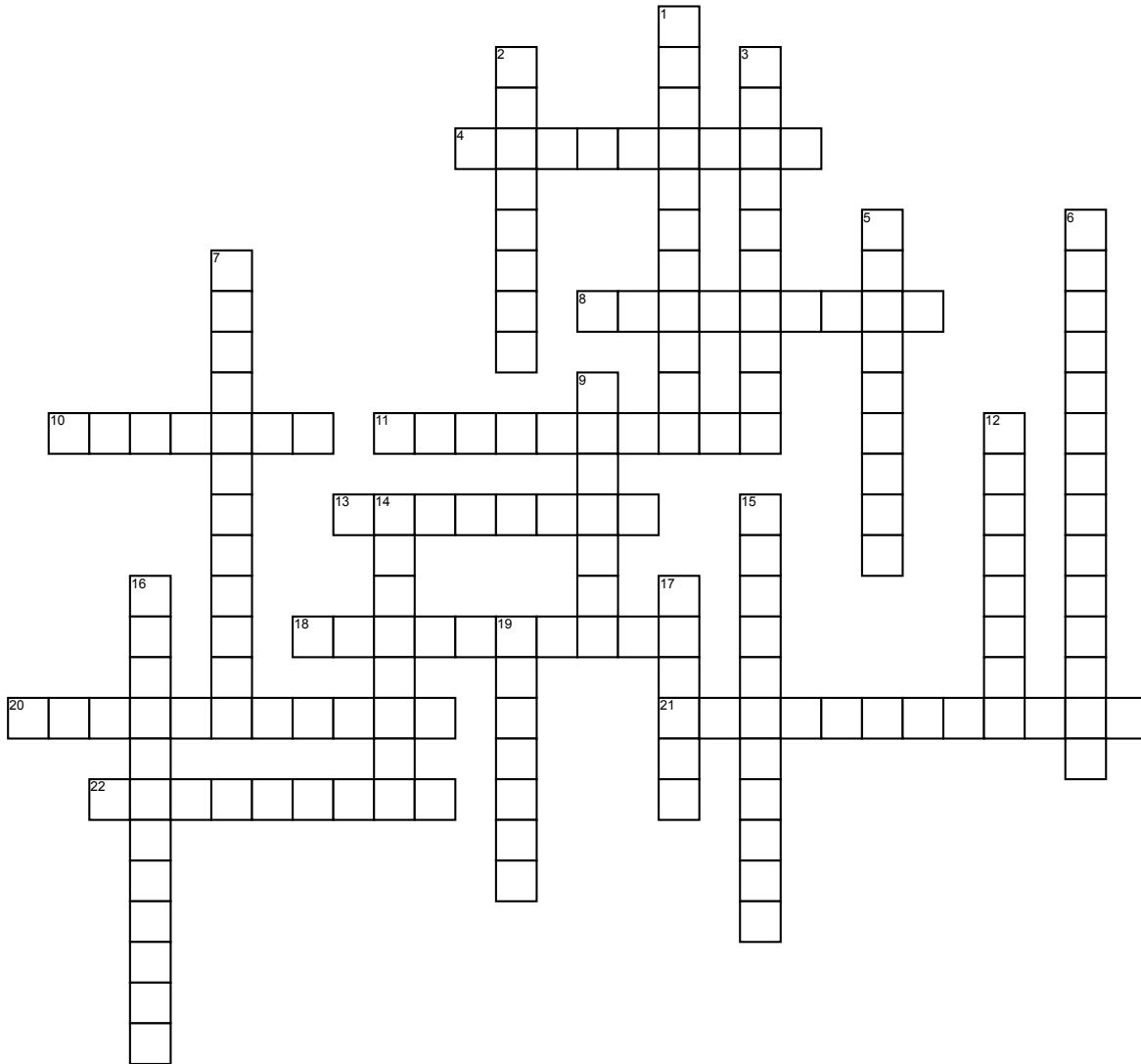


Name: _____

BGCM Employee Handbook



Across

- 4. The club strictly prohibits any employee being at work under the _____ of alcohol, drugs, or controlled substances
- 8. An employee hired on a specific basis, including during peak or seasonal periods, for specific projects or for a limited period of time.
- 10. The Boys & Girls Club of McAllen is dedicated to helping our community by mentoring youth to become productive and caring citizens by providing nationally recognized programs in a safe and positive environment through the support of caring and dedicated youth professionals.
- 11. All Club employees at the supervisory level and higher are strictly _____ from dating or pursuing romantic or sexual relationships with any other club employee
- 13. Each club employee has an obligation to observe and follow the Club's _____ and to maintain proper standards of conduct at all times.
- 18. In addition to our policy of prohibiting _____ that is sexual in nature, we also do not tolerate _____ of our employees or job applicants that is related to an individual's race, color, sex, religion, national origin, citizenship status, age, disability, genetic information or any other class protected by the law

- 20. _____ includes all means of communicating or posting information or contents of any sort on the Internet, including but limited to posting to a personal website, blog, social networking web site, web bulletin board or chat room.
 - 21. The first 90 days of employment are considered an _____ period
 - 22. Each employee is responsible for correctly recording and properly submitting his/her hours of work on his/her _____ to supervisor
- Down**
- 1. Full-time and Part-time employees will receive up to 3 paid days off for the death of an immediate family member
 - 2. The basic principle of _____ of interest is that employees should avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of the Club or in any way damage the Club's business or reputation
 - 3. All Club applicants are subjected to _____ checks
 - 5. It is very important for employees to keep their _____ records up to date.
 - 6. Employees may not post _____ or harassing remarks, threats of violence or similar inappropriate or unlawful conduct

- 7. Except with the express permission of the CPO, employees may not at any time during or after their employment, use duplicate, or disclose by any means, any _____ information to any unauthorized person or Club entity
- 9. The employee is required to contact his/her supervisor on a daily basis at least 1 hour prior to scheduled work time
- 12. When an on-the-job _____ occurs, no matter how minor, it shall be reported to the appropriate senior management.
- 14. Occasionally, employees may be asked or required to work _____. Must be approved.
- 15. If an employee fails to provide proper notice of absence for 3 consecutive workdays, the Club will presume that the employee has _____ abandoned his/her job
- 16. The Club does not permit _____ of any kind, including the collection of funds, pledges, circulation of petitions, distribution of non-club literature and other similar types of activity during working time or in work areas by either employees or outsiders
- 17. Employment with the club is _____ and the club may discharge and employee at any time for any reason whatsoever, with or without cause, and with or without notice
- 19. No _____ is permitted in any portion of the Club offices or facilities at any time