



## **Employee Handbook**

2016

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## APPENDICES

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## **A. MISSION, VALUES, CORE COMPETENCIES & ADVOCACY PHILOSOPHY**

### **Mission:**

*Empowering people to live safe, healthy, non-violent lives.*

### **Vision:**

*"We envision a world free from domestic and sexual violence, and other forms of systemic oppression."*

### **Values:**

#### **Integrity and Honesty**

Maintain a firm adherence to our mission with fairness and forthright conduct.

#### **Non-Judgmental Support**

Avoid judgments based on race, color, religion, disability, pregnancy, national origin, sexual orientation, gender, age, ethnicity, income, veteran status, marital status, or any other basis.

#### **Compassion**

Have a kind, sympathetic consciousness of others and a desire to alleviate their distress.

#### **Positive Role Modeling**

Model positive behaviors that can be imitated by others.

#### **Education**

Share knowledge, tools and resources for empowerment.

#### **Personal Empowerment**

Promote self-actualization to influence and inspire others.

#### **Honor**

Maintain ethical conduct by doing work as a representation of personal merit and by following through for self and others.

#### **Professionalism**

Follow all ethical standards, and cultivate conduct, aims, and qualities that characterize professionalism and empowerment.

#### **Equality**

Treat others respectfully and as worthy, honored and esteemed.

## **Agency-Wide Core Competencies:**

- Have a commitment to SAFE's mission.
- Be able to work well with persons of any race, color, religion, disability, pregnancy, national origin, sexual orientation, gender, age, ethnicity, income, veteran status, marital status, or any other situation.
- Maintain client and agency confidentiality at all times.
- Be willing to work as part of a team.
- Work cooperatively with other social services agencies and community partners.
- Represent the agency positively in the community, while both on duty and off.
- Have or be willing to acquire all training or certification required by the agency.
- Have excellent written and oral communication skills and organizational skills.

## **Advocacy Philosophy**

Domestic and sexual violence are rooted in systemic oppression.

We believe everyone possesses the ability to foster healthy relationships. We value everyone's right to self-determination regardless of their age, gender, race, color, national origin, immigration status, religion, ability, familial or marital status, sexual orientation, gender identity, or source of income.

We offer advocacy, education, and support for our community members to live lives free from violence. We practice confidentiality, utilize trauma informed care, and strive to treat everyone with respect and dignity.

## **B. INTRODUCTION**

**This manual of personnel policies is neither an employment contract nor a guarantee of continued employment or employment for a definite period of time.**

These policies set forth the official practices and procedures of SAFE of Columbia County (“SAFE” or “Organization”). These rules are established in accordance with the Corporate Bylaws and the appropriate instructions of funding agencies. This document will be distributed to all SAFE staff, Board of Directors, and Volunteers; and is available to all advisory boards and groups responsible for contributing to SAFE’s policies.

While the manual is updated periodically, it is understood that as new situations develop, circumstances might require additions or other modifications to these policies in the interest of best serving SAFE’s mission. Such additions or other modifications shall be effective upon distribution of written notice to all SAFE staff. It is the employee’s responsibility to stay updated on all policy changes, and put such written notices of additions or modifications with their copy of the manual. An up-to-date copy of the Personnel Policies Manual is kept in the Administration Office.

The Board of Directors approves and adopts formal personnel policies prior to implementation. The Board of Directors may waive specific parts of the personnel policies when appropriate.

### **1. Amendments**

Recommended amendments to the Personnel Policies shall be presented in writing to the Board of Directors for approval.

### **2. Effective Date**

Unless otherwise stated, Personnel Policies become effective on the date approved by the Board of Directors.

### **C. EMPLOYMENT-AT-WILL**

SAFE is an “at-will” employer. Employment at-will means that employees are subject to termination at any time, for reason or no reason, with or without cause or notice. At the same time, employees may terminate their employment at any time and for any reason. Only the Executive Director, with approval from the Board of Directors, can change the at-will nature of employment, which must be signed and in writing. This manual is neither a contract nor a guarantee of continued employment.

#### **D. NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY**

SAFE is committed to nondiscrimination in our provision of services and in our employment practices. Given this commitment and our status as an equal employment opportunity/affirmative action employer, SAFE does not discriminate against any employee, applicant for employment, volunteer or recipient of services on the basis of race, religion, color, national origin, physical or mental disability, marital status, sexual orientation, applications for workers' compensation benefits, gender identity, gender expression, genetic information, or age (except where gender identity or age is a bona fide occupational or service qualification), or any other basis prohibited by applicable federal, state or local laws.

All applicants for employment will be evaluated on their job-related education, training, experience, and skills- without regard to race, religion, color, national origin, marital status, sexual orientation, applications for workers' compensation benefits, gender identity, gender expression, or age (except where gender identity or age is a bona fide occupational or service qualification). The SAFE will consider applicants with disabilities for employment, unless the disability prevents the applicant from performing the specific job requirements or cannot be reasonably accommodated.

*Disability Accommodation:* SAFE will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of SAFE. SAFE is committed to complying fully with applicable disability accommodation laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

*Religious Accommodation:* SAFE respects the religious beliefs and practices of all employees. SAFE will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on SAFE.

SAFE will not discriminate in its personnel practices, including but not limited to: recruitment or recruitment advertising, hiring, firing, re-hiring; layoff or right to return from layoff; promotion, demotion, upgrading, or transfer; job assignment; rates of pay; fringe benefits; selection for and financial support of training; and leaves of absence.

SAFE is committed to affirmative action to the maximum extent permitted by law.

## **E. EMPLOYMENT CLASSIFICATIONS**

### **1. Exempt and Nonexempt Positions**

Exempt SAFE staff are paid a predetermined salary commensurate with their positions and do not receive overtime compensation. Other staff positions are non-exempt under the Fair Labor Standards Act and applicable state laws, are paid on an hourly basis, and receive overtime compensation as specified by law.

### **2. Determination of Status**

The exempt or nonexempt status for each position will be determined by the Executive Director and/or Board of Directors based upon the legal requirements for such status and the position description.

### **3. Regular Full-Time Employees**

This category includes all SAFE staff hired for a full work week (forty hours). Regular full-time employees are entitled to participate in all SAFE's employee benefits.

### **4. Regular Part-Time Employees**

This category includes employees hired for a work week of less than forty hours. Employees in this category fall into one of three groups:

- a. Employees hired to work thirty hours or more are entitled to full employee benefits as outlined in this manual.
- b. Employees hired to work twenty hours per week or more are entitled to paid time off and holiday pay on a prorated basis.
- c. Employees hired to work less than twenty hours per week are not entitled to benefits.

### **5. Temporary Employees**

This category includes all full or part-time employees hired for a short period of time, not to exceed three months from date of hire. Temporary employees are not eligible for benefits or personal leave.

### **6. On-Call Employees**

On-call employees are hired to work as needed. They are not hired for a determined number of hours per week and have no predetermined date of termination. On-call employees are not entitled to benefits or personal leave.

### **7. Volunteers**

Volunteers perform services for SAFE without financial compensation and without expectation of a paid position in the future. Volunteers are expected to abide by the same policies and procedures as paid staff with the exception of those pertaining to financial compensation.

## **F. NEW EMPLOYMENT**

### **1. Hiring Responsibility**

The Board of Directors has the ultimate responsibility for hiring the Executive Director. The Executive Director is responsible for hiring all other employees.

### **2. Work Study Positions**

The Executive Director has the authority to hire work study students. Work study positions that require SAFE to contribute funds must be approved by the Executive Director and the Board of Directors.

### **3. References**

References will be checked before an offer of employment is made.

### **4. Criminal Records Check**

For the protection of SAFE participants, all SAFE staff (paid, volunteer, and student) will be asked to consent to a Criminal Records Check as required of licensed private agencies by the Oregon Department of Human Services/Children, Adults, and Families Division. All potential staff are informed of this requirement as part of the application process, are required to complete the consent for Criminal Records Check during the application process, and are not eligible for hire until results are received and approved by the Executive Director or Board of Directors.

Perpetrators of abuse will be prevented from working within SAFE or as providers of services for vulnerable clients. SAFE may also exercise discretion with regard to an applicant's criminal history to determine if past infractions could pose a threat to clients or SAFE. Per Department of Human Services, if an applicant with a criminal record is approved for hire, the Executive Director must document the nature of infraction, receive Board of Directors approval and explain the basis for employment. This document will be kept in the employee's confidential personnel file.

### **5. Notice of Hire**

After a person is verbally offered a position and accepts, the Executive Director will give the employee entering the position written notification of hire on or before their start date. This document includes such information as job title, hourly wage/annual salary, effective date of employment, and employment ending date (if appropriate.) The notification is to be signed by the Executive Director, and a copy kept in the employee's personnel file.

Applicants interviewed but not selected for the position will be notified by phone or e-mail. Other applicants not interviewed may be notified if time permits.

### **6. New Employment Checklist**

Each new employee will receive the New Employee Checklist form and an employee orientation packet, which includes (but is not limited to) a job description, personnel policies, and health benefits information. The employee is responsible for completing this form and returning it to the Executive Director within three days of her/his first day of employment.

## **G. CONDITIONS OF EMPLOYMENT**

### **1. Confidentiality Policy**

For the protection of SAFE participants, all SAFE staff (paid, volunteer, and student) must sign and comply with SAFE's Confidentiality Policy (See Appendix A.).

### **2. Orientation Period**

- a. For the purposes of this section, a "new employee" means a new regular full-time or part-time employee. All new employees, or those changing positions within SAFE, are considered to be in orientation for three months (90 days). The Executive Director's orientation period is six months (180 days). The orientation period is an opportunity for the Executive Director to observe the employee's work and to train and aid the employee in adjusting to the position. During this period, the Executive Director will work with the employee to formulate the initial Training/Development Plan.
- b. The Executive Director must submit an evaluation of the employee in orientation at the end of three months. This evaluation must either indicate that the employee has completed orientation or that the orientation period is to be extended for an additional one to three months.
- c. New employees are eligible for SAFE benefits, including leave or Paid Time Off, after the orientation period or 90 days of employment, whichever is shorter, unless otherwise indicated below.
- d. The Orientation Period does not create an expectation of employment for any length of time. All employment remains at-will, and employees may be terminated at any time during or after the Orientation Period.

### **3. Work Time**

For purposes of payroll and administrative management, SAFE's work week begins on Saturday and ends on Friday.

"Work time" is defined as: time during which an employee is engaged in the completion of her or his assigned work responsibilities. Work time does not include breaks or meal periods.

All non-exempt employees are required to take a paid 15 minute break in the middle of each four hour (or major part thereof) work segment. The rest period may not be deducted from the end of the work period to reduce the overall length of the work period. All non-exempt employees working 6 or more consecutive hours in a day are required to take an unpaid 30-minute meal period, generally in the middle of the employee's shift. During break and meal periods, employees are free from all duties and may use that time as their own.

- a. Work time does NOT include: participation in meetings that the employee has not been authorized to attend, travel between residence and place of employment (portal-to-portal), or other travel unless approved by the Executive Director. The Executive Director must also approve participation in SAFE committee meetings and/or community meetings.
- b. Only travel time that occurs from one worksite to another site that is part of the day's work during the course of the workday is paid time.

- c. Non-exempt employees must ask for schedule changes, or approval of overtime, where travel time may go over the regular 40 hour work week.
- d. “Comp” time is not permitted for private sector employees, including non-profits in Oregon.
- e. SAFE of Columbia County is a 501(c)(3) organization. By law, SAFE cannot use its staff time or resources for partisan political purposes—that is, to support or oppose any candidate running for public office. This is a strict prohibition and any perceived violation could result in a costly investigation by the public, media and/or IRS, and possibly the loss of SAFE's tax-exempt status. Any lobbying activities must be cleared with the Executive Director.

Crisis Line: Crisis line coverage may be asked of all direct-service SAFE employees. For non-exempt direct service staff, time spent providing consultation or other direct service may be recorded on the time sheet and appropriate compensation time will be paid.

All-Staff Meetings: All paid SAFE staff are required to attend regularly scheduled All-Staff meetings unless excused by the Executive Director ahead of time.

#### **4. Workplace**

The workplace will be established with the Executive Director in accordance with the needs of SAFE. SAFE staff will generally be expected to perform official responsibilities in SAFE's administrative office, or DHS office if the employee is a co-located advocate. All facilities will be wheelchair accessible to the extent practical. The home is not considered an appropriate workplace except in unusual circumstances and with permission of the Executive Director. The Executive Director must receive permission from the Board Chair to work from home.

SAFE is committed to providing our clients with a safe, confidential and respectful environment. It is not appropriate for an employee or a volunteer to have friends, family, children, or pets accompany them to work, unless for a specific purpose that has been approved by the Executive Director. To ensure that SAFE staff are able to perform their responsibilities, SAFE staff and volunteers are expected to make arrangements for regular child care during their shift.

#### **5. Timesheets**

Each employee and volunteer must keep an accurate and up-to-date account of their hours worked. All time must be accurately recorded in the employee’s timesheet daily.

- a. For grant-tracking purposes, employees must include a brief description of their activities during work time. Time sheets are due by 10:00 am every Monday for the week prior. The Executive Director will verify and approve the time sheet prior to pay being issued. Each employee must verify and sign her/his time sheet.
- b. Volunteer service hours are documented and used as match for funders. Time sheets are due at end of every month to the Development and Outreach Coordinator.

#### **6. Internal Revenue Forms**

By the third day of employment, each employee will provide the Executive Director with a completed W-4 form, and I-9 form and copies of supporting documentation. Additionally, each January, all SAFE staff are required to complete a new W-4 form, even if they will continue to claim the same number of dependents. On or before January 31 of each year, each employee will receive a W-2 statement showing total earnings, and the amount and type of taxes withheld.

## **7. Automobile Insurance**

For the protection of SAFE participants, staff (paid, volunteer, and student) may not transport clients. For medical emergencies, ambulances are appropriate. Employees that operate vehicles must follow all applicable traffic laws and insurance requirements, and must present proof of coverage to the Executive Director. Employees must notify the Executive Director if their insurance coverage ceases (for any reason).

## **8. Doing Business with Current Employees**

SAFE may not purchase or rent goods or space, nor contract for separate services from current employees.. Any exceptions must be at arms-length and approved by the Board of Directors.

## **9. Safety and Health Policy**

SAFE is committed to ensuring a safe, healthy workplace for all staff, volunteers, and clients. Injury and illness losses from accidents are costly and preventable. This organization has an effective safety and health program that involves all our staff and volunteers in the effort to eliminate workplace hazards.

- a. Management staff is accountable for preventing workplace injuries and illnesses. They will consider all employee suggestions for achieving a safer, healthier workplace. They will also keep informed about workplace safety and health hazards and regularly review SAFE's safety and health program.
- b. The Executive Director and program coordinators are responsible for training workers in safe work practices. They must enforce agency rules and work to eliminate hazardous conditions.
- c. All staff and volunteers are expected to participate in safety and health program activities including the following:
  - i. Reporting hazards, unsafe work practices, and accidents IMMEDIATELY to the Executive Director;
  - ii. Wearing required personal protective equipment when appropriate;
  - iii. Complying with operating policies and procedures regarding the handling of spills, bodily fluids, sharps, and other safety issues;
  - iv. Using common sense and reasonable caution in carrying out work activities in a safe manner (e.g., using a step stool to reach an overhead item rather than standing on a desk chair with wheels).
  - v. Staff or volunteers who violate safety policies and procedures, including a pattern of haste or lack of sound judgment resulting in workplace accidents, are subject to disciplinary action.

## **H. STANDARDS OF PERSONAL BEHAVIOR**

SAFE staff and volunteers are expected to conduct themselves in a professional, ethical and responsible manner at all times. Any concerns regarding an employee or volunteer's behavior will be brought to the attention of the Executive Director for consideration of appropriate action.

### **1. Improper Conduct**

Improper conduct includes, but is not limited to, the following:

- a. Encouragement of residents to consume alcohol and/or other drugs, on or off SAFE of Columbia County premises
  - i. "Encouragement" includes consuming alcohol and/or drugs with a resident (during work hours or not), as well as knowing that a resident has consumed alcohol and/or drugs and not taking appropriate action (if the client's behavior is such that action is required).
- b. Acceptance of a gift reward or other form of remuneration, in addition to regular compensation for the performance of duties, from any source whatsoever, including clients or former clients (i.e., one who has received services within the last year)
  - i. In situations where refusing a gift would be disrespectful to the participant, SAFE employees are permitted to accept small gifts and/or tokens of appreciation. Acceptance of such an item is to be reported to the Executive Director. Under no circumstances may an employee accept cash.
- c. See also Appendix B. Maintenance of Participant-Staff Boundaries
- d. Poor performance
- e. Disregard of SAFE or stated Executive Director policies, procedures and expectations
- f. Solicitation during working time for money, goods, or services, for purposes other than projects approved by the Executive Director
- g. Misuse of, willful or careless damage to, or theft of Organization property
- h. Falsification of any Organization records
- i. Conviction of a felony
- j. Falsification or omission of pertinent information in the employment application process
- k. Abuse of any form on any person

Upon report of such abuse, the Executive Director will contact an attorney to discuss the report and arrange for an investigation to be conducted. Based on the attorney's advice, the investigation may be arranged through an external party. The Executive Director will review the findings with an attorney and explore options for response prior to deciding the outcome that will meet the needs of SAFE and parties involved.

- l. Insubordination may result in disciplinary action and/or termination.

### **2. Drugs and Alcohol Policy**

**In compliance with the Drug-Free Workplace Act of 1988, SAFE has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of SAFE employees, volunteers and clients; and to the security of our equipment and facilities. For these reasons, SAFE is committed to the elimination of drug and/or alcohol use and abuse in the workplace.**

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employee's and person on SAFE premises.

- a. Employee Assistance and Drug-Free Awareness: SAFE will assist and support SAFE staff or volunteers who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other SAFE policies. Such staff or volunteers will be allowed to use personal leave, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such staff or volunteers may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or have violated this policy previously. Once a drug test has been scheduled, an employee will have forfeited their right to be granted a leave of absence for treatment, and possible discipline up to and including termination will be unavoidable.

SAFE staff and volunteers should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit SAFE staff or volunteers from the lawful use and possession of prescribed medications. SAFE staff and volunteers must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to the Executive Director. SAFE staff and volunteers should not, however, disclose underlying medical conditions unless directed to do so.

b. Work Rules

- i. Whenever SAFE staff or volunteers are working and/or are present on SAFE premises, or are conducting SAFE-related work off site, they are prohibited from:
  - aa. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
  - ba. Being under the influence of alcohol or an illegal drug as defined in this policy; and
  - ca. Possessing or consuming alcohol.
- ii. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee or volunteer's system, while performing SAFE business or while in a SAFE facility, is prohibited.
- iii. Employees who are medically authorized to use prescribed drugs or other substances which can impair safety or other necessary functions of their work are responsible for having the prescribing or recommending physician determine whether work may still be performed safely and properly with or without

- reasonable accommodation. If accommodation is needed or if safety or work performance is impaired, the employee must present the issue to the Executive Director and provide necessary medical information.
- iv. Marijuana is an illegal drug under federal law even when authorized as recreational under state law or by a physician under a state medical marijuana program. Possession or use of medical marijuana, including having marijuana in your system, will be treated the same as use or possession of any other illegal drug. Authorized use of medical marijuana is not a valid excuse for a positive drug test. An employee authorized to use medical marijuana due to a disability should contact the Executive Director to discuss reasonable accommodations other than medical marijuana which would permit the employee to perform the essential functions of his/her job.
  - v. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

c. Required Testing

- i. Pre-employment: All applicants for employment or volunteer positions with SAFE may be asked to pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.
- ii. Reasonable Suspicion: SAFE staff and volunteers are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. All levels of supervision making this decision must utilize the "Observation Checklist" to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs and/or alcohol. If the results of the "Observation Checklist" indicate further action is justified, the Executive Director should confront the employee or volunteer with the documentation and with another member of management. *Under no circumstances will the employee or volunteer be allowed to drive him or herself to the testing facility. A member of SAFE staff must escort the employee or volunteer; the Executive Director will make arrangements for the employee to be transported home, where necessary.*
- iii. Post-accident: SAFE staff and volunteers are subject to testing when they cause or contribute to accidents that seriously damage SAFE vehicles, machinery, equipment, or property and/or result in an injury to themselves or another employee or volunteer requiring off-site medical attention. A reasonable belief circumstance will be presumed to arise in any instance involving a work-related accident or injury in which an employee or volunteer who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. *Under no circumstances will the employee or volunteer be allowed to drive him or herself to the testing facility.*
- iv. Follow-up: SAFE staff or volunteers who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending upon the circumstances and the employee or volunteer's work history/record, SAFE may offer an employee or volunteer who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by SAFE for a minimum of one (1) year but not more than two (2) years

as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee or volunteer either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate termination.

d. Collection and Testing Procedures

Any provisions of this policy regarding testing are subject to applicable federal, state and local laws or regulations. Information received through SAFE's drug and alcohol testing program will be treated as confidential, consistent with these laws and/or regulations. Individuals taking a drug and/or alcohol test must sign a consent form for the test that allows release of the test results to SAFE. Employees who refuse to sign a consent form will be subject to immediate suspension or termination of employment.

Employees may ask that their sample be split into two parts, with one part retained for retesting in the event of a positive result. Employees who test positive for drug use, and who believe the test was in error, may request a re-test of the split sample at a laboratory approved by SAFE. The request must be made within 24 hours of receiving the positive test result. The employee will be responsible for paying the full cost of the retesting. The lab will require payment in advance. If the retest is negative, SAFE will reimburse the employee for the cost of the retest. If the retest is positive, the employee will not be reimbursed. SAFE will pay for all initial tests.

e. Consequences

- i. Applicants who refuse to cooperate with a drug test or who test positive will not be hired and will not be allowed to re-apply/re-test in the future.
- ii. SAFE staff who refuse to cooperate with required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.
- iii. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.
- iv. SAFE staff will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test.
- v. Volunteers who refuse to cooperate in required tests or who test positively for alcohol or illegal drugs or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be removed from service.

f. Inspections

SAFE reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All SAFE staff, contract SAFE staff, volunteers and visitors may be asked to cooperate in inspections of their work areas and property that might conceal a drug, alcohol, or other contraband. SAFE staff or volunteers who refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

## g. Crimes Involving Drugs

- i. Law enforcement personnel will be notified, as appropriate, where criminal activity is suspected.
- ii. SAFE does not desire to intrude into the private lives of its SAFE staff or volunteers, but recognizes that off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, SAFE reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off SAFE premises. All SAFE staff or volunteers who are convicted of, plead guilty to, or are sentenced for a crime involving illegal drugs are required to report the conviction, plea or sentence to the Executive Director within five days. Failure to comply will result in automatic termination. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee or volunteer's past record with SAFE.

## h. Definitions

"SAFE Premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by SAFE or on any site on which SAFE is conducting business.

"Illegal Drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to Cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. SAFE staff or volunteers who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to termination.

"Under the Influence of Alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause the Executive Director to conclude that an employee or volunteer is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

## i. Reasonable Suspicion and Post-Accident Testing Protocol

- i. The employee or volunteer will be advised that SAFE believes that there is reasonable suspicion to believe that he/she is affected by illegal drugs or alcohol (or

- due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
- ii. The employee or volunteer will be transported to a testing facility (i.e., Health Services, Prompt Care, or the Emergency Department). One member of management/designated attendant will accompany the employee. *Under no circumstances will the employee be allowed to drive him or herself to the testing facility.*
  - iii. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform them that staff from SAFE will be arriving and will need a drug and/or alcohol test completed.
  - iv. Supervisor/management will provide water for the employee or volunteer to drink prior to leaving and reasonable time - not to exceed 15 minutes - to secure photo ID in the company of a SAFE representative.
  - v. The employee or volunteer to be tested MUST present a PHOTO ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings this with them when leaving SAFE premises.
  - vi. The employee or volunteer to be tested must sign a consent form provided by/at the testing facility. Refusal to sign is addressed under the "Consequences" section of this policy.
  - vii. A SAFE representative must sign as a witness to the collection procedure, along with the tested employee or volunteer.
  - viii. After returning to work or when leaving the testing facility, the Executive Director/manager MUST make arrangements to transport the person home (unless testing results are immediate). Under no circumstances will the tested employee or volunteer be allowed to drive him or herself home where he or she appears to be impaired.

### **3. Smoking**

SAFE has in place a no smoking policy intended to ensure this Organization provides clients, the public, staff and volunteers with a smoke-free work environment. SAFE does not encourage minors to use tobacco products. SAFE staff and volunteers are prohibited from smoking or using inhalant delivery systems such as vape pens or E-cigarettes on any SAFE premises or in the presence of clients.

### **4. Handling Money**

If cash or checks are received, the staff person responsible for accepting it will log in the receipt book how much was received, mark checks "For Deposit Only," and give the cash and/or checks to the Executive Director. The Executive Director will count the money and request a deposit slip from the Fiscal Manager for the cash and any checks to be deposited. The Executive Director, or a delegate, will deposit the cash and checks in the bank and bring the deposit slip back to the Fiscal Manager. Deposits will be done the same day whenever reasonably possible. If the cash or checks must wait to be deposited, they will be locked up by the Executive Director until a deposit is made within no more than two business days. Cash and checks are not to be given to the Fiscal Manager.

## **5. Relationships with Clients or Former Clients**

(See also Appendix B. Maintenance of Participant-Staff Boundaries)

Neither staff nor volunteers are to engage in a personal or sexual relationship with a participant or former participant, i.e., one who has received services from SAFE within the last year. This includes:

- a. Lending one's home as a residence;
- b. Giving or lending goods or money;
- c. Giving clients the cellular, home, pager, or any other non-work phone number; non-work email addresses; or addresses of themselves or any other staff member, Board member, or volunteer.
- d. Any other actions that are not professional or in keeping with the empowerment philosophy of SAFE of Columbia County. This philosophy is outlined in Section A of this manual.

No staff may engage in an employee/employer relationship with a current or former participant (i.e., one who has received services within the last year). This includes both relationships where either the participant and/or the employee could benefit financially. Additionally, no employee is to knowingly encourage a new business relationship between a current or former SAFE participant and a member of the employee's immediate family.

If staff or an immediate family member of staff has a pre-existing personal or business relationship with a participant before they received services, three things are expected:

- e. The staff member is expected to inform the Executive Director of the existence of a previous relationship.
- f. The staff member is expected to maintain professional behavior at all times when working with the participant and to discuss any potential boundary or conflict of interest issues with the Executive Director.
- g. The relationship may be maintained at its former level a year after participant is no longer receiving services. Any significant changes in relationship before the one year period must be disclosed to the Executive Director.

## **6. Confidentiality Policy**

For the protection of SAFE participants, all SAFE staff (paid, volunteer, and student) shall sign and comply with SAFE's Confidentiality Policy (See Appendix A.). Any breach in SAFE's confidentiality policy will result in immediate discipline, up to and including termination.

## **7. Fairness and Boundaries**

In the interest of both Board members and Executive Directors carrying out their responsibilities fairly and without favoritism, the following guidelines apply:

- a. Board members have the responsibility not to date or become romantically involved with staff members.

- b. Executive Director, or other supervisors, have the responsibility not to date, fraternize, or become romantically involved with people they supervise.
- c. Peer dating and relationships: SAFE discourages sexual relationships between co-workers. All relationships must comply with SAFE's policies, including unlawful sexual harassment and appropriate conduct.

## **8. Disciplinary Action Policy**

SAFE staff and volunteers are required to comply with the requirements of their job descriptions, the Personnel Policies set forth in this manual, and other written Operating Policies set forth in manuals available at SAFE of Columbia County service locations.

SAFE may choose to use progressive discipline to deal with problems of employee performance and misconduct but reserves the right, in its sole discretion as an "At-Will" Employer, to forgo progressive discipline and terminate an employee's employment "at any time for any or no reason."

Discipline in response to a failure to comply with requirements or policies will be issued in writing and involve one or more of the following consequences:

- a. Verbal warning;
- b. Written warning;
- c. Last chance agreements
- d. Administrative leave without pay (suspension);
- e. Termination.

When SAFE chooses to use the disciplinary process, these steps will be followed in most cases. However, the Executive Director, at his or her sole discretion may skip one or more of these steps. The Board of Directors may exercise discretion in administering disciplinary action up to and including issuing disciplinary action steps not outlined above, such as paid administrative leave.

## **9. Harassment Policy**

SAFE is committed to providing a work environment in which each employee has the right to be treated with dignity and respect, and to work in an environment that promotes equal opportunities and is free of harassment. As part of its commitment to equal opportunity, SAFE strictly prohibits unlawful harassment or discrimination of any kind, including, but not limited to, harassment or discrimination based on race, color, religion, sex, sexual orientation, pregnancy, gender identity, national origin, ancestry, age, marital status, physical or mental disability, medical condition, veteran status, or any other class protected by applicable local, state, or federal law.

### **a. Sexual Harassment**

The Equal Employment Opportunity Commission (EEOC) has issued guidelines setting the Commission's interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. The guidelines are consistent with SAFE's long standing policy that conduct creating an intimidating, hostile, or offensive work environment will

not be tolerated. Any employee engaging in sexual harassment is subject to disciplinary action up to and including termination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- iii. Such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes actions such as:

- i. Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- ii. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment status.
- iii. Verbal abuse or jokes that are sex-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond a mere compliment; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos, or actions that offend others.
- iv. Engaging in any type of sexually oriented conduct that would interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity.
- v. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexual oriented conversation, suggestions, requests, demands, physical contacts, attention, or display of sexual oriented printed material.

This policy applies to all employees, including managers and supervisors, as well as volunteers, customers and other persons at the workplace. All employees are expected to refrain from engaging in any conduct that could be construed as harassment. Appropriate corrective action will be taken against all violators of this policy, including discipline up to and including termination.

## **b. Other Harassment**

SAFE maintains a working environment free from all forms of discrimination and harassment, whether based upon race, color, religion, ancestry, national origin, age, marital status, veteran status, physical and mental disabilities, on-the-job injuries, gender, gender identity, sexual preference or any other class protected by applicable law. The policy and procedures outlined herein for sexual harassment also applies in situations involving other types of harassment.

### **c. Complaint Procedure**

This policy is both a complaint and reporting policy. All employees are responsible for following this policy and reporting inappropriate conduct. Any employee who believes he or she has witnessed or been subjected to prohibited harassment or discrimination, including the following, must immediately report the incident to their supervisor or the Executive Director. Or if the complaint involves the Executive Director, employees should report to the Board of Directors.

- Discrimination in violation of this policy or equal employment opportunity laws
- Any type of harassment, particularly of a sexual, age, racial, ethnic, religious or disability-related, etc. nature, whether by an employee or by anyone else you come into contact with through your job (customers, vendors, visitors, etc.);
- Retaliation for reporting discrimination or harassment or cooperating with investigations; or
- If you have observed behavior or overheard comments directed at others that raise concerns about compliance with this policy.

### **d. Investigation**

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the need to investigate the complaint and address the situation. If discrimination or harassment in violation of this policy is found to have occurred, SAFE will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

### **e. Protection Against Retaliation**

SAFE prohibits retaliation in any way against any employee because the employee has made a good faith complaint pursuant to this policy, has reported harassing or discriminatory conduct directed at others, or has participated in an investigation of such conduct. Anyone who believes they have been subjected to or witnessed retaliation in violation of this policy should immediately report the conduct to their supervisor or the Executive Director. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

## **10. Conflict of Interest**

The standard of behavior at SAFE is that all staff, volunteers, and Board members scrupulously avoid conflicts of interest between the interests of SAFE and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

- a. For purposes of this policy, the following circumstances will be considered to create conflicts of interests.

- i. Direct Interests. A contract or transaction between SAFE and an officer, staff person, member of the Board of Directors, or a family member of one of these individuals.
  - ii. Indirect Interests. A contract or transaction between SAFE and an entity in which an officer, staff person, member of the Board of Directors, or a family member of one of these individuals has a material financial interest, including when the person is a compensated or uncompensated director, officer, agent, partner, associate, trustee, personal representative, or other legal representative.
  - iii. Gifts, Gratuities and Entertainment. An officer, staff person, member of the Board of Directors, or a family member of one of these individuals accepting gifts, entertainment or other favors from any individual or entity that:
    - aa. Does or is seeking to do business with SAFE or
    - ba. Has received, is receiving or is seeking to receive a grant or loan or to secure other financial commitments from SAFE under circumstances where it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of SAFE.
    - ca. Outside activities. An officer, staff person, member of the Board of Directors, or a family member of one of these individuals working, either in a paid or unpaid position, for another agency/organization in a capacity that involves revenue generation in competition with the efforts of SAFE to obtain income.
- b. Board members and staff members in decision-making roles shall make known their connections with groups doing business with SAFE. This information is to be provided annually by submission of the attached Conflict of Interest Information Form.
  - c. Board members who have an actual or potential conflict of interest shall not participate in discussions or vote on matters affecting transactions between SAFE and the other group. Prior to the Board action on a contract or transaction involving a conflict of interest, a member having the conflict of interest shall disclose that information; and the disclosure will be reflected in the minutes of the meeting.
  - d. Staff members who have an actual or potential conflict shall not be substantively involved in decision-making affecting such transactions.
  - e. It is the responsibility of SAFE staff and Board members to disclose to the Executive Director or Board Chair respectively any involvement by them or their immediate family members in an outside activity or organization that might be a potential conflict of interest. In the instance of potential conflict of interest on the part of the Executive Director or her/his immediate family members, s/he is to disclose to the Board Chair.
  - f. The Executive Director/Board Chair will determine whether a conflict of interest exists that is subject to this policy.
  - g. Disciplinary action will be taken if it is determined that a violation of this policy has occurred.
- i. Board Members
    - aa. If the Board Chair has reasonable cause to believe that a Director has failed to disclose an actual or possible conflict of interest or has

otherwise violated this policy, s/he shall inform the Director of the basis for such belief and afford the Director an opportunity to explain the alleged violation.

- ba. If, after hearing the response of the Director and making such further investigation as may be warranted in the circumstances, the Board Chair determines that the member has in fact violated this conflict of interest policy, s/he shall recommend to the Board of Directors appropriate disciplinary and corrective action.
- ca. The violation of this 'conflict of the interest policy is a serious matter and may constitute cause for removal or termination of a Director, or the termination of any contractual relationship SAFE may have with an interested person or other party.

ii. **SAFE Staff.**

- aa. If the Executive Director has reasonable cause to believe that an employee has failed to disclose an actual or possible conflict of interest or has otherwise violated this policy, s/he shall inform the employee of this belief and afford the employee an opportunity to explain the alleged violation.
- ba. If, after hearing the response of the employee and making such further investigation as may be warranted in the circumstances, the Executive Director determines that the employee has in fact violated this conflict of interest policy, s/he shall take appropriate disciplinary action.
- ca. If the conflict of interest has involved a contractual relationship, the Executive Director may terminate any contractual relationship SAFE may have with an interested party or other party.

## **11. Representing SAFE**

All employees and volunteers are expected to maintain an active commitment to ethical, respectful, non-oppressive communication and confidentiality at all times. This includes communication with businesses, other agencies, and organizations doing business with SAFE of Columbia County during work hours as well as on personal time.

### **a. Scheduled Public Speaking and Community Events.**

The Executive Director must approve public communications in any form, where the communication involves topics related to SAFE's operations or interests or that of its clients.

### **b. Responding to Media Requests or Requests for Interviews.**

The Executive Director is the designated spokesperson for SAFE. All requests for comments or interviews must be directed to him or her. .

### **c. Identifying as a SAFE of Columbia County Employee.**

- i. In circumstances other than responding to media requests or interviews, it is appropriate for employee's to identify publicly as a member of SAFE and to share non-confidential information such as statistics, program descriptions, domestic violence information, and general budget information. Upon request, the Executive Director will make a fact sheet of non-confidential information available for staff.
- ii. Employees must understand that airing grievances about SAFE to person's outside SAFE is not the best way to deal with potential conflicts in the workplace. Employees should aim for professionalism, politeness, and respectfulness in all communications.

#### **d. Employee Dress Code**

SAFE follows a Business Casual dress code to allow employees to work comfortably in the workplace while also projecting a professional image for clients, visitors, and community partners. In some instances, SAFE may allow for dress down days, "Jeans Day."

Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for a professional appearance at work. Clothing that reveals back, chest, feet, stomach or underwear is not appropriate for a place of business, even during dress down days.

Below are general guidelines for proper attire. Ask your supervisor if you are unsure if something is appropriate or not.

- i. *Slacks, Pants, and Suit Pants:* Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include faded jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.
- ii. *Skirts, Dresses, and Skirted Suits:* Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
- iii. *Shirts, Tops, Blouses, and Jackets:* Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

- iv. *Shoes and Footwear*: Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the office.
- v. *Jewelry, Makeup, Perfume, and Cologne*: Should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

**e. Social Media Policy**

SAFE uses social media to increase community awareness of SAFE, its services, and the broader issues of domestic violence, sexual assault, and stalking. SAFE will post material that reflects its mission to “empower our community to live safe and healthy lives, free from abuse.” The Executive Director will designate an employee to post information about programming, volunteer information, recruitment, and event promotions for SAFE. This also includes relevant posts from trusted experts, nonprofits, and organizations addressing domestic violence, sexual assault, and stalking.

The designated employee will be the solitary individual responsible for updating and posting on SAFE’s social media accounts, which must be done in a respectful and professional manner adhering to all laws and regulations. The Executive Director will be responsible for monitoring SAFE’s social media and have the discretion to remove content deemed inappropriate. If any ethical dilemmas or concerns arise with social media, the employee will consult with the Executive Director.

Employees and volunteers shall not post confidential information on SAFE’s social media accounts. This includes financial information, legal matters, organizational internal strategies, campaign benchmarks, unreleased advertising or promotions, internal processes or methodologies, circulating rumors, colleagues or personal information.

## **I. COMPENSATION**

### **1. Wage/Salary Policy**

Wages and salaries shall depend on resources available and the budget of the SAFE. The Board of Directors has final approval of all changes in wages/salaries.

A part-time employee may work more than her/his regularly scheduled hours (up to 40 hours) only with prior approval from the Executive Director. Any approved additional hours shall be paid at the employee's regular hourly rate, except where overtime is worked

### **2. Payment**

- a. SAFE staff will be paid bi-weekly
- b. Standard payroll deductions include but are not limited to: federal and state income tax, portion of the worker's compensation, social security, garnishments, voluntary deductions, and employee benefits where appropriate.

### **3. Overtime**

Non-exempt employees are not permitted to work overtime without Executive Director approval. For the purposes of overtime compensation, only hours worked in excess of forty during a workweek will be counted. Overtime hours shall be paid at a rate of one and one-half times the employee's regular hourly rate. Workweeks will begin Saturday, 12:00 am and end Friday, 11:59 pm. Employees must notify the Executive Director in writing and receive written approval if they are likely to work longer than forty hours in a workweek.

Exempt employees are not eligible for overtime compensation, but may use a flex time. Flex time must be approved by the Executive Director.

### **4. Increases in Compensation**

A merit-based step increase of up to 3% within the salary range for a position may be awarded at SAFE's sole discretion. Merit will be determined exclusively by the employer. In making such determination, SAFE will consider SAFE's budget, an employee's performance, cost of living increases, and additional training or education received by the employee..

### **5. Travel Reimbursements**

- a. Travel reimbursement for use of private automobiles for business purposes will be provided at a rate determined annually by the Executive Director and Board of Directors. This mileage rate will be determined by June 30<sup>th</sup> for the following fiscal year.
- b. Mileage sheets are due to the Executive Director by the 2<sup>nd</sup> Monday of the month following the month the expense was incurred. Travel reimbursements submitted within this time frame are not-taxable; however, reimbursements submitted more than 60 days after the expense was incurred are taxable. For this reason, SAFE staff are expected to turn in their mileage sheets every month.

- c. Out-of-town travel, if approved, may be submitted for pre-payment no earlier than 30 days prior to the actual date of travel. Out-of-town travel is not reimbursed except as approved by the Executive Director. Per Diem rates are set by the Board of Directors. Per Diem rates will be reviewed and set along with the annual agency budget. State, County and Federal per diem reimbursement rates will be taken into consideration in determining SAFE's per diem rate.

## **6. Personal Reimbursements**

SAFE expects all employees to get expenditures approved by the Executive Director before the expense is incurred. In case of emergency, SAFE staff should use cash or check and retain the original receipts for their reimbursement request.

SAFE staff are strongly encouraged not to use their personal credit cards for reimbursable expenses. Any request for reimbursement of expense made using an employee's personal credit card must be accompanied by the original receipt. For liability issues, SAFE expects the employee to use another method of payment.

Food and drinks for meetings and recognition events are reimbursable expenses. Alcoholic beverages will not be reimbursed.

## **J. REVIEW OF SAFE STAFF**

SAFE is committed to promoting the personal and professional growth of our staff and volunteers. Feedback regarding work performance is a necessary component of the growth process, and all SAFE staff shall receive both verbal and written reviews of their performance. Written evaluations will be placed in the personnel files.

1. On a continual basis, the Executive Director is responsible for assessing the work performance of those persons under her or his supervision. This assessment is to be communicated to SAFE staff during supervisory sessions-and is to include feedback regarding both strengths and weaknesses in performance.
2. All SAFE employees are to receive written evaluation of their job performance at three months, six months and one year after assuming a position. Thereafter, written evaluations are to be conducted annually. These evaluations should represent a summary of the verbal feedback provided during supervision. The Executive Director is to complete the appropriate documentation form and review it with the employee.  
**NOTE:** The Executive Director may use this process more frequently than indicated above, if s/he feels that the written evaluation is needed in addition to the verbal feedback being provided in supervision.
3. The employee is asked to sign the evaluation to indicate that the Executive Director has reviewed it with her/him. The signature confirms the review and does not necessarily indicate agreement with the evaluation.
4. SAFE staff are to be encouraged to complete the Employee Comments section for submission to the Executive Director within one week after the evaluation session. This form will be reviewed by the Executive Director and attached to the original copy of the evaluation.
5. If the Executive Director does not agree with the evaluation or modifies the evaluation based on further review at the request of the employee, s/he is to explain through written memorandum to be attached to the evaluation.
6. Following completion of the written evaluation, the Executive Director will meet with the employee to update the Training/Development Plan.
7. Whenever (a) an employee's actions represent a violation of agency policy not resulting in termination or (b) a work performance deficiency is evaluated to be sufficiently serious, the Executive Director is to formally document the problem by completing the Disciplinary Action Form.
8. The Executive Director is to specify the steps to be taken to correct the problem, and where appropriate, s/he is to include a time limit for reaching a satisfactory level of performance. The action plan may include but is not limited to training workshops, change in work habits, reading of designated materials, increased supervision, or referral for assistance with personal problems which may be affecting work performance.
9. If, in response to the formal written evaluation or Disciplinary Action Form, the employee indicates that personal problems are interfering with her/his health and, if indicated, a medical leave of absence is needed, the Executive Director may exercise discretion in granting approval.
10. When a Disciplinary Action Form has been given and the employee repeats an unacceptable action or her/his work performance does not improve to an acceptable level within the designated time period, a review conference may be held involving the Executive Director and a member of the Board of Directors. They will determine whether another Notice is appropriate or if termination is necessary. If further Notice is issued, the plan of corrective

action is to be specified with a set time period for resolution of the problem. A record of the conference is to be placed in the employee's personnel file.

11. If performance remains unsatisfactory following a review conference, a termination notice is to be given by the Executive Director (or, in the case of the Executive Director, by the Board of Directors).

**Nothing in this Review policy is intended to change the at-will nature of employment. All employees remain at-will, and SAFE retains the right to terminate an employee for any reason or no reason at any time.**

## **J. PERSONNEL FILES**

1. A personnel record is maintained for each employee. The record may minimally contain:
  - Employee's resume and/or completed job application;
  - Job description;
  - Salary/Hire Notification (Exempt) or Wage/Hire Notification (non-exempt) Form;
  - New Employee Checklist;
  - Form W-4 and I-9 (proof of citizenship or permission to work);
  - Copy of Driver's License;
  - Copy of Social Security Card or ITIN;
  - Copy of Criminal Background Check
  - Drug Free Workplace Statement;
  - Any evaluations and other documentation pertaining to an employee's job performance;
  - Training and Certification records
  - Record of personal leave;
  - Letter of resignation, if applicable;
  - Notice of separation, if applicable; and
  - Benefit selection forms, if applicable.
2. All items that are placed in an employee's personnel file will remain a permanent part of that file.
3. Employees have the right to add anything they want to their personnel files, and to review the contents of their file during regular Administrative Office hours.
4. An employee may request a copy of her/his personnel record.
5. Any medical records concerning an employee are kept separate from the employee's personnel files.

## **L. TERMINATION OF EMPLOYMENT**

### **1. Resignations**

Two weeks or longer advance notice of intent to resign is appreciated whenever possible.

- a. When the Executive Director receives a verbal notice of resignation from an employee, an Employee Action Notice is to be completed by the employee whenever possible.
- b. If the employee has given notice of 48 hours or more, all wages are due on the final day worked, unless the last day falls on a weekend or holiday. In that case, the check is due the next business day..
- c. When an employee quits without notice, all wages earned are due within five days, excluding weekends and holidays, or on the next regular payday, whichever event occurs first. If an employee so requests, we will mail the final check to any address the employee designates. Wages may be deposited to the employee's bank account if the direct deposit is mutually agreeable to the employer and employee.
- d. On or before their last day of employment and before picking up their last paycheck, employees must turn in all organization keys in their possession; any property belonging to SAFE (books, etc.); final time sheet; and if an Employee Action Notice has not been completed, a letter of resignation stating the intended last day of work.
- e. If an employee fails to report for work or call for two consecutive days SAFE will assume they have resigned their position. The Executive Director will determine the hours to be paid and the final check will be mailed to the employee's last known address with the next payroll or within 5 days of separation, whichever occurs first.
- f. For all resignations, including separation by mutual agreement, the last day of employment for compensation purposes must be a worked day: holidays, Paid Time Off, and/or other forms of leave cannot be used for the last day of employment.
- g. The Executive Director will complete the appropriate sections of the Employee Action Notice (see Appendix I) and forward it to the finance department with the final timesheet and letter of resignation (if available).
- h. It is recommended that the employee make sure to give their current mailing address to the Executive Director, as well as informing her/him of any address changes which occur in the year after leaving.
- i. Payment of PTO at Resignation: Employees that quit providing at least two weeks' notice are eligible to receive any unused Paid Time Off at separation. Employees that quit without providing two weeks' notice will not receive unused Paid Time Off at separation. Further, PTO will not be paid out to an employee that quits during the 90 day introductory period.

### **2. Termination**

- a. The Executive Director documents and gives approval for all terminations, except in the instance of the termination of the Executive Director, where approval is delegated to the Board of Directors.
- b. The Executive Director will complete the appropriate sections of the Employee Action Notice (see Appendix I) and forward it to the finance department with the final time sheet.
- c. The Executive Director finalizes the Employee Action Notice and, where possible, reviews it with the employee. A copy of the notice is made available to the employee.

- d. When an employee is terminated, or where employment is terminated by mutual agreement, all wages earned are due immediately, or not later than the next business day. If employment terminates on a Saturday, Sunday, or holiday, “immediately” means no later than the end of the first business day after termination. If an employee so requests, we will mail the final check to any address the employee designates. Wages may be deposited to the employee’s bank account if the direct deposit is mutually agreeable to the employer and employee.
- e. Terminations are not subject to appeal.
- f. Payment of PTO at Termination by SAFE: Employees terminated by SAFE will not be paid any unused Paid Time Off at Separation. The only exception to this policy is where the employee is terminated due to a reduction in force. In that instance, an employee subject to RIF will receive any unused PTO when separated. PTO will not be paid out to an employee that is terminated during the 90 day introductory period.

### **3. Health Insurance Benefits**

For all terminations of employment, whether voluntary or otherwise, health insurance benefits will terminate the last day of the month in which the final workday falls. Employee contribution to health benefits will be deducted from the final paycheck as normal. The amount deducted will be calculated as the total monthly contribution less any amounts already deducted in previous paychecks paid in the month of termination.

### **4. Verification of Employment/References**

- a. For former employees who resigned, SAFE will provide job-related information to potential employers in accordance with the signed Separation Notice.
- b. In the absence of a resignation report or for terminated employees, we will provide the following as requested by or for the employee: dates of employment; job title(s); job description(s); and, if asked, whether the individual could be re-hired. Only the Executive Director or his/her delegate is approved to give out this information.

### **5. Letters of Recommendation**

- a. At the employee’s request, SAFE is willing to prepare a letter of recommendation that the employee may use in looking for new work. The Executive Director or her/his designee may draft the letter. The Executive Director must sign the letter. The employee will sign a statement acknowledging her/his agreement to the contents of the letter, and s/he will be responsible for providing it to prospective employers.
- b. Letters of recommendation are not to be provided by anyone other than the Executive Director or her/his designee.

## **M. EMPLOYEE BENEFITS**

Regular full-time and regular part-time employees who are hired to work 20 or more hours per week are eligible for Paid Time Off (PTO) and paid holidays in proportion to their FTE. Employees hired to work 30 hours per week or more are eligible for employee medical and dental benefits. Regular part-time employees hired to work less than 20 hours per week, temporary, and on-call employees are not eligible to receive PTO, paid holidays, or medical benefits.

### **1. Paid Time Off**

Paid Time Off (PTO) is provided as an all-purpose time off policy for employees. PTO may be used for vacation; personal time; to treat, care for or diagnose mental or physical ailment or injury of the employee or a close family member, or bereavement. This PTO policy is intended to comply with, and is more favorable than, Oregon's Sick Leave law. SAFE will comply with the legal requirement where a discrepancy may arise between its policy and the legal requirement.

#### Accrual of PTO:

- Regular full-time employees may accrue a maximum of 10 days (80 hours) Paid Time Off (PTO) per year at a rate of 6.67 hours per month, beginning on the first day of employment.
- Regular part-time employees will accrue PTO at a rate of 1 hour for every 30 hours worked up to a maximum of 40 hours per year beginning on the first day of employment
- Employees will be provided a monthly accounting of PTO earned and available.

Use and Carry Over of PTO: PTO may be used on the 91st day of employment. Use of PTO as sick leave may be used in increments of one hour. Employees are encouraged to use their earned PTO the year it is accrued. Employees may carry over up to 40 hours of unused PTO to a subsequent year. Regular Full-time employees are limited to using no more than 80 hours of PTO per calendar year. Regular part-time employees are limited to using no more than 40 hours of PTO per calendar year. Any amount of PTO over the carry over limit will be forfeited by the employee and will not be paid or cashed out at the end of the year. Paid holidays that fall during an employee's PTO use will not be charged to PTO.

Notice Requirement: Employees must provide as much notice as possible when using PTO for vacation or personal reasons, but no less than 30 days before the scheduled time is to start. For use of PTO as sick leave, employees must provide at least 10 days' notice where such use is foreseeable. Where use of PTO as sick leave is unforeseeable, employees must provide as much time as practicable.

Verification: SAFE may ask for verification of illness when PTO is used for 3 consecutive days or longer as sick leave without prior approval from the Executive Director.

### **2. Unpaid Sick Leave For Temporary, On-Call, and Part-Time Employees Working Less Than 20 Per Week**

Temporary, on-call, and part-time employees working less than 20 hours per week accrue unpaid sick leave under Oregon's Sick Leave law at the rate of 1 hour for every 30 hours

worked up to a maximum of 40 hours per calendar year. Employees may carry over up to 40 hours of unpaid Sick Leave to a subsequent year, but may not use more than 40 hours of sick leave during any given year. Such employees may use sick leave for any purpose covered by the legal requirement in increments of an hour, including to treat, care, or diagnose the employee's own illness or that of a family member, bereavement or to attend a doctor's appointment. Unpaid sick leave is not paid out to an employee that quits or is terminated. Employees must provide at least ten days' notice of foreseeable use of sick leave, or as soon as practicable where use is unforeseeable. SAFE reserves the right to require verification for use of 3 or more consecutive days of sick leave.

### **3. Holiday Leave**

Each regular full-time employee is granted 10 paid holidays each calendar year. Eligible part-time employees receive holiday time in proportion to their FTE status, not to exceed the number of regularly scheduled hours in that employee's work week. Employees who are hired after the beginning of the calendar year receive holiday time based on which month they are hired and whether they are full or part-time.

- a. Approved Holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, as well as two floating holidays. If the holiday falls on a weekend, the agency will observe it on a nearby workday.
- b. Unused holiday leave cannot be carried over to the next calendar year, and will not be paid out at the end of the year or upon termination of employment for any reason.

### **4. Inclement Weather**

If schools are on delayed start, reasonable time will be given to staff to arrive safely at work. If schools are canceled due to weather, the Executive Director may or may not choose to close the office. Staff will be notified. If the office is open, the expectation is to come to work, if travel is safe. All employees who are unable to come to the office can use PTO. If the office is closed, the expectation is to take PTO or if no PTO is available, a day without pay.

### **5. Leave Without Pay**

An employee may be allowed to take leave without pay with approval of the Executive Director. Employees do not accrue paid time off or receive holiday pay during a leave without pay. Medical benefits are outlined in Appendix E.

### **6. Health Care**

SAFE's health insurance plan provides employees and their dependents access to medical, and dental care insurance benefits. Only employees who regularly perform thirty (30) or more hours of work each week are eligible to participate in the health insurance plan. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between SAFE and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in

the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information

Details of the health insurance plan are described in the Summary Plan Description. Contact the Executive Director for more information about health insurance benefits.

## **7. Staff Development/Training**

- a. Periodic in-service training will be held during All-Staff Meeting sessions. The staff will generate a list of preferred/needed trainings. All paid/volunteer staff and Board members are encouraged to attend. The Executive Director must approve trainings.
- b. Regular full-time staff members will have 40 hours of paid advanced training time available each fiscal year.
- c. For regular part-time staff hired to work 20 or more hours per week, paid training time is prorated based on their percentage of full-time equivalence (FTE). In order to access this time, a staff member must request the training and time off through the Executive Director. The training must be relevant to the staff member's work within SAFE. If the Executive Director approves, the staff member will then submit the request to the Executive Director and the staff member will document the training time on their time sheet.
- d. Required participation of direct-service SAFE staff in the State Mandated Advocacy Training series is paid training time in addition to the training benefit described here.
- e. SAFE staff may be asked to present a report on information gathered through training to the staff during an All-Staff meeting.

## **8. Jury Duty Leave**

Employees who are summonsed to jury duty must provide a copy of the jury duty summons as soon as it is received to the Executive Director. SAFE will permit you to take the necessary time off for jury duty and reinstate you to your former position as required by law. SAFE does not compensate non-exempt employees for jury duty time, but an employee may elect to use PTO time during jury duty leave. Employees are expected to report as available for work whenever the court schedule permits. Upon completing jury duty, employees must present proof of jury service by presenting the court-prepared document to the Executive Director. No employee will suffer discrimination or retaliation for taking jury duty leave.

## **9. Military Leave**

Employees who serve in the U.S. Armed Forces, the U.S. Coast Guard, the U.S. Public Health Service, the National Guard or Reserves may take a leave of absence for the period of their military service. Except as otherwise required by law, all military leaves are without pay except employees may use any available PTO or floating holiday while on military leave. Employees who need a military leave of absence should notify the Executive Director and provide a copy of their orders as far in advance as reasonably possible under the circumstances.

Reinstatement following military leave will normally be to the same position held prior to the leave, subject to applicable laws. An employee who does not provide notice of the need for

leave or request reinstatement according to the procedures and time limits specified by law will not be eligible for reinstatement. For more information, please contact the Executive Director.

## **10. Crime Victims Leave**

Consistent with Oregon law, SAFE grants leave to eligible employees who are victims of certain crimes to attend related criminal proceedings. An eligible employee is one who has worked at SAFE for a minimum of 25 hours per week for at least 180 days prior to the leave and is a crime victim, which is defined as an individual who has suffered financial, social, psychological or physical harm as a result of a person felony. SAFE provides this leave for employees who are themselves crime victims, as well as if the crime victim is a member of the employee's immediate family. Immediate family, for purposes of crime victims leave, is defined as spouse, domestic partner, parent, sibling, child, stepchild, or grandparent. Employees may use any accrued paid time off if they choose to do so. If the employee does not elect to use accrued paid leave, the leave will be unpaid.

An employee seeking leave under this policy should provide reasonable notice and should also provide copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency. In certain circumstances, SAFE may request that the employee seek to have the prosecutor take steps to ensure that the court or agency consider the employee's work schedule when scheduling proceedings. All records maintained regarding crime victims leave are subject to applicable confidentiality laws and regulations.

## **11. Domestic Violence Victims Leave**

Consistent with Oregon law, SAFE grants leave to eligible employees who are victims of domestic violence, sexual assault, harassment, or stalking to seek assistance. An eligible employee is one who is a victim of domestic violence, sexual assault, harassment, or stalking or is a parent or guardian of a minor child or dependent who is a victim, and is seeking leave for an authorized purpose. An authorized purpose includes seeking legal or law enforcement assistance or remedies, seeking medical treatment or recovering from injuries, obtaining counseling or services from a victim services provider, or relocating or taking steps to secure a safe home for the employee or minor child. Employees may use any accrued paid time off if they choose to do so. If the employee does not elect to use accrued paid leave, the leave will be unpaid.

An employee seeking leave under this policy should provide reasonable notice and may be asked to provide certification of the need for leave. All records maintained regarding domestic violence victims leave are subject to applicable confidentiality laws and regulation.

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT RECEIPT

I acknowledge that I have received and will read a copy of SAFE of Columbia County's Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review.

I understand that SAFE has adopted the Employee Handbook only as a general guide about policies, work rules, and the work environment, and that it is subject to change at any time in the company's sole discretion. I also understand that the Employee Handbook controls over any other contradictory statements. I acknowledge that the Employee Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either SAFE or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promise has been made to me that is inconsistent with this "at-will" statement.

I understand that SAFE complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to the Executive Director.

During my employment with SAFE, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued.

I have read this acknowledgement carefully before signing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Print Name)

The original of this document will be kept in the Employee's personnel file.