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YMCA of Metropolitan Chattanooga A Message to Full-Time Staff

To: All Full-Time Hourly and Exempt YMCA Staff
From: Janet Dunn, President & CEO, YMCA of Metropolitan Chattanooga
Date: March 30, 2020
Subject: **YMCA STAFF UPDATE REGARDING COVID-19**

As you know, the situation around COVID-19 in the U.S. continues to change daily. In order to comply with federal guidelines around social distancing that were issued yesterday, **our facilities will remain closed through April 30, 2020.** Our community response efforts around feeding sites, emergency childcare, and work with seniors will remain ongoing.

We understand this is disappointing news that may trigger some additional questions. We have tried to anticipate some of those below:

Will I be working?

If you are not already involved with the community response efforts, you will continue to be off work during this period.

What are my options if I am not working?

First, if you have Paid Time Off available, you can continue to use that during this time. You can check your PTO balance and make balance requests through the Kronos app on a smartphone or the Kronos website at <https://secure4.saashr.com/ta/6146116.login>

Second, you will be able to access up to 5 days of Extended Sick time if you have that available, after a 5 day elimination period (during which time you can use PTO). To request the use of extended sick time, please email hr@ymcachattanooga.org with the dates to be added to your timesheet.

Third, once you have used your 5 days of extended sick time, you can continue using any remaining PTO.

What about unemployment?

If you are not involved in our community response centers, filing for unemployment may be an option for you. You can find additional information, including how to file, at

<https://www.tn.gov/workforce/unemployment.html>

Please note that you typically cannot collect unemployment and Paid Time Off simultaneously. If you qualify and are approved for unemployment, payment will typically start once payment from the Y has ceased.

Will I lose my job? Am I going to be laid off?

At this point, we remain on a temporary closure, and we are not laying off staff.

What about my health insurance?

If you have medical insurance benefits through the Y, those benefits will continue through April 30, 2020 without you having to make any payments. As communicated previously, medical insurance and life insurance are being covered for you during the month of April. You will still owe for any deductions for dental and/or disability insurance.

What about my Retirement account?

We understand some of you may want to make changes to what you are deducting from your paycheck for the 403(b) Smart Account. You can do this through "Update My 403(b)" under "My Account" in Kronos. To explore loan options through Y Retirement, please log into your account at yretirement.org or call 800-RET-YMCA.

What if I need support during this time?

Our Employee Assistance Program and Worklife Services Benefit (EAP) is available to all full-time staff at no charge. The EAP has resources available to assist with a variety of life's concerns. To access these services, log on to liveandworkwell.com and use access code 9622 or call 800- 980-6921.

What if I need spiritual support during this time?

If you need confidential, spiritual support during this time, our Chaplain Janice Keebler will be on call and available at 423.883.2270 or jkeebler@ymcachattanooga.org.

What if I have other questions?

We will be hosting a 'virtual' Town Hall Q&A session with our senior leadership team next week. If you have any questions for our CEO, COO, or CFO, please submit those by Friday, April 3 to hr@ymcachattanooga.org. We will compile these anonymously and respond to them the following week. Please note that participation is voluntary.

How can I stay updated as the Y makes decisions that impact me?

We have created a staff webpage at www.ymcachattanooga.org/staff where we will post all of our latest updates. We will also be periodically emailing staff. If you did not receive the email update last Friday (3/27) you may need to update your email address. If you are not working during this time and would prefer email to go to a personal email rather than your Y email address, please log into Kronos and update this under "My Account" > "Update My Personal Information."

We understand this is a difficult time, and we are looking forward to the day when we will all be working side-by-side again to better our community. In the meantime, please watch our staff page for additional updates.

Janet Dunn
President & CEO, YMCA of Metropolitan Chattanooga