



Selah Place of Oregon County, Inc.

Employee Handbook

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MESSAGE FROM BOARD OF DIRECTORS

Welcome to Selah Place of Oregon County, Inc., we're happy you're here. We founded Selah Place in 2009 to assist survivors of domestic and sexual violence.

We developed this Employee Handbook to get you acquainted with Selah Place, what we do, why we do it and how you fit into the big picture. This is probably your first day, so your main priority is to be a sponge and soak up all the information coming your way. Not only will this Employee Handbook get you familiar with Selah place, it's also meant to be a useful tool for the future. The goal of this handbook is to contain all the relevant information you need to know now and for years to come.

Again, thank you for joining us on this journey. Welcome to the team!

Selah Place of Oregon County, Inc.
Board of Directors

Board Members

President: Debbie Underwood
Director of Finance: Donna and Bill Franz
Director of Operations: (TBD)
Vice President: Terry Range
Secretary: (TBD)
Construction/Maintenance: Jackie Privette
Member: Kathy Bowers
Member: Tamara Arrington

Team Members

Shelter Manager: Montana Briggs
Case Manager: Megan Frazier
Outreach Coordinator/Court Advocate: Jan Beazley

Volunteer(s)

Bobbi Alford
Karl Arrington

DISCLAIMER

The purpose of this handbook is to provide employees with general information and guidelines. It is in no way a legal contract, and your employment with Selah Place may be terminated or you may resign at any time.

COMPANY PROFILE

History

Selah Place of Oregon County was organized in 2009. Sherry Fohey, the organization's founder, spent several years working with survivors of domestic & sexual violence. She was a local outreach director and passionate advocate for these survivors.

Jan Beazley, a co-founder of Selah Place, soon joined Sherry in this much needed work. Sherry and Jan realized there was great need for a shelter for women and children who are survivors of domestic or sexual violence in the area.

Believing God had put them together and given them a heart for survivors, these two passionate ladies began meeting in a kitchen, brainstorming about how to achieve the goal of a shelter in Oregon County, along with coordinating other supportive & educational resources. They began searching for local leaders with willing hearts who were also led to develop needed resources. Soon a local board of directors developed, a name chosen, & Selah Place of Oregon County, Inc. was born!

The name Selah came from scripture, found in several Psalms, a musical term indicating a pause. Selah Place is intended to provide survivors with a safe place and the time to pause, breathe, consider options & provide survivors the resources to help them succeed. Selah Place has always recognized that the survivors are the only ones qualified to make choices about their own lives.

Selah Place now boasts a full board of directors, who have developed articles of incorporation & established Selah Place as a non-profit 501(c)(3) organization. Selah Place is also a member of Missouri Coalition Against Domestic & Sexual Violence (MOCADSV). Selah Place board members and volunteers have received training through MOCADSV and are actively establishing community partnerships to serve local survivors.

From the beginning, Selah Place has been dependent on it's superb volunteers. Each one, whether long or short term, whether providing time, energy, talent, finances, or a combination of those assets, has helped Selah Place continue to fulfill our mission statement.

In 2019, Selah Place engaged in purchase agreement for the Ingle Hotel building in Thayer, MO. The building was completely renovated; the upstairs hotel provides both office space and a shelter for women and children.

Selah Place has encountered many challenges since its founding. But through it all, with much prayer, God has provided funding, community partners and volunteers with hearts for service, along with opportunities in His timing.

CORE VALUES

Selah Place has a few core values that are important to our team, the participants we assist, and the community as a whole. Following are those values:

- Safety is our top priority; safety for ourselves and those we advocate for.
- Do the right thing. We strive to always do what's right – even when it's not easy.
- Honesty, integrity and trustworthiness
- Respect for others, courage, and responsibility
- Privacy for all clients
- Sustainability

MISSION

At Selah Place, we strive to improve the lives of individuals in the areas of Oregon County, MO and Fulton County, AR. We connect clients with the services they need. We assist with clients' transformation from fear to courage.

VISION

- To provide a safe haven for women and children in transition from any form of violence.
- To help clients gain economic independence/financial stability and the necessary life skills for a successful, abuse-free future.
- To transform communities through education, access, and cooperation.

ORIENTATION & FIRST DAY

You will need to complete the following forms by your first day of employment.

- Signed job application
- Federal/state tax forms
- I-9, Employment Eligibility Verification (please review this form for information about what forms of identification are required)
- Personal information and emergency contact form

You will find all of these forms on our website under the **staff resources** page here:

<https://selahplace.org/staff-resources>. To get access to this page, you will be given a Selah Place email address, which you will use to log in to this area of the website. You will need to create a password on your first login.

PROBATIONARY PERIOD

New employees are given a 90-day probationary period, after which time performance will be assessed. (see performance assessment policy later in this handbook).

DRESS CODE

Our dress code is business casual. Jeans are allowed. No tank tops/halter tops or clothing that is revealing in nature. Additionally, no clothing with offensive slogans or pictures will be allowed. Please no wearing of uniforms from other employers. We trust employees to use their best judgment when considering what clothing is appropriate. However, if you do report to work in clothing deemed inappropriate, you may be asked to go home and change your attire.

HEALTH & SAFETY

Selah Place conducts business in accordance with all applicable health and safety requirements and strives for continuous improvement in its health and safety policies and procedures. All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies and procedures – and always apply safe workplace practices in all locations. Please familiarize yourself with the procedures in place.

Selah Place is also charged with providing safety to the people we care for. That means:

- Absolute confidentiality about who is in residence
- No referred phone calls or visits by outsiders
- You may interact with local police about potentially dangerous situations
- Guidelines on how to handle entry and diversion for unwanted visitors
- Having fully stocked first aid kits available for staff and clients
- Maintaining a clean and healthy environment for clients

EMERGENCY PROCEDURES

If you hear a fire alarm, the first step is to keep calm. Staff and clients will need to exit using the closest stairwell. From upstairs, there are two exits: one is down the staircase in the front of the building; the other is at the doorway at the back of the building that leads to the alley. There is also an exit from the downstairs kitchen to the sidewalk.

COMPANY VEHICLE

Selah Place does not own a vehicle. If you are required to drive your personal vehicle to conduct Selah Place business, you may request mileage reimbursement.

PERSONNEL CLASSIFICATIONS

Selah Place has the following employee classifications:

- Full-time: for employees who work 40 or more hours per week
- Part-time: for employees who work less than 40 hours per week
- Temporary: for employees who work on an assignment with a specific beginning and end date
- Seasonal: for employees who are on-call during busy times
- Contractor: for individuals who are not employees, but who work on specific tasks outside the normal scope of Selah Place services
- Volunteer: for people who are not Selah Place employees but who volunteer their time to help our operations

OVERTIME

For non-exempt employees covered by the Missouri law, any hours worked in excess of 40 per week must be paid overtime at a rate not less than one and one-half times their regular rate of pay.

WORK HOURS

Selah Place work schedules will vary depending upon your role with the organization. You may be required to work days or nights, weekdays or weekends. Your supervisor will review your schedule with you.

DAILY BREAKS

For full-time and part-time employees, we provide the following break schedule:

- If you work 4 to 5 hours in a shift, you will receive one paid 15-minute break
- If you work 6 to 7 hours in a shift, you will receive one paid 30-minute lunch break
- If you work 8 hours or more in a shift, you will receive one paid one-hour lunch break

ATTENDANCE POLICY

Selah Place expects employees to show up on time for the regularly scheduled shifts. We do offer paid time off for sick time and vacations (covered later in this handbook). Employees determined to be showing a pattern of unplanned absences or tardiness will be dealt with on a case-by-case basis.

COMPENSATION & BENEFITS

Pay

Employees are paid on Mondays each week. All paychecks can be picked up on Monday mornings at 10:00 AM at the Selah Place office.

Insurance Benefits

Selah Place does not offer insurance benefits at this time.

Retirement Plans/Bonuses

Selah Place does not offer a retirement plan or bonuses at this time.

TIME OFF

Holidays

We do not offer holiday pay at this time. If you work on a holiday, you will be paid at the standard rate. Employees may be required to work on holidays, which will be rotated.

Vacation

Selah Place offers full-time employees one-week paid vacation per year (accrued monthly). For every three years of services, employees receive two additional paid days off per year.

Sick Time

Selah Place offers full-time employees five sick days per year. To ensure this program does not get abused, employees absent for more than two days due to illness are required to provide a written doctor's note to their manager.

Personal & Family Leave

Employees are not covered under the Family and Medical Leave Act (FMLA). FMLA applies to employers who have more than 50 employees. At this time Selah Place does not meet this standard.

Other Leave

Bereavement leave – 3 days

Jury duty (per time required)

Voting – 2 hours

PERFORMANCE ASSESSMENT

Closely monitoring performance of employees is important to Selah Place. Employee performance assessments will be conducted on a regular basis. New employees will be assessed after 90 days, and again at six months of employment. All employees will be assessed annually. Your supervisor will conduct your review and give you ample time for feedback.

If you feel your performance assessment was unfairly conducted or inaccurate, you may appeal to the Board of Directors for review.

APPROPRIATE USE

Appropriate Use of Telephone

Mobile devices (phones and/or tablets) issued by Selah Place are intended to be used for business purposes only. We reserve the right to monitor device usage and review mobile phone bills to confirm proper use. Landlines are to be used for business calls only.

Personal cell phones and mobile devices are to be set on “silent” mode during working hours. Outgoing phone calls/texts during your work shift are to be limited so as not to disrupt business operations or hinder performance of your duties.

Appropriate Use of Company Equipment

Selah Place requires all employees to protect its assets. All assets should be used for legitimate business purposes only. Assets include facilities, equipment, computers and information systems, telephones, employee time, confidential and proprietary information, corporate opportunities and organization funds. Suspected incidents of fraud, theft, negligence or waste should be reported to your manager or Board of Directors.

Appropriate Use of the Internet

Selah Place understands that **occasional** personal use of the Internet during work hours is a reasonable occurrence as long as it does not interfere with your work duties. If in doubt about reasonable personal use, employees are encouraged to ask their manager for clarification. Selah Place does **not** allow Internet use to support a personal business or political venture, or in any way to embarrass the organization or its clients. Confidential client information is never allowed to be shared over the Internet (either during work hours or time off).

Appropriate Use of Email

Employees are accountable for any information they publish or send online including emails. Please do not use company email accounts to send personal emails, especially those that include inappropriate or sensitive material.

Advocate Per Diem for Clients

There is a per diem allowance for advocates who need to provide a meal outside the shelter for a client. Following are per diem limits:

Breakfast and Lunch (including tip)	\$15.00
Dinner (including tip)	\$20.00

CONDUCT & COMPANY POLICY

Neither employees nor clients will be subjected to harassment, discrimination, or unlawful activities.

- Anti-harassment policy: No employee or client shall be harassed during work hours, or after work hours by another employee, volunteer, contractor or client.
- Anti-discrimination policy: Employees and clients are protected from discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).
- Anti-theft policy: No employee or client shall participate in theft of property at Selah Place facilities.
- Drug and alcohol use policy: Neither drugs nor alcohol are allowed on any Selah Place premises.
- Code of conduct: Employees and clients should maintain the highest standards of conduct including looking out for others and reporting any threats of harm to self or others to the police.
- Fraternization policy: Employees may not fraternize with clients they have met while working at Selah Place.

REPORTING

If an employee witnesses inappropriate behavior or unethical conduct, they may report this using their chain of command. They should first go to their immediate supervisor. If unresolved (or if the issue is about their immediate supervisor) they should go to a Board of Directors member. Board members are listed in the beginning of this handbook.

DISCIPLINARY PROCESS

Selah Place follows a three-step disciplinary process: (1) verbal warning, (2) written warning, (3) termination. We use this approach to give employees the time and opportunity to fix performance issues. However, Selah Place reserves the right to skip any of the steps in this process and move directly to termination if necessary.

RESIGNATION

Employees who wish to resign from Selah Place, are requested to do so in writing, and provide at least a two-week notice to their direct supervisor.

EXIT INTERVIEWS

At Selah Place, we are always striving to improve. Exit interviews have a proven track record of providing helpful and insightful information about an individual's time with the organization. Exit interviews are not mandatory but encouraged to openly discuss areas of improvement.

AGREEMENT

By signing and submitting this page, I confirm that is my responsibility to understand and follow the policies in this document. I have:

- Read the entire employee handbook and understand my responsibilities related to it.
- Had the opportunity to ask questions to clarify any unclear aspects of the handbook.
- Agree to abide by its principles.
- Agree to report any violations of the handbook, and to cooperate in any investigations of violations of the handbook.

Signature

Date