuse

If a DUSC staff member or volunteer suspects that a child has been physically abused, they should immediately notify the appropriate law enforcement agencies and the Executive Director or Board Chair. At no time should any suspicions be discussed with anyone else in the first instance. At no time should the child be made to feel uncomfortable or upset.

DUSC coaches are in an excellent position to recognize the signs of abuse. The following are some conditions that might signal a problem:

Physical Abuse

Unusual bruises, welts, burns or fractures, bite marks, or frequent injuries that are always explained as "accidental," may be telltale signs. Signs to look for in a child's behavior include:

Unpleasantness, hard to get along with, demanding, disobedient, is frequently in trouble, interferes with others, or breaks/ damages things; is unusually shy, avoids other people including children, seems too anxious to please and lets others say and do things to him/her without protest; is frequently late or absent or comes to camp too early and hangs around after the other players are dismissed; avoids physical contact with adults; wears concealing clothes to hide injuries; seems frightened of parents; is apt to seek attention from any adult.

Negligent Treatment

If a child is often not clean, or is tired, has no energy, or comes to practice or games without eating, these may be signs that he/she is a victim of neglect. Also, if the child seems to be alone often, for long periods of time, needs glasses, dental care, or other medical attention, wears dirty clothes or inappropriate clothes for the weather, these too may be signs of neglect. In addition, certain behaviors such as frequent absenteeism, begging or stealing food, using

alcohol and drugs, vandalism or sexual misconduct may indicate neglect at home.

Emotional or Mental Abuse

Signs of emotional abuse are much more difficult to detect; behavior is usually the best indicator. Behavioral signs include:

- Shows extremes in behavior, such as being overly compliant or demanding; is extremely passive or aggressive is either unusually adult-like in actions or overly young for age (example: sucks thumb, rocks constantly); is behind for his or her age in physical, emotional or intellectual development.
- Staff and volunteers might also detect the signs of emotional abuse in the parent or caretaker's behavior. Blaming or belittling the child, bold and rejecting behavior and lack of care about the child's problems are behaviors that emotionally abusive parents display.

Sexual Abuse or Exploitation

Torn, stained or bloody underclothing, or experiences pain or itching in the genital area, may all be clear signs of sexual abuse. Things to look for in the child's behavior: appears withdrawn or engages in fantasy or baby-like behavior; has poor relationships with other children is unwilling to participate in physical activities; is engaging in delinquent acts or runs away; says that he/she has been sexually assaulted.

The following procedures are to be followed by all DUSC staff and volunteers to avoid any possible accusations regarding child abuse (physical or sexual):

- You should never accompany players into a bathroom by themselves. Staff or volunteers are to remain outside in full view of others. On the rare instance when a camper may need assistance, the Executive Director is to be advised of what took place.
- You should not wrap an arm around any one player. Staff and volunteers should be careful to not single out one player.
- You should avoid being alone with a player in a locker room while the rest of the group is at an activity.
- You should never use physical means to discipline a player, especially in anger. Grabbing a child can be interpreted as abuse.
- Striking a child is grounds for immediate dismissal, and furthermore, could place you in a position where you are liable to arrest and/or court action.
- You should never use physical means such as a slap across the bottom to express satisfaction with a camper's performance, rather some verbal confirmation or a "high five" should be substituted as a means of physical expression.