



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

03/16/2020

Dear Valued YMCA Staff Team,

Starting Monday, March 16<sup>th</sup> all YMCA locations, excluding licensed child care, will be closed at end of normal business (no later than 9:00pm) until Friday, April 3<sup>rd</sup>.

**Licensed child care staff members will continue to report to work.** All license child care programs will continue to be open until further notice from Governor DeWine.

Our staff members are important to us and we want to help reduce the financial burden this closure may cause to our staff members. The following will be in effect during this time:

- **Full Time Exempt (Salary):** Will remain on duty and be asked to serve when/where as needed; to be coordinated with your supervisor.
- **Full Time Non-Exempt Management (Hourly):** Will remain on duty and be asked to serve when/where as needed; to be coordinated with your supervisor.
- **Hourly Staff Members (Full Time Non-Exempt, Part Time and Seasonal):**
  - You will be off duty, **this excludes licensed care staff.**
  - You will be compensated for hours not worked for this period of time based on day-by-day hours equal to the previous pay period.
- **Essential Staff Members:** Some Staff Members have unique and essential skills or training. Because of this some essential staff members may be asked to work during this time despite the above guidelines. In this case, hours will be restricted to the minimum hours required to complete the job. These situations will be handled on a case-by-case basis with your supervisor.

If you are a staff member required to report to work and you are ill, under mandatory quarantine, living with, or caring for someone due to COVID-19, you will not be required to use sick time for this. Other time off policies will be in effect.

During this period of time we encourage our staff members to evaluate their own financial situations to determine how they might continue to fund their needs if these closures continue beyond April 3<sup>rd</sup>. We will provide information and resources regarding these becomes available.

This situation continues to evolve and changes may occur in the coming days and beyond. Please stay in touch with the YMCA, for information regarding this situation.

We are grateful for your patience and support during this time.

Jill Kolesar, CEO

Ken Hoyt, VP of Human Resources

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